

SDC File Transfer & Pickup

With the Debt Collector file successfully converted, transfer the file to the SDC.

Open **WinSCP** from the desktop.

A separate Login window opens within the WinSCP Application.

In the **Session** section, set **File Protocol** to sFTP.

At **Host Name**, enter dorftp01.revenue.wi.gov

The **Port Number** will auto-populate.

At **User Name** and **Password**, enter *your* Wisconsin Access Management System user name (WAMS ID) and password.

Note: If you do not have a WAMS ID, create one at www.on.wisconsin.gov/ and click Self Registration.

Then, email trip@wisconsin.gov requesting permission to the utilities' directory. Include the newly created WAMS ID (login name).

Click **Save** to add the session to the listing on the left-hand side of the window.

WinSCP Application

The screenshot shows the WinSCP Login dialog box. The 'Session' section is highlighted with a red border. It contains the following fields and controls:

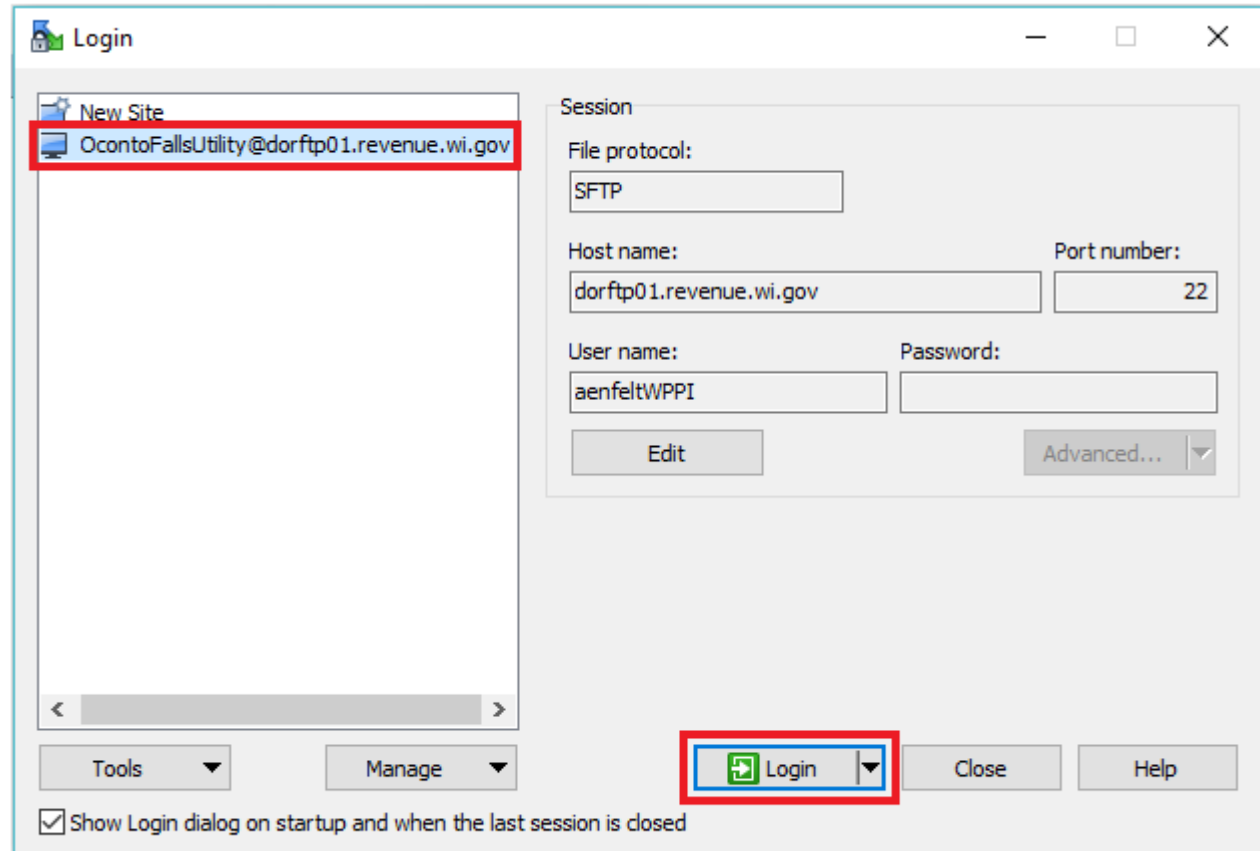
- File protocol:** A dropdown menu set to 'SFTP'.
- Host name:** A text box containing 'dorftp01.revenue.wi.gov'.
- Port number:** A spinner box set to '22'.
- User name:** A text box containing 'aenfeltWPPI'.
- Password:** A text box with masked characters (dots).
- Buttons:** 'Save' and 'Advanced...' buttons are located below the password field.

