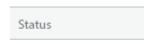# PRIVATE FLOOD INSURANCE
DATA CALL

Regulatory Data Collection (RDC) System Exception Guide

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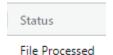## STATUS = SYSTEM REJECTED FILE

Status
System Rejected File

Exception Error Reasons Include (click the number below to take you to screen detail below):

1. No cocode in file.
2. Cocode not numeric or 5 digits in length.
3. Data Year <u>must</u> be included and be 2018 or 2019.
4. All data fields (Parts 2-6) must be filled in with 0 if no data is otherwise applicable. NO NULL VALUES ALLOWED.
5. Data fields (Parts 2-6) may not include special characters (quotes, ticks, dollar signs, hashtags, etc.).
6. No negative values or decimals allowed in policy or claim counts.
7. If premium is earned, there should be policies in force.
8. A valid email address must be provided for the company contact in case there are questions or concerns with the file.

STATUS = FILE PROCESSED

Status
File Processed

1. File Processed, submission complete.

IMPORTANT: Click the blue hyperlink on the File Dashboard to see exception messages.
IMPORTANT: Click the blue hyperlink in the Summary page for more detail about the exception.

1. EXAMPLE: No cocode in file.

HINT: Click the blue hyperlink to see exception messages.

Your Uploaded Files   Refresh

File Name	Data Year	Naic Company Code	Status	Modified	Created	Exceptions	Number Of Records
ABD.xlsx	2018		System Rejected File	3/2/20, 11:28 AM	3/2/20, 11:28 AM	280	280

Exception Type = naic_company_code means the cocode is invalid or contained in the correct location in the file.

ABD File Exceptions Summary

File Dashboard / ABD.xlsx

Exception Count	Exception Type
280	naic_company_code

Exception Detail screen shows that exception is found on naic_company_code. Error message displayed states, "This value is required and cannot be null or empty. The file will be rejected by the system. You will need to correct the file – input the correct cocode and submit your corrected file.

ABD.xlsx

naic_company_code	company_name	naic_group_code	group_name	submission_contact_name	phone_number	data_year	state	state_abbrev	cov_type	policy_type	cover_loss	direct_written_premium	direct_premium
	ABD Insurance	12	ABC Group	Jennifer Gardner		2018	Alabama	AL	Residential	Standalone	First Dollar	100	100

Exception Message:

This value is required and cannot be null or empty.

2. EXAMPLE: Cocode must be 5 digits, all numeric.

HINT: Click the blue hyperlink to see exception messages.

Click to browse or drag & drop to upload your file

Upload   Cancel

Your Uploaded Files

Refresh

File Name	Data Year	Naic Company Code	Status	Modified	Created	Exceptions	Number Of Records
XYZ.xlsx	2019	AB123	System Rejected File	3/2/20, 12:36 PM	3/2/20, 12:36 PM	280	280

Exception Type = naic_company_code which means the cocode is invalid or not found.

XYZ File Exceptions Summary

File Dashboard / XYZ.xlsx

Exception Count	Exception Type
280	naic_company_code

Exception Detail screen shows that exception is found on naic_company_code. Error message displayed states, "The value … is not a number." The file will be rejected by the system. You will need to correct the cocode in the file and submit your corrected file.

XYZ.xlsx
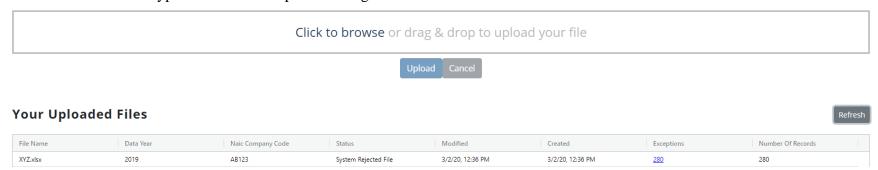
File Dashboard / XYZ.xlsx / naic_company_code Exceptions

naic_company_code	company_name	naic_group_code	group_name	submission_contact_name	phone_number	data_year	state	state_abbrev	cov_type	policy_type	cover_loss	direct_written_premium	direct_premium_
AB123	XYZ Insurance	15	XYZ Group	Alias 2		2019	Alabama	AL	Residential	Standalone	First Dollar	1001	1001

Exception Message:

The value, AB123, is not a number.

3. EXAMPLE: Data Year <u>must</u> be included and be 2018 or 2019.

HINT: Click the blue hyperlink to see exception messages.

Click to browse or drag & drop to upload your file

Upload   Cancel

Your Uploaded Files   Refresh

File Name	Data Year	Naic Company Code	Status	Modified	Created	Exceptions	Number Of Records
KLM.xlsx		13579	System Rejected File	3/2/20, 1:34 PM	3/2/20, 1:34 PM	280	280

Exception Type = data_year which means the Reporting Year is invalid or not found in the correct location in the file.

KLM File Exceptions Summary

File Dashboard / KLM.xlsx

Exception Count	Exception Type
280	data_year

Exception Detail screen shows that exception is found on data_year. Error message displayed states, "The value is required and cannot be null or empty." The file will be rejected by the system. You will need to input the correct data year from the drop down and submit your new file.

