

Step-by-Step Procedure

SDC File Creation

Open the Debt Collector table.

Click **OK** to display all available Debt Collector batches.

Setups > Setups > Standard > Debt Collectors

Debt Collector Setup (FIND)

Debt Collectors

Debt collector: Description:

Details Active Inactive CSV Print Transfer

Account Information (BROWSE)

Browse Record Details History

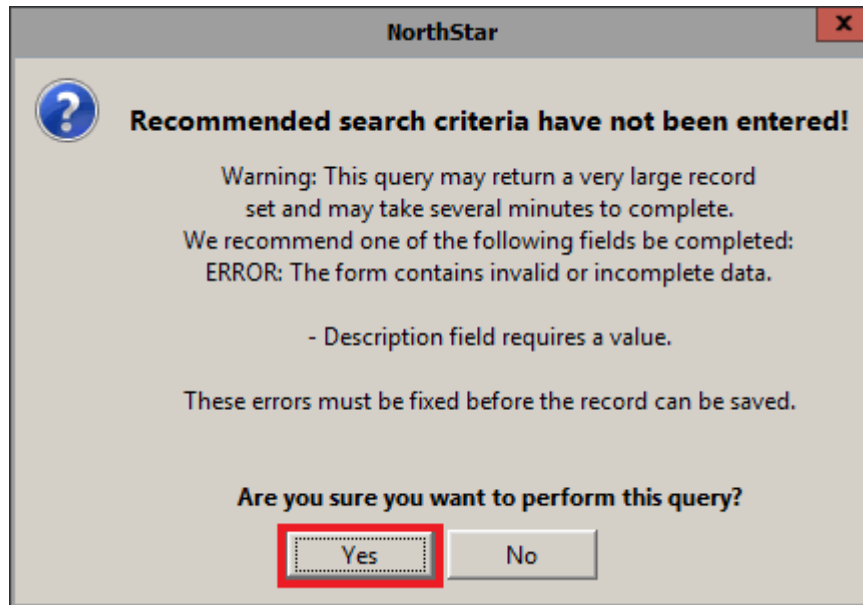
Account No	Occ.	Name	Date In	Amount	Current Balance
------------	------	------	---------	--------	-----------------

Ready

Please enter the debt collector code

At the pop-up window, click **Yes** to confirm processing the query.

This will allow the Debt Collector table to return all active Debt Collector batches.



Navigate to the Debt Collector batch created for accounts transferring to the Department of Revenue – State Debt Collection.

In the example, the Debt Collector batch is labeled as 'D' with a description of 'DOR-SDS'.

The **Details Active** tab contains all records transferred to the SDC Debt Collector batch.

Review the accounts contained within the SDC Debt Collector batch.

Setups > Setups > Standard > Debt Collectors > Details Active

Debt Collector Setup (BROWSE)

Debt Collectors

Debt collector: Description:

Details Active Inactive CSV Print Transfer

Account Information (BROWSE)

1 of 6

Browse Record Details History

Account No	Occ.	Name	Date In	Amount	Current Balance
164701	37	JAMES DYSON	2020-03-26	252.43	252.43
372500	51	EMILY BEECHAM	2020-03-26	163.76	163.76
373600	46	CATE BLANCHETT	2020-03-26	184.70	184.70
485200	37	SYLVESTER STALLONE	2020-03-26	275.74	275.74
732100	21	JEFF GOLDBLUM	2020-03-26	735.15	735.15
894528	26	QUENTIN TARANTINO	2020-03-26	16.04	16.04

Ready

Ready

Select the **CSV** tab. This allows for the creation of the csv file (comma delimited file) from NorthStar.

The **Collector** field defaults to the SDC collector batch.