At the bottom of the dialog, there are 'Tools' and 'Manage' dropdown menus, a 'Login' button with a green icon, 'Close', and 'Help' buttons. A checkbox labeled 'Show Login dialog on startup and when the last session is closed' is checked.

Select (highlight) the newly created session on the left.

Click **Login** at the bottom of the window.

WinSCP Application > Login

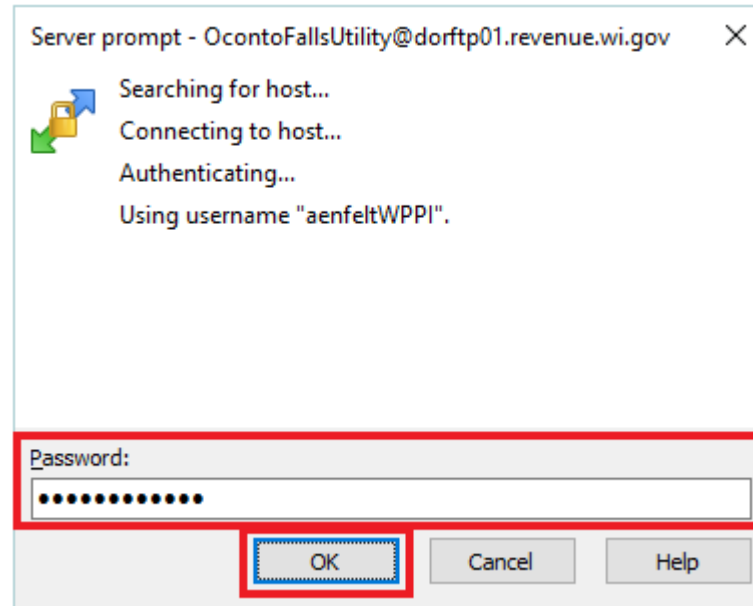


If the password is *not saved*, a Server Prompt window will open.

At **Password**, retype the password.

Click **OK**.

WinSCP Application > Login > Password Prompt



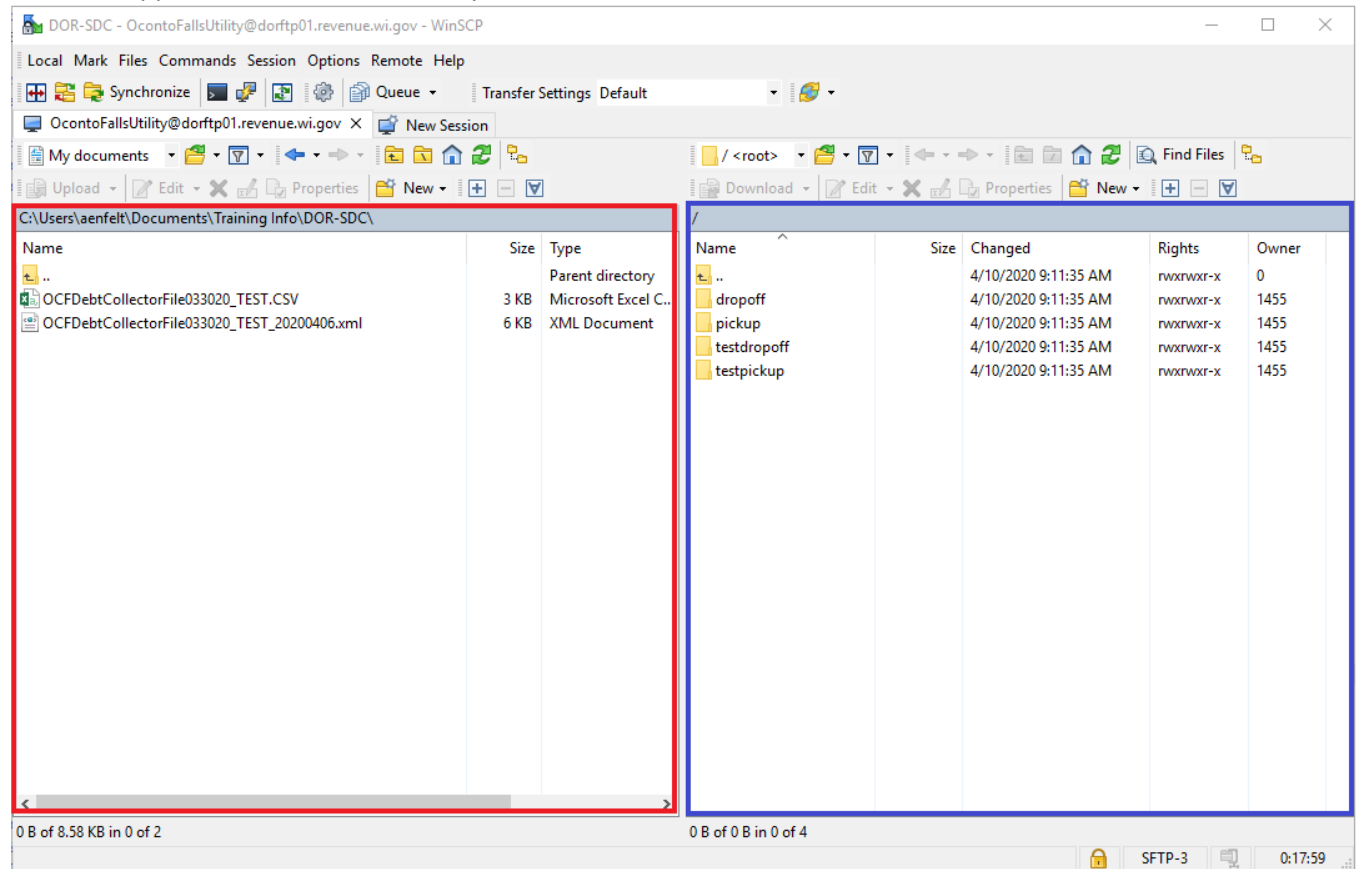
The sFTP site opens.

