
Data Validation State Web Software

Version 1.1

Tax Application Tutorial

U.S. Department of Labor
Employment and Training Administration
Office of Workforce Security
Unemployment Insurance Program

November 2007

Table of Contents

TABLE OF CONTENTS	I
ABOUT THIS TUTORIAL.....	1
TECHNICAL SUPPORT	1
SOFTWARE TRAINING	1
TYPOGRAPHIC CONVENTIONS	1
SOFTWARE REQUIREMENTS	1
FIXES AND NEW FEATURES INCLUDED IN VERSION 1.1	1
INTRODUCTION	3
The Data Validation Program	3
Definitions.....	4
Navigating the System.....	5
LOGGING ON	7
VIEWING THE RECORD LAYOUTS.....	11
IMPORTING AN EXTRACT FILE.....	13
Cancelling a Load	20
VIEWING ERRORS	22
Viewing Duplicate Records	25
VIEWING THE SOURCE TABLE	27
VIEWING VALIDATION COUNTS	29

VIEWING THE REPORT VALIDATION SCREEN 32

VIEWING SAMPLES 35

Printing Sample Worksheets..... 38

Entering Sample Results 43

VIEWING DATA ELEMENT SORTS 47

Entering Data Element Sorts Results 49

 Query Screen 50

 Frequency Distribution Screen..... 53

VIEWING THE WAGE ITEM VALIDATION SCREEN..... 59

SUBMITTING RESULTS TO DOL 64

Adding Comments..... 64

Transmitting Results 66

Transmitting Population Results 67

Transmitting Wage Item Validation Results 69

About This Tutorial

This document provides a tutorial for the tax application of the Data Validation (DV) State Web Software Version 1.1.

Technical Support




If any problems are encountered with the software, contact the Office of Workforce Security (OWS) Technical Support Staff (Hotline) at 1-800-473-0188 or send an email to hotline@uis.doleta.gov.

Software Training

The Minnesota Training Center offers training on the Data Validation State Web Software. Check current offerings at <http://www.tc.state.mn.us/calendar.html>. You can register for courses online, by email (wanda.burth@state.mn.us) or by calling the training center at 651-297-3393.

Typographic Conventions

This document uses the following typographic conventions.

Visual Cue	Meaning
1 2	Sequenced steps to follow when completing a task
Black bold type	Button
Blue type	Box title
<u>Purple underlined type</u>	Links on the software that you can click on
<u>Blue underline type</u>	Web or email address
<i>Italics</i>	Documents, screen names and menu options
	Indicates where to click on the software screen
	Note with additional information
	Tip

Software Requirements

To use the Data Validation State Web Software you will need a computer with Internet Explorer Version 6.0 or later.

You will also need a user name and a password that you can obtain from your system administrator.

In order to perform data validation you need to load extract files into the software. Specifications on how to build these extract files are available in *Appendix F, UI Tax Record Layouts* of the *ETA Handbook 361- B Tax*. All extract files to be loaded into the software must be copied to the “/opt/dv/data/” directory in your state SUN server. Extract file names must have a .txt extension and contain no spaces.

Fixes and New Features Included in Version 1.1

The following fixes and enhancements were incorporated in the Tax application of the Data Validation State Web Software Version 1.1:

Feature Type	Description
Fixed Problems in Prior Release(s)	<p>Transmission functionality has been fixed to disallow transmission of incomplete results.</p> <p>Load function has been fixed so that a load doesn't get aborted when a row in the extract file contains a missing value or contains a value in a field that should be blank.</p> <p>FIV samples in Tax Population 1 have been fixed to be randomly selected.</p> <p>Sorts have been fixed for Tax Population 2.</p> <p>Time-lapse calculation has been fixed for Tax Population 3.</p> <p>Other minor fixes, like label corrections, etc., have been completed.</p>

Feature Type	Description
<p>Enhancements</p>	<p>When a population is loading, all the other functions have been locked for that loading population. The “import” function for all other Benefit and Tax populations, has also been locked. All other functions are available for the other populations.</p> <p>Sizes of some fields have been increased to accommodate state codes.</p> <p>Added submission date stamp to all submissions. The submission date stamp will be used to distinguish among submissions made or picked up on the same day.</p> <p>Added last import and last transmit dates to Main Menu for each population.</p> <p>Modified the Tax application so that RV, Sorts, and FIVs are submitted to the National Office as a set. The application first checks that all validations have been completed and then gives the user the option to submit the population as a set.</p> <p>Added N/A and Score columns in the tax application for the data element sorts. Number of Cases column is now calculated by the application.</p> <p>Comments size has been increase to 512 characters. Separate comments are now available for Report Validation, Data Element Validation, and Wage Item Validation.</p> <p>Report Validation of Dollars and Counts has been combined into one screen.</p>
<p>New Specifications</p>	<p>Duplicate detection criteria have been revised for some Benefits and Tax populations.</p> <p>E-mail features were added to Notify the National Office:</p> <ul style="list-style-type: none"> • when a state submits any data, and • when any data are missing from the Data Pick-up module

Introduction

The Data Validation Program

States are required to file a series of standardized reports on their Unemployment Insurance (UI) operations with the Employment and Training Administration (ETA) of the U.S. Department of Labor (DOL). Reports covered by the data validation program are required on a monthly or quarterly basis.

These reports are used to establish the volume of activity conducted by state UI administrations and are a factor in establishing funding levels. They provide information about state compliance with UI requirements. They also provide information about the amount of benefits paid, the number of claimants served and other information useful in measuring the U.S. economy and projecting trends.

Since state programs differ significantly within established parameters and states utilize a variety of accounting and data processing arrangements, the issue of the comparability among state reports has emerged. State reporting requirements are standardized, but states use a variety of reporting procedures and must interpret reporting requirements within the context of their own laws and accounting conventions.

The UI Data Validation (DV) program was established in an attempt to identify and address discrepancies in reported numbers. The program requires that states recreate reported numbers independently from their reporting process and compare these numbers with actual numbers reported to DOL. States must address any discrepancies found that exceed the established error tolerance. The DV program also requires that states examine a sample of reported cases to verify that the correct information is being counted.

The Data Validation State Web Software facilitates the validation process and generates standardized outputs that document the state data validation results.

The data validation process is divided into two main validation processes: Report Validation (RV) and Data Element Validation (DEV). RV verifies that reported numbers in ETA reports are accurate, i.e., that the process the state uses to count transactions is correct. DEV refers to the investigation of samples of records to establish that the information in individual records is accurate and conforms to federal reporting requirements, i.e., that the state is counting the right transactions.

The Tax validation system uses “minimum” samples, called “File Integrity Validation” or FIV samples, which consist of two records per sub-population within an extract file. The sample frame for each sample consists of a set of specific sub-populations within a given extract file. Records included in a sample

are displayed along with the data elements to be validated in a data entry screen. Investigators review each record, identify any elements found to be erroneous, and data-enter this information into the system. In Tax, even one error causes a population sample set to fail.

The software also provides a sort utility for Populations 1 – 4; for Population 5, the sort utility isn't available. It tests whether any secondary codes or EAN values support the primary codes (such as A for Active or C for Contributory employers) used to classify extracted transactions. Sorts pass if fewer than 2% of the sorted transactions involve discrepancies.

The Wage Item Validation component of DV requires validation of incoming information provided by employers pertaining to wages paid to individuals on a quarterly basis (Wage Records). This information is not included in extract files. Validation of wage record information requires a review of incoming information and a comparison of reported numbers included in the ETA 581 Report count with re-constructed counts. This information is key-entered into the software and forwarded to DOL.

Definitions

Certain terms used in the validation process have a specialized meaning within the context of the DV program:

1. *Extract Files.* These files consist of information *extracted* from state production databases. This information is organized into rows and columns that represent state's UI transactions. They are used as input for the DV software.
2. *Record Layouts.* These documents provide detailed information on how to build the extract files. They can be found in the software (see Viewing the Record Layouts section) or in *Appendix F, Record Layouts* of the *ETA Handbook 361- B, UI Tax Employer Contributions Data Validation Handbook*.
3. *Module 3.* This State-specific document maps the data elements in the record layouts and samples to elements in individual state systems.
4. *Populations.* Populations are sets of state transactions specific to a particular activity. For example, Population 5 concerns Field Audits, reported on lines 501 and 502 of the EYA 581 report. An extract file must be constructed for each population.
5. *Subpopulation.* Each record in a given population is assigned to a specific subpopulation. For example, in Tax Population 5, Large Employer Change

audits are assigned to Subpopulation 5.1, and Large Employer No-change audits to Subpopulation 5.2. Records in subpopulations are used to reconstruct reported counts.

Navigating the System

The DV software is a web-based application with certain characteristics that the user should be aware of.

- *Multiple users.* The software supports multiple, concurrent users. However, it was not designed to allow, for example, update of a single table by multiple users at the same time.
- *Time Out.* You will be automatically logged out from the application if you are inactive for more than 59 minutes. To maintain your session hit a keystroke or move your mouse. You should perform “save” operations frequently if there is a danger of work being lost due to inactivity. During the extract loading operation, the time-out parameter is set to four hours, to allow large extract files to be loaded without interruption.
- *Exit from Screens.* The user can exit from a secondary window within the application through use of the “X” in the upper right corner of the window. Be aware that the “X” at the extreme upper corner of a primary screen will exit the user from the entire application. This will require the user to sign on again and may result in lost data.
- *Use of the **Back** button.* The Internet browser has a **Back** button that allows the user to return to a previous screen. Users should be aware that use of this button may result in unexpected results. This problem can be avoided by using the links on the software screens that were designed to navigate to previous screens. For example, the [Home](#) link at the bottom of a screen will take you back to the *Benefits Selection Criteria* screen.
- *<Control End> and <Control Home>.* <Control End> will take you immediately to the bottom of any screen and <Control Home> to the top.
- *Print Function.* To print screens, use the print function on your browser or, if available, the print button at the bottom of the screen. Some screen sizes exceed the width of a portrait print. In this case try the landscape option on your printer. You can also try copying the screen to Word, Excel or some other utility and print from there. System administrators should be able to assist you if you encounter problems.

