

# Report File Naming



## All Reporting Software Options

Unless you have a compelling reason to change the recommended file name, we suggest that you accept the default choice. If you do need to change the name, please read the note labeled **Important** at the bottom of this article.

## File Name Pattern

The name given to a new report file by [Option A, B, or D \(installed version\)](#), and the one recommended for third-party or manually-created text files, follows the pattern of - *form prefix* + *ID number* + *sequence number* + *extension*.

The *form prefix* is the first letter of the file name, which is associated with one of the four form types:

- P - [Form 26](#),
- A - [Form 26A](#),
- M - [Form 25](#), or
- S - [Form 27](#).

The next 5 to 8 characters of the file name is a DEC-issued *ID number*. The *ID number* used is based on the form type of the file:

- [Form 25](#) and [27](#) - [commercial permit number](#),
- [Form 26](#) - [certification ID](#), or
- [Form 26A](#) - either the [business registration number](#) (if any) or [certification ID](#).

The next two digits are an ([optional](#)) unique *sequence number* between 00 and 99.

The last part is the *extension* of ".txt" ( [Option A or C](#) ) or ".xls" ( [Option B](#) ), which identifies the file as text or an Excel file.

## Naming Example

If you are using [Option A](#) and save a Form 26 file in a folder already containing another Form 26 file and both files have a [Certification ID](#) number of C1234567, the file would be named *PC123456701.txt*.



## Important

If you decide to use a different name, the first letter of the file name **must** still match the form type and use the correct extension for the software option as shown above; the initial letter is used by the [Pesticide Reporting Service Bureau](#) to identify the type of form that was submitted and the extension identifies the file type.