

# Data Contribution

YOUR GUIDE TO CONTRIBUTING MONTHLY A/R DATA



The preferred format for submitting A/R data is in a text, Excel, or csv format. NACM South Atlantic (NACM) has the ability to convert many data formats but most computer systems have the ability to export data in one of the three above listed preferred formats. The file should include the following data and note some fields are optional.

- |  |   |                             |
|--|---|-----------------------------|
| 1. Customer account number<br>(Your customer number) | 9. Open Date  | 15. 60 Days                 |
| 2. Business Name                                     | 10. Report Date<br>(The last day of your accounting<br>month, 25 <sup>th</sup> , 30 <sup>th</sup> , etc.) | 16. 90 Days                 |
| 3. Street Address 1                                  | 11. Last Sale Date  | 17. 120 Days *              |
| 4. Street Address 2                                  | 12. Balance   | 18. Terms of Sale *         |
| 5. City  | 13. Current   | 19. Comment Code *          |
| 6. State   | 14. 30 Days   | 20. Federal Tax ID Number * |
| 7. Zip Code  |   | 21. Country *               |
| 8. Phone Number                                      |   |                             |
- \*Indicates optional field

Each record should be on a single line as shown in the example below

<input type="checkbox"/> Not Usable	<input checked="" type="checkbox"/> Correct, single line file
123456 CLIFFORD PRODUCTS GROUP 123 MAIN STREET ANYWHERE FL 55512	123456, CLIFFORD PRODUCTS GROUP,123 MAIN STREET, ANYWHERE, FL, 55512

## Q & A's

### Q. Can customer account numbers be re-used?

A. Account numbers from your system should never be re-used. Once mapped in our system your customer account number is matched to a subject in our system by account number every month.

### Q. How do I know my data is loaded correctly?

A. Once we receive your file a sample load will take place and you will have the opportunity to verify the data mapping, especially the aging buckets (current, 30, 60, 90, and 120) have loaded correctly. Once confirmed we are ready to receive your data monthly!

### Q. Can anyone look up my complete aging information?

A. No, only NACM members have access to running NACM Credit Reports and only individual credit reports are sold. The subjects we have in our database have an average 7% touch rate. Our studies show the average number of credit inquiries a member company receives is very close to that figure. In many industries that will result in saving you time by having to respond to fewer fax and email inquiries.

### Q. Is it ok if I make changes to the file I submit?

A. If you are deleting lines or making corrections to the file yes. However, the file format should never be changed

without notifying NACM first as data will not be mapped correctly.

### Q. Does NACM sell my data?

A. No, unlike other credit reporting companies NACM data is used exclusively for the NACM National Trade Credit Report only.

### Q. Are there other benefits to sharing data?

A. Yes, there are both tools and benefits; Portfolio Risk Analysis, Account Monitoring are both valuable tools included for data contributors. We do ask you to contact us to have the options enabled for your login code. There are time saving benefits for members participating in credit groups and there are statistics that show companies that contribute data have better receivables and financial strength. If a new bank opened up and said they make loans but don't report past due or current balances, how long would they be able to stay in business?

### Q. How do I send the information to NACM?

A. Monthly A/R files may be sent to William Jimenez at [datasubmission@nacmsouthatlantic.com](mailto:datasubmission@nacmsouthatlantic.com). If your company automates the process and would like an FTP account set up for data transfer we can provide that information after your first file is received and the format verified.