

## Attachment F

### NPRIS Record Keeper Interface Files

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## Overview

NPERS and the record keeper share plan information on a daily basis using a series of interface files. The Interfaces act as a bridge between the NPERS and record keeper's systems which is intended to keep the shared data in the two systems synchronized. These files are exchanged using an ftp connection. At the end of each day, programs are executed in NPRIS to generate the interface files transfer all the files to the record keeper system using the FTP commands. All the files received from the record keeper are downloaded using FTP commands and loaded into NPRIS. The record keeper will host the FTP site and NPERS will initiate the FTP commands with scheduled scripts.

The files are tilde (“~”) delimited text files and the format of the files is determined by the Nebraska Public Employees Retirement System (NPERS).

For the purpose of this document the term “DC members” refers to the members of the Nebraska State and County Defined Contribution Plans, the Nebraska State and County Cash Balance Retirement Plans, the State Patrol Deferred Retirement Option Plan (DROP) and the State of Nebraska 457 Deferred Compensation Plans (DCP) administered by NPERS.

All of the interface files have an interface code. The following table lists all the interface files with their corresponding interface code and indicates if the interface file is being sent/received by NPRIS or sent/received by the record keeper. The schedule is also listed.

**Table 1 – Interface Files**

Interface Name	Interface Code	Sent by NPRIS to the Record Keeper	Received by NPRIS from the Record Keeper	Schedule
Demographic Updates	001-DEMO	Yes		Business Days
Daily Fund Election Changes/Transfers	002-ELEC	Yes		Business Days
Refund Request	003-REFA	Yes		Business Days
QDRO Request	004-QDRO	Yes		Business Days
Merge SSN	007-MSSN	Yes		Business Days
Pioneer Error Log File	008-PELF	Yes		Business Days
Demographic Changes/Salary Remittances Posted From DCP County	009-DEMO		Yes	Business Days
Request File Details	010-RQDE		Yes	Business Days
Disbursement Summary	011-DISM		Yes	Business Days
Post Member Account Balances	012-PMAM		Yes	Business Days
Daily Pricing	013-DAPR		Yes	Business Days
State Patrol Drop	016-DPYR	Yes		Monthly
Balance Reconciliation	PIONALLOC		Yes	Business Days

Detailed descriptions and file layouts and field descriptions are provided below for each interface file.

## **001-DEMO - Demographic Updates**

This file contains information related to changes in member demographic data such as address, name, and hire date. This interface contains demographic data for members captured in the Nebraska Public Retirement Information System (NPRIS). This interface is required in order to keep the demographic information in NPRIS in sync with the record keeper demographic information. This file consists of new and or changed data that happens for inactive DC members.

Changes to demographic information for inactive members are made directly in NPRIS and communicated to the record keeper through the 001-DEMO file. Changes to demographic information for active members are made through the payroll files provided by the employers to the record keeper and communicated to NPERS through the 009-demo FILE.

This file will be generated by NPRIS and NPERS will send it to the record keeper every business day.

	<b>TITLE</b>	<b>DESCRIPTION</b>	<b>FORMAT</b>	<b>REQ'D</b>
1	Social Security Number	Employee's social security number	<b>9N</b>	Y
2	Filler	Empty spaces	8A	Y
3	Employer	Agency Number	11A	Y
4	Last Name	Last Name of Member	20A	Y
5	First Name	First Name of Member	20A	Y
6	Middle Name	Middle Name of Member	20A	Y
7	Addr-L1	Address Line 1	30A/N	Y
8	Addr-L2	Address Line 2	30A/N	N
9	Addr-L3	Address Line 3	30A/N	N
10	City	City Name	20A	Y
11	State	State Code	2A	Y
12	Zip	Zip code+ Zip plus 4 code	10N	Y
13	Date Of Birth	Birth date	YYYYMMDD	Y
14	Date Of Termination	Date when member ceased employment	YYYYMMDD	N
15	Participation Date	Date when member started making contributions to employer	YYYYMMDD	Y
16	Hire Date	Date when member joined employer	YYYYMMDD	Y

## 002-ELEC - Daily Fund Election Changes/Transfers

This file contains member information related to investment options, transfers and rebalances. This interface consists of new and or changed fund elections that are captured in Investment Options through NPRIS.

