

# Rental Payment .csv File Format Instructions

The ONLY way to upload a Federal rental payment successfully is to follow these steps.

1. Open a new Excel spreadsheet or use the sample spreadsheet [csv\\_Rent\\_example](#) found on [www.ONRR.gov](http://www.ONRR.gov), *Payments* page.
2. Enter your rental payment data, following the Format Requirements below.  
**Note:** Be sure to name and save your file after the data is entered, prior to saving it as a .csv. This will be your master spreadsheet.
3. After you have entered all data in the Excel master spreadsheet, go to **File / Save As**, select .csv (Comma Separated Value) as the File Type, and **Save**.
4. You will now have two files—the original Excel master spreadsheet with an .xls extension (saved prior to creating a .csv), and your new data file with a .csv extension.
5. To make any changes to the data in your .csv file, you **MUST** enter those changes in the Excel spreadsheet and save it as a new .csv file.  
  
NEVER open or double-click a .csv file in Excel! If you do, you will lose ALL formatting you entered in the .csv file. ALWAYS make corrections *in the Excel master spreadsheet*, then save it as a new .csv file.
6. To view an existing .csv file, open it in a program such as WordPad or Notepad.

If you need assistance or sample files, please contact Ms. Mary Dietrick at 303-231-3318 (Toll Free 1-800-525-0309 ext. 3318).

## Upload Format Requirements

Data in all record fields and files must comply with the following requirements.

1. You must provide all three Record Types for each document. Do not use blank lines between multiple documents in a single file.
2. You must begin each document with a Record Type 1 and end it with a Record Type 3. List Record Type 2 lines in sequence order, up to 50,000 Type 2 lines.
3. **You must account for all fields in the detail line, or your data will not upload (error).** To account for all fields, enter a comma to end each field, even if it is blank. Do not enter a comma after the last field of a record.
4. The file name must end with a .csv extension in order to upload properly.

# Rental Payment .csv File Format Instructions

## Format Characteristics

1. In the **Maximum Width** column, “X” equates to alpha-numeric characters and “9” equates to numeric characters. The number enclosed in parentheses ( ) indicates the number of characters allowed in that specific field.
2. **Volume/Value** fields must contain an explicit number that is carried to two decimal places (e.g., 1299.00 or 0.00, not 1299 or 0).
  - a. Do not use negative or zero values for rental payments.
  - b. Do not use commas when formatting numeric fields (e.g., 1299.00, not 1,299.00).
  - c. Do not use dollar signs (\$) in value fields.
  - d. Use the MMDDYYYY format for due dates.
  - e. Do not use quotation marks (“”) or apostrophes (’).
  - f. Do not add leading zeroes. Leading zeroes will be added during the conversion process where needed.
3. Text fields left justify automatically. Text fields can be formatted with leading zeroes *only* for entries that require them, such as lease numbers beginning with “0.”

## .csv Record Layout

Regard each **Record Type** in the layout as an individual row of information.

Description	Maximum Width	Field Requirement	
<b>HEADER</b>			
RECORD TYPE	X(1)	Enter “1”	Required
REPORTER CODE	X(5)	Enter your valid ONRR-assigned code	Required
FORM TYPE	X(4)	Enter “RENT”	Required
PAYOR ASSIGNED DOCUMENT NUMBER	X(8)	Enter your payor-assigned document (PAD) number, or leave blank	

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### .csv Record Layout (continued)

<b>DETAIL</b>			
RECORD TYPE	X(1)	Enter "2"	Required
LEASE NUMBER	X(11)	Enter a valid ONRR-converted lease number, consisting of 10 digits (a 3-digit prefix, 6-digit body, and 1-digit suffix). If lease number has a single-digit suffix, left justify it.	Required, edited against ONRR records
AGENCY NUMBER	X(25)	Enter a valid Agency Number that is tied to the lease number. Left justify.	Required, edited against ONRR records
REPORTER CODE	X(5)	Enter a valid code.	Required
DUE DATE	X(8)	Enter the due date using the MMDDYYYY format	Required
PAYMENT AMOUNT	X(11)	Enter valid (positive) data, right justified. The last two positions must contain a two-digit decimal number (e.g., for an amount of \$567.00, enter 567.00.	Required
<b>PAYMENT TRAILER</b>			
RECORD TYPE	X1	Enter a "3."	
DOCUMENT COUNT	X(5)	Enter the total number of Record 2 lines reported for the individual leases in a file.	

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## .csv Rent example

```
1,99999,RENT,TEST FILE
2,0800379000,NAS037934,99999,12312015,160.00
2,0800348000,NAS034863,99999,01012016,80.00
3,2
```

	A	B	C	D	E	F	G	H	I	J
1	1	99999	RENT	12312014						
2	2	0490123450	WYW12345	99999	01152015	100.00				
3	2	0490123450	WYW12345	99999	01152016	100.00				
4	2	0490123450	WYW12345	99999	01152017	100.00				
5	3	3								
6										
7										