

# File format requirements

## File rules

1. The file must be a comma separated file (ie, each field / attribute must be separated from the preceding attribute by a comma).
2. The file must contain a single header record.
3. The record must contain the correct number of attributes (16 including the record code) eg, if an attribute is optional the record should contain “,”. Note: for the Header record a minimum of 8 and a maximum of 16 attributes are allowed.
4. All mandatory fields must be entered.
5. All entered fields must match the data type described in the file layout and must not exceed the nominated field length.
6. The ABN field in the header record must contain 11 characters.
7. The Tax Invoice Text field in the header must contain the words “Tax Invoice”.
8. If the file being submitted has the same <Create Date> + <Number of Records> + <File Total> as a file already submitted, the file is rejected as a duplicate.
9. Enclose all strings and alphanumeric fields that contain commas in double quotes eg, “this, that”. Note: quotes are not included in validating the length of a field.
10. Where a field allows decimals, the decimal point is optional for a whole number eg, if 12345 is entered into the “Total” field it is considered to be \$12,345.00.

Where the service attracts a GST component the total fee detailed in the file must be the contracted service amount plus the GST amount. The application of the GST component to any service remains the decision of the provider.

If GST has been included in the rate then the file has to indicate that GST has been applied. The user must set the GST inclusive flag to “Y”. The GST component of the rate will then be extracted by ReturnToWorkSA using the following method:

$$\text{GST Component of Rate} = (\text{Rate} * \text{GST Percentage} / (100 + \text{GST Percentage}))$$

Example: Assuming the rate passed in the file is \$100.00, the GST Inclusive Flag is set to “Y” and a GST rate of 10%:

$$(100 * 10 / (100 + 10)) \quad \text{GST Component of Rate} = 9.09, \text{Rate} = 90.91$$

If the GST flag is set to “N” then GST Component of Rate = 0.00, Rate = 100.00

“True” rounding will be applied. True rounding means rounding up to the next highest number if the part that is to be truncated is 5 or greater, and rounding down if the part that is to be truncated is less than 5. For example: 15.125 will be rounded up to 15.13 and a value of 15.124 will be rounded down to 15.12.

11. Ensure that the service item being paid is a valid service item number. Refer to the [relevant fee schedule](#).
12. Measured quantity

Quantity and units of measurement is interpreted as below:

Quantity entered in the file	Unit of measure entered in the file	Result
1	U	1 unit
6	M	6 minutes
24	M	24 minutes
2	H	2 hours
2.5	H	2.5 hours
0.1	H	6 minutes

An “hourly” rate must be recorded in the rate column of the file and then use either minute or hour combinations of “Quantity” and “Unit of Measure”. For items that are paid by Units you need to put the per unit amount in the “Rate” column. Our system is designed to calculate the time and amount as it is looking at the rate and quantity in the file. (Note: Because of rounding there may be a slight difference in the amount by 1 or 2 cents).

Rate	Quantity	Unit	Total
173.90	1	M	2.90
173.90	6	M	17.39
173.90	60	M	173.90
173.90	0.1	H	17.39
173.90	1.0	H	173.90
173.90	1	U	173.90
173.90	2	U	347.80

13. Date format accepted is:
  - “DD/MM/YYYY” or “YYYYMMDD”
14. Time format accepted is:
  - “HH:MM”. The time must be detailed in a **24 hour format**.

## Header record – 8 fields

<b>Record code</b> 00 Max field length - 2 Numeric		<b>Name of practice or payee</b> Max field length - 50 Alphanumeric				<b>ABN of payee</b> Max field length - 11 Alphanumeric	
	<b>Number of records</b> Count of all 01 detail transaction records Max field length - 6 Numeric						
A	B	C	D	E	F	G	H
0	20161130	5	879.62	Recovery Management Pty Ltd	1111 King William Street Adelaide SA 5000	11779868447	Tax Invoice
<b>Date file was created</b> Max field length - 10 Date - DD/MM/YYYY or YYYYMMDD					<b>Practice address/ location</b> Max field length - 100 Alphanumeric		<b>Tax invoice text</b> Max field length - 11 Alphanumeric
	<b>File total</b> Sum of all detail record totals in file Max field length - 11 (2) Numeric Decimals allowed Max value - 999999999.99						

Mandatory

Optional

## Detail record - 16 fields

<b>Record code</b> 01 Max field length - 2 Numeric	<b>Service provider or payee number - who provided the service</b> Max field length - 8 Numeric	<b>Service item code of service provided</b> Max field length - 5 Alphanumeric	<b>Quantity of service provided</b> Max field length - 8 (5.2) Numeric Decimals allowed Max value - 999999999.99	<b>Total value of service (inc GST)</b> Max field length - 12 (9.2) Numeric If rate and quantity entered (total = rate * quantity). Decimals allowed. Maximum value allowed is 999999999.99										
<b>Date payee generated the invoice</b> Max field length - 10 Date - DD/MM/YYYY or YYYYMMDD	<b>Time service was provided/commenced</b> Max field length - 5 Time - HH:MM 24 hr Mandatory where multiple of the same service are billed on the same date	<b>Description of service provided</b> Max field length - 60 Alphanumeric												
1 SP85100	20161124	39191252/00	10100	20161101	8:00		WR310A		Level 1 Intervention Class A - Discussion with worker	195.47	1	H	195.47	Y
1 SP85101	20161125	39191252/00	10200	20161102	10:00		WR310A		Level 1 Intervention Class A - Correspondence to GP	195.47	1	H	195.47	Y
1 SP85101	20161125	39191252/00	10200	20161102	12:00		WR340A		Intervention Outcome Report Class A	195.47	1	U	195.47	Y
1 SP85102	20161126	39191252/00	10200	20161103	13:00		WR310A		Level 1 Intervention Class A - Summary to GP	195.47	1	H	195.47	Y
1 SP85103	20161126	39191252/00	10200	20161103	17:30		WR310A		Level 1 Intervention Class A - Correspondence to worker	195.47	0.5	H	97.74	Y
<b>Payee's invoice number</b> Max field length - 15 Alphanumeric	<b>Date service was provided/commenced</b> Max field length - 10 Date - DD/MM/YYYY or YYYYMMDD	<b>Leave this column blank</b> Max field length - 1 Alphanumeric	<b>Unit of measurement</b> <i>Relates to quantity provided</i> Max field length - 1 Alphanumeric H = Hours M = Minutes U = Units	<b>GST inclusive flag</b> <i>Indicates if GST is to be applied</i> Max field length - 1 Alphanumeric Y = Yes N = No										
<b>Claim number</b> Max field length - 11 (8/2) String (No need to enter leading zero)	<b>Date service ended</b> Max field length - 10 Date - DD/MM/YYYY or YYYYMMDD Only required if service covered more than 1 day	<b>Standard rate for service (inc GST)</b> Max field length - 12 (9.2) Numeric Decimals allowed Max value - 999999999.99												

Mandatory

Optional

Not in use

Mandatory  
 Optional  
 Not in use