The **left side** of the screen is the user's personal workstation directory.

Navigate to the location of the saved .XML file using the left side of the screen.

The **right side** of the screen is the shared directory with the SDC.

WinSCP > Application > Shared Directory

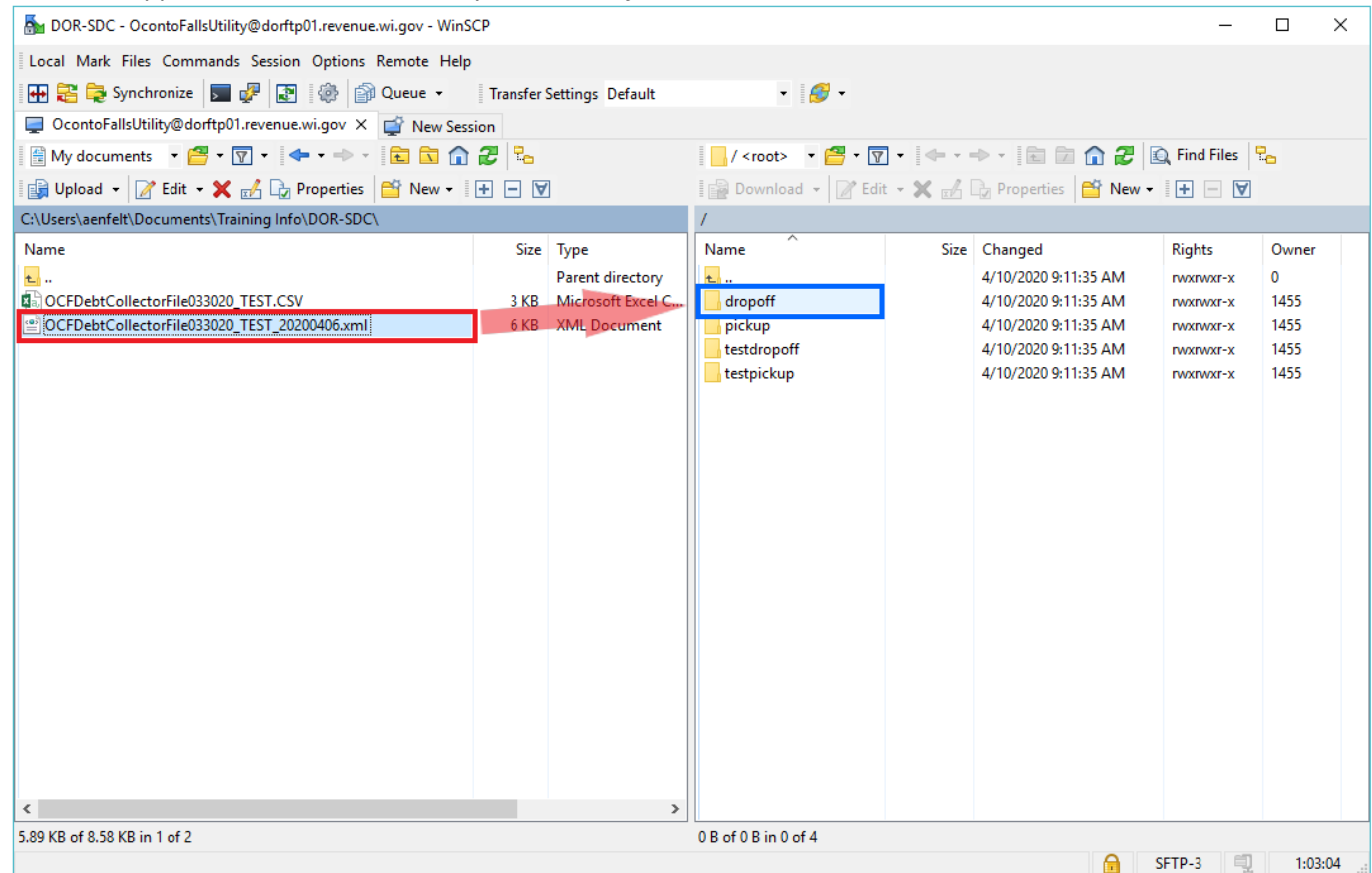


Select the **.XML file** on the left side.

Transfer the selected file to the **'dropoff'** folder on the right side.

