

Steps to Creating ASCII File Name

The ASCII Screen allows companies to submit their reporting information electronically to the State using eRMA. The file name must be in the following format:

CCCCYYMM.DDN. The letters represent the following:

CCCC is the company number assigned by the State. Example: The company number is 1, entry is 0001

YY is the last two digits of the year. Example: 2006 becomes 06

MM is the two digit month for the report. Example: July becomes 07

DD is the two-digit day for the report. Example: the 1st day of the month becomes 01

N is a sequence number to indicate the file upload. Example: 0

When saving the excel file use the .PRN format.

Example – 00010607.prn