- *Save and Save As Functions.* Use the **Save** button to save data in the DV application. Saved data for a given population are overwritten when a new extract file for that population is loaded. The **Save As** button allows you to save a screen shot of the current software screen, outside the DV software. Screen shots saved outside the application are not affected by loading new extract files. The **Save As** button can be used to save screen shots of summary reports and DEV worksheets to satisfy audit requirements.
- *Help functions.* The application has [Help](#) links on certain screens. Click on this link to display information relevant to the data or functions available on the screen.


Logging On

To log on to the data validation software, follow the next steps.

- 1 Go to your state Unemployment Insurance *Applications Menu* screen, select [Data Validation](#), and then select [Main Login](#).



- 2 On the *Data Validation* login screen, enter your **User Name**. Example: dv3

 Screen shots in this tutorial might look different (fonts and colors) from your screen due to your desktop and browser settings.

3 Enter your Password.

DATA VALIDATION

User Name	<input type="text" value="dv3"/>
Password	<input type="password" value="•••••"/>
Benefits <input type="radio"/> Tax <input checked="" type="radio"/>	
<input type="button" value="Login"/> <input type="button" value="Clear Query"/>	

[State Menu](#) | [Feedback](#) | [Help](#)



User name and password are assigned by your state system administrator.



Passwords are case-sensitive, i.e., the operator must use capitals letters if this is part of the password.

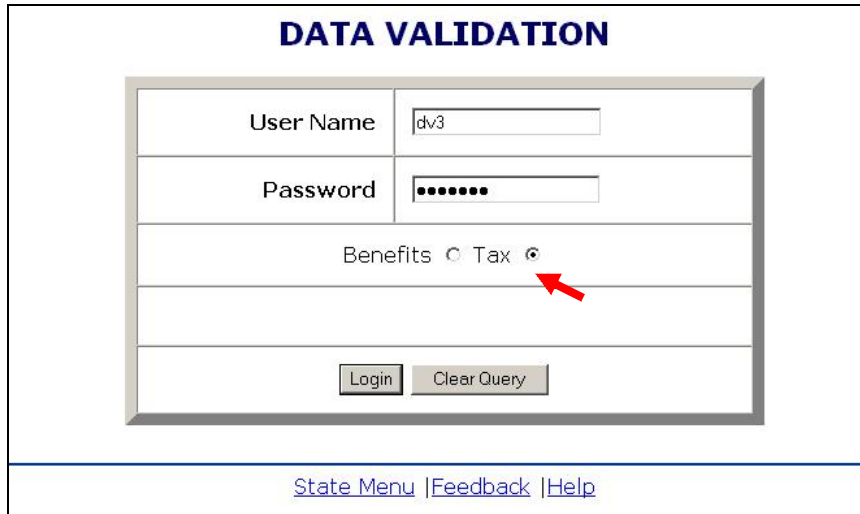
The [State Menu](#) link at the bottom of the screen returns you to the state menu. The [Feedback](#) link accesses contact information for technical problems. The [Help](#) link accesses information on all available functions on the screen.

4 Select **Tax** if is not already selected (Benefits is selected by default)

DATA VALIDATION

User Name	<input type="text" value="dv3"/>
Password	<input type="password" value="....."/>
Benefits <input type="radio"/> Tax <input checked="" type="radio"/>	
<input type="button" value="Login"/> <input type="button" value="Clear Query"/>	

[State Menu](#) | [Feedback](#) | [Help](#)

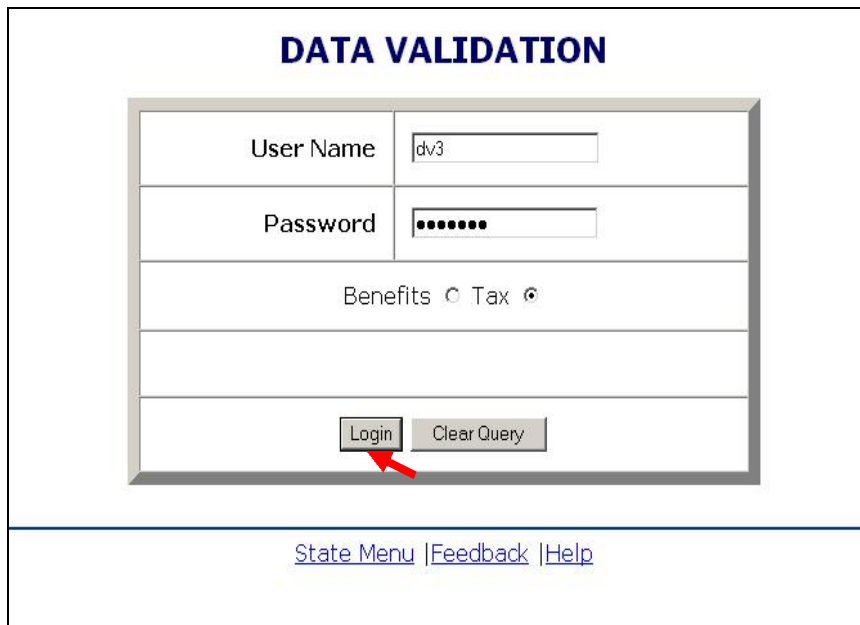


5 Click on the **Login** button.

DATA VALIDATION

User Name	<input type="text" value="dv3"/>
Password	<input type="password" value="....."/>
Benefits <input type="radio"/> Tax <input checked="" type="radio"/>	
<input type="button" value="Login"/> <input type="button" value="Clear Query"/>	

[State Menu](#) | [Feedback](#) | [Help](#)



6 You should see the *Tax Selection Criteria* screen.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text"/> ▾	Year	<input type="text"/>
Population	<input type="text"/> ▾		
Report Due Date	<input type="text"/>	ⓘ	
Choose Function	<input type="text"/> ▾	<input type="button" value="Go"/>	

[Login](#) [Feedback](#) [Help](#)

The [Login](#) link at the bottom of the screen will take you back to the login screen. Click on [Report Quarter](#), [Year](#), [Population](#), [Report Due Date](#), and [Choose Function](#) for additional information on these parameters.

Viewing the Record Layouts

In order to use the data validation software, you need to have an extract file which contains the required data for the reporting period you want to validate. The data in the file should be extracted from your state production system in accordance to the specifications described in *Appendix F, UI Tax Record Layouts*, of the Data Validation handbook. You will need 5 extract files; one for each tax population.

The extract files specifications, or record layouts, are also available in the software. To view them, follow the next steps.

- 1 On the *Tax Selection Criteria* screen, click on the [Population](#) link.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria


Report Quarter	<input type="text"/> ▾ Year <input type="text"/>
Population	<input type="text"/> ▾
Report Due Date	<input type="text"/> ⓘ
Choose Function	<input type="text"/> ▾ <input type="button" value="Go"/>

[Login](#) [Feedback](#) [Help](#)

2 To see the record layout of a population click on the population’s link.

Population Field Help

The **Population** field has the following characteristics:

- **Name:** POPULATION.
- **Definition:** The Population is a required query parameter.
The Population field identifies the Population for which the application will generate the report.
- **Form Field Type:** Drop Down List.
The list of all the Populations (Population # and Population name) is displayed when the user clicks on the drop down menu button. The user can click on the list of Populations to select a Population. If the user does not select any of the Populations, the first Population in the list is selected as the default.
- **Form Field Edits:**
The valid Populations are:
 - [Active Employers \(Tax 1\)](#)
 - [Report Filing \(Tax 2\)](#)
 - [Status Determination \(Tax 3\)](#) 
 - [Accounts Receivable\(Tax 4\)](#)
 - [Field Audits\(Tax 5\)](#)

[Print](#) [Top](#)

The record layout for the population will be displayed.

Tax Population 1 Active Employers Record Layout

This record layout provides the format for the validation extract file. The extract file type must be ASCII, comma delimited columns. Data must be in the order listed in the record layout. The Data Format column indicates the generic values for text fields. **These must be followed by a dash and the state-specific value.** The Module 3 reference indicates the step where the state-specified values are documented.

Example: If the state-specific code for an Active Employer is 01, then the data format would be A-01.

Number	Field Name	Module 3 Reference	Field Description	Data Type/Format
1	OBS		Assign to each record. Use sequential numbers starting at 1.	INTEGER Number - 00000000 (Required)
2	EAN	Step 1A	Employer Account Number.	CHAR(20) Number – 000000000 (Required)
3	Employer Status Indicator	Step 3A	Indicate that the employer is an active Employer.	CHAR (20) Text - A (Required)
4	Employer Type	Step 2A Step 2B	Indicate whether the employer type is contributory or reimbursable.	CHAR (20) Text - C, R (Required)
5	Liability Date (Met Threshold)	Step 14	Indicate the most recent date on which the employing unit met the State law definition of a newly established or successor employer.	Date – MMDD/YYYY (Required)
6	Reactivation Process Date	Step 16	Indicate the date on which an employer account was updated on the State's system to reflect the reactivation of a previously inactivated or terminated employer.	Date – MMDD/YYYY
7	Inactive/ Terminated "as of" Date	Step 5	Indicate the effective date for the termination or inactivation status of the employer.	Date – MMDD/YYYY
8	Activation Processing Date	Step 15	Indicate the date on which an account was established on the State's system for an 'employer,' under the State unemployment compensation law.	Date - MMDD/YYYY (Required)
9	Number of Liable Quarters	Step 7B	Indicate the number of consecutive quarters between the date the employer was activated or reactivated on the State's system and the quarter prior to the report quarter being reported.	INTEGER Number - 0 1,2,3,4,5, 6,7,8 (Required)

[Print](#) [Back](#) [Top](#)

Importing an Extract File

To validate the parts of the report covered by a population, you must first import the population extract file to the software. To import an extract file, follow the next steps.

- 1 Select a population from the **Population** drop-down menu.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text"/>	Year	<input type="text"/>
Population	<input type="text" value="1-Active Employers"/>		
Report Due Date	<input type="text"/>		
Choose Function	<input type="text"/>		

[Login](#) [Feedback](#) [Help](#)

When you select a population, on the lower left corner of the screen you will see the last date this population was imported. If you have never imported this population it will display “Never”.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text"/>	Year	<input type="text"/>
Population	<input type="text" value="1-Active Employers"/>		
Report Due Date	<input type="text"/>		
Choose Function	<input type="text"/>		

Last Import: Never

[Login](#) [Feedback](#) [Help](#)

If you have already imported the population, you will see the last day it was imported and the user that imported it. You will also see the last date results were transmitted to DOL.

