

A/R DATA FILE CREATION USING A SPREADSHEET

When complete, email the file to brandi@nacmservices.com or call to set up an FTP account. The file name **MUST** contain your NACM Member Number, if not; it could result in the file not being processed or potential delay.

RULES

- Data layout **must** match the NACM MidAmerica standard A/R spreadsheet format (see attached).
- If you cannot provide information in a particular column or field, you **must** leave an empty column or field as a placeholder. **Do not** include additional columns or rows of information.
- Please include all A/R accounts that have had any activity in the past 6 months.
- Only **one** worksheet can be included in the spreadsheet workbook

FILE CREATION

We can **ONLY** accept spreadsheet files in a **CSV** (Comma delimited) file type. Please **do not** send Microsoft Excel (.xls), Lotus (.wkx or .wjk), Access (.mdb), Paradox (.db), Quattro (.wq1), or Dbase (.dbf) files as we are unable to process them.

To save the file as a .csv file type after completing data entry:

- Click on **File**
- Click on **Save As**
- In the **Save as type** window select "**CSV (Comma delimited)**"
- In the **Filename** window enter the filename, in the format "*nnnnmmyy*"
Where:
 - nnnn* NACM member number (e.g. 7001)
 - mm* month to which this data pertains (e.g. 01)
 - yy* year to which this data pertains (e.g. 13)
- The name of the file to upload to NACM Tampa will be in the form "*nnnnmmyy.csv*"
e.g. 70010113.csv

NACM MIDAMERICA STANDARD A/R SPREADSHEET FORMAT

The format listed here describes the order, type and field notes of each column within the Excel worksheet. A/R data files **must** match this format exactly. If you cannot provide information in a particular column or field, you **must** leave an empty column or field as a placeholder. **Do not** include any additional rows of information and only **one** worksheet can be included in a spreadsheet workbook.

| Column | Description | Data Notes | Format Type |
|--------|---------------------------|--|-------------|
| A | Customer A/R# | | Text |
| B | Business name | | Text |
| C | Street Address | | Text |
| D | Address 2 | | Text |
| E | City | | Text |
| F | State | State code | Text |
| G | Zip Code | 5 or 9 digit zip code | Text |
| H | Phone number | 10 digit phone number | Text |
| I | Open Date | mmyy OR mmccyy | Text |
| J | Report Date | mmddyy OR mmdccyy | Text |
| K | Last Sale Date | mmyy OR mmccyy | Text |
| L | Balance | Dollar amounts whole numbers only do not include pennies or commas | \$ |
| M | Current | | \$ |
| N | 01-30 days past due | | \$ |
| O | 31-60 days past due | | \$ |
| P | 61-90 days past due | | \$ |
| Q | 91 + days past due | \$ | |
| R | Terms | | Text |
| S | Comment (NACM/TRW code) * | | Text |
| T | Average days to pay * | | Text |
| U | Contact name * | | Text |
| V | Futures * | | \$ |
| W | Federal Tax ID * | | Text |
| X | Country * | | Text |

Fields marked "*" are not required for all groups, please call your Group Representative to verify.

EXAMPLE SPREADSHEET (e.g. 70010113.csv)

| AR # | BUSINES NAME | STREET ADDRESS | ADDRESS 2 | CITY | ST | ZIP CODE | PHONE |
|--------|------------------|----------------------|-----------|-----------|----|----------|------------|
| AR0001 | STOKE EXPORTS | AV.DO CONTOR NO 8000 | | SAO PAULO | FL | 6455 | 5635551446 |
| AR0003 | COMPUTERS R US | 5001 WEST CYPRESS | SUITE1099 | TAMPA | FL | 33609 | 2425558967 |
| AR0007 | JOHN S RUBBER CO | 1490 HAMILTON RD | | ONTARIO | | NBW 50N | 5915558000 |

| OPEN DATE | REPORT DATE | LAST SALE | BALANCE | CURRENT | 1-30 | 31-60 | 61-90 | 91+ |
|-----------|-------------|-----------|---------|---------|------|-------|-------|-----|
| 05/1996 | 1/31/2000 | | 0 | | | | | |
| | 1/31/2000 | 12/1999 | -80 | | | -80 | | |
| 10/1932 | 1/31/2000 | 12/1999 | 730 | | 700 | | 30 | |

| TERMS | COMMENT | AVG DAYS TO PAY | CONTACT | COUNTRY |
|----------|----------|-----------------|---------------|---------|
| N-30 D | | | BRUNO LOPES | BRAZIL |
| NO TERMS | | | STANLEY JAMES | USA |
| | SLOW PAY | 78 | JON POWER | CANANDA |