

Minnesota UI Amount Balance File

Comma Delimited File Format

The format below outlines the data layout for the amount due file for each employer and agent. The amount due is the sum of all unpaid debits on an account that have not been referred to DOR Collections. The Employer Amount Due file will contain the amount due for that employer. The Agent Amount Due file will contain an itemized list of the amount due for each employer assigned to the agent. Both files are formatted the same.

Header Record – The header record will be the first line of the file. The information identifies the agent and file related to the errors.

Element Name	Element Description	Data Type
Agent Identification Number (AgentID)	This element identifies the agent who submitted the file. The element is used to place the file in the correct FTPS folder. The element is 10 characters.	Numeric
Date (Date)	The date element identifies the date when the file was created. The field will be 8 characters in length with no spaces or breaks. The data will be stored as 11082005 (November 11, 2005)	Numeric
Number of Records (Records)	This element represents the total records submitted in the Amount Due file.	Numeric

Entry Detail Records – The entry detail records will be the second and all subsequent lines of the file. The information identifies the employer or the employers the agents that owe debt, and the amount of debt owed.

Column	Element Name	Element Description	Data Type
Column A	Employer Account Number (EmprAcctID)	Employer Account Number associated with the debt. If an agent is retrieving the file the file will only contain the data of employers associated with the agent. This is the eight digit number – does not include unit numbers as all payments are rolled-up to the entity or employer level.	Numeric
Column B	Amount Balance (Balance)	The dollar amount associated with the employer's account; this could be a positive, a negative, or zero amount.	Numeric

File Format Example

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1900000000,12252004,123231
11111111,2542.00
22222222,-12.00
87654321,100567.89
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