DATA VALIDATION - TAX i

Tax Selection Criteria

Report Quarter	<input type="text" value=""/> <input type="button" value="v"/> Year <input type="text" value=""/>
Population	<input type="text" value="5-Field Audits"/> <input type="button" value="v"/>
Report Due Date	<input type="text" value=""/> <input type="button" value="v"/>
Choose Function	<input type="text" value="View Report Validation"/> <input type="button" value="v"/> <input type="button" value="Go"/>
Last Import: 11/28/2007 by dv4	
Last Transmit: 12/06/2007	

[Login](#) [Feedback](#) [Help](#)

- 2** Select the **Report Quarter** and enter the **Year** for the reporting period you want to validate.

DATA VALIDATION - TAX i

Tax Selection Criteria

Report Quarter	<input type="text" value="First Quarter"/> <input type="button" value="v"/> Year <input type="text" value="2006"/>
Population	<input type="text" value="1-Active Employers"/> <input type="button" value="v"/>
Report Due Date	<input type="text" value=""/> <input type="button" value="v"/>
Choose Function	<input type="text" value=""/> <input type="button" value="v"/> <input type="button" value="Go"/>
Last Import: Never	

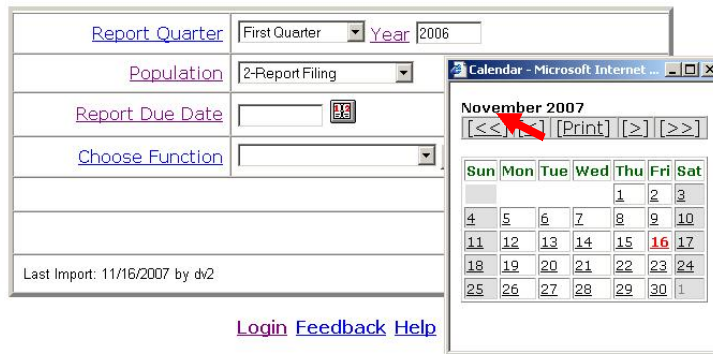
[Login](#) [Feedback](#) [Help](#)

- 3 If you are loading Population 2, you need to enter a **Report Due Date**, using MM/DD/YYYY format. For all other populations skip this step. The report due date is a state-designated date after which the state assesses penalty or late charges to employers.

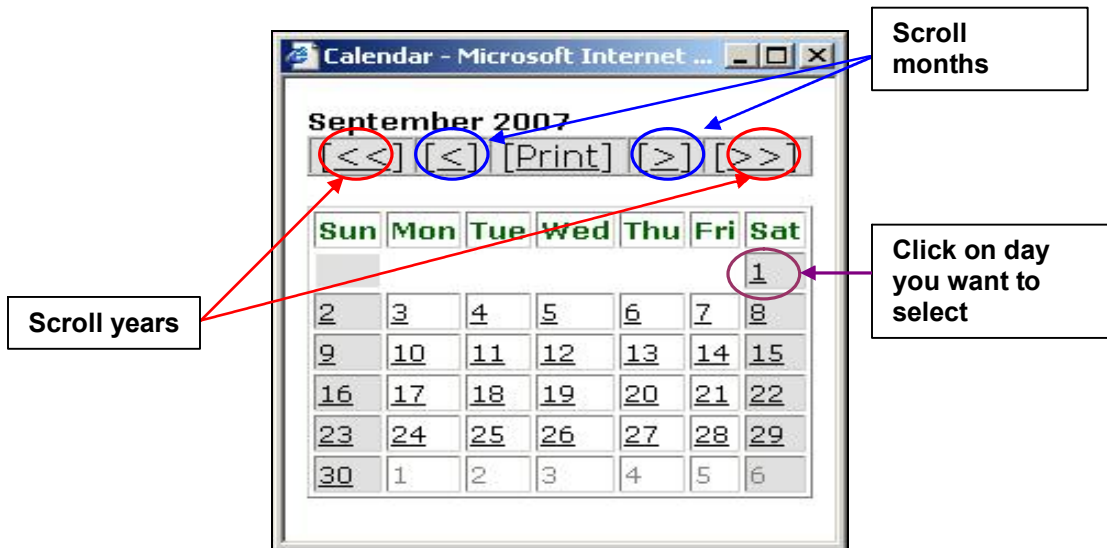
You can also click on the calendar icon on the right of the **Report Due Date** to select report due date from a calendar.


DATA VALIDATION - TAX


Tax Selection Criteria



Use the double arrows on the calendar to scroll through years and the single arrows to scroll through months and then click on the day you want to use as start or end date.



 The time period entered or selected should be the same used to construct the extract file you are going to load.

 The report quarter, year, and report due date (Population 2 only) are needed only for the import function. Once a population is loaded, the user may choose any other function without entering these dates.

- 4 Select *Import Data* from the **Choose Function** drop-down menu and click **Go**.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	First Quarter	Year	2006
Population	1-Active Employers		
Report Due Date	<input type="text"/> ⓘ		
Choose Function	<div style="border: 1px solid black; padding: 2px;"> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0;">Import Data View Validation Counts View Report Validation View Source Table View Samples View Wage Item Validation View Data Element Sorts View Import Messages View Errors </div>		<input type="button" value="Go"/>
Last Import: 11/16/2007 by dv2		Last Transmit: Never	

- 5 Enter the full path where the file is located and the name of the extract file into the **Import From Extract File** box (example: /opt/dv/data/pop1-Tax-200301.txt).

DATA VALIDATION - TAX ⓘ

Population 1

Report Date	
Report Quarter	1
Year	2003
Import From Extract File	/opt/dv/data/pop1-Tax-200301.txt
<input type="button" value="Import"/> <input type="button" value="Clear Query"/> <input type="button" value="Cancel"/>	

[Home](#) [Feedback](#) [Help](#)

The **Clear Query** button on the bottom of the screen will reset the [Import From Extract File](#) box. The **Cancel** button will take you back to the *Tax Selection Criteria* screen.



All extract files must be copied to the `/opt/dv/data/` directory, hence the path name will always be `/opt/dv/data/filename.txt`. This directory was created on the Sun servers exclusively for data validation use.



The software will only accept files in *text* format. File names cannot contain spaces and must end in “.txt”.

6 Click on the **Import** button to load the extract file into the system.

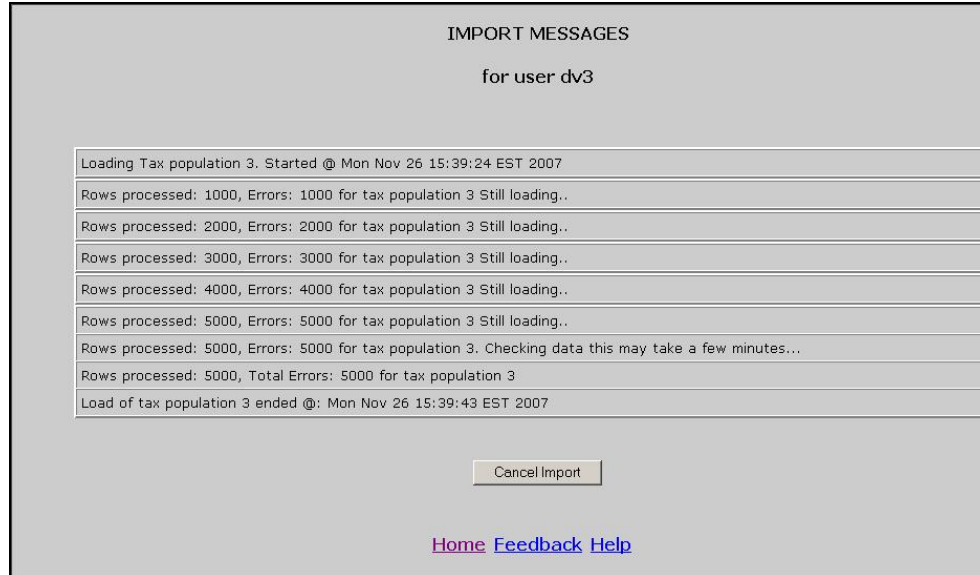
DATA VALIDATION - TAX ⓘ

Population 1


Report Date	
Report Quarter	1
Year	2003
Import From Extract File	<input type="text" value="/ata/pop1-Tax-200301.txt"/>
<input type="button" value="Import"/> <input type="button" value="Clear Query"/> <input type="button" value="Cancel"/>	

[Home](#) [Feedback](#) [Help](#)

This will take you to the *Import Messages* screen for information on the loading procedure.




On this screen you can see which user is loading the population, the start and end times of the load, the number of errors found in the file, and the total number of rows processed (including records in error).




Incoming extract files are subjected to various tests to identify 1) syntax errors, 2) logic errors, and 3) duplicate records.


For large files, a new import message line will appear for each 5,000 records.



Load times vary depending on the number of records in the extract file. The time-out parameter is set to four hours while the software is loading to allow ample time for loading large files. Most populations complete loading within a few minutes. Load times are affected by the size of the file, the population being loaded, and the number of error conditions encountered during the load.

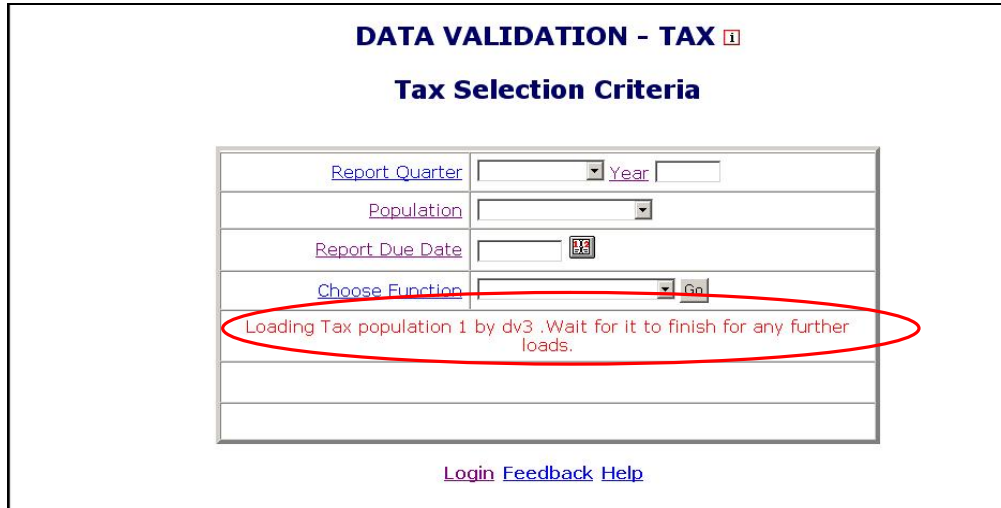


The software allows different populations to be resident in the application at the same time, but not two data sets for the same population.



