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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** and/or the NACM National Trade 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](mailto: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 NACM Affiliates & Credit Group Service Providers (examples: Reimer, Lyons, ICE)
- Experian, D&B, or Equifax (commercial accounts)

If you have questions contact Paul Guillen at 818-972-5366 or [pguillen@emailcma.org](mailto:pguillen@emailcma.org).