Members may make changes to their election options by submitting those changes to NPERS. Those changes are made in NPRIS and communicated to the record keeper through the 002-ELEC interface file. Members may also make changes to their election options by submitting those changes to the record keeper. Those changes are made in the record keeper's system and communicated to NPERS through the 010-RQDE interface file.

This file will be generated by NPRIS and NPERS will send it to the record keeper every business day.

	TITLE	DESCRIPTION	FORMAT	REQ'D
1	Member Option Investment ID	This Id will be generated from NPRIS that uniquely identifies transfers that apply only to a particular member	12N	Y
2	Employer Number	Agency number of County, DCP, or State	11A	Y
3	Record Identifier	Type of investment option distribution: ALO=Allocation RGN=Realignment XFR=Transfer	3A	Y
4	Social Security Number	Member's social security number	9N	Y
5	Filler	Empty spaces	8A	Y
6	Fund	See Appendix A, Table A1 - Investment Fund Codes	2A	Y
7	Percentage	Percentage that member wants to have allocated from fund	5N(3,2)	N
8	Amount	Amount that member wants to have allocated from fund (If election percentage is chosen this amount will be zero)	13N(11,2)	N
9	To Percent	Percentage that member is transferring to the Fund	5N(3,2)	N
10	To Fund	Relevant for transfers. Choices are same as that in Field#6	2A	N
11	Group Type	This would indicate whether it is Member or Employer Sources MEMB = Member EMPL = Employer	4A	Y
12	Source Code	See Appendix A, Table A2 - Fund Source Codes "*" = all funds	1A	Y

### 003-REFA – Refund Request

This interface consists of disbursement requests created in NPRIS for DC members. Disbursement requests include lump sum payments, rollovers, annuities and systematic withdrawals. Refund payments are made by the record keeper to the member. Annuity payments are made by NPERS. There could be multiple types of payment instructions for a member including rollover payments and lump sum payments. A separate record will be created in the interface file for each type of payment instruction.

This file will be generated by NPRIS and NPERS will send it to the record keeper every business day.

	TITLE	DESCRIPTION	FORMAT	REQ'D
1	Refund Request ID	NPRIS will generate this id for internal purposes	10N	Y
2	Payee's Tax ID	Payee's social security number or organization TIN number	9N	Y
3	Filler	Empty spaces	8A	Y
4	Payee's Name	Last Name, First Name Middle Initial (In case of death refund to an Org, it will be "Estate of", or a Rollover will be the Trustee Name)	60A	Y
5	Addr-L1	Address Line 1	30A/N	Y
6	Addr-L2	Address Line 2	30A/N	N
7	Addr-L3	Address Line 3	30A/N	N
8	City	City Name	20A	Y
9	State	State Code	2A	Y
10	Zip	Zip code+ Zip plus 4 code	10N	Y
11	Relationship Member	Spouse, Parent, Child, Other (used only if Death Refund)	10A	N
12	Distribution Percentage	Percentage distribution to beneficiary in case of death refund	5N(3,2)	N
13	Participant's Social Security Number	Participant' social security number	9N	Y
14	Post Tax Indicator	Indicates whether the after-tax dollars is rolled over.	8A	Y
15	Beneficiary SSN/TIN	Beneficiary's SSN/TIN. This applies only in case of death refunds.	9N	N
16	Filler	Empty Spaces	8A	Y
17	Employer	Agency Number	11A	Y
18	Type Of Refund	See Appendix A, Table A3 - Refund Type Codes	4A	Y
19	Payment Election	See Appendix A, Table A4 - Payment Type Codes	4A	Y
20	Payment Amount	Payment instruction amount requested	13N(11,2)	N
21	Payment Percentage	Payment distribution from payment instruction.	5N(3,2)	N
22	Payment Date	Date of distribution	YYYYMMDD	Y

