



Phone: (818) 972-5300
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 CreditManagementAssociation.org

Accounts Receivable Submission Requirements

All Fields Required (except those with *)	
Company Name	
Address 1	
Address 2	
City	
State	
Zip	
Phone	
Account #	
Opened Date	*
Last Sold Date	
High Credit	*
Balance	
Current	
1-30	
31-60	
61-90	
91 Over	
Terms	
ADP or DBT	*

Thank you for your interest in contributing your full A/R to CMA, it is the best way to get the most out of **anscers** credit reports. If you are a group member, contributing full A/R will save you a significant amount of time by no longer having to respond to online RFI's or group report worksheets.

If you are currently submitting A/R to another credit reporting agency, please send a copy of that file to CMA for testing.

Contribution Requirements

1. Submit A/R data files at the same time each month.
2. Submit all of the required fields (shown on the left). All fields are required except the fields indicated with an asterisk (*). **anscers** screens the data for trade line validity at the time of import and will only import valid trade lines. Valid trade lines have a balance that equals the aging or at least two of the following: Opened Date, Last Sold Date (within last 18 months), High Credit, Terms, ADP (Average Days to Pay) or DBT (Days Beyond Terms).
3. Data can be sent to **anscers** by email (data@anscers.com) or by ftp upload (requires setup).
4. Submit a signed Accounts Receivable Data Contributor Agreement with the first data file you submit.

File Formats Accepted

- Microsoft Excel Spreadsheet (.xls)
- Text - Tab delimited (.txt)
- Comma Separated Values (.csv)
- Fixed Width Files with documentation on field definition
- Other Credit Group Service Providers (examples: Reimer, Lyons, ICE)
- Experian, Dun & Bradstreet, or Equifax (commercial accounts)

If you have questions contact Ann Westpy or Lisa Wong at 702-259-2622 or awestpy@emailcma.org or lwong@emailcma.org.