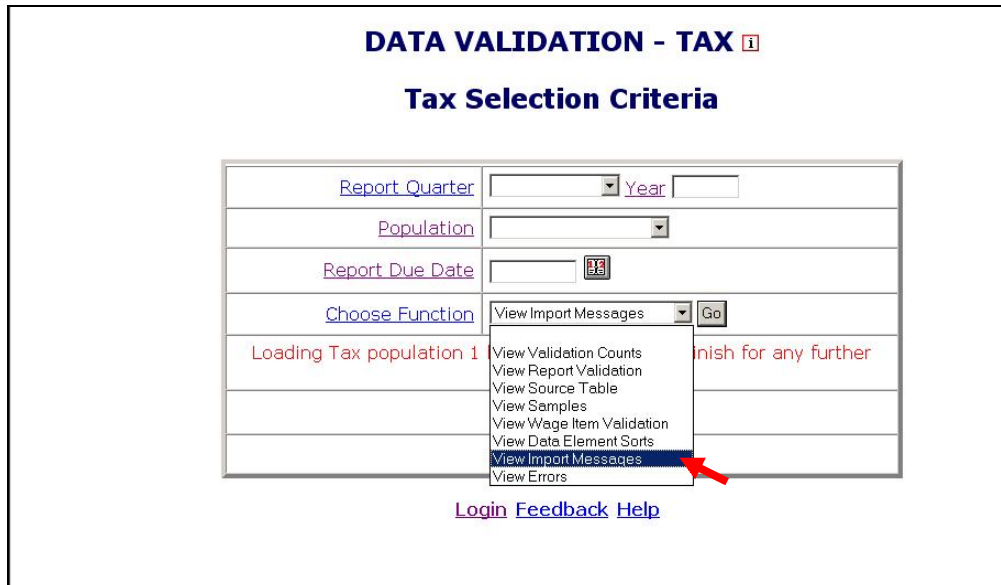
If the same population is loaded a second time, the new data set will over-write the former. Re-loading the same extract file will produce identical results for report validation, but different samples.


While the file is loading you can go back to the *Tax Selection Criteria* screen and access screens for other populations. You cannot, however, load another population or access any of the screens of the population being loaded. A message in red will appear on the screen letting you know that the population is being load and the user that is loading it.



In addition, the **Population** drop down menu will not display the population being loaded and the **Choose Function** drop down menu will not display *Import*.

To return to the *Import Messages*, select *View Import Messages* from the **Choose Function** drop-down menu on the *Tax Selection Criteria* screen. You don't need to select a **Population**.



 Messages displayed on the *Import Messages* screen are available during the loading operation, but are not available after the file has been loaded and the operator has left this screen. Information about previous population loads is not available. Users have the option of printing this screen when it is displayed, for future reference.

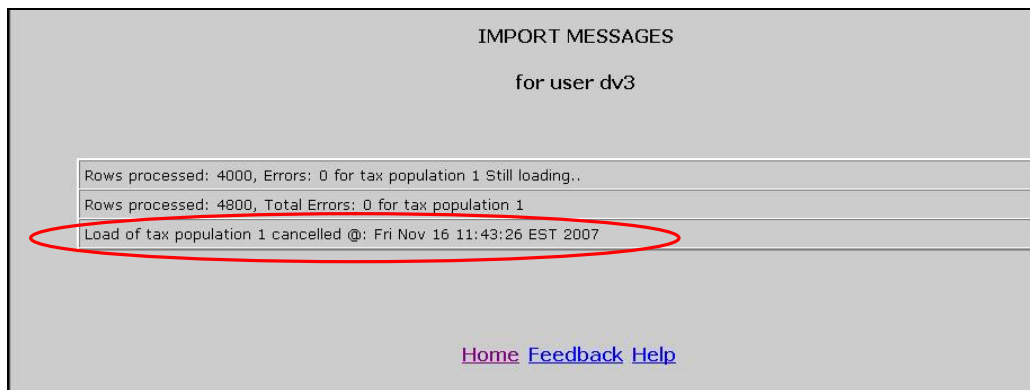
Cancelling a Load

To cancel a load in progress, follow the next steps.

- 1 To cancel a load in progress, click the **Cancel Import** button on the *Import Messages* screen.



You should see the time when the population was cancelled.



When you return to the *Tax Selection Criteria* screen, using the [Return to Menu](#) link, you will see a message in red indicating that the load was cancelled and the *Last Import* date will display “Cancelled.”

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text"/> <input type="button" value="▼"/>	Year	<input type="text"/>
Population	1-Active Employers <input type="button" value="▼"/>		
Report Due Date	<input type="text"/>	<input type="button" value="Ⓟ"/>	
Choose Function	Import Data <input type="button" value="▼"/>	<input type="button" value="Go"/>	
Import Cancelled for Tax Population 1			
Last Import: Cancelled			

[Login](#) [Feedback](#) [Help](#)

When you cancel a load, the only screen available for the population for which the load was cancelled is the *Errors* screen.



If you are loading a large file and the number of errors is excessive, you don't need to wait until the load finishes to check the type of errors you are getting. Instead, cancel the load and check the *Errors* screen. You will be able to see the errors that were processed up to the point where you cancelled the load.

Viewing Errors

When extract files are loaded, the software reads each record to ensure that all fields are valid with reference to specifications provided in the *ETA Handbook 361- B Tax*.

There are three kinds of error conditions detected during the import and loading process:

Syntax errors. This refers to records that are not formatted according to instructions in the population-specific record layouts. Example: alpha characters in the social security number field or dollars field.

Parsing errors. This refers to records that cannot be assigned to a subpopulation because the values in the fields do not match the required criteria for any of the subpopulations.

Duplicate records. This refers to records that are found to be duplicates based on the criteria described in *Appendix E, UI Tax Duplicate Detection Criteria*.

All records with errors are loaded to the *Errors* table. Records in the *Errors* table are not included in any of the validation screens and hence cannot be validated. You should inspect these records and determine whether the extract file was not constructed correctly or there is a problem in the state database from which the data was extracted. If the extract file was not constructed correctly, fix the file and load it again. If the problem is in your state database--for example a field is not being captured--your office needs to take steps to fix it.

The *Errors* screen allows the user to view the records that were found to have errors during the loading operation. To view the *Errors* screen follow the next steps.

- 1 In the *Tax Selection Criteria* screen, select the **Population** for which you want to see the errors table.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text"/> Year <input type="text"/>
Population	1-Active Employers
Report Due Date	1-Active Employers
Choose Function	2-Report Filing
	3-Status Determination
	4-Accounts Receivable
	5-Field Audits
	<input type="button" value="Go"/>
Last Import: 11/16/2007 by dv3	
Last Transmit: Never	

[Login](#) [Feedback](#) [Help](#)

- 2 Select *View Errors* from the **Choose Function** drop-down menu and click **Go**.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text"/> Year <input type="text"/>
Population	1-Active Employers
Report Due Date	<input type="text"/> ⓘ
Choose Function	View Errors
	Import Data
	View Validation Counts
	View Report Validation
	View Source Table
	View Samples
	View Wage Item Validation
	View Data Element Sorts
	View Import Messages
	View Errors
	<input type="button" value="Go"/>
Last Import: 11/16/2007 by dv3	
Last Transmit: Never	

The *Errors* screen displays records with errors along with an error message for each record.

ERRORS Tax Population 2												
Period: 07/01/2005 - 09/30/2005												
Obs	Employer Account Number	Employer Report Quarter	Employer Type	Received Date	Final AssessDate	Liability Date/ Initial	Liability Date/ Threshold	Inactive/ Terminated as of Date	Suspended ERQ	Inactivation/ Terminated Processing Date	User Defined	Error Message
	1769006	200502	C	04/30/2005								Obs cannot be null

[Duplicate Detection Report](#)
 Total Errors: 1
[Home](#) [Feedback](#) [Help](#)

The Errors screen displays 100 records at a time. To see the next 100 records, click on the [Next](#) link at the bottom of the screen. This link is visible only when there are more than 100 records. If the loaded file contains more than 1,000 errors only the first 1,000 can be viewed, and the software will display a red message to inform you of this.

00064695	000318526	A	C	12/31/2002				12/03/2002	2	000000029969.72	000000029998.05	00
00064697	000318528	A	C	12/31/2002				12/03/2002	2	000000022500.00	000000022500.00	00

[Duplicate Detection Report](#) [Next](#)
 Total Errors: 2048
No. of Errors Exceed 1000. Only the first 1000 errors will be displayed.
[Home](#) [Feedback](#) [Help](#)

When a file is loaded with no errors, the Errors screen displays “No Rows Found” in red.

ERRORS Tax Population 3													
Period: 04/01/2006 - 06/30/2006													
Obs	Employer Account Number	Employer Type	Status Type	Time Lapse	Status Determin Date	Liability Date	End Liabile Quarter	Activation Processing Date	Reactivation Date	Successorship Date	Predecessor Account#	Inactivation Date	Terminatio Date
No Rows Found.													

[Duplicate Detection Report](#)
 Total Errors: 0
[Home](#) [Feedback](#) [Help](#)

Viewing Duplicate Records

Duplicate errors are displayed in the *Errors* screen along with all other errors, but can be viewed separately by accessing the *Duplicate Detection Report* screen. Access this screen as follows:

- 1 Click on the [Duplicate Detection Report](#) link at the bottom of the *Errors* screen.