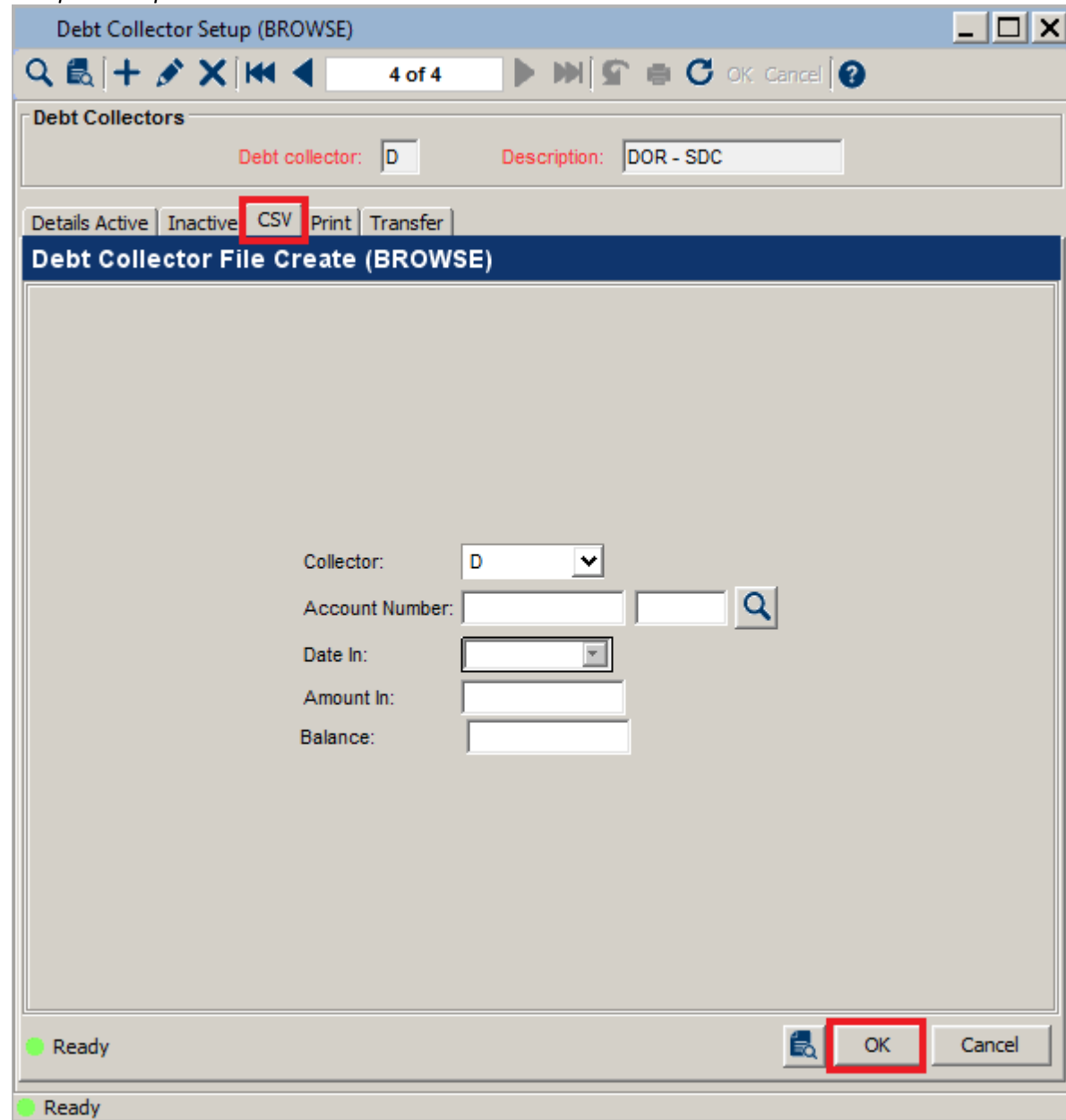
Two (2) options are available when creating the SDC file:

Option 1: All Records

This will create a CSV file using all records contained within the SDC batch.

Click **OK** at the bottom of the table to initiate the file creation process.

Setups > Setups > Standard > Debt Collectors > CSV



After clicking OK, a pop-up window appears.

At **Save In**, select the location/folder to store the file based on utility protocol.

Note: Save to a sFTP if possible due to unencrypted Social Security Numbers and Driver's License Numbers. If not, save locally and delete the file after sending the file to the DOR.

At **File name**, enter a name for the SDC file with the .csv file extension.

Suggested Naming Scheme:

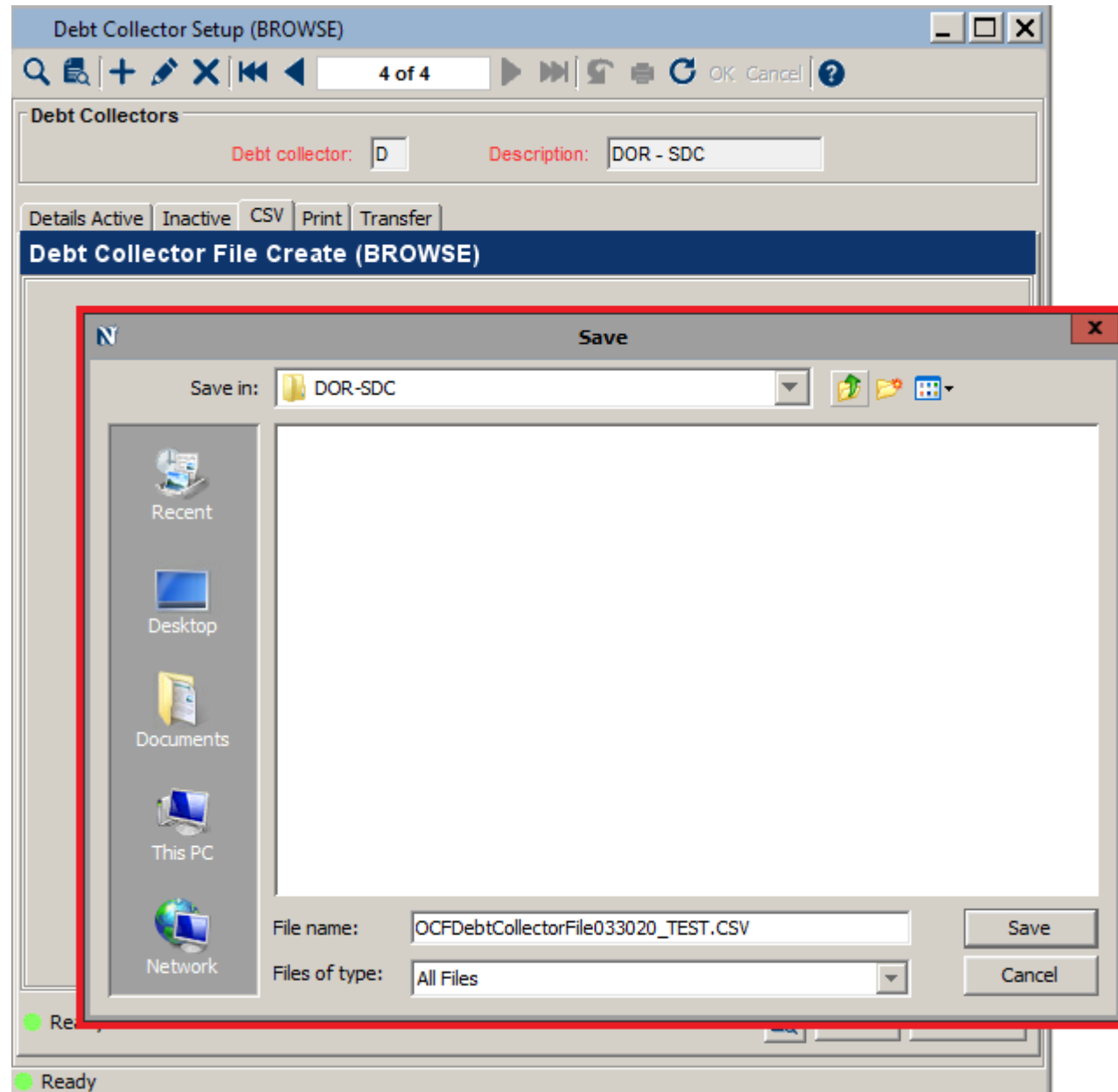
MemberName + DebtCollectorFile + Current Date.CSV

