

## Export/Import Layout for Standard Special Assessment ASCII

Last updated: 09/20/2012

### General Information

- ~ Five files are exported: Special Assessment District Info File; Master File; Legal Description File; Payment File; Comment File.
- ~ Exports from Pervasive Special Assessment can be imported into Special Assessment .NET.
- ~ When decimal points are asked for, they are not implied (i.e., a field length of 12.2 should be a total of 12 bytes long including the decimal point).
- ~ Each record is delimited by a carriage return (x'0D') and line feed (x'0A').
- ~ All records are fixed record length and fixed field length. Data fields in the files do not have delimiters between each field; the data should be continuous in each record.
- ~ This layout can be used for both Pervasive and .NET. Fields that are available only in .NET exports are noted as such.

### Special Assessment District Info File

	Field Name	Size (decimals)	Comment
	Special Assessment Code	6	L J
.NET	Unit Identification Number	5	L J
	Special Assessment Name	16	L J
	Description 1	35	L J
	Description 2	35	L J
	Comments	50	L J
	Status	1	A; I; T; P *
	Project Estimated Cost	12.2	R J
	Project Actual Cost	12.2	R J
	Municipality Share	12.2	R J
	Taxpayer Share	12.2	R J
	APR Interest Rate	12.5	R J
	Number of Years	4	R J
	First Year Months to Charge	4	R J
	Starting Year	4	R J
	Interest Calculation Method	2	SC or DB **
	Date Special Assessment Started	10	MM/DD/YYYY
	Payahead Option	1	Set at zero
	Due Date	10	MM/DD/YYYY
	Begin Date to Use for Payoff Calculation	5	MM/DD
.NET	open	28	L J
.NET	open	28	L J
.NET	open	28	L J

.NET	Benefit Front Foot Rate	12.2	L J
.NET	Benefit Square Foot Rate	12.2	L J
.NET	Benefit Linear Foot Rate	12.2	L J
.NET	Holland Benefit Rate	12.2	L J
.NET	Date Confirmed	10	MM/DD/YYYY
.NET	Hard Code Flag	1	Y or N
.NET	Hard Code Date	10	MM/DD/YYYY
.NET	Village Only Flag	1	Y or N
.NET	Overridden Penalty Flag	1	Y or N
	open for growth	100	
	carriage return	1	
	line feed	1	

\* Status Codes: A (active); I (inactive); T (tentative); P (paid)

\*\* Interest Calculation Method: SC (standard commercial); DB (declining balance)

### Master File

Field Name	Size (decimals)	Comment
Parcel Number	25	L J
Special Assessment Code	6	L J
Tax Unit ID	5	L J
Governmental Unit ID	5	L J
Current Assessment Amount	12.2	R J
Parcel Status	1	A; F; I *
Owner's Name	35	L J
Owner's Name 2	35	L J
Owner Care Of	35	L J
Owner Street Address	35	L J
Owner City	25	L J
Owner State	2	L J
Owner Zip	10	L J (zip+ " " +4)
Property Address Number	8.1	R J
Property Address Direction	2	L J
Property Address Street Name	25	L J
Property Address City	25	L J
Property Address State	2	L J
Property Address Zip	10	L J (zip+ " " +4)
Taxpayer Name	35	L J
Taxpayer Care Of	35	L J
Taxpayer Street Address	35	L J
Taxpayer City	25	L J
Taxpayer State	2	L J
Taxpayer Zip	10	L J (zip+ " " +4)
School District	5	L J
Property Class	5	L J
Benefit Unit	12.7	R J
Frontage	12.2	R J
Square Feet	12.2	R J
Lineal Feet	12.2	R J