	<b>TITLE</b>	<b>DESCRIPTION</b>	<b>FORMAT</b>	<b>REQ'D</b>
23	FED Tax	This is an indicator so that federal tax needs to be withheld Y=Yes N=No	1A	Y
24	Add Fed	Additional federal taxes to be withheld	13N(11,2)	N
25	State Tax	This is an indicator so that state tax needs to be withheld Y=Yes N=No	1A	Y
26	Add State	Additional state taxes to be withheld	13N(11,2)	N
27	Termination Date	Date of termination from employment	YYYYMMDD	Y
28	Vested Indicator	Indicates the vesting status of the member	1A	Y
29	End Date	End date for payment instruction	YYYYMMDD	N
30	Rollover Account Type	IRA = Individual Retirement Account QP = Qualified Plan	4A	N
31	Rollover Account Number	Account Number for Rollover	40A/N	N
32	Beneficiary Name	The name of the beneficiary for whom the refund is being processed	60A	Y
33	Beneficiary Address	The address of the beneficiary	30A/N	Y
34	Beneficiary City	City Name	20A	Y
35	Beneficiary State	State Code	2A	Y
36	Beneficiary Zip	Zip code+ Zip plus 4 code	10N	Y

### 004-QDRO – QDRO Request

This file is generated from NPRIS and contains information related to Qualified Domestic Relations Order. This interface consists of court order split requests created in NPRIS. The record keeper will calculate the split amount according to the information included in this file. The split request will include information about the alternate payee. The record keeper will create and maintain an account for the alternate payee.

This file will be generated by NPRIS and NPERS will send it to the record keeper every business day.

	TITLE	DESCRIPTION	FORMAT	REQ'D
1	Court Order Id	NPRIS will generate this id for internal purposes	10N	Y
2	Member's Social Security Number	Member's social security number	9N	Y
3	Filler	Empty spaces	8A	Y
4	Alternate Payee's Social Security Number	Alternate Payee's social security number	9N	Y
5	Filler	Empty spaces	8A	Y
6	Alternate Payee's Birth Date	Alternate Payee's Birth Date	YYYYMMDD	Y
7	Alternate Payee's Name	Last Name, First Name Middle Initial	60A	Y
8	Addr-L1	Address Line 1	30A/N	Y
9	Addr-L2	Address Line 2	30A/N	N
10	Addr-L3	Address Line 3	30A/N	N
11	City	City Name	20A	Y
12	State	State Code	2A	Y
13	Zip	Zip code+ Zip plus 4 code	10N	Y
14	Employer	Agency Number	11A	Y
15	Date Of Qualification	Date that has been determined from NPERS for creating QDRO account	YYYYMMDD	Y
16	Filler	Empty Spaces	10A	Y
17	Split Amount	Split amount	13N(11,2)	N
18	Split Percentage	Split percentage	5N(3,2)	N
19	Start Date	Marriage start date used to determine spit amount	YYYYMMDD	Y
20	End Date	Marriage end date used to determine split amount	YYYYMMDD	Y
21	Split Indicator	Indicates if there is a split or not S=Split R=Rescind	1A	Y

### **007-MSSN - Merge SSN**

This file is generated from NPRIS and contains information related to merging incorrect social security numbers. When a SSN is reported incorrectly, all associated transactions need to be moved to the proper SSN. This interface will provide to the record keeper the information necessary to merge an incorrect SSN to a correct SSN.

This file will be generated by NPRIS and NPERS will send it to the record keeper every business day.

	<b>TITLE</b>	<b>DESCRIPTION</b>	<b>FORMAT</b>	<b>REQ'D</b>
1	Social Security Number	Member's current social security number	9N	Y
2	Filler	Empty spaces	8A	Y
3	New Social Security	Member's correct social security number	9N	Y
4	Filler	Empty spaces	8A	Y
5	Current Employer	Employer Number	11A	Y
6	New Employer	Employer Number	11A	Y

### **008-PELF- PIONEER Error Log File**

This interface provides information to the record keeper on interface file records that did not get loaded into NPRIS due to errors. It is called "Pioneer" because that was the name of a previous version of the pension administration software.

This file will be generated by NPRIS and NPERS will send it to the record keeper every business day.