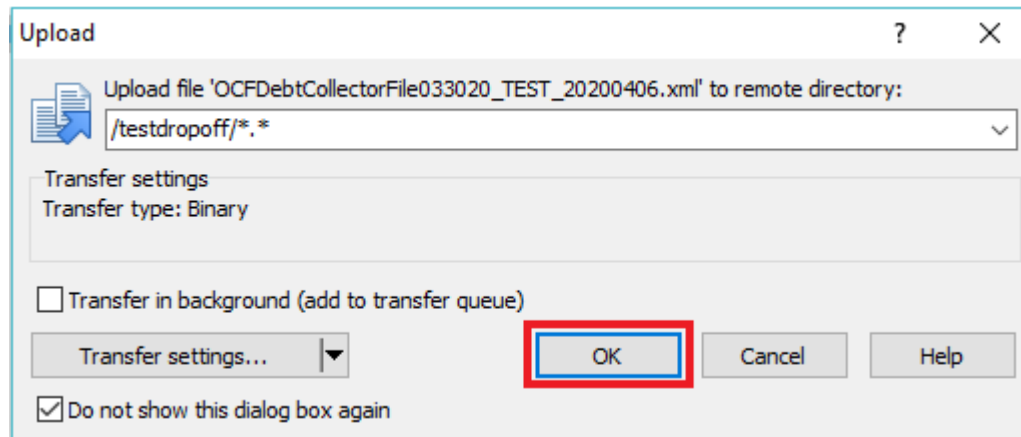
Complete the file transfer using the **'Drag and Drop'** method, or **'Copy and Paste'** method.

WinSCP > Application > Shared Directory > File Transfer



A pop-up window appears to confirm the file dropoff location.

Click **OK** to proceed with the file upload.



After transferring the file, email trip@wisconsin.gov to inform them of the file.

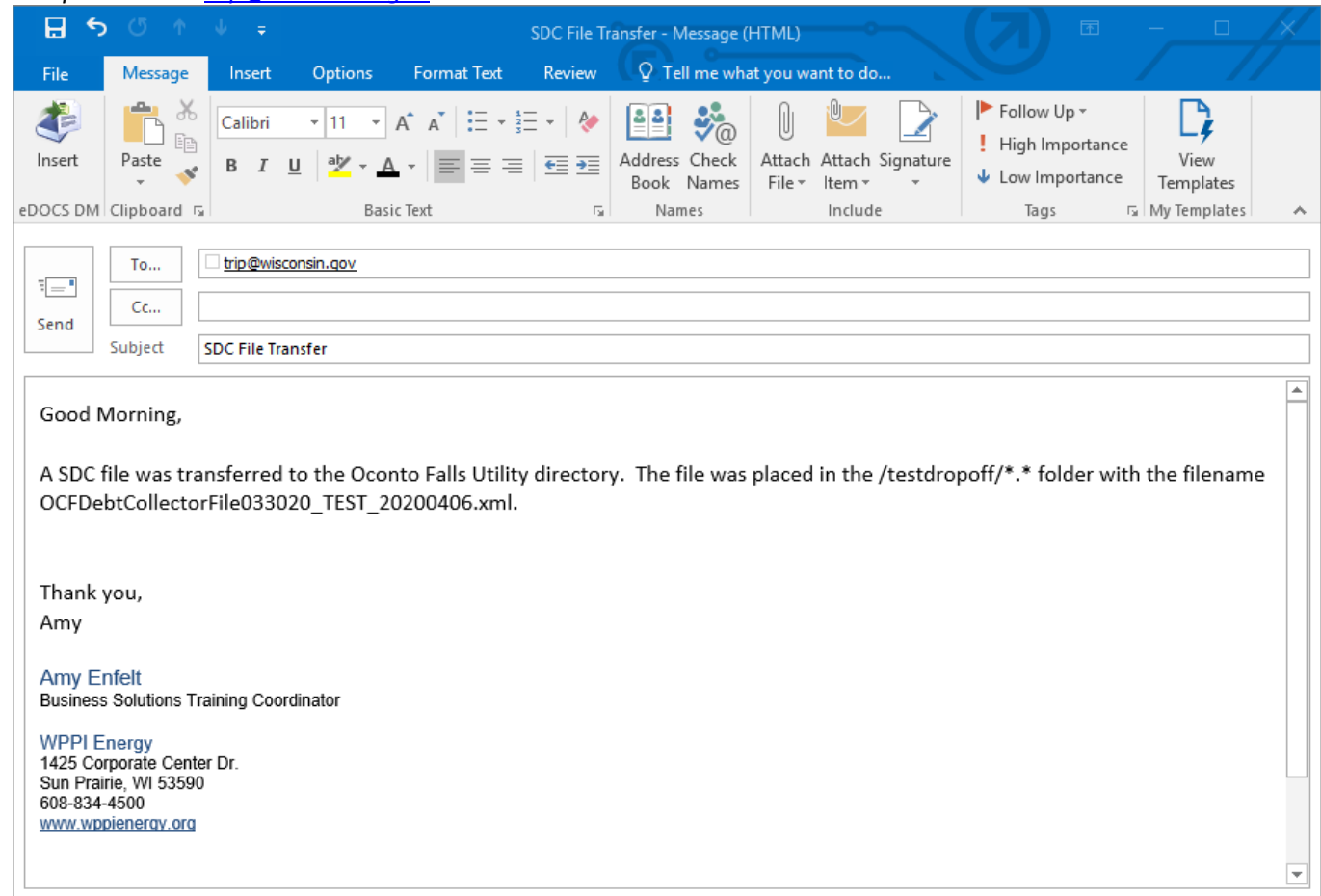
Include the following information:

- a. Filename
- b. Folder Name (dropoff or testdropoff)

With the file transfer complete and the SDC notified, the SDC will review the file.

Note: A test dropoff and test pickup may be completed using the respective folders.

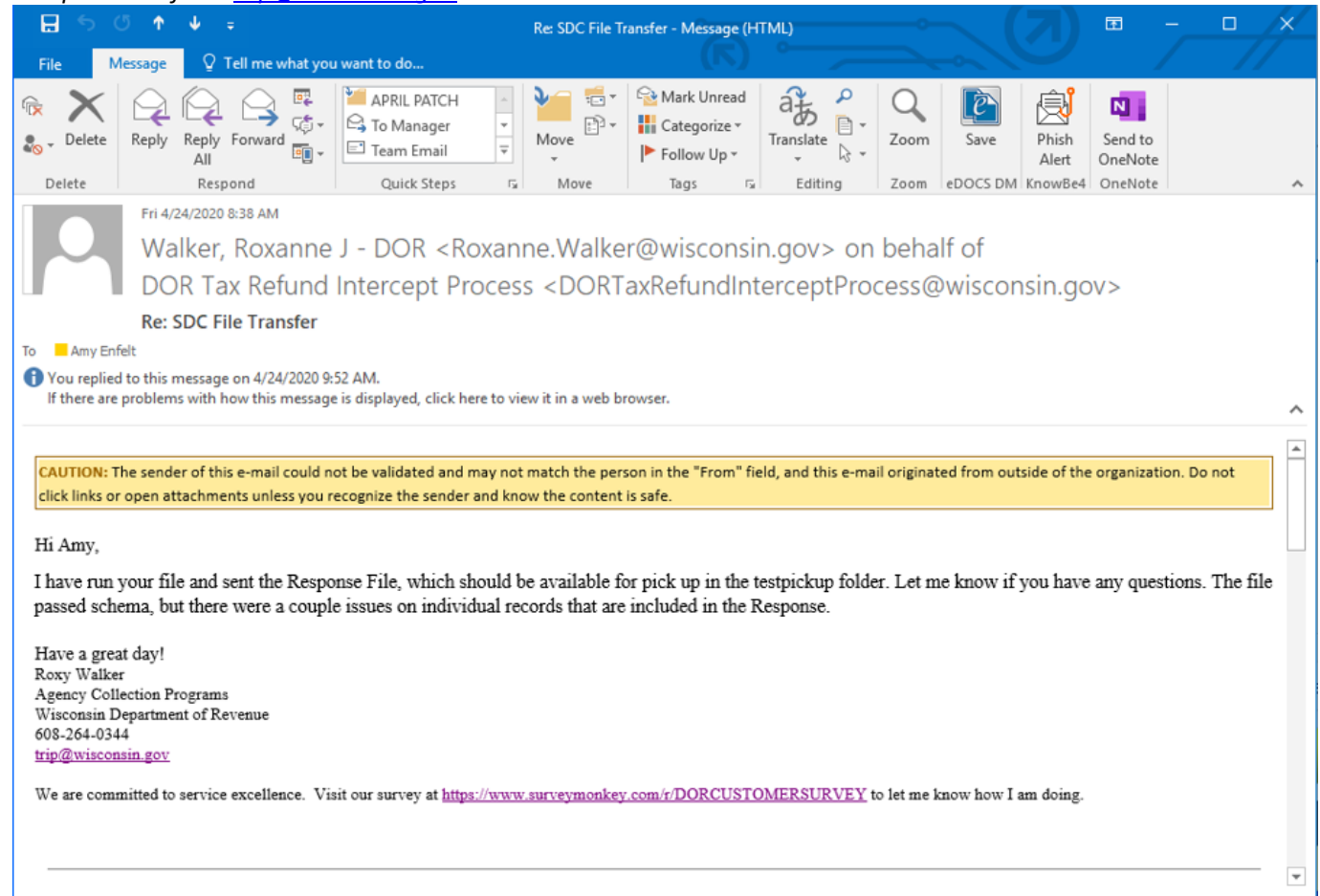
Sample Email to trip@wisconsin.gov



