

## CHECK LIST TO FACILITATE REQUEST FOR ELECTRONIC MEDIA

### Data Format For PC Based Environment (In order of preference)

ASCII Flat File (Fixed Length Fields)  
 ASCII Flat File (Variable Length Fields, delimited with Tilde)  
 Database (DBASE, FOXPRO, \*ACCESS (\*with prior approval from CAS)  
 Print Files (\*.PRN, \*TXT,\*.DAT, with prior approval from CAS)  
 Other-\_\_\_\_\_. (with prior approval from CAS)

### Data Format For Mainframe or Mini-Computer Environment (In order of preference)

EBCDIC Flat File (Unpack any packed Fields)  
 ASCII Flat File  
 UNISYS (converted to IBM)

### Storage Medium

- CD ROM Disk	18 or 36 Track Tape Cartridge	
DVD disk	3480, 3490 Tape	
4 or 8mm Tape	Labeled_____	Non-Labeled_____
	Record Length_____	Block Size_____

The following is a list of typical Fields for Sales Data and for Accounts Payable Data. This is just an example and your fields may differ. The auditor and your accounting staff will meet to discuss which fields they will require for testing. Please advise them to include an appropriate retrieval field (a field which will allow access to a hard copy of the record).

	SALES FIELDS		ACCOUNTS PAYABLE FIELDS
	Branch Number		Check Number
	Invoice Number		Voucher Number
	Customer Number		Check Date
	Customer Name		Voucher Date
	Customer Street Address		Vendor Number
	Customer City		Vendor Name
	Customer State		Vendor Street Address
	Customer Zip Code		Vendor City
	Ship to Address		Vendor State
	Method of Delivery		Vendor Zip Code
	FOB Status		General Ledger Acct No
	Date of Invoice		Purchase Order Number
	Customer Purchase Order No		Tax Status Code
	Description of Sale		Taxable Amount
	Taxable Amount of Sale		Exempt Amount
	Exempt Amount of Sale		Tax Paid to Vendor
	Sales Tax Amount		Tax accrued
	Total Invoice Amount		Total Invoice
	Customer Resale Permit		Link to Source Document
	Link to Source Document		

**The following data can be supplied in separate files to reduce the size of the AP or Sales Files:**

**(1) Vendor Name and Address File (2) Customer Name and Address File (3) General Ledger Chart of Accounts (4) Sales tax Accrual File (5) Branch Number, Name & Location File.**

**The Following check Figures are requested for Verification purposes:**

**(1) Total for each numeric field in data. (2) Total number of transactions for each file provided. (3) Unique record identifier to be used to summarize related transactions for sample selection (i.e.: invoice number or combination of vendor number & invoice number, etc.).**

**Please provide a Data Map (example attached) with Field Names, Data Types, Field Widths "Picked Size", Decimal Places, etc...**

Are of the data files linked? If yes, explain the relationship(s). For Accounts Payable, does the company accrue use tax on the system?

Name, Email address and telephone number of the contact person for questions regarding data provided:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EXAMPLES OF DATA MAP (FILE LAYOUT) & CONTROL TOTALS FOR DATA FILES RECEIVED FROM TAXPAYERS**

- This document contains information regarding the CATAX1B.TXT and CATAX3B.TXT files.
- All data selected for the files includes all XYZ Company. California customer invoices from 4/1/96 through 3/31/99 inclusive.
- The CATAX1B.TXT contains invoice detail records. There are multiple records per invoice because each invoice line item is included in the file. This file has the following layout:

FILE: CATAX1B FIELD DESCRIPTION LISTING  
RECORD FORMAT: CATAX1B LENGTH: 562

FIELD:	LENGTH:	DEC:	TYPE:	START:	DESCRIPTION:
SDDOC	8	8 0	N	1	Invoice Number
SDDCT	2		A	9	Invoice Type (RI=Invoice, RM=Credit Memo)
SDIVD	6	6 0	N	11	Invoice Date (Julain Format - See note)
SDLNIDA	6	6 0	N	17	Line Item Sequence Number
SDITM	8	8 0	N	23	Item Number
SDDSC1	30		A	31	Description of Sale
SDTAX1	1		A	61	Sales Taxable (Y=Yes, N=No)
UPRC	15	15 4	N	62	Unit Price
SDUORGA	15	15 0	N	77	Quantity
AEXP	15	15 2	N	92	Extended Price (Unit Price x Quantity)
SDAN8	8	8 0	N	107	Customer Number
ABALPH	40		A	115	Customer Name
ALADD1	40		A	155	Address Line 1
ALADD2	40		A	195	Address Line 2
ALADD3	40		A	235	Address Line 3
ALADD4	40		A	275	Address Line 4
ALCTY1	25		A	315	City
ALADDS	3		A	340	State
ALADDZ	12		A	343	Postal Code
SDSHAN	8	8 0	N	355	Ship To Customer Number
ALADD101	40		A	363	Ship To Address Line 1
ALADD201	40		A	403	Ship To Address Line 2
ALADD301	40		A	443	Ship To Address Line 3
ALADD401	40		A	483	Ship To Address Line 4
ALCTY101	25		A	523	Ship To City
ALADDS01	3		A	548	Ship To State
ALADDZ01	12		A	551	Ship To Postal Code

- The CATAX3B.TXT contains invoice sales tax records with one record per invoice. This file relates to the CATAX1B.TXT file where the invoice numbers and invoice types are the same (i.e. SDDOC=GLDOC and SDDCT=GLDCT). The CATAX3B.TXT file has the following layout:

FILE: CATAX3B FIELD DESCRIPTION LISTING  
RECORD FORMAT: CATAX3B LENGTH: 119

FIELD:	LENGTH:	DEC:	TYPE:	START:	DESCRIPTION:
GLKCO	5		A	1	Company Number
GLDCT	2		A	6	Invoice Type
GLDOC	8	8 0	N	8	Invoice Number
TAX	15	15 2	N	16	Sales Tax Amount
GLANI	29		A	31	G/L Account Number
GLEXA	30		A	60	Explanation 1
GLEXR	30		A	90	Explanation 2

**Notes (Control Totals & Misc. Information):**

- Total records for file CATAX1B=21,710. As a file verification, the total for extended price (AEXP) is \$124,753,439.11
- Total records for file CATAX3B=2,927. As a file verification, the total for sales tax amount (TAX) is \$784,737.73

**Notes (continued):**

- Dates are stored in Julian format cyyddd where 'c' designated the century (0 for 19xx, 1 for 20xx, etc.), 'yy' designates the year and 'ddd' designates the day of the year. (Where Julian date 097002 represents 01/02/1997 and 100032 represents 02/01/2000).
- Numeric amounts may be negative numbers. The AS/400 system uses the overpunch signs to represent these negative numbers. In this case, the last character of the numeric fields will be alphanumeric, as follows:

J=1  
K=2  
L=3  
M=4  
N=5  
O=6  
P=7  
Q=8  
R=9  
}=0

For example, the first record in the CATABX.TXT file contains a sales tax amount of 0000000001247M. This translates into -124.74 since M=4 and the sales tax amount field contains 2 decimal places per the file layout.