	<b>TITLE</b>	<b>DESCRIPTION</b>	<b>FORMAT</b>	<b>REQ'D</b>
1	Interface Code	Last two digit number of interface number where error occurred	2N	Y
2	Social Security Number	Member's social security number	9N	N
3	Filler	Empty spaces	8A	Y
4	Employer Number	Agency number of County, State, DCP	11A	N
5	Field Name	Field definition from interface	20A	Y
6	Field Value	Field value	20A	Y
7	Error Message	Error description	100A	Y
8	Updated Date	Date when error occurred in NPRIS	YYYYMMDD	Y
9	Updated Time	Time when error occurred in NPRIS	HHMMSS	Y

### **009-DEMO - Demographic Changes/Salary Remittances**

The purpose of this interface is to provide NPRIS with the demographic changes, and salary information from the payroll files from State, County, and DCP. The record keeper receives the file(s) from the employers processes the files, and reports only the demographic changes and salary information to NPRIS. This file is also used create new members in NPRIS.

This file will be generated by the record keeper and NPERS will retrieve it from the record keeper every business day.

	<b>TITLE</b>	<b>DESCRIPTION</b>	<b>FORMAT</b>	<b>REQ'D</b>
1	Contract Number (six digits-Hall County is 002034)	Agency number Of County, DCP, or State	11A	Y
2	Social Security Number	Member's social security number	9N	Y
3	Filler	Empty spaces	8A	Y
4	Name	Name of member being reported on payroll file. (comma separating Prefix, First Name, Middle Initial, Last Name)	40A	Y
5	Address Line 1	First line of employee's address	30A/N	N
6	Address Line 2	Second line of employee's address	30A/N	N
7	City	Employee's city of residence	28A	N
8	State	Employee's state of residence	4A	N
9	Zip	Postal zip code	9A	N
10	Date of Birth	Member's date of birth	8N	Y
11	Date of Hire	Date member commenced work with reporting employer.	8N	Y
12	Term Date	Date on which member's employee-employer relationship is dissolved. (Date determined by employer)	8N	N
13	Employee Contribution (H)	Total amount of employee contributions	13N(11,2)	Y
14	Employer Contribution (H)	Total amount of employer contributions	13N(11,2)	Y
16	Employer Make-up Contributions	Employer's share of make-up contribution	13N(11,2)	N
17	Employee Make-up Contributions	Employee's share of make-up contribution	13N(11,2)	N
18	Period Salary	Gross salary for which retirement is withheld for the payroll period being reported.	13N(11,2)	Y

	<b>TITLE</b>	<b>DESCRIPTION</b>	<b>FORMAT</b>	<b>REQ'D</b>
19	Gender	Identify member's gender M = Male F = Female U = Unknown	1A	Y

### 010-RQDE - Request File Details

This interface consists of details with respect to elections, transfers, realignment that happened in the record keeper's system. This interface is used to update NPRIS to display the correct investment options after changes are made in the record keeper system.

This file will be generated by the record keeper and NPERS will retrieve it from the record keeper every business day.

	TITLE	DESCRIPTION	FORMAT	REQ'D
1	Unique Identifier	The record keeper will be providing this to indicate that all transactions will be associated to a particular member	10N	Y
2	Employer Number	Agency number Of County, DCP, or State	11A	Y
3	Record Identifier	Type of investment option distribution ALO = Allocation RGN = Realignment XFR = Transfer	3A	Y
4	Social Security Number	Member's social security number	9N	Y
5	Filler	Empty spaces	8A	Y
6	Source	See Appendix A, Table A2 - Fund Source Codes	1A	Y
7	Fund	See Appendix A, Table A1 - Investment Fund Codes	2A	Y
8	Election Percentage	Percentage that member wants to have allocated from fund	5N(3,2)	N
9	Amount	Amount that member wants to have allocated from fund (If election percentage is chosen this amount will be zero)	13N(11,2)	N
10	To Investment	Relevant for transfers. Choices are same as that in Field #7	2A	N
11	To Percent	Percentage that member is transferring to the Fund	5N(3,2)	N
12	Method Of Input	( A=Ameritas, the current record keeper)	1A	Y
13	Updated Date	Date When Transaction Occurred in the Record Keeper's Web Site	YYYYMMDD	Y
14	Updated Time	Time When Transaction Occurred in the Record Keeper's Web Site	HHMMSS	Y

## 011-DISM Physical Interface – Disbursement Summary

Contains information related to member disbursements. Activity in this file corresponds to activity in the 003-REFA interface file. Information in the 003-REFA file triggers the disbursement by the record keeper. This file contains information about how the disbursement was executed by the record keeper. This interface will update the refund application status and the account status in NPRIS according to the type and final amount of the refund.