The SDC reviews the file and returns a Results file to the utility.

The SDC notifies the utility via email when the Results file is available for pickup.

Sample Email from trip@wisconsin.gov



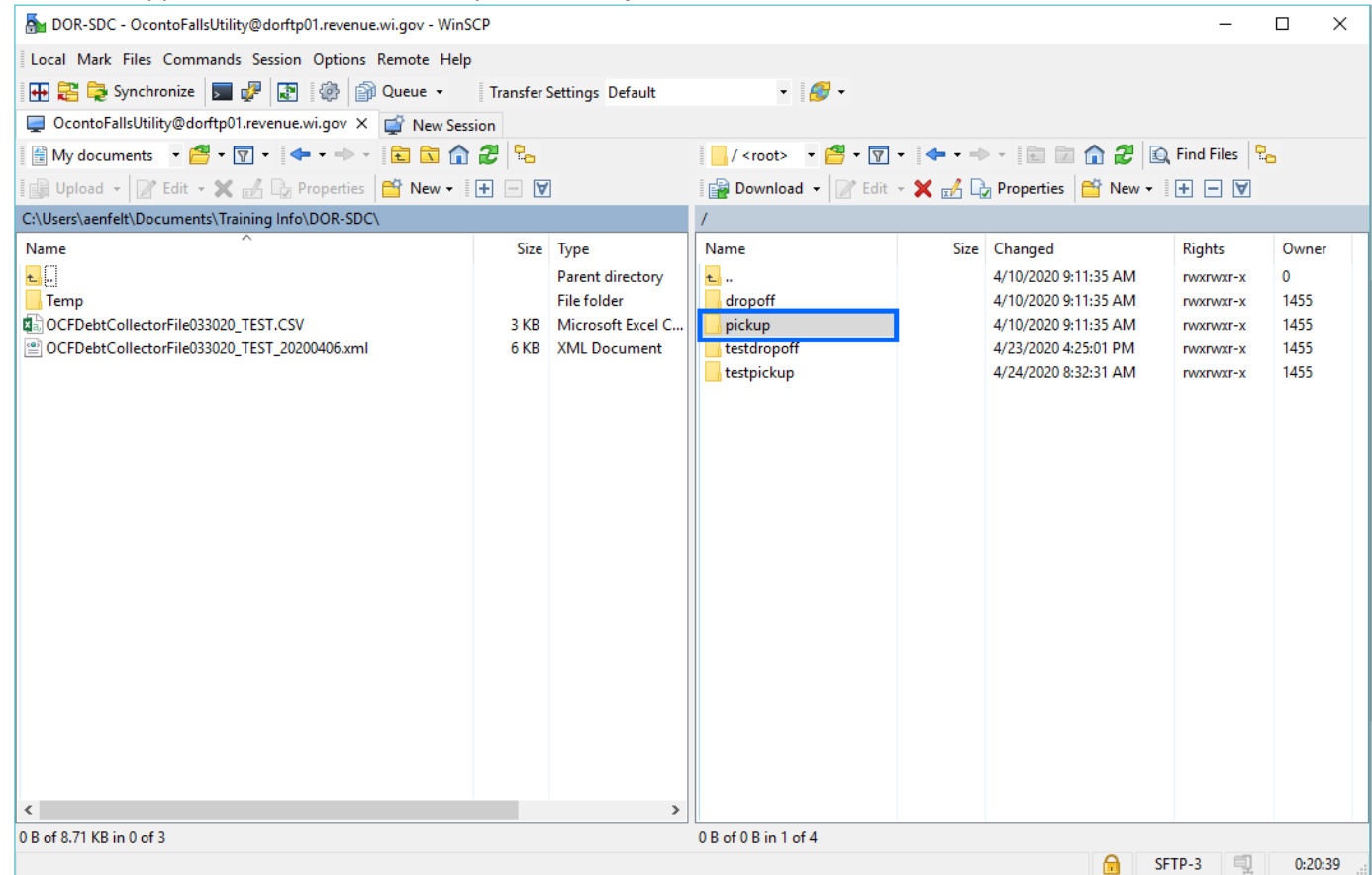
Open the **WinSCP** sftp site.

