

# OBG Bulk Filing Processing Quick Reference

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Below are the steps a bulk filer should complete before dropping bulk files in production. These steps should be repeated for IT-501, IT-941, IT-942, SD-101, SD-141.

These steps assume that FTP credentials have been received by the bulk filer, and the OBG Help desk has been made aware of the intent to test a new filing type.

Tip: When going through this exercise, we recommend you start out trying a single submission in your file. When you succeed with a single submission, try with 10 submissions in your file. When you succeed with 10 submissions, try with the number of submissions that you believe will be in your average file.

## Bulk File Testing Steps

- 1. Validate your test file against FSET version 4.4. Online FSET Validator can be found at <http://labs.obg.ohio.gov/BulkFilingFSETValidator/>**
- 2. Drop a properly named file in your FTP location.**
- 3. Receive and review your Ack1 file.**
  - a. If your Ack1 says your file was rejected, fix those problems and start over on step one.**
- 4. Receive and review your Ack2 file.**
  - a. If your Ack2 says your any of your individual submissions were rejected, fix those problems and start over on step one.**
- 5. Report successful testing to OBG Help.**

If you have completed testing of a single filing type, please ask OBG Help to review your results to see if you are ready to drop files in production.

### Additional Tips:

- There is a 50MB and 25,000-record limit on file size
- The date at the end of the filename controls when the file is processed
- Emails for your Ack1 and Ack2 let you know when the more data rich ACK files are available