Example
OcontoFallsDebtCollectorFile033020.CSV

or

OCFDebtCollectorFile033020.CSV

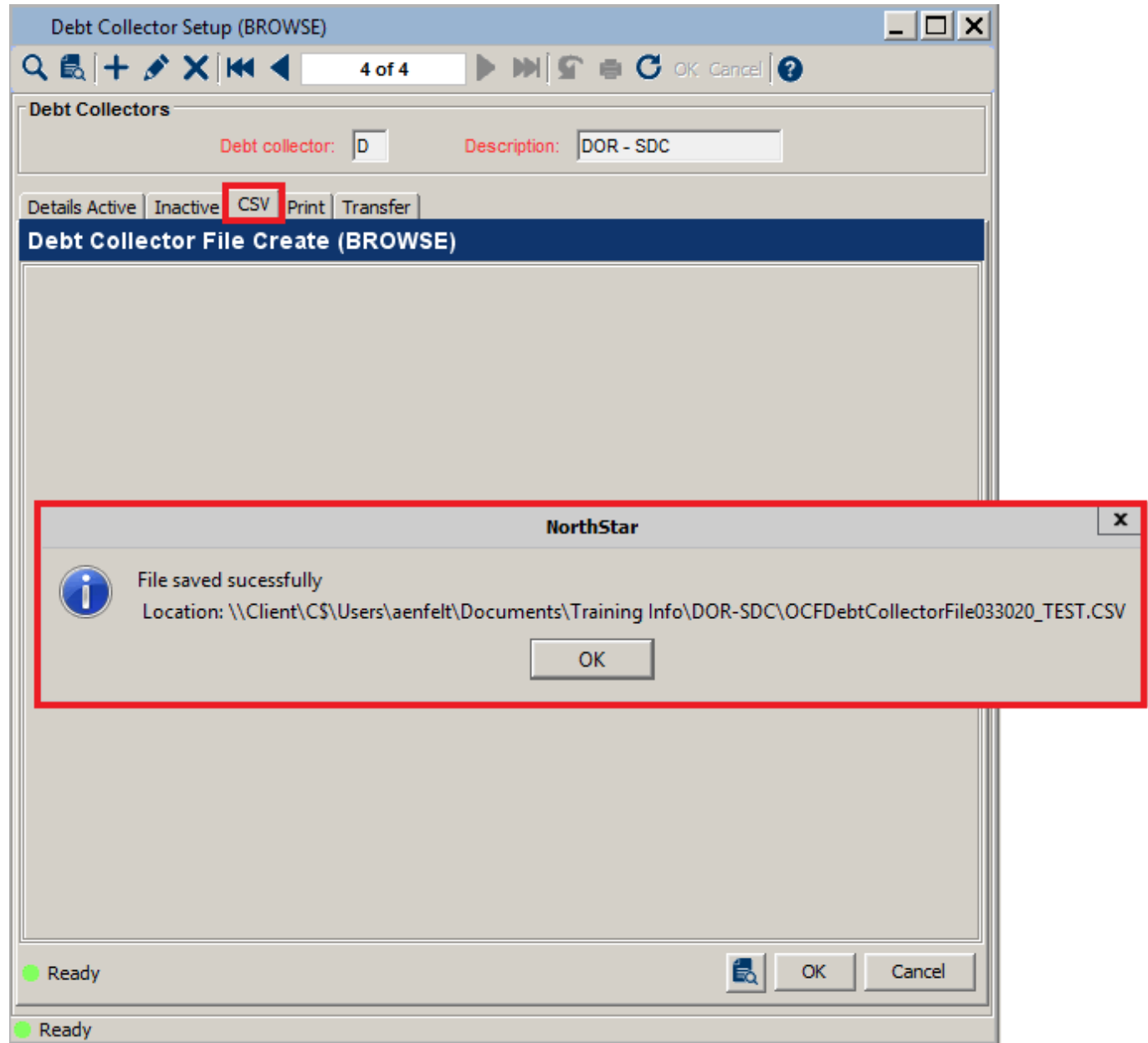
Click **Save**.