KLM.xlsx

KLM.xlsx is ready for upload

File Dashboard / KLM.xlsx / data_year Exceptions

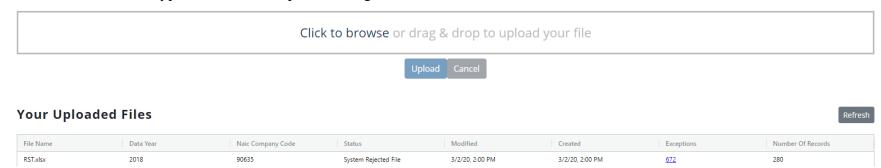| naic_company_code	company_name	naic_group_code	group_name	submission_
13579	KLM Insurance			Alias 9

Exception Message:

This value is required and cannot be null or empty.

4. EXAMPLE: All data fields (Parts 2-6) must be filled in with 0 if no data is otherwise applicable. NO NULL VALUES ALLOWED.

HINT: Click the blue hyperlink to see exception messages.

> Click to browse or drag & drop to upload your file
>
> Upload Cancel

Your Uploaded Files
Refresh

File Name	Data Year	Naic Company Code	Status	Modified	Created	Exceptions	Number Of Records
RST.xlsx	2018	90635	System Rejected File	3/2/20, 2:00 PM	3/2/20, 2:00 PM	672	280

Exception Type = any column heading in Parts 2 through 6.

RST File Exceptions Summary

File Dashboard / RST.xlsx

Exception Count	Exception Type
112	claims_closed_w_payment
112	claims_open_begin_cy
112	claims_open_end_cy
112	claims_opened
112	policies_in_force_end_cy
112	policies_in_force_end_py

Exception detail says, "The value Null, is not a number." These fields must not be null (left blank), contain negative values or decimals. All claims and policy counts should include either zero or a positive whole number. The file will be rejected by the system. You will need to input the correct data year from the drop down and submit your new file.

RST.xlsx

naic_company_code	company_name	naic_group_code	group_name	sub
90635	RSU Insurance	26	Ali	

Exception Message:

The value, null, is not a number.

5. EXAMPLE: Data fields (Parts 2-6) may not include special characters (quotes, ticks, dollar signs, hashtags, etc.).

HINT: Click the blue hyperlink to see exception messages.

Exception Type = Any column heading in Parts 2 through 6.

CDF File Exceptions Summary
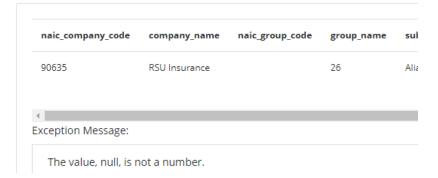
File Dashboard / CDF.xlsx

Exception Count	Exception Type
51	claims_closed_w_payment
18	direct_premium_earned
18	direct_written_premium

Exception detail says, "The value -----, is not a number." These fields must not contain special characters such as dollar signs or quotes. The file will be rejected by the system. You will need to input the correct data year from the drop down and submit your new file.

CDF.xlsx

File Dashboard / CDF.xlsx / direct_written_premium Exceptions

naic_company_code	company_name	naic_group_code	group_name	submission_conta
76789	CDF Insurance	14	CDE Group	Alias 1

Exception Message:

The value, $ 390000.00, is not a number.

6. EXAMPLE: No negative values allowed in policy or claim counts.

HINT: Click the blue hyperlink to see exception messages.

Click to browse or drag & drop to upload your file

Upload Cancel

Your Uploaded Files   Refresh

File Name	Data Year	Naic Company Code	Status	Modified	Created	Exceptions	Number Of Records
MNP.xlsx	2018	96741	System Rejected File	3/3/20, 12:09 PM	3/3/20, 12:09 PM	1	280

Exception Type = Any column heading from N through S including policy or claims counts.

MNP File Exceptions Summary

File Dashboard / MNP.xlsx

Exception Count	Exception Type
1	Negative Claims Open Beginning of Current Year

Exception detail says, "Negative column_heading." This can include any column heading for policy or claim counts, columns N through S. Negative values and decimals are not allowed.

File Dashboard / JKM.xlsx / claims_opened Exceptions

naic_company_code	company_name	naic_group_code	group_name	submission_cont
63415	JKM Insurance	20	JKL Group	Alias 8

Exception Message:

The value, 10.00, is not a number.

MNP.xlsx

MNP.xlsx is ready for upload

File Dashboard / MNP.xlsx / Negative Claims Open Beginning of Current Year Exceptions

naic_company_code	company_name	naic_group_code	group_name	submission_contact_name	phone_number	data_year
96741	MNP Insurance	22		Alias 11		2018

Exception Message:

Claims Open Beginning of Current Year should not contain negative values.

7. EXAMPLE: If premium is earned, there should be policies in force. If premium earned is greater than zero, then there must be a positive amount in policies in force end of current or prior year columns.

HINT: Click the blue hyperlink to see exception messages.