This file will be generated by the record keeper and NPERS will retrieve it from the record keeper every business day.

	TITLE	DESCRIPTION	FORMAT	REQ'D
1	Payee's Social Security Number or Organization's Tax Identification Number	Payee's social security number or Organization's TIN	9N	Y
2	Filler	Empty spaces	8A	Y
3	Payee's Name	Payee's Name (In case of death refund to an Org, this will be "Estate of " + organization's name)	60A	Y
4	Employer	Agency Number	11A	Y
5	Amount of Distribution	Amount of money that the record keeper cuts a check for to the member	13N(11,2)	Y
6	Type Of Refund	See Appendix A, Table A3 - Refund Type Codes	4A	Y
7	Type Of Distribution	See Appendix A, Table A4 - Payment Type Codes	4A	Y
8	Payment Date	Date when payment was made to member	YYYYMMDD	Y
9	Post Tax Amount	Post Tax Amount	13N(11, 2)	Y
10	Pre Tax Amount	Pre Tax Amount	13N(11, 2)	Y
11	Retirement Date	Date of Retirement (required if type of distribution is Annuity)  If Distribution Type<>Annuity will be filled with "00000000"	YYYYMMDD	N

## 012-PMAM - Post Member Account Balances

This file is received from the record keeper and has member financial information that has been received or updated by the record keeper, including contributions and fees. This interface provides information on the change of shares in the member accounts to NPRIS.

This file will be generated by the record keeper and NPERS will retrieve it from the record keeper every business day.

	TITLE	DESCRIPTION	FORMAT	REQ'D
1	Employer Number	Agency number Of County, DCP, or State	11A	Y
2	Social Security Number	Member's social security number	9A	Y
3	Filler	Empty spaces	8A	Y
4	Transaction Code	Transaction occurred in the record keeper (Refund, OSC, EMPR, etc)	3A	Y
5	Activity Code	Description of the type of transaction	3A	Y
6	Source	See Appendix A, Table A2 - Fund Source Codes	1A	Y
7	Fund	See Appendix A, Table A1 - Investment Fund Codes	2A	Y
8	Change Of Number Of Shares	This is a delta of the number of shares that got affected as of the business date	13N(5,4)	Y
9	Direction Indicator	This will indicate if the share balance is positive or negative P=Positive N=Negative	1A	Y
10	Amount	This is the amount computed by the record keeper. It is the total number of Shares X Unit Price Per Fund	13N(11,2)	Y
12	QDRO-SSN	If Transaction Code=366, then SSN is filled. If more than one SSN there will be two records (this field is obsolete)	9A	N
13	Run Date	Date when Record is transferred onto interface	YYYYMMDD	Y
14	Trade Date	Effective Date	YYYYMMDD	Y
15	Reversal Date	Date when Reversal Occurred	YYMMDD	Y

### **013-DAPR - Daily Pricing**

This interface is used to load the unit price per fund into NPRIS so that the account balances can be determined for DC members.

This file will be generated by the record keeper and NPERS will retrieve it from the record keeper every business day.

	<b>TITLE</b>	<b>DESCRIPTION</b>	<b>FORMAT</b>	<b>REQ'D</b>
1	Employer Number	Agency number Of County, DCP, or State	11A	Y
2	Run Date	Date of price of fund calculated	YYYYMMDD	Y
3	Fund	See Appendix A, Table A1 - Investment Fund Codes	2A	Y
4	Price	Daily price of fund	11N(5,6)	Y

### ***016-DPYR – State Patrol Drop***

The purpose of the interface is to send DROP contributions to the record keeper. The interface is also used to enroll state patrol members in the record keeper system as DROP participants

This file will be generated by NPRIS and NPERS will send it to the record keeper monthly, four business days before the end of the month

The format of this file is the same as the county contribution file. That file is described in the county contribution interface document.

