

Creating an ASCII or UNICODE Import File

This system allows for the import of individuals and debts into the Setoff Debt Collection software created by the South Carolina Association of Counties. It is not necessary to enter information manually into this software system if you can create a file on external media: diskette(s), CD, JAZ, or ZIP drive.

If you do not have a method of creating an external file or you only have information on paper, then you can start entering your data into the system. The load is just a convenient and time-saving way to build your system with debts.

Use the following format to create an external file to be sent to the South Carolina Association of Counties. It will be imported into the master Setoff Debt system and then returned to you in a format that can be installed into your external software system.

File Layout:

Field	Field Description	Positions	Special Comments
1.	Reserved for SCAC use	1 - 9	
2.	Social Security Number	10 - 18	Must be nine numbers
3.	Last Name	19 - 32	
4.	First Name	33 - 42	
5.	Entity Code	43 - 46	Code assigned by SCAC
6.	Street Address	47 - 72	
7.	City	73 - 86	
8.	State	87 - 88	
9.	Zip Code	89 - 93	
10.	Zip+4	94 - 97	
11.	Date of Default	98 - 105	Century (98-99) ex. 20 Year (100-101) ex. 02 Month (102-103) ex. 09 Day (104-105) ex. 12
12.	Amount of Debt	106-114	Seven integers, two decimals Use leading zeros, i.e. \$1,265.48 would be 000126548
13.	Add/Reduction/Deletion/Protested	124	'A' (add) for Initial Load, 'R' (reduction), 'D' (deletion) 'P' (protested) 'R' signifies Amount of Debt reduced to not BY (put new debt in Amount of Debt). 'D' put zeroes in Amount of Debt
14.	Entity Account Number	125 - 136	
15.	Carriage Return/Line Feed	137 - 140	
GEAR Participants Only:			
15.	Debt System Identifier	137	'S' (Setoff system) 'G' (GEAR system)
16.	Carriage Return/Line Feed	138 - 139	

Additional technical notes:

All records should have a Carriage Return (CR) and Line Feed (LF) code at the end.

Note: Placing the actual characters CR and LF are not sufficient. The ASCII characters for Carriage Return and Line Feed are required. Contact your computer support, search the web or call the South Carolina Association of Counties for assistance.

Copy the data file to one of these external media devices: diskette(s) ,CD, JAZ or ZIP drive. The name of the file doesn't matter. Be sure to put your Entity name and the words INITIAL LOAD or ADJUSTMENT on the label, jewel case or container.

We will send you an import verification report before we load your data. Once you reply by email that the file is correct, it will be loaded. Should we detect any problems with the layout and/or the actual data, we will contact you and discuss the necessary revisions. The layout **must** be exact, with **all** fields complete and in the correct positions. Your Initial Load must include all accounts to be submitted to DOR. When sending Adjustment files send **only** those accounts, which are to be Reduced, Deleted or Protested. Adds can only be sent in the Initial Load. They will be omitted if on an Adjustment file.

What is ASCII ?

ASCII, pronounced "ask-key" stands for the American Standard Code for Information Interchange. It was established to achieve compatibility between various types of data processing equipment. It is the common code for microcomputer equipment (personal computers).

UNICODE is a more modern term for a standard interchange file. It used in many Windows software applications.

CR (carriage return) - moves the cursor (or print head) all the way to the left, but does not advance to the next line

LF (line feed) - moves the cursor (or print head) to a new line