ERRORS
Tax Population 2

Period: 01/01/2006 - 03/31/2006

Obs	Employer Account Number	Employer Report Quarter	Employer Type	Received Date	Final AssessDate	Liability Date/Initial	Liability Date/Threshold	Inactive/Terminated as of Date	Suspended ERQ	Inactivation/Terminated Processing Date	User Defined	Error Message
	1769006	200502	C	04/30/2005								Obs cannot be null
25	1769006	200504	C	07/31/2005								Duplicate EAN and ERQ
26	1769006	200504	C	08/01/2005								Duplicate EAN and ERQ
27	1769006	200504	C	09/30/2005								Duplicate EAN and ERQ

[Duplicate Detection Report](#)

Total Errors: 4

[Home](#) [Feedback](#) [Help](#)

The *Duplicate Detection Report* screen displays duplicates only.

DUPLICATE DETECTION REPORT
Tax Population 2

Period: 01/01/2006 - 03/31/2006

Obs	Employer Account Number	Employer Report Quarter	Employer Type	Received Date	Final AssessDate	Liability Date/Initial	Liability Date/Threshold	Inactive/Terminated as of Date	Suspended ERQ	Inactivation/Terminated Processing Date	User Defined	Error Message
25	1769006	200504	C	07/31/2005								Duplicate EAN and ERQ
26	1769006	200504	C	08/01/2005								Duplicate EAN and ERQ
27	1769006	200504	C	09/30/2005								Duplicate EAN and ERQ

[All Errors](#)

Total Duplicates: 3

[Home](#) [Feedback](#) [Help](#)

Like in the *Errors* screen, the screen displays only 100 records at a time. To see the next 100 records, click on the [Next](#) link at the bottom of the

screen. This link is visible only when there are more than 100 records. If the loaded file contains more than 1,000 duplicates only the first 1,000 can be viewed, and the software will display a red message to inform you of this.

To go back to the *Errors* screen click on the [All Errors](#) link at the bottom of the screen.

DUPLICATE DETECTION REPORT
Tax Population 2

Period: 01/01/2006 - 03/31/2006

Obs	Employer Account Number	Employer Report Quarter	Employer Type	Received Date	Final AssessDate	Liability Date/Initial	Liability Date/Threshold	Inactive/Terminated as of Date	Suspended ERQ	Inactivation/Terminated Processing Date	User Defined	Error Message
25	1769006	200504	C	07/31/2005								Duplicate EAN and ERQ
26	1769006	200504	C	08/01/2005								Duplicate EAN and ERQ
27	1769006	200504	C	09/30/2005								Duplicate EAN and ERQ

[All Errors](#)
 Total Duplicates: 3

[Home](#) [Feedback](#) [Help](#)

When a file is loaded with no duplicates, the Duplicate Detection Report screen displays “No Rows Found” in red.

DUPLICATE DETECTION REPORT
Tax Population 5

Period: 10/01/2004 - 12/31/2004

Obs	Employer Account Number	Audit ID #	Employer Size	Change Audit	Audit Completion Date	Total Wages Pre-audit	Total Wages Post-audit	Total Wages Under-reported	Total Wages Over-reported	Total Recon Amount	Pre Taxable Wages	Post Taxable Wages	Under Taxable Wages	Over Taxable Wages	Tax Reconciliation Amount
No Rows Found															

[All Errors](#)
 Total Duplicates: 0

[Home](#) [Feedback](#) [Help](#)

Viewing the Source Table

The *Source Table* displays all the records that were successfully loaded to the application. To access the *Source Table* follow the steps below.

- 1 From the *Tax Selection Criteria* screen select a **Population** that has been loaded.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text" value=""/> Year <input type="text" value=""/>
Population	<input type="text" value="1-Active Employers"/>
Report Due Date	<input type="text" value="1-Active Employers"/>
Choose Function	<input type="text" value="2-Report Filing"/>
	<input type="text" value="3-Status Determination"/>
	<input type="text" value="4-Accounts Receivable"/>
	<input type="text" value="5-Field Audits"/>

Last Import: 11/16/2007 by dv3 Last Transmit: Never

[Login](#) [Feedback](#) [Help](#)

- 2 Select **View Source Table** from the **Choose Function** drop-down menu and click **Go**.

SOURCE TABLE												
Tax Population 1												
Active Employers												
OBS	Employer Account Number	Employer Status	Employer Type	Liability Date	Reactivation Processing Date	Inactive/Terminated Date	Activation Date	Number Of Liabile Quarters	Wages in Quarter1	Wages in Quarter2	Wages in Quarter3	Wages Quarter
1	000000022	A	C	03/31/1972			01/01/1998	8	0.0	0.0	20000.01	164361
2	000000077	A	C	01/01/1966			01/01/1998	8	156265.21	48703.37	45409.19	44144.1
3	000000080	A	C	09/30/1965			01/01/1998	8	2566024.91	2419960.47	2604438.96	256374
4	000000090	A	C	09/30/1965			01/01/1998	8	65586.0	75828.4	62824.5	63020.0
5	000000091	A	C	09/30/1965			01/01/1998	8	47102.62	314610.04	405925.87	336417
6	000000143	A	C	07/01/1965			01/01/1998	8	115005.17	122259.97	123264.32	120192
7	000000181	A	C	06/01/1967			01/01/1998	8	1747976.02	2112127.97	1878225.08	195847
8	000000188	A	C	09/30/1965			01/01/1998	8	1775289.78	1016093.27	911729.46	113914
9	000000235	A	C	12/31/1965			01/01/1998	8	7291.0	8378.89	7632.35	6962.37
10	000000248	A	C	12/31/1965			01/01/1998	8	56939.34	79201.52	104538.13	93514.3
11	000000277	A	C	09/30/1968			01/01/1998	8	310637.14	344053.22	308101.25	271668
12	000000309	A	C	12/31/1964			01/01/1998	8	31468.89	32574.7	35897.71	32374.4
13	000000324	A	C	12/31/1965			01/01/1998	8	100465.0	142280.0	94775.0	84865.0
14	000000336	A	C	11/01/1965			01/01/1998	8	114175.29	159326.21	146479.11	145317
15	000000353	A	C	01/01/1959			01/01/1998	8	140261.81	315512.78	364249.21	342679
16	000000357	A	C	03/31/1960			01/01/1998	8	975940.76	811026.0	725729.99	740376

The *Source Table* screen displays the number of errors found during the loading process and the error rate at the bottom of the screen. You can access the *Errors* screen from the *Source Table* screen by clicking on the [Show Errors](#) link at the bottom of the screen.

The *Source Table* screen displays 100 records at a time. To see the next 100 records, click on the [Next](#) link at the bottom of the screen. This link is visible only when there are more than 100 records. If the table contains more than 1,000 records only the first 1,000 can be viewed.

163	000885731	400695	S	N	12/20/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
165	000887257	400700	S	N	11/03/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
167	000892349	302549	S	N	11/03/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
168	000894212	400719	S	Y	11/03/2004	65187.00	65186.00	0.00	1.00	0.00	46871.00	46871.00	0.00
169	000898254	400726	S	N	11/03/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
170	000899278	302574	S	N	11/03/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
171	000905257	400741	S	N	11/03/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
180	000925743	400803	S	N	12/20/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
181	000934216	400826	S	N	12/20/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
182	000940098	400844	S	N	11/03/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
183	000943696	400849	S	N	11/03/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
184	000945964	400854	S	N	11/03/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
185	000951699	302621	L	N	12/20/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
186	000960682	400867	S	N	12/20/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
188	000969139	400873	S	N	11/03/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
189	000987180	400879	S	N	11/03/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
190	000988261	400880	S	N	11/03/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
191	001001213	401183	S	N	12/20/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
192	001001510	401186	S	N	11/03/2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[Show Errors](#) [Next](#)
 Errors: 372 Error Rate: 48.5%

[Home](#) [Feedback](#) [Help](#)

If no record was successfully loaded, the *Source Table* screen displays a warning message in red.

SOURCE TABLE Tax Population 4													
Accounts Receivable													
OBS	Employer Account Number	Employer Type	Transaction Date	Established Date	Employer Report Quarter	Due Date	Transaction Type	Amount Established in P.Q.	Liquidated	Uncollectible	Removed	Balance at End of R.Q.	Age Rece
No Rows Found! Please check import errors and re-import.													
Show Errors Errors: 38080 Error Rate: 100%													
Home Feedback Help													

Viewing Validation Counts

The *Validation Counts* screen displays all the subpopulations in the population and the number of records from the extract file that were assigned to each subpopulation. To view the Validation Counts screen, follow the next steps.

- 1 From the *Tax Selection Criteria* screen select a **Population** that has been loaded.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text"/> Year <input type="text"/>
Population	1-Active Employers
Report Due Date	1-Active Employers 2-Report Filing 3-Status Determination 4-Accounts Receivable 5-Field Audits
Choose Function	<input type="button" value="Go"/>

Last Import: 11/16/2007 by dv3 Last Transmit: Never

[Login](#) [Feedback](#) [Help](#)

- 2 Select *View Validation Counts* from the **Choose Function** drop- down menu and click on **Go**.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text"/> Year <input type="text"/>
Population	1-Active Employers
Report Due Date	<input type="text"/> ⓘ
Choose Function	View Validation Counts Import Data View Report Validation View Source Table View Samples View Wage Item Validation View Data Element Sorts View Import Messages View Errors
	<input type="button" value="Go"/>

Last Import: 11/16/2007 by dv3 Last Transmit: Never

The screen shows the subpopulations, the report cells they validate, the field values records must have to be assigned to them, and the count of records the software assigned to each.

VALIDATION COUNTS
Tax Population 1

Period: 01/01/2006 - 03/31/2006

Subpop	ETA Report	Reported in ETA 581 Item #'s	Employer Status	Employer Type	Sum Of wages	Number in Population
1.1	ETA 581	1	A	C	>\$0	65787
1.2	ETA 581	2	A	R	>\$0	2188

[Home](#) [Feedback](#) [Help](#)

- 3 Click on the subpopulation number to view records that were parsed into that subpopulation.