A final pop-up window appears indicating the File saved successfully.

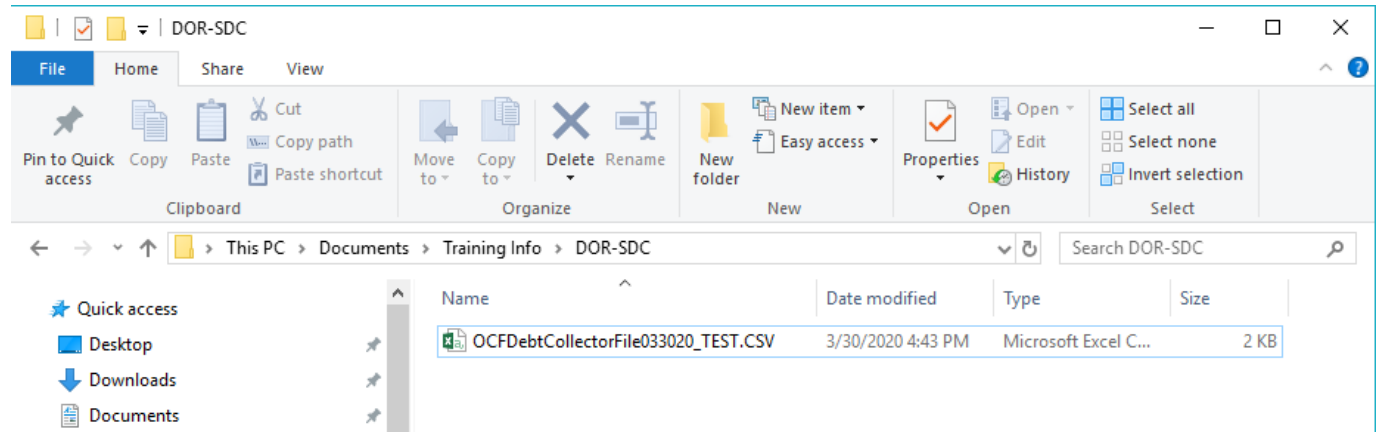
Note the location of the saved file to ensure access to it in subsequent steps.

Click **OK**.



Navigate to the location of the saved file.

In the example, the file was saved to the user's PC under Documents within a folder called Training Info > DOR-SDC.



Open the newly created file and review for the following components:

- File Format** – should match the Debt Collector Template
- Record Count** – Contains all records from the Debt Collector batch
- Joint Debt Accounts** – submit joint accounts as separate records. Copy & paste joint debt accounts in a new row. Edit both records so only one name is in each. Enter the 2nd person’s SSN or DL#. One must be present when submitting the file.
- No Ampersands (&)** – remove any ampersands; most common in joint debt accounts
- Mailing Address Data** – verify all primary address data displays in Column H (Mail_address_two) including apartment/suite numbers

Part A

	A	B	C	D	E	F	G	H
1	Alias	Account_number	RecordCount	Social_security_number	Positive_id	Name	Mail_address_one	Mail_address_two
2	123456	164701	Individual	xxx-xx-xxxx	(DL#)	JAMES DYSON		6693 DUSTY RD
3	123456	372500	Individual	xxx-xx-xxxx		EMILY BEECHAM	APT 6	811 S CRUELLA DR
4	123456	373600	Individual	xxx-xx-xxxx	(DL#)	CATE BLANCHETT	# 8	401 OCEANS BLVD
5	123456	485200	Individual	xxx-xx-xxxx	(DL#)	SYLVESTER STALLONE	SUITE 2	241 S GUARDIAN WAY
6	123456	732100	Individual	xxx-xx-xxxx		JEFF GOLDBLUM		814 JURASSIC AVE
7	123456	894528	Individual	xxx-xx-xxxx	(DL#)	QUENTIN TARANTINO		2012 DJANGO RD
8								

Part B

	I	J	K	L	M	N	O	P
	Mail_city	Mail_state	Mail_zip_code	Account	Date_in	Amount_due	Balance	Alarm_code
	GREENLEAF	WI	54126	00164701-37	3/26/2020	252.43	252.43	Debt from Oconto Falls Utilities
	OCONTO FALLS	WI	54154-1236	00372500-51	3/26/2020	163.76	163.76	Debt from Oconto Falls Utilities
	REEDSVILLE	WI	54230-1705	00373600-46	3/26/2020	184.7	184.7	Debt from Oconto Falls Utilities
	OCONTO FALLS	WI	54154-1438	00485200-37	3/26/2020	275.74	275.74	Debt from Oconto Falls Utilities
	KAUKAUNA	WI	54130	00732100-21	3/26/2020	735.15	735.15	Debt from Oconto Falls Utilities
	OCONTO	WI	54153-9789	00894528-26	3/26/2020	16.04	16.04	Debt from Oconto Falls Utilities

Note: There is no encryption during the file creation process.

The sample file (Part A & Part B) shows the SSN encrypted and the Driver’s License number removed to protect all identifying information.

Continue to page 52 for File Conversion and file transfer instructions.

Option 2: Criteria-based Record(s) Selection

This will create a CSV file using records within the SDC batch that meet user specified criteria.

Complete criteria-based record selection using either *Method A* or *Method B*.

Method A:

Enter specific criteria using any of the fields listed below.

- Account Number
- Date In
- Amount In
- Balance

Click **OK** at the bottom of the table to initiate the file creation process.

In the example, a file containing 1 record for account 164701-37 will generate.