Login using previously created username and password.

Locate the designated **pickup folder** on the right side.

Double-click to open it.

WinSCP > Application > Shared Directory > File Transfer

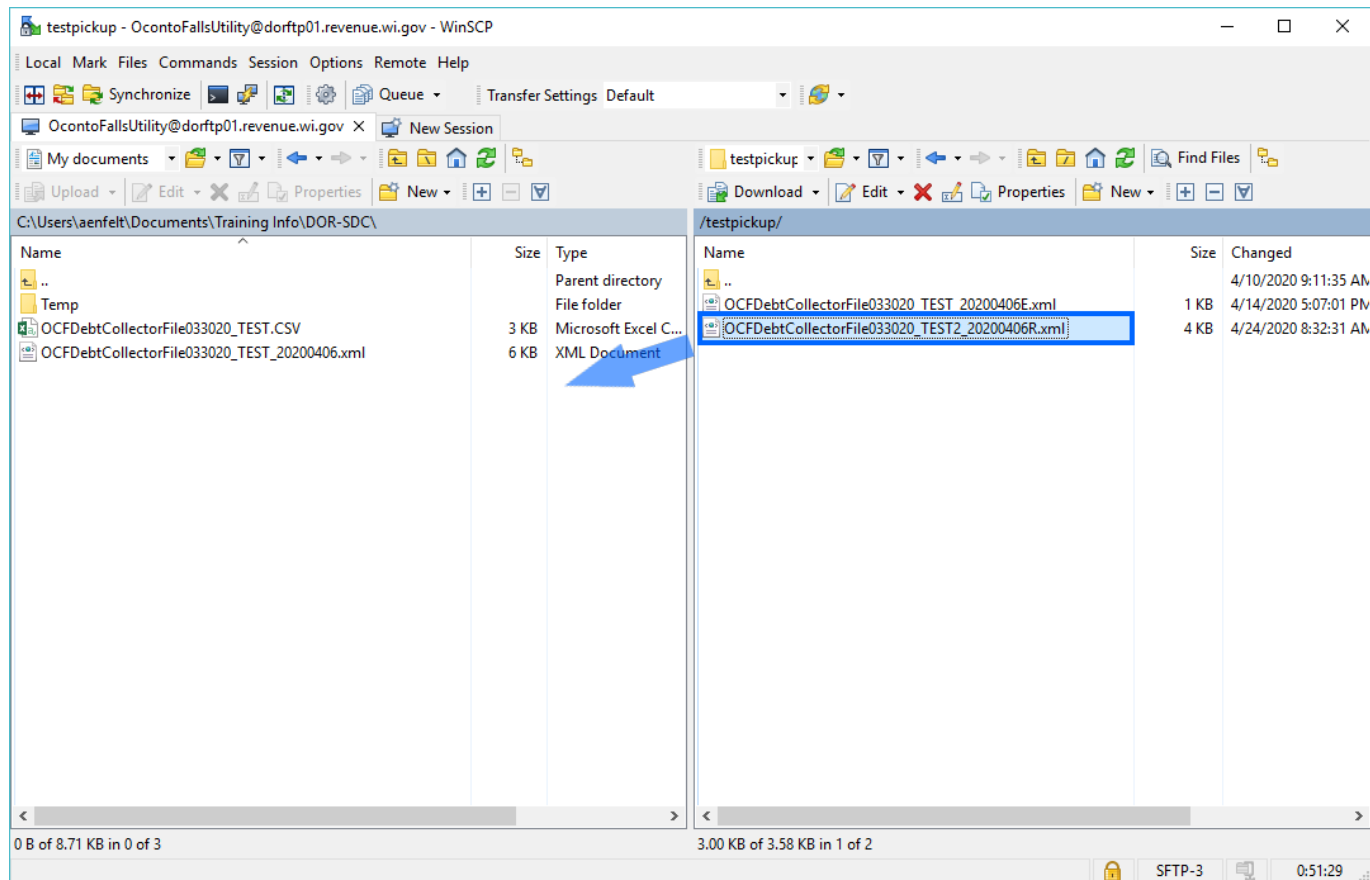


The SDC maintains the original file name and places an 'R' (Results) or 'E' (Error) at the end of the file name.