SUBPOPULATION 2.13

OBS	Employer Account Number	Employer Report Quarter ▲	Employer Type	Received Date	Final Assess Date	Liability Date Initial/ Reopen	Liability Date Met Threshold	Inactive/ Termination as of Date	Suspended Quarter	Inactivation/ Termination Processing Date	User Defined
9501	000-10-2940	200204	R-999			01/01/1978	03/31/1978	06/30/2002		01/17/2003	20031107112749
9974	000-10-4000	200204	R-999			01/01/1978	03/31/1978	06/30/2002		04/03/2003	20031107112808
10208	000-10-4425	200204	R-999			09/01/1994	12/31/1994	05/01/2002		06/03/2003	20031107112817
10249	000-10-4482	200204	R-999			01/01/1992	06/30/1992	06/30/2002		01/15/2003	20031107112818
10301	000-10-4554	200204	R-999			10/16/1999	12/31/1999	01/31/2002		06/16/2003	20031107112821

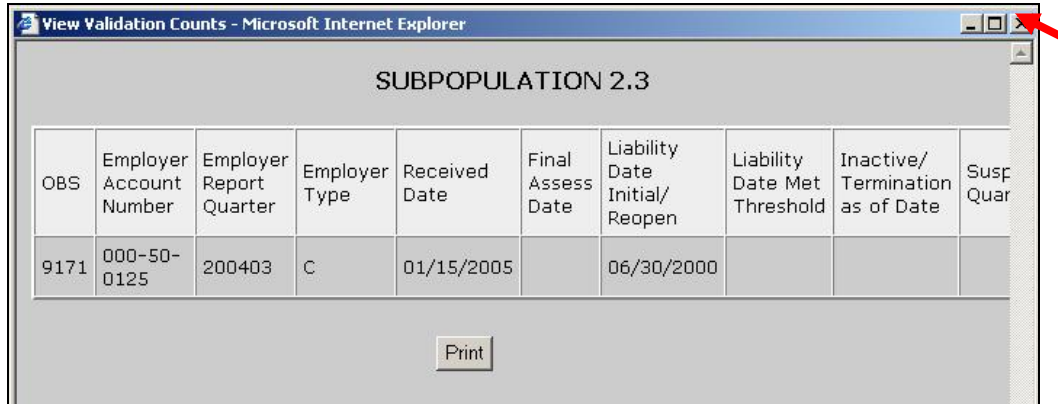
You can print the screen by clicking on the **Print** button at the bottom of the screen.

The screen displays 100 records at a time. To see the next 100 records, click on the [Next](#) link at the bottom of the screen. This link is visible only when there are more than 100 records.

6098	000068889	A	R	03/31/1972				01/01/1998	8	1404581.83
6099	000068892	A	R	03/31/1972				01/01/1998	8	513172
6100	000068893	A	R	03/31/1972				01/01/1998	8	37194.5
6101	000068894	A	R	03/31/1972				01/01/1998	8	96771.48
6102	000068896	A	R	03/31/1972				01/01/1998	8	113660.42
6103	000068898	A	R	03/31/1972				01/01/1998	8	8810952.33
6145	000069201	A	R	03/31/1972				01/01/1998	8	325825.06

[Next](#)

- 4 Click on the “X” in the upper right hand corner of the screen to close the screen and return to the Validation Counts screen.



Viewing the Report Validation Screen

Report validation (RV) consists of establishing the extent to which reported numbers match report counts reproduced through the data validation process. This comparison process is automated and does not require additional input from state staff once an extract file has been successfully loaded to the system.

The software retrieves reported numbers from the state UI database and compares them to the validation numbers derived from the extract files. Percent errors and pass/fail scores are displayed for each report cell or item. A report cell or item passes validation if the percent error is 2% or less, except for cells which are used for Government Performance and Results Act (GPRA) measures, which should have a percent error of 1% or less (i.e. report cells 581- 301-14 and 581-301-14 in Population 3). If all items pass, the population passes report validation; otherwise, it fails.

The *Report Validation* screen displays the results of report validation. To display the screen follow the steps below.

- 1 From the *Tax Selection Criteria* screen select a **Population** that has been loaded.

DATA VALIDATION - TAX i

Tax Selection Criteria

Report Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Population	1-Active Employers				
Report Due Date	1-Active Employers				
Choose Function	2-Report Filing				<input type="button" value="Go"/>
	3-Status Determination				
	4-Accounts Receivable				
	5-Field Audits				
Last Import: 11/16/2007 by dv3		Last Transmit: Never			

[Login](#) [Feedback](#) [Help](#)

- 2 Select *View Report Validation* from the **Choose Function** drop- down menu and click on **Go**.

DATA VALIDATION - TAX i

Tax Selection Criteria

Report Quarter	<input type="text"/>	Year	<input type="text"/>	
Population	1-Active Employers			
Report Due Date	<input type="text"/>			
Choose Function	View Report Validation			Go
<div style="border: 1px solid black; padding: 2px;"> Import Data View Validation Counts View Report Validation View Source Table View Samples View Wage Item Validation View Data Element Sorts View Import Messages View Errors </div>				
Last Import: 11/16/2007 by dv3				Last Transmit: Never

The *Report Validation* screen displays each report cell in the population, its description, validation count (derived from extract file), reported count (retrieved from the UI database), count difference, count difference as a percent of validation count, and whether the report cell passes or fails validation. It also displays cumulative counts for groups of report cells along with a pass/fail score for that group. Population 1-3 shows a summary data for reported counts, population 4 will show reported dollars, and population 5 will show both reported counts and reported dollars. At the bottom of the screen are the status indicators for RV, Sorts, and FIV. The failure of even one count shown on the table will result in the RV Status to be Fail.

Reported Dollars Population 4

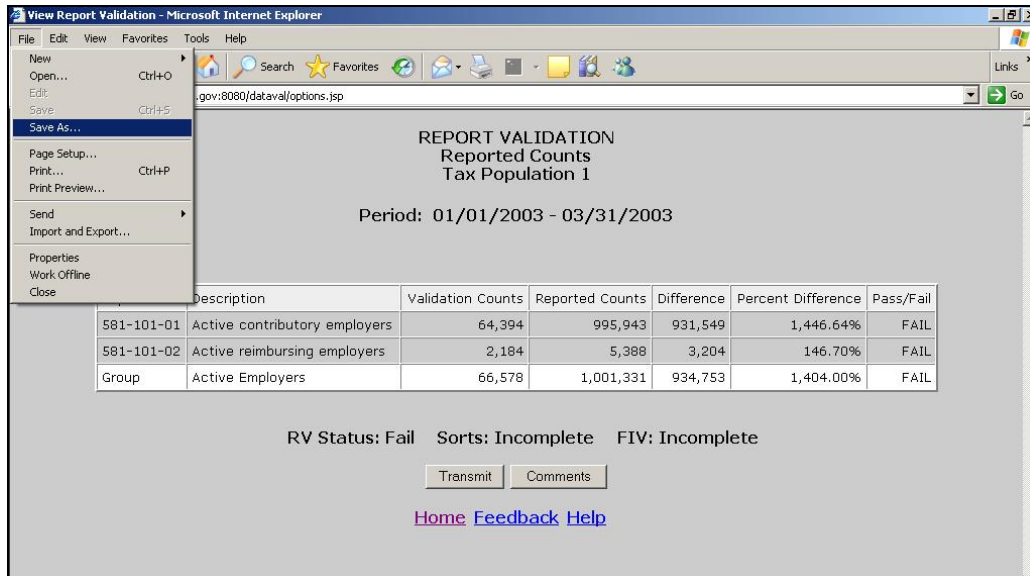
Report Cell	Description	Validation Dollars	Reported Dollars	Difference	Percent Difference	Pass/Fail
581-401-22	Established in RQ	0	16,479,503	16,479,503	100.00%	FAIL
581-401-23	Liquidated in RQ	196	17,818,591	17,818,395	9,091,017.86%	FAIL
581-401-24	Total Uncollectable	10,991	17,607	6,616	60.19%	FAIL
581-401-25	Total Removed	0	7,406,759	7,406,759	100.00%	FAIL
581-401-26	Total Balance EOQ	999	67,748,213	67,747,214	6,781,502.90%	FAIL
581-403-34	Established in RQ	0	980,467	980,467	100.00%	FAIL
581-403-35	Liquidated in RQ	1,010	1,186,188	1,185,178	117,344.36%	FAIL
581-403-36	Total Uncollectable	0	0	0	0.00%	PASS
581-403-37	Total Removed	0	104,681	104,681	100.00%	FAIL
581-403-38	Total Balance EOQ	0	2,058,781	2,058,781	100.00%	FAIL

RV Status: Fail Sorts: Incomplete FIV: Incomplete

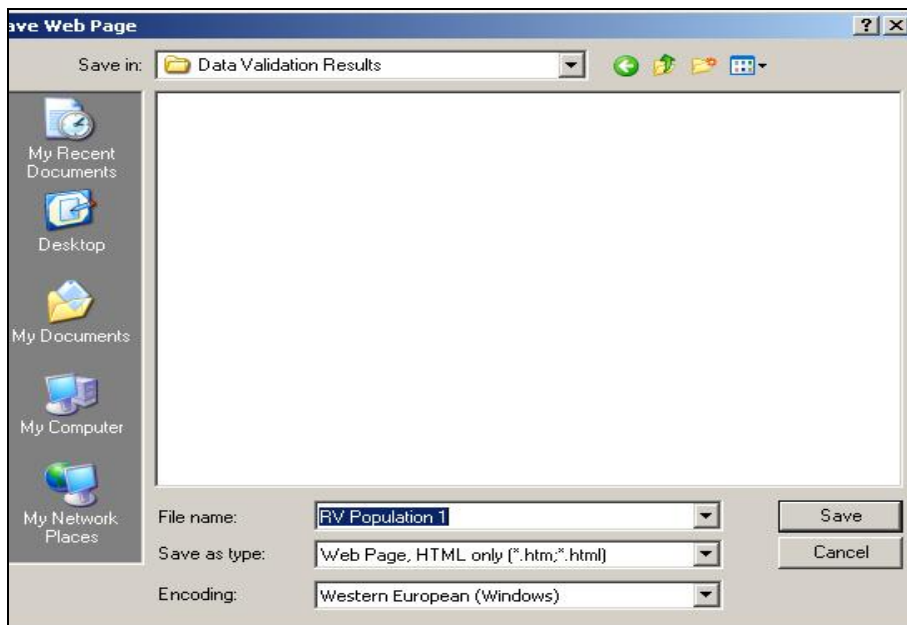
[Home](#) [Feedback](#) [Help](#)

To save a screen shot of the Report Validation screen outside the software, follow the next steps.