Continue to page 52 for File Conversion and file transfer instructions.

Debt Collector Setup (BROWSE)

4 of 4

OK Cancel ?

Debt Collectors

Debt collector: D Description: DOR - SDC

Details Active Inactive **CSV** Print Transfer

Debt Collector File Create (BROWSE)

Collector: D

Account Number: 164701 37

Date In:

Amount In:

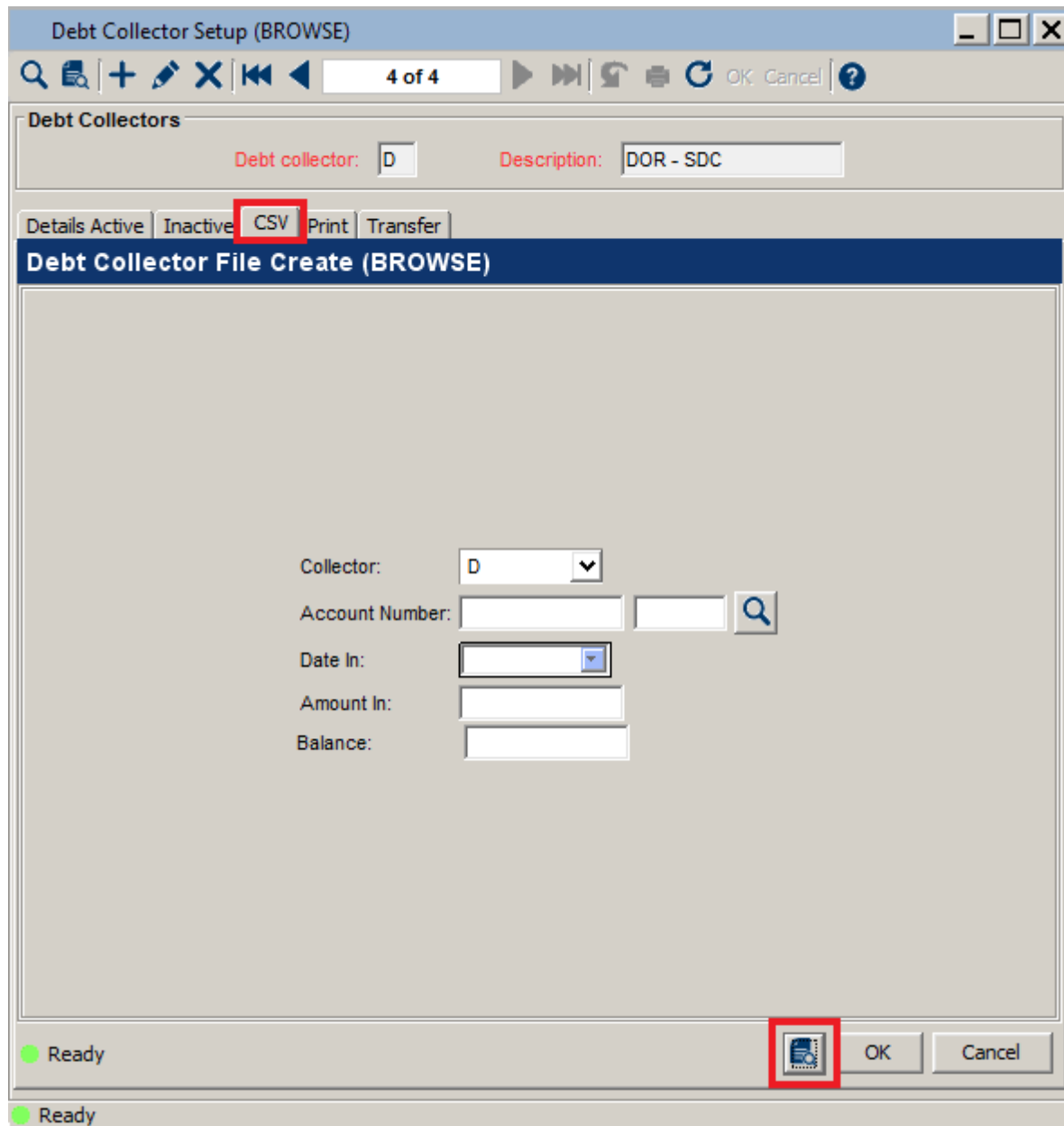
Balance:

Ready

Ready

Method B:

Click the **Advanced Find** icon at the bottom of the table.



