PA-TEDtrac UPLOAD DOCUMENT PROCESS

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

Document Information

Counties will use a generic text document, e.g. (countycode_Month_Day_ReportingYear.txt).
For example, 673514.txt would be used for county code 67, March 5, 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 and no carriage returns at the bottom or between records — documents containing these will be considered failed records—and will cause errors 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) where 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.
    - A flag error will be displayed on the screen indicating the row and 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 |
| --- |
| 10214000006711110000990000000002000000000200003 12P |

Using Zeroes (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 zeroes	If string is < or > 59 this will trigger a flag error	
G 1 (1)	1 default indicator?? what is the meaning of the 1	This must be an integer 1 if not 1, it will cause flag error	
G 2 (2) Month	Month two-digit place holder in the string	Must be a valid value from 1 – 12. All other numbers will trigger a flag error.	
G 3 (2) Year	Reporting Year two-digit place holder in the string	There is a check in the system to make sure you have the correct filing year. If you are filling for an incorrect year, it will trigger a flag error.	
G 4 (3) Page #	Page # three-digit place holder should be three empty spaces or three zeros	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 three numeric values at this location or three spaces as this is not currently used in the system the default is 000 or spaces. Length check, if , will cause flag error	
G 5 (2) Line #	Line # two-digit place holder should be two empty spaces or zeroes	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 two numeric values or two spaces at this location. 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 two-digit place holder	This is checked to make sure the county number exists in the system. If any invalid code will cause a flag error	
G 7 (4) Muni Code	Four-digit place holder	This is checked to make sure the municipality is correct. Currently STEB municipal numbers are not valid municipal codes, so we will cross reference the table to make sure it is correct and valid for that county's municipal code structure.	
G 8 (4) Property (Land Use)	Four-digit place holder	We check this value against the land use codes that exist in the table. Incorrect codes will trigger an error flag.	
G 9 (2) Ward	Two-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 zeroes.	
G 10 (10) Sales Price	10-digit place holder	All money values must be numeric only and proceeded by zeroes to make the length of 10 if this position contains and of the following it will cause a flag error ($) (,) (.)	
G 11 (10) Assessed Values	10-digit place holder	All money values must be numeric only and proceeded by zeroes to make the length of 10 if this position contains and of the following it will cause a flag error ($) (,) (.)	
G 12 (5) Ratio A/S	Five-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 five zeroes to hold the position and string length.
G 13 (2) Reject Code	Two-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	One-digit place holder 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. It must be unique to each sales record that will be entered into the system and 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 column for a new insert of that record.

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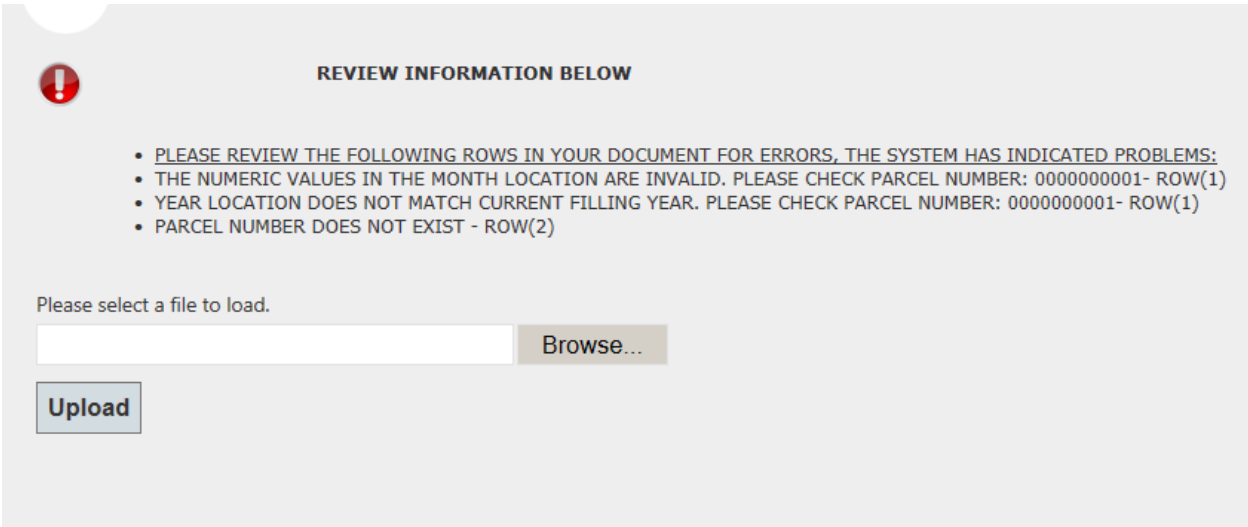
Once all flag errors have been cleared, the file will load to the system. The first view of records will show on a read-only version with text description allowing the user to see information formatted correctly. This page will have a print feature so counties have a record of each document and sales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

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

If you have questions or concerns, please contact Kristine Aldridge 717.720.7447 or kraldridge@pa.gov