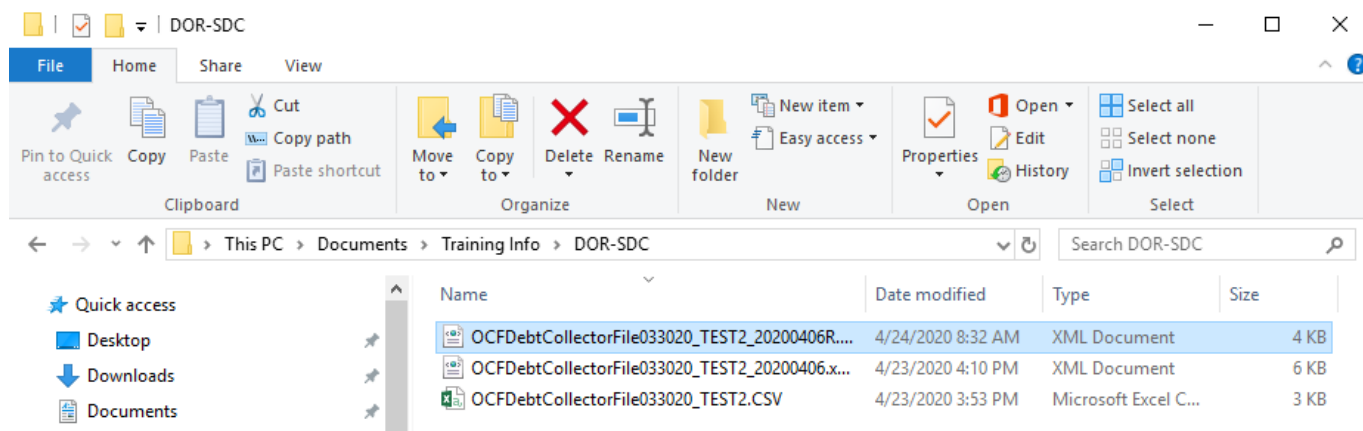
Select the **.XML file** on the **right side**.

Transfer the selected file to the **utilities' folder** on the **left side**.

Complete the file transfer using the 'Drag and Drop' method, or 'Copy and Paste' method.



Locate and open the **.xml Results file** from the utilities' folder.



The SDC tags each record with either an 'Accepted,' or 'Rejected' status.

Additional Fields to Note:

DORFee – fee collected by DOR for handling the debt collection

DebtBalance – original debt submitted to DOR *plus* the DOR fee

The sample Accepted Record shows the DOR's fee as \$41.36. The original debt submitted to the DOR was for \$275.74. The DOR will collect a total DebtBalance of \$317.10.

Sample .xml Results File – Accepted Record

```
54 <Debtor>
55   <AgencyID> 123456 </AgencyID>
56   <AIN> 0048520037 </AIN>
57   <Name>
58     <IndividualName>
59       <FirstName>SYLVESTER</FirstName>
60       <LastName>STALLONE</LastName>
61     </IndividualName>
62   </Name>
63   <DebtID> 485200199499 </DebtID>
64   <DORResults>
65     <Status>Accepted</Status>
66   </DORResults>
67   <DORFee>41.36</DORFee>
68   <DebtBalance>317.10</DebtBalance>
69 </Debtor>
```

Records tagged as 'Rejected' display the reason for the rejection.

The utility is required to follow normal procedures when debt is unable to transfer to the state debt collection.

The sample Rejected Record shows the DOR was unable to verify the debtor's address. As the address did not validate, the DOR is unable to proceed with the debt collection. The utility is responsible for following normal procedures when debt remains uncollectible.

Sample .xml Results File – Rejected Record

```
4 <AgencyID>123456 </AgencyID>
5 <AIN> 0089452826</AIN>
6 <Name>
7   <IndividualName>
8     <FirstName>QUENTIN</FirstName>
9     <LastName>TARANTINO</LastName>
10  </IndividualName>
11 </Name>
12 <DebtID> 894528199499 </DebtID>
13 <DORResults>
14   <Status>Rejected</Status>
15   <ErrorList errorCount="2">
16     <Error errorId="1">
17       <ErrorCategory>Acceptance Validation</ErrorCategory>
18       <ErrorMessage>Invalid Address</ErrorMessage>
19       <RuleNumber>ADDRESSVALIDATION</RuleNumber>
20     </Error>
21     <Error errorId="2">
22       <ErrorCategory>Acceptance Validation</ErrorCategory>
23       <ErrorMessage>No Address</ErrorMessage>
24       <RuleNumber>NOADDRESS</RuleNumber>
25     </Error>
26   </ErrorList>
27 </DORResults>
28 <DORFee>0.00</DORFee>
29 <DebtBalance>0.00</DebtBalance>
30 </Debtor>
```