- 1 Select **Save As** from the drop-down menu *File* on the top left corner of your browser.



- 2 Select the location where you want to save the screen shot and write in the **File Name** box the name you want to give the file.



Viewing Samples

Tax Data Element Validation (DEV) to analyze tax extract files has two parts: File Integrity Validation (FIV), the investigation of minimum samples; and Data Element Sorts validation. The RV of a population is not valid unless the population does pass all applicable DEV tests.

The samples drawn by the software consist of two records per sub-population. Because the samples are so small, to pass this aspect of DEV all sampled records must be free of errors.

To view the samples of a population follow the next steps.

- 1 From the *Tax Selection Criteria* screen select a **Population** that has been loaded.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text"/>	Year	<input type="text"/>
Population	<input type="text"/>		
Report Due Date	1-Active Employers		
Choose Function	2-Report Filing		
	3-Status Determination		
	4-Accounts Receivable		
	5-Field Audits		
	<input type="button" value="Go"/>		

Last Import: 11/28/2007 by dv4 Last Transmit: Never

[Login](#) [Feedback](#) [Help](#)

- 2 Select *View Samples* from the **Choose Function** drop-down menu and click on **Go**.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text"/>	Year	<input type="text"/>			
Population	T-Active Employers					
Report Due Date	<input type="text"/> ⓘ					
Choose Function	<input type="text"/>		Go			
Last Import: 11/26/2007 by dv4 Last Transmit: 12/03/2007						
				Import Data		
				View Validation Counts		
				View Report Validation		
				View Source Table		
				View Samples		
				View Wage Item Validation		

Note: A red arrow points to the 'View Samples' option in the dropdown menu.

- 3 On the *Samples* screen, click on the sample link located on the *Sample ID* column.

SAMPLES
Data Element Validation
Population 1

Sample ID	Sample Type	Sample Description
10000	FIV	Tax #1

[Home](#) [Feedback](#) [Help](#)

Note: A red arrow points to the sample link '10000' in the Sample ID column.

The *Sample Validation* screen displays the sample records that are to be investigated. The number and description of the sample are displayed at the top of the screen.

SAMPLE VALIDATION
Population 1

10000 (Tax #1) - Minimum

Check All <input type="checkbox"/>	Row #	OBS	Subpop	1 (Step 1A) Employer Account Number	Pass/Fail	2 (Step 3A) Employer Status	Pass/Fail	3 (Step 2A) (Step 2B) Employer Type	Pass/Fail	4 (Step 4A) Liability Date	Pass/Fail	5 (Step 4B) Reactivation Processing Date	Pass/Fail	6 (Step 4C) Inactive Date
Pass Row <input type="checkbox"/>	1	71	1.1	1100071	▼	A-CTIVE	▼	C	▼	2006-01-01	▼		▼	
Pass Row <input type="checkbox"/>	2	81	1.1	1100081	▼	A-CTIVE	▼	C	▼	2006-01-01	▼		▼	
		Match Errors	Employer Status	Employer Type	Liability Date	Reactivation Date	Inactive Date	Activation Date	Liable Quarters	Sum of Wages	Cases Reviewed	Cases in Error		
		0	0	0	0	0	0	0	0	0	2	0		

This screen is used to enter the results of the investigation. The step numbers on the headers of the columns refer to the steps in *Module 3* of the data validation handbook.

Printing Sample Worksheets

Before you start investigating each record in a sample it is recommended that you print the worksheets for all records. You can annotate validation results in these worksheets and later enter all results in the *Sample Validation* screen. To print the worksheets follow the next steps.

- 1 Click the **Print Worksheets** button. This button is displayed at the top and bottom of the Sample Validation screen. Click on either button.

SAMPLE VALIDATION
Population 1

10000 (Tax #1) - Minimum

Save Save As... Print Preview Print Worksheets Comments

Check All <input type="checkbox"/>	Row #	OBS	Subpop	1 (Step 1A) Employer Account Number	Pass/Fail	2 (Step 3A) Employer Status	Pass/Fail	3 (Step 2A) (Step 2B) Employer Type	Pass/Fail	4 (Step 4A) Liability Date	P
Pass Row <input type="checkbox"/>	1	71	1.1	1100071	▼	A-CTIVE	▼	C	▼	2006-01-01	P
Pass Row <input type="checkbox"/>	2	81	1.1	1100081	▼	A-CTIVE	▼	C	▼	2006-01-01	P

2 **Start Row** and **End Row** boxes will be displayed at the bottom of the screen. Enter the range of rows that you want to print and click **Go**. For example, enter “1” in **Start Row** and “2” in **End Row** and click **Go**, to print sample worksheets for rows 1 to 2.


SAMPLE VALIDATION
Population 1

10000 (Tax #1) - Minimum

Check All	Row #	OBS	Subpop	1 (Step 1A) Employer Account Number	Pass/Fail	2 (Step 3A) Employer Status	Pass/Fail	3 (Step 2A) (Step 2B) Employer Type	Pass/Fail	4 (Step 4A) Liability Date	Pass/Fail	5 (Step 4B) Reactivation Processing Date	Pass/Fail	6 (Step 5) Inactive as of D
Pass Row <input type="checkbox"/>	1	71	1.1	1100071	<input type="text" value=""/>	A-CTIVE	<input type="text" value=""/>	C	<input type="text" value=""/>	2006-01-01	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Pass Row <input type="checkbox"/>	2	81	1.1	1100081	<input type="text" value=""/>	A-CTIVE	<input type="text" value=""/>	C	<input type="text" value=""/>	2006-01-01	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Match Errors	Employer Status	Employer Type	Liability Date	Reactivation Date	Inactive Date	Activation Date	Liabile Quarters	Sum of Wages	Cases Reviewed	Cases in Error	Res
0	0	0	0	0	0	0	0	0	2	0	Pas

Start Row: End Row:

 To print the worksheet of only one record, enter the row number of the record in the **Start Row** and **End Row** boxes. For example, to print the record in the second row, enter “2” in both the **Start Row** and **End Row** boxes.

The worksheets display the records with all fields and corresponding values in portrait orientation.

UI Sample Validation - Tax Population 1

Period: 01/01/2006 - 03/31/2006

Data Element	Value	Pass/Fail
Row #	1	
OBS	71	
Subpop	1.1	
1 (Step 1A) Employer Account Number	1100071	Pass
2 (Step 3A) Employer Status	A-CTIVE	Pass
3 (Step 2A) (Step 2B) Employer Type	C	Pass
4 (Step 4A) Liability Date	2006-01-01	Pass
5 (Step 4B) Reactivation Processing Date		Pass

3 Scroll to the end of the screen and click on **Print Preview**.

(Step 7A) Sum of Wages Q7	1.0	
9 (Step 7A) Sum of Wages Q8	0.0	Pass

If instead of printing you want to add more records to print, click on **Get More Rows**.

(Step 33D) Contributions Over Reported	0.0	Pass
20 (Step 33E) Contributions Reconciliation Amount	0	Pass

(Step 33D) Contributions Over Reported	0.0	Pass
20 (Step 33E) Contributions Reconciliation Amount	0	Pass

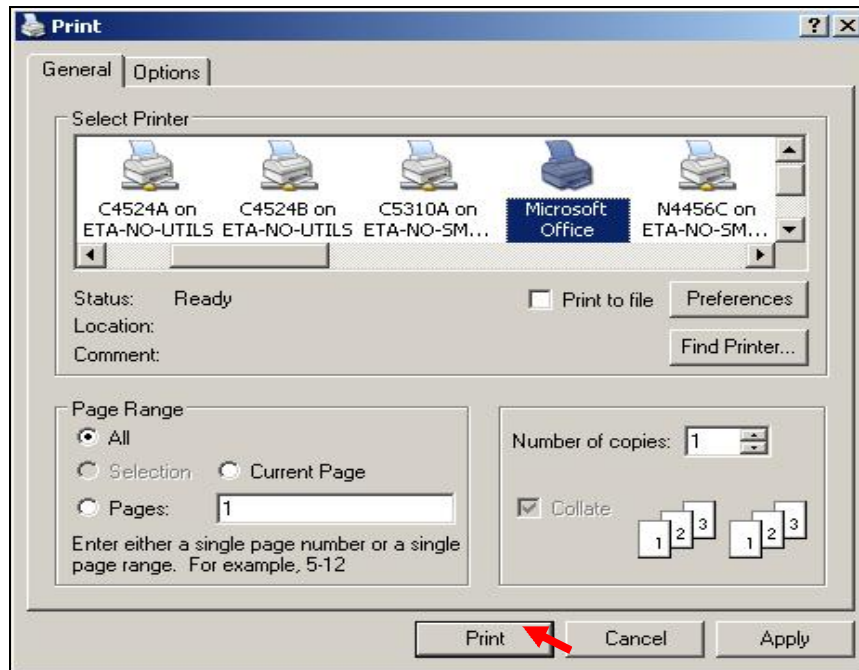
Start Row: End Row:

Start Row and End Row boxes will be displayed at the bottom of the screen. Enter the range of rows that you want to add and click **Go**. Then click on **Print Preview**.

4 Click **Print** on the left top corner of the screen.

Data Element	Value	Pass/Fail
Row #	1	
OBS	71	
Subpop	1.1	
1		
(Step 1A) Employer Account Number	1100071	Pass
2		
(Step 3A) Employer Status	A-CTIVE	Pass
3		
(Step 2A) (Step 2B) Employer Type	C	Pass
4		
(Step 4A) Liability Date	2006-01-01	Pass
5		
(Step 4B) Reactivation Processing Date		Pass
6		
(Step 5) Inactive/Terminated as of Date		Pass
7		
(Step 15) Activation Processing Date	2006-01-01	Pass
8		
(Step 7B) Number of Liable Quarters.	0	Pass
9		

5 Select a printer and click **Print**.



You can keep worksheets for samples you submit to the DOL as evidence of the work done, in case you are subject to an Office of Inspector General (OIG) audit.

Entering Sample Results

After you investigate each record, you need to enter the results of the validation into the software. To enter your results, go to the *Sample Validation* screen of the sample you are investigating and follow the next steps.