Click to browse or drag & drop to upload your file

Upload | Cancel

Your Uploaded Files   Refresh

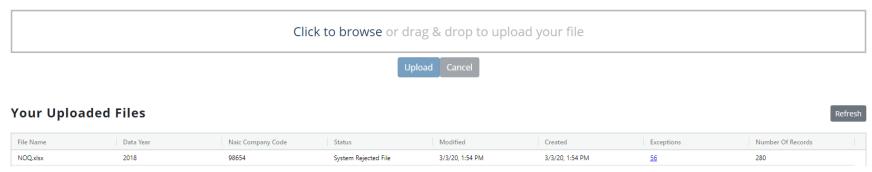| File Name	Data Year	Naic Company Code	Status	Modified	Created	Exceptions	Number Of Records	
NOQ.xlsx	2018	98654	System Rejected File	3/3/20, 1:54 PM	3/3/20, 1:54 PM	56	280	

Exception Type = Earned premium corresponds to policies in force.

NOQ File Exceptions Summary

File Dashboard / NOQ.xlsx

Exception Count	Exception Type
56	Earned premium corresponds to policies in force

Exception detail says, "If Earned Premium is greater than zero, then it's assumed you had policies in force end of prior year OR end of current year." You will need to review the file to determine if policies should be included in either of these columns. You need not have data for both columns but if you earned premiums during the reporting year we would assume you had policies in force as some point, end of prior year, current year or both.

NOQ.xlsx

NOQ.xlsx is ready for upload

File Dashboard / NOQ.xlsx / Earned premium corresponds to policies in force Exceptions

naic_company_code	company_name	naic_group_code	group_name	submission_contact_name	phone_number	data_year	state
98654	NOQ Insurance	23		Alias 12		2018	Alabama

Exception Message:

If Earned Premium is greater than zero, then it's assumed you had policies in force end of prior year OR end of current year.

8. EXAMPLE: A valid email address must be provided for the company contact in case there are questions or concerns with the file.

HINT: Click the blue hyperlink to see exception messages.

OPQ.xlsx is ready for upload   ×

Click to browse or drag & drop to upload your file

Upload   Cancel

Your Uploaded Files   Refresh

File Name	Data Year	Naic Company Code	Status	Modified	Created	Exceptions	Number Of Records
OPQ.xlsx	2018	85963	System Rejected File	3/9/20, 8:06 AM	3/9/20, 8:06 AM	280	280

Exception Type =contact_email_address.

NAIC National Association *of* Insurance Commissioners

RDC   RDC Home   File Dashboard

OPQ File Exceptions Summary

File Dashboard / OPQ.xlsx

Exception Count	Exception Type
280	contact_email_address

Exception detail says, "The value is required and cannot be null or empty." You will include a valid email address in your submission, so we know who to contact with questions. The file will be rejected by the system. You will need to input a valid email address and submit the new file.

OPQ.xlsx

OPQ.xlsx is ready for upload   ✕

File Dashboard / OPQ.xlsx / contact_email_address Exceptions

naic_company_code	company_name	naic_group_code	group_name	submission_contact_name	phone_number	data_year	state	state_abbrev	cov_type	policy_type	cover_loss	direct_written_premium	direct_premium_
85963	OPR Insurance	24		Alias 13		2018	Alabama	AL	Residential	Standalone	First Dollar	100	100

Exception Message:

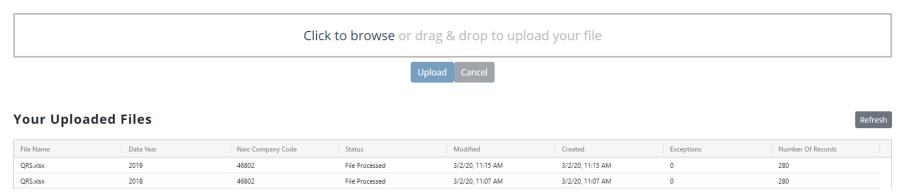This value is required and cannot be null or empty.

SUCCESSFUL SUBMISSIONS
STATUS = FILE PROCESSED

HINT: You may need to hit "Refresh" for the status to change from "Processing" to "File Processed."

1. EXAMPLE: File Processed, submission complete

Click to browse or drag & drop to upload your file

Upload   Cancel

Your Uploaded Files   Refresh

File Name	Data Year	Naic Company Code	Status	Modified	Created	Exceptions	Number Of Records
QRS.xlsx	2019	46802	File Processed	3/2/20, 11:15 AM	3/2/20, 11:15 AM	0	280
QRS.xlsx	2018	46802	File Processed	3/2/20, 11:07 AM	3/2/20, 11:07 AM	0	280

HINT: You'll also receive an e-mail, but it <u>will not</u> say your file was accepted. In fact, it will state that you need to log back in to view exceptions. Rest assured, if the status of your file in the system is "File Processed" and there are 0 Exceptions, you <u>don't need</u> to take any further steps, your file has been received and is in compliance with the requirements of the data call. Your obligation is complete. Thank you!

Sample e-mail message below:

Subject: Validation of ABD.xlsx has completed.

The validation of ABD.xlsx has completed. The submission contains: data_year: 2018 naic_company_code:

Because of exceptions in your file - you need to return to view the exceptions and decide if you want to resubmit or accept the submission.

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