# PA-TEDtrac  UPLOAD DOCUMENT PROCESS

The following document explains the business process that is used for the upload section and requirements to upload a document and records to the system.

## Document Information

Counties will use a generic text document Example (countycode_Month_Day_ReportingYear.txt). 673514.txt would be used for County code 67, March 5th, 2014 this naming of the file will be saved to each record submitted from that document. There must be no trailing spaces in the document no carriage returns at the bottom or between records this will be considered a failed record and will cause an error to be flagged.

- There is one business rule check that looks at a predefined number and makes sure that it is a correct sale up until the "P" flag which starts the Parcel number, if the sales and the reject code are incorrect it will flag that entry.
- There is also an Error count (changeable) that once 20 errors are reached within an upload the process ends and indicates for the file to be reviewed before it is continued.
- Flag Error
  - If a flag error is generated the entire document and all records in that file will be rejected until fixed.
  - Records that are submitted from the upload section will have the text document name associated with that record.
  - Parcel numbers must be assigned to each sales record and have to be unique if another sales record has a duplicate parcel Number the system will not allow that record to be submitted into the new system.
  - Flag error will be displayed on the screen indicating what row the parcel number and what is wrong with that string. There will also be a reference back to this document and section.

## The default string details:

| Example String |
|---|
| 10214000006711110000990000000002000000000020000312P |

Using Zero's (preferred method)

| 1 | 02 | 14 | 000 | 00 | 67 | 1111 | 0000 | 99 | 0000000002 | 0000000002 | 00003 | 12 | P{50} |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| G1 | G2 | G3 | G4 | G5 | G6 | G7 | G8 | G9 | G10 | G11 | G12 | G13 | G14 |

**Red indicates unused locations

| | | | |
|---|---|---|---|
| Total String Length | 59 locations including spaces and zero's | If string is < or > 59 this will be trigger a flag error | |
| G 1 (1) | 1 default indicator?? what is the meaning of the 1 | This must be and integer 1 if not 1 will cause flag error | |
| G 2 (2) Month | Month 2 digit place holder in the string | Must be a valid value from 1 – 12 all other numbers will trigger flag error | |
| G 3 (2) Year | Reporting Year 2 digit place holder in the string | There is a check in the system to make sure you have the correct filling year if you are filling for an incorrect year will trigger flag error | |
| G 4 (3) Page # | Page # 3 digit place holder should be three Zero's | This currently is not used in the System it is open to use for any three numeric numbers we check to make sure there are only 3 numeric values at this location or 3 spaces as this is not currently used in the system the default is 000 or spaces. Length check if missing will cause flag error | |
| G 5 (2) Line # | Line # 2 digit place holder should be zero's | This currently is not used in the System it is open to use for any two numeric numbers we check to make sure there are only 2 numeric values as this location or two spaces. Not currently used in the system the default is 00 or Spaces. Length check if missing will cause flag error | |
| G 6 (2) County Code | County Code is a 2 digit place holder | This is checked to make sure the county number exist in the system. If any invalid code will cause a flag error | |
| G 7 (4) Muni Code | 4 digit place holder | This is checked to make sure the municipality is correct, currently steb muni number are not valid muni code so we will cross reference the table to make sure it is correct and that it is valid for that county correct and valid muni code structure. | |
| G 8 (4) Property (Land Use) | 4 digit place holder | We check this value against the land use codes that exist in the table. Incorrect codes will trigger error flag | |
| G 9 (2) Ward | 2 digit place holder | This is a length and numeric check only this is not used in the current system. We check this to validate string length default is 00 Zero's | |
| G 10 (10) Sales Price | 10 digit place holder | All money values must be numeric only and proceeded by zero's to make the length of 10 if this position contains and of the following it will cause a flag error ($) (,) (.) | |
| G 11 (10) Assessed Values | 10 digit place holder | All money values must be numeric only and proceeded by zero's to make the length of 10 if this position contains and of the following it will cause a flag error ($) (,) (.) | |
| G 12 (5) Ratio A/S | 5 digit place holder | A/S Ratio can be blank because it is a calculated field. If you place a value into the system it will not be pulled over as this is calculated by the system | |

| | | on insert. We only look for 5 zero's to hold the position and string length |
|---|---|---|
| G 13 (2) Reject Code | 2 digit place holder | This code is checked against the reject code table if there is not a match it will cause a flag error |
| G 14 (50) Variable length up to 50 | 1 digit place holder<br>P – All characters after and including the P will be used to identify the parcel number | This is a number that each county will use that must be unique to each sales record that will be entered into the system that can be used by counties to identify sales records in the system. This is a mandatory required field and will have a check on any insert. Any records that have duplicate parcel Numbers will cause a flag error. As long as all variables are the same record, there must be at least one different Colum for a new insert of that record |

Example of the flag error screen:
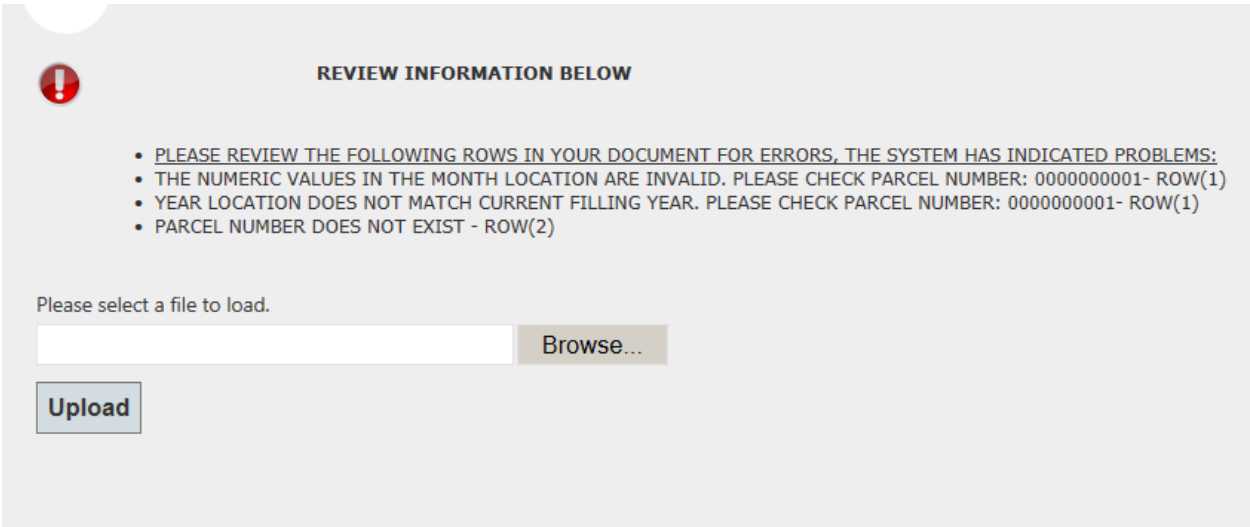


Once all flag errors have been cleared the file will load to the system. The first view of records will show on a read only version of the records with text description allowing the user to see information correctly formatted, this page will have a print feature so counties have a record of each document and sales from that txt document and values that were loaded into the system. This screen will show descriptive text for county, land use, municipality, reject codes, and money values will be formatted.

If any of these records need to be edited and approved users will be direct to new screens that will give users the ability to edit each record and do bulk updates.

# Contact

If assistance is needed, please contact the STEB staff:

Phone:

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