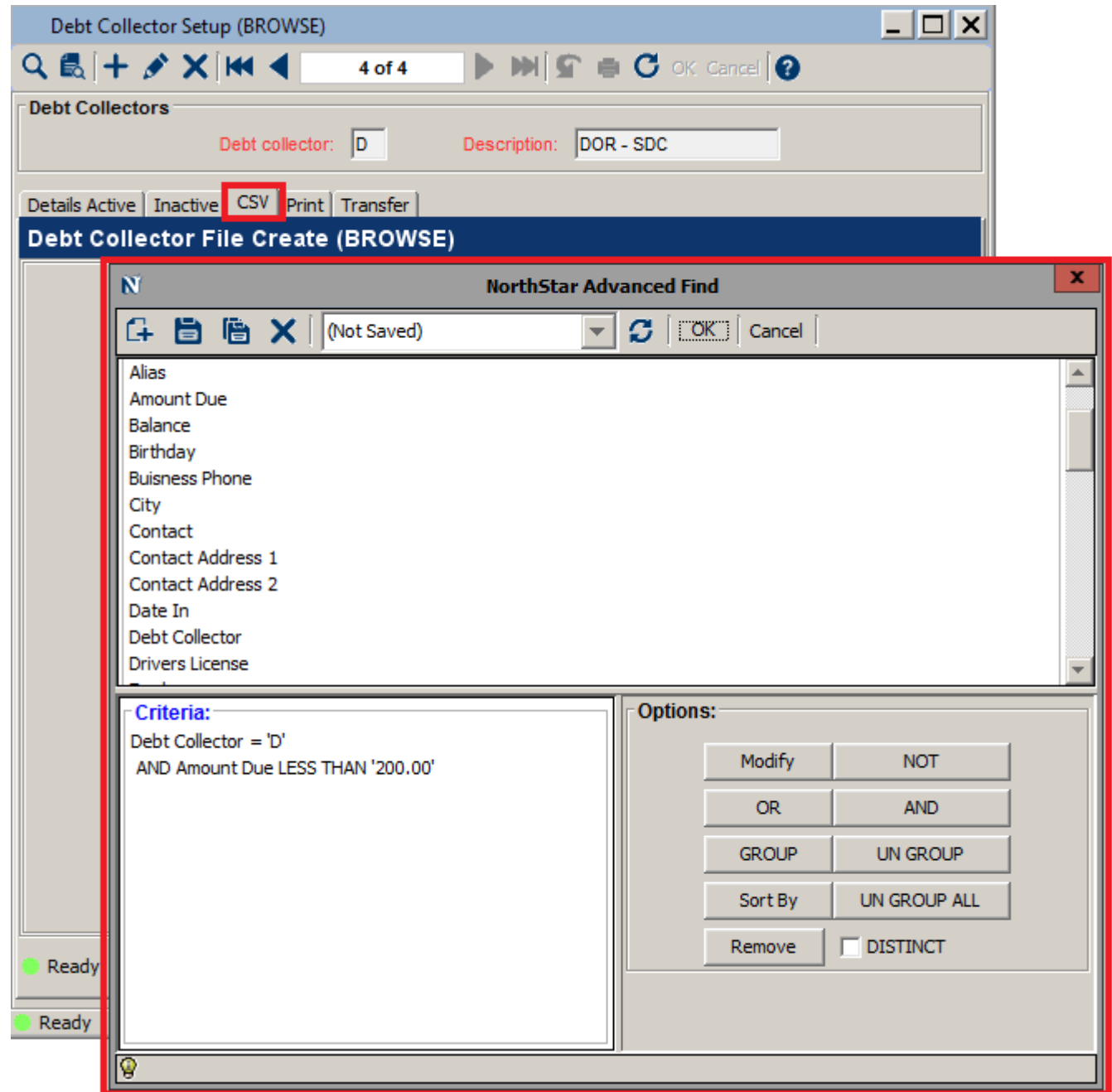
The Advanced Find window opens.

Set the desired criteria by selecting the user specified fields and values.

Note: The Debt Collector batch must be included in the criteria.

Click **OK** to enable the criteria and close the Advanced Find table.

In the example, the specified criteria will return all records in Debt Collector batch 'D' where the Amount Due is less than \$200.00.



Click **OK** at the bottom of the table to initiate the file creation process.

Debt Collector Setup (BROWSE)

Debt Collectors

Debt collector: D Description: DOR - SDC

Details Active Inactive **CSV** Print Transfer

Debt Collector File Create (BROWSE)

Collector: D

Account Number: [] []

Date In: []

Amount In: []

Balance: []

Ready

Ready

OK Cancel

After clicking OK, a pop-up window appears.

At **Save In**, select the location/folder to store the file based on utility protocol.

Note: Save to a sFTP if possible due to unencrypted Social Security Numbers and Driver's License Numbers. If not, save locally and delete the file after sending the file to the DOR.

At **File name**, enter a name for the SDC file with the .csv file extension.

Suggested Naming Scheme:

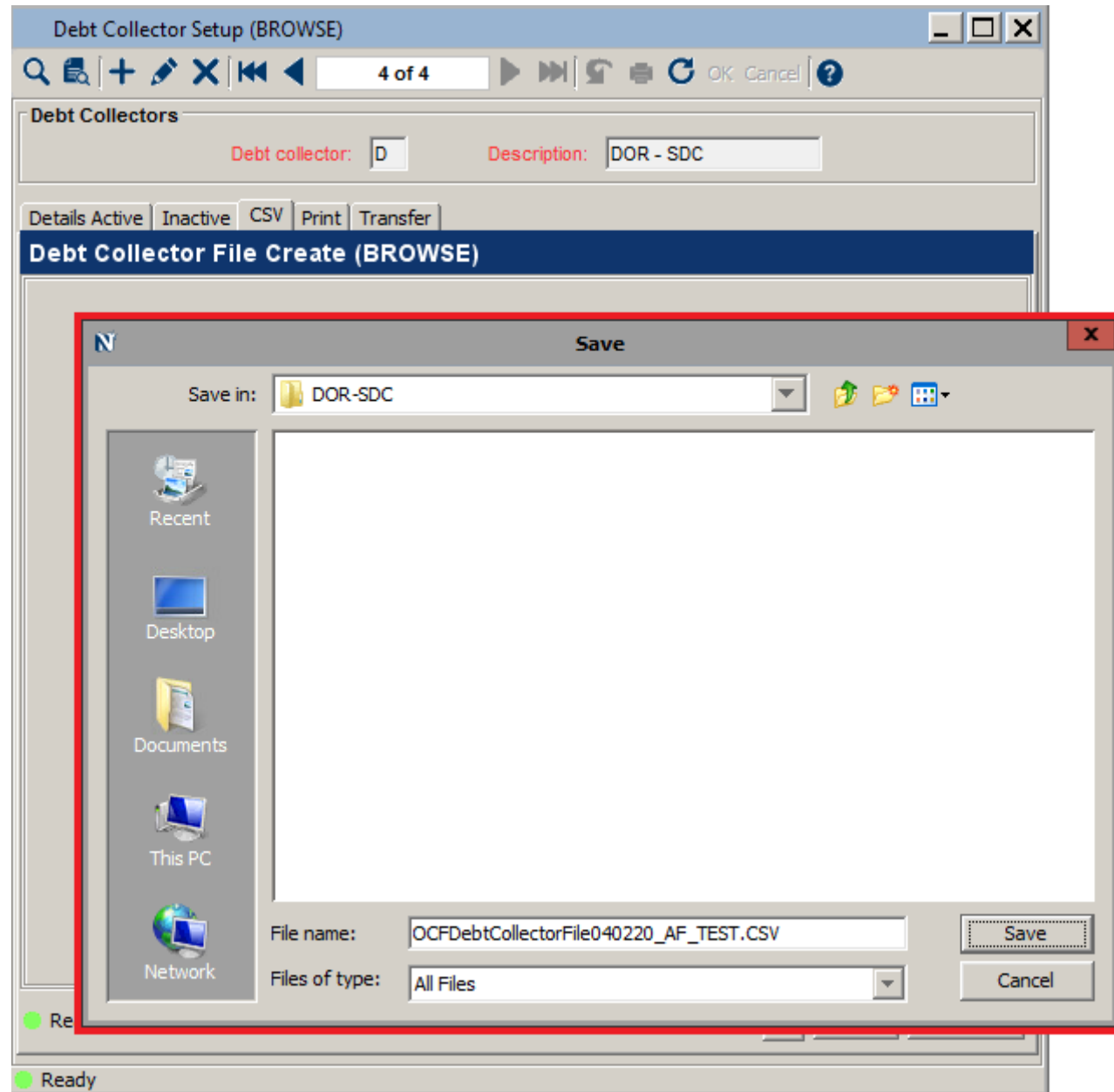
MemberName + DebtCollectorFile + Current Date.CSV

Example
OcontoFallsDebtCollectorFile040220.CSV

or

OCFDebtCollectorFile040220.CSV

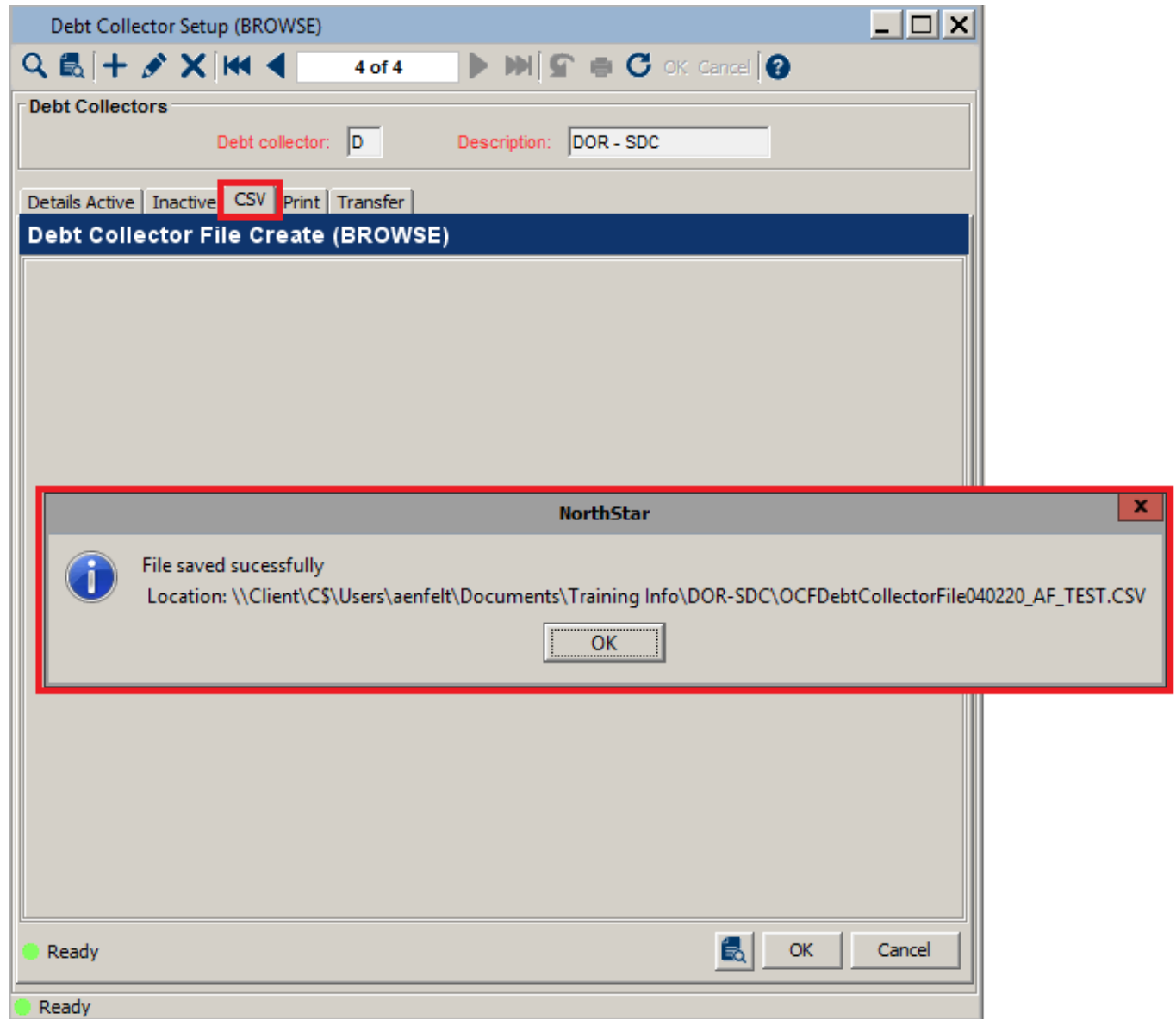
Click **Save**.