	Override Interest Flag	1	Y or N
	Interest Rate	12.5	R J
	Number of Years	4	R J
	First Year Months to Charge	4	R J
	Start Year	4	R J
	Advance Payment Flag	1	Y or N
	Advance Payment Amount	12.2	R J
	Adjusted Flag	1	Y or N
	Original Assessment Amount	12.2	R J
	Adjusted Assessment Amount	12.2	R J
	Adjustment Reason	30	L J
	Adjustment Date	10	MM/DD/YYYY
	Adjustment Comment	30	L J
	Current Installment Year	4	R J
	Current Year Installment Flag	1	Y or N
	Installment Principal Portion	12.2	R J
	Installment Admin Portion	12.2	R J
	Installment Interest	12.2	R J
	Installment Penalty	12.2	R J
.NET	Installment Extra Interest	12.2	R J
.NET	Installment Certification Fee	12.2	R J
	Override Installment Principal Flag	1	Y or N
	Installment Principal Override	12.2	R J
	Override Installment Interest Flag	1	Y or N
	Installment Interest Override	12.2	R J
.NET	Override Penalty Flag	1	Y or N
.NET	Installment Penalty Override	12.2	R J
.NET	Override Extra Interest Flag	1	Y or N
.NET	Installment Extra Interest Override	12.2	R J
	Installment Transferred to Tax	1	Y or N
	User #1	5	Numeric
	User Alpha 1	20	Alphanumeric
	User Alpha 2	20	Alphanumeric
.NET	Add Flat Benefit Amount	12	
.NET	Label Flat Benefit	15	
.NET	Flat Benefit Reason	20	
.NET	Deferment	1	
.NET	Adjusted Amount for Installment Calculation	12	
.NET	Holland Benefit Rate	12	
.NET	Tap In Date	10	
.NET	Village Only Flag	1	
	open for growth	100	
	carriage return	1	
	line feed	1	

\* Status Codes: A (active); F (future connection); I (inactive)

**Legal Description File**

A header record has the parcel number followed by a 3-digit number of records to follow.

<b>Field Name</b>	<b>Size</b> (decimals)	<b>Comment</b>
HEADER RECORD:		
Parcel Number	25	L J
Number of Desc Records	3	L J
open for growth	52	
carriage return	1	
line feed	1	
DATA RECORD:		
Data	80	L J
carriage return	1	
line feed	1	

**Comments File**

A header record has the parcel number followed by a 3-digit number of records to follow.

<b>Field Name</b>	<b>Size</b> (decimals)	<b>Comment</b>
HEADER RECORD:		
Parcel Number	25	L J
Special Assessment Code	6	L J
Number of Desc Records	3	L J
open for growth	46	
carriage return	1	
line feed	1	
DATA RECORD:		
Data	80	L J
carriage return	1	
line feed	1	

**Payments File**

	<b>Field Name</b>	<b>Size</b> (decimals)	<b>Comment</b>
	Special Assessment Code	6	L J
	Parcel Number	25	L J
	Installment Year	4	R J
	Tax Unit ID	5	L J
.NET	Open	5	
PVSV	Governmental Unit ID	5	L J
	Principal Amount Paid	12.2	R J
	Admin Fee Paid	12.2	R J
	Interest Paid	12.2	R J
	Penalty Paid	12.2	R J
.NET	Extra Interest Amount	12.2	R J
.NET	Certification Fee Amount	12.2	R J
	Posting Date	10	MM/DD/YYYY
.NET	Interest Date	10	MM/DD/YYYY
.NET	Actual Date	10	MM/DD/YYYY
	Posting Time	11	HH:MM:SS:HH *
	Check Number	12	L J
	Receipt Number	8	R J **
	Batch Number	5	
.NET	Comment	30	
.NET	Cashier	20	
.NET	Credit Card Verification	20	
	Paid By Name 1	35	
.NET	Paid By Name 2	35	
.NET	Paid By Street Address	35	
.NET	Paid By City	25	
.NET	Paid By State	2	
.NET	Paid By Zip	10	
	open for growth	100	
	carriage return	1	
	line feed	1	

\* Hours:Minutes:Seconds:Hundredths of seconds

\*\* for example, 00000023