### ***PIONALLOC – Balance Reconciliation***

This file contains data on the shares in each fund for each member. It is used to verify that the member balances in the record keeper system match the member balances in NPRIS on a daily basis.

This file will be generated by the record keeper and NPERS will retrieve it from the record keeper every business day.

	<b>TITLE</b>	<b>DESCRIPTION</b>	<b>FORMAT</b>	<b>REQ'D</b>
1	Filler	Empty spaces	18A	Y
2	Employer Number	Agency number Of County, DCP, or State	6A	Y
3	Filler	Empty spaces	3A	Y
4	Member SSN	Member Social Security Number	YYYYMMDD	Y
5	Filler	Empty spaces	3A	Y
6	Fund	See Appendix A, Table A1 - Investment Fund Codes	3A	Y
7	Filler	Empty spaces	3A	Y
8	Percent	Percent of account balance	5N(1.3)	Y
9	Filler	Empty spaces	4A	Y
10	Shares	Number of Shares	14N (9.4)	Y

## Appendix A Supporting Tables

**Table A1 - Investment Fund Codes**

Fund Code	Fund Name
07	Employer Conservative
08	Employer Aggressive
09	Employer Moderate
10	Stable Growth
13	Money Market
15	S&P
16	Small Company
17	International
18	Bond Market
19	Large Growth
20	Large Company
21	Conservative
22	Aggressive
23	Moderate
24	Investor Select
25	Age based Conservative fund
26	Age based Aggressive fund
27	Age based Moderate fund
50	Cash Balance Employee
51	Cash Balance Employer

**Table A2 - Fund Source Codes**

Source Code	Source Code Description	Group
9	Rollover	Member
A	Pre-Tax Employee	Member
D	Employer Match	Employer
E	Pre-Tax Employee (DCP only)	Member
F	Unisex Employer Match	Employer
G	Post-Tax Employee	Member
H	Unisex Post-Tax Employee	Member
K	Unisex Post-Tax Employee	Member
L	QDRO	Member
O	Pre-Tax Employee - Deferred	Member
P	Employer Match - Deferred	Employer
Q	Post-Tax Employee - Deferred	Member
V	Unisex Employer Match - Deferred	Employer

**Table A3 - Refund Type Codes**

<b>Refund Code</b>	<b>Description</b>
MBR	Member
DIS	Disability
DTH	Death
APRF	QDRO
APDT	QDRO Death
RMD	Required Minimum distribution at 70 ½
HRDS	Hardship
TRTR	Trustee Rollover
OOSR	Excess Out-of-state Service Credit
DMNS	Deminimus
RMDD	Minimum Distribution Death
RREF	Retiree Refund

**Table A4 - Payment Type Codes**

<b>Payment Code</b>	<b>Description</b>
LUMP	Lump Sum
RLVR	Rollover
SWO	Systematic Withdrawal
ANNU	Annuity
DFRD	Deferred
PANN	Protected Annuity

## Appendix B Interface Folder & File Naming Conventions

The record keeper's FTP server has Interface folders that are named based on the interface codes listed above in Table 1 – Interface Files. The Send folder contains the interface folders that contain the interface files that are sent to the record keeper. The receive folder contains the interface folders that contain the interface files which will be sent by the record keeper.

The files are created using the interface code followed by date time stamp and DAT extension.

**Syntax: -**

**{Interface Code} - {MMDDYYYY}-{HHMMSS}. DAT**

**Examples: -**

**001-DEMO-12312015-102015.DAT**

### Header Records

Each interface file will have a header record in the file. This would be the first record in the file. Format for the header record is as follows.

Chars 1-10: ZEROES "0000000000"

Char 11: Tilde "~"

Char 12-31: File name (20 characters)

Char 32: Tilde "~"

Char 33-38: Record Count (6 digit)

Char 39: Tilde "~"

Char 40-47: Business Date in YYYYMMDD format

Note: Record count in the header record is the total number of records including the header record.