Online Rent File Upload Instructions – ASCII Format

ASCII Format Requirements

1. An ASCII file name must end with a .txt extension.
2. Each Record Type must contain the correct number of characters in each field/line. (Requirements are itemized below in the **ASCII Record Layout** section.)
3. Only Federal rental payment data can be uploaded using the ASCII format.
4. You must begin each document with Record Type 1 and end it with a Record Type 3. You must list Record Type 2 lines in sequential order; the maximum line count of Type 2 lines in a single document is 50,000.
5. You must provide all three Record Types for each document.

Format Characteristics

1. In the Maximum Width column, "X" equates to alpha-numeric characters and "9" equates to numeric characters. The number enclosed in parentheses ( ) indicates the number of characters allowed for that specific field.
2. All numeric fields are unpacked, which means only one number per position. For example, if a field is eight numbers long, there are eight positions.
3. No binary numeric fields or internal formats are allowed.
4. All numeric fields must be right justified. Empty spaces in numeric fields must be filled with a zero or a typed space so that every field has a character entered in it. No punctuation is allowed in numeric fields.
5. Alpha-numeric characters must be left justified unless specifically instructed otherwise.
6. Negative values cannot be reported on the rental payment file upload.

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ASCII Record Layout

Description	Maximum Width	Position	Field Requirement	
HEADER				
RECORD TYPE	X(1)	1	Enter "1"	Required
REPORTER CODE	X(5)	2-6	Enter a valid ONRR-assigned Code.	Required, edited against ONRR
FORM TYPE	X(4)	7-10	Enter "RENT"	Required
PAYOR ASSIGNED DOCUMENT	X(10)	11-20	Enter your PAD number plus 2 spaces, or enter 10 spaces	Required
DETAIL				
RECORD TYPE	X(1)	1	Enter "2".	Required
LEASE NUMBER	X(11)	2-12	Enter a valid ONRR-converted lease number, consisting of 10 digits (a 3-digit prefix, 6-digit body, and 1-digit suffix). If a lease number has a single- digit suffix, left justify it. **Note:** The field can accommodate 11 digits for future needs (e.g., a 2-digit suffix).	Required, edited against ONRR records.
AGENCY NUMBER	X(25)	13-37	Enter a valid Agency number that is tied to the lease number. Left justify and fill with spaces. <u>Required</u>, edited against ONRR records.	Required, edited against ONRR records.
REPORTER CODE	X(5)	38-42	Enter your ONRR-assigned, 5-digit code.	Required
DUE DATE	X(8)	43-50	Enter the due date using the MMDDYYYY format (e.g., 01312012).	Required
PAYMENT AMOUNT	X(11)	51-61	Enter a dollar amount, right justified, with two decimals in positions 60-61 (e.g., for a value of $567.00, you would enter 00000056700).	Required
TRAILER				
RECORD TYPE	X(1)	1	Enter "3"	Required
DOCUMENT COUNT	X(5)	2-6	Enter the total number of Record 2 lines reported for the individual leases in a file. Must be 5 characters; left justify the Record 2 lines and fill remaining characters	Required