- 1 For each data element, go to the box next to it, click on the drop down menu and select pass or fail according to your findings.


SAMPLE VALIDATION
Population 1
10000 (Tax #1) - Minimum

Check All	Row #	OBS	Subpop	1 (Step 1A) Employer Account Number	Pass/Fail	2 (Step 3A) Employer Status	Pass/Fail	3 (Step 2A) (Step 2B) Employer Type	Pass/Fail	4 (Step 4A) Liability Date	Pass/Fail	5 (Step 4B) Reactivation Processing Date
<input type="checkbox"/>	1	1	1.1	1000110555	<input type="text" value=""/>	A	<input type="text" value=""/>	C	<input type="text" value=""/>	1999-08-10	<input type="text" value=""/>	
<input type="checkbox"/>	2	8	1.1	1000180555	<input type="text" value="Pass"/>	A	<input type="text" value=""/>	C	<input type="text" value=""/>	1999-08-10	<input type="text" value=""/>	
<input type="checkbox"/>	3	14	1.2	900015099	<input type="text" value=""/>	A	<input type="text" value=""/>	B	<input type="text" value=""/>	2006-	<input type="text" value=""/>	2006-03-

If all elements in a record have passed you don't have to enter results individually for each data element. You can instead click on the Pass Row box at the beginning of the row and all boxes for that row will be filled with "Pass".

10000 (Tax #1) - Minimum


Check All	Row #	OBS	Subpop	1 (Step 1A) Employer Account Number	Pass/Fail	2 (Step 3A) Employer Status	Pass/Fail	3 (Step 2A) (Step 2B) Employer Type	Pass/Fail	4 (Step 4A) Liability Date	Pass/Fail	5 (Step 4B) Reactivation Processing Date
<input checked="" type="checkbox"/>	1	1	1.1	1000110555	<input type="text" value="Pass"/>	A	<input type="text" value="Pass"/>	C	<input type="text" value=""/>		<input type="text" value=""/>	
<input type="checkbox"/>	2	8	1.1	1000180555	<input type="text" value=""/>	A	<input type="text" value=""/>	C	<input type="text" value=""/>		<input type="text" value=""/>	

 For a record that has only a few elements failed and the rest of the elements passed, you can select “Fail” for the elements that failed and then check the **Pass Row** box at the beginning of the row to change the remaining blank boxes to “Pass”.

If all of the records within the sample have passed all data elements you can select the **Check All** box on the top left corner of the table to change all blank boxes to “Pass”.

10000 (Tax #1) - Minimum

Check All	Row #	OBS	Subpop	1 (Step 1A) Employer Account Number	Pass/Fail	2 (Step 3A) Employer Status	Pass/Fail	3 (Step 2A) (Step 2B) Employer Type	Pass/Fail	4 (Step 4A) Liability Date	Pass/Fail	5 (Step 4B) Reactivation Date
<input checked="" type="checkbox"/>	1	1	1.1	1000110555	Pass	A	Pass	C	Pass	1999-08-10	Pass	
<input type="checkbox"/>	2	8	1.1	1000180555	Pass	A	Pass	C	Pass	1999-08-10	Pass	
<input type="checkbox"/>	3	14	1.2	9000015099	Pass	A	Pass	R	Pass	2006-03-31	Pass	2006-03-
<input type="checkbox"/>	4	18	1.2	9000019099	Pass	A	Pass	R	Pass	1999-08-10	Pass	

 You can enter “Fail” for the elements that have failed for the whole sample and then click on **Check All** box to change the remaining blank boxes to “Pass”.

2 Click **Save** to save all entered results. When you click **Save** the software will display a summary of your results at the bottom of the screen, including the number of cases reviewed and the number of cases in error.

Row	3	14	1.2	9000015099	Pass	A	Pass	R	Pass	2006-03-31	Pass	2006-03-31	Pass
Pass Row	<input type="checkbox"/>	18	1.2	9000019099	Pass	A	Pass	R	Pass	1999-08-10	Pass		Pass
Match Errors	0												
Employer Status	0												
Employer Type	0												
Liability Date	0												
Reactivation Date	0												
Inactive Date	0												
Activation Date	0												
Liabile Quarters	0												
Sum of Wages	0												
Cases Reviewed											4		
Cases in Error											0		
Result													Pass

The status of the sample will also be displayed on the *Report Validation* screen.

REPORT VALIDATION
Reported Counts
Tax Population 1

Period: 01/01/2006 - 03/31/2006

Report Cell	Description	Validation Counts	Reported Counts	Difference	Percent Difference	Pass/Fail
581-101-01	Active contributory employers	8	206	198	2,475.00%	FAIL
581-101-02	Active reimbursing employers	8	175	167	2,087.50%	FAIL
Group	Active Employers	16	381	365	2,281.25%	FAIL

RV Status: Fail Sorts: Incomplete **FIV: Pass**

[Home](#) [Feedback](#) [Help](#)

The Save As button displayed at the top and bottom of the *Sample Validation* screen can be used to save a screen shot of your results outside the software. To do this, follow the next steps.

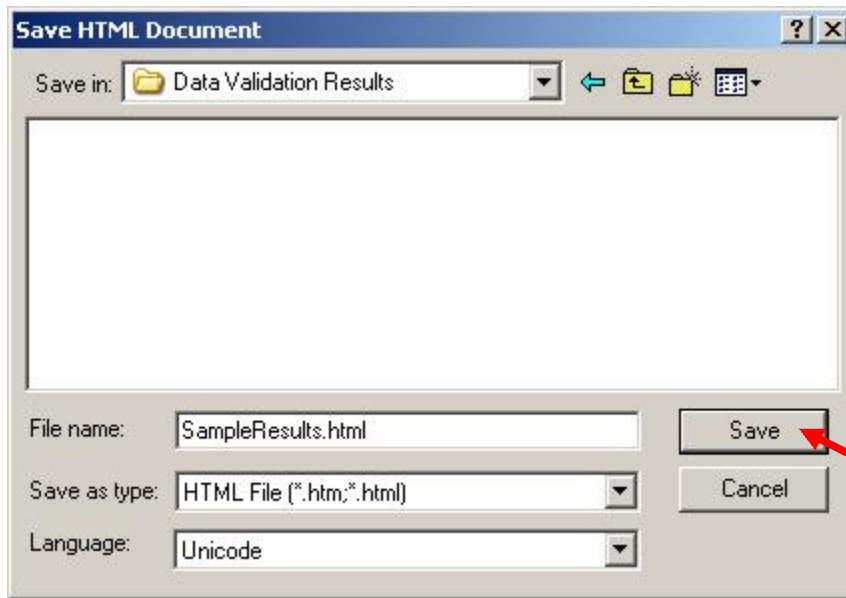
3 Click on **Save As**.

SAMPLE VALIDATION
Population 1

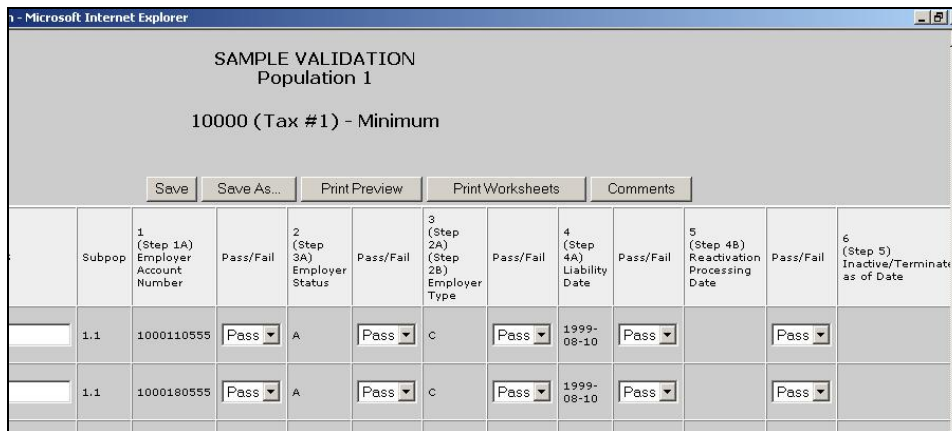
10000 (Tax #1) - Minimum

Check All	Row #	OBS	Subpop	1 (Step 1A) Employer Account Number	Pass/Fail	2 (Step 3A) Employer Status	Pass/Fail	3 (Step 2A) (Step 2B) Employer Type	Pass/Fail	4 (Step 4A) Liability Date	Pass/Fail	5 (Step 4B) Reactivation Processing Date	Pass/Fail	6 (Step Inactive as of)
<input type="checkbox"/>	1	1	1.1	1000110555	Pass	A	Pass	c	Pass	1999-08-10	Pass		Pass	
<input type="checkbox"/>	2	8	1.1	1000180555	Pass	A	Pass	c	Pass	1999-08-10	Pass		Pass	

- 4 Select the location where you want to save the screen shot and write in the **File name** box the name you want to save the file with. Click on **Save**.



- 5 When you finish entering and saving your sample validation results, close the *Sample Validation* screen by clicking the **X** in the upper right-hand corner.



Viewing Data Element Sorts

The purpose of data element sorts validation is to determine whether the generic primary codes used to assign transactions (e.g. C (Contributory) and R (Reimbursing) in Populations 1 and 2) are accurately supported by state-specific secondary codes or specific ranges of employer account numbers (EANs). If a state's database does not have more than one state-specific code for a given generic code, or does not use EAN ranges, these tests do not apply. Also these tests do not apply to Population 5.

A data element passes sort validation if no more than 2% of the sorted transactions include an incorrect state-specific code. For detailed information on data element sort validation check Module 2.3 of the tax handbook.

The following table illustrates the relationship between tax populations, sorts, and sub-populations. The *Test Data Element* column identifies the data element used by the software to perform the sort.

Tax Populations, Sorts and Sub-populations

Population	Sort	Subpopulations Examined	Test Data Element
1	S1.1	1.1 (Contributory Employers)	EAN
1	S1.2	1.2 (Reimbursing Employers)	EAN
1	S1.3	1.1 + 1.2 (All employers)	Employer Status Indicator
1	S1.4	1.1 (Contributory Employers)	Employer Type Indicator
1	S1.5	1.2 (Reimbursing Employers)	Employer Type Indicator
2	