Pierce County Sheriff's Department

PAWN-SALE TRANSACTION "Batch File" REPORTING INSTRUCTIONS

Pawn-Sale Transaction Batch File Technical Specifications

Pierce County Sheriff, with the support of South Sound 911 Information Services, offers Pawn and Secondhand Shop owners the option to submit their daily transaction reports in an electronic "batch file." When formatted according to the file specifications detailed in the **Pawn-Sale Transaction Batch File Specifications** spreadsheet, one file containing an entire business day's transaction reports can be conveniently sent in one transmission.

Each "batch file" transaction record contains one "Person" segment, prefixed with a "P", which includes the pawnor's or seller's identification and contact information along with the shop's transaction information. It also includes one or more "Item" segments prefixed with an "I" that includes the pawned or sold item's identification and descriptive information. Each block of information in both the Person and the Item segments are separated by a "pipe" or "comma" delimiter at the discretion of the shop.

For ease in entry, accuracy, and consistency, many of the blocks of information are filled by selecting from a table of options. The **Pawn-Sale Transaction Batch File Specifications** spreadsheet identifies the code table with which a specific block may be associated. The options for each code table are listed in the **Pawn-Sale Lookup Codes** spreadsheet. See the **Pawn-Sale Transaction Batch File Specifications** spreadsheet for data types to be used in the blocks that are not associated with a code table. All these documents can be found posted along with these instructions on our [website](#).

Each pawn or sale transaction must be reported under a unique *numeric* and sequential transaction number. Alpha suffix designators may be used when more than one item is involved in a transaction with the same individual, e.g., transaction number 12345A Rifle, transaction number 12345B Scope. Each item, however, must be recorded separately to include the serial number, make, model number, and other unique descriptors. Every transaction number in the sequence must be reported to the Pierce County Sheriff's Department, even if the number goes operationally unused due to an error, voided transaction, etc. Note the reason for the unused transaction number in the "NAME" and "ITEM" blocks detailed below, e.g., "Voided Record".

Once a shop's transaction record data has been configured to meet specifications, the shop should contact South Sound 911 Information Services Support Center (contact information below), to arrange to send a "test" batch. Once South Sound 911 Information Services certifies that a shop can transmit a batch file successfully, the shop should again notify SS 911 Information Services with the date that shop will begin sending actual "live" transaction record data. Shops should allow several weeks prior to starting the "batch file" reporting method to work through the configuration and testing process. Until certified, shops that have already opened for business must use the Pawn-Sale Transaction "Single File" Reporting method.

Points of Contact

	Phone	Email
Pierce County Sheriff	253-798-4861	SHRPAWN@co.pierce.wa.us
SS911 Information Services Support Center	253-798-3911	supportcenter@southsound911.org

12/01/2016

South Sound 911 Information Services

Questions about how to accurately report the required transaction information should be directed to the Pierce County Sheriff at the number listed above. Please use this number to report the temporary or permanent closure of your shop's pawn and/or sale transaction business as well.

Technical questions relating to the transaction "batch file" specification requirements or uploading the "batch file" should be directed to the SS911 Information Services Support Center. Contact this number when your shop is ready to send your first "batch file" test. It must also be used to notify SS911 of the date your shop will begin sending actual "live" pawn-sale transaction records, after SS911 certifies that shop's electronic "batch file" successfully meets all specification requirements, i.e., the first business day a certified shop intends to report using the "batch file" reporting method.

SS911 Information Services works directly with the shops only when there is a technical issue (e.g. inability to transfer a data file). In such cases, SS911 Information Services must work with someone capable of configuring and exporting data from the Pawn Shop's software. SS911 Information Services is not "expert" on any of the products shops might use to manage their business, and is not capable of "coaching" shop owners or employees in how to use their software.