A final pop-up window appears indicating the File saved successfully.

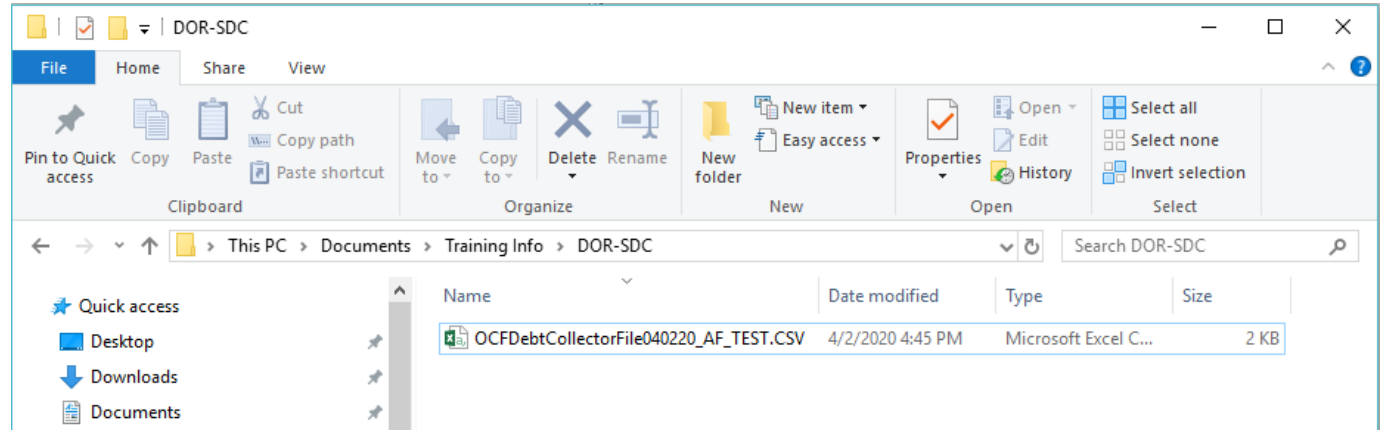
Note the location of the saved file to ensure access to it in subsequent steps.

Click **OK**.



Navigate to the location of the saved file.

In the example, the file was saved to the user's PC under Documents within a folder called Training Info > DOR-SDC.



Open the newly created file and review for the following components:

1. **File Format** – should match the Debt Collector Template
2. **Record Count** – Contains all records from the Debt Collector batch
3. **Joint Debt Accounts** – submit joint accounts as separate records. Copy & paste joint debt accounts in a new row. Edit both records so only one name is in each. Enter the 2nd person’s SSN or DL#. One must be present when submitting the file.
4. **No Ampersands (&)** – remove any ampersands; most common in joint debt accounts
5. **Mailing Address Data** – verify all primary address data displays in Column H (Mail_address_two) including apartment/suite numbers

Part A

	A	B	C	D	E	F	G	H
1	Alias	Account_number	RecordCount	Social_security_number	Positive_id	Name	Mail_address_one	Mail_address_two
2	123456	372500	Individual	xxx-xx-xxxx		EMILY BEECHAM	APT 6	811 S CRUELLA DR
3	123456	373600	Individual	xxx-xx-xxxx	(DL #)	CATE BLANCHETT	# 8	401 OCEANS BLVD
4	123456	894528	Individual	xxx-xx-xxxx	(DL #)	QUENTIN TARANTINO		2012 DJANGO RD
5								

Part B

	I	J	K	L	M	N	O	P
	Mail_city	Mail_state	Mail_zip_code	Account	Date_in	Amount_due	Balance	Alarm_code
	OCONTO FALLS	WI	54154-1236	00372500-51	3/26/2020	163.76	163.76	Debt from Oconto Falls Utilities
	REEDSVILLE	WI	54230-1705	00373600-46	3/26/2020	184.7	184.7	Debt from Oconto Falls Utilities
	OCONTO	WI	54153-9789	00894528-26	3/26/2020	56.04	16.04	Debt from Oconto Falls Utilities

Note: There is no encryption during the file creation process.

The sample file (Part A & Part B) shows the SSN encrypted and the Driver’s License number removed to protect all identifying information.

Continue to page 52 for File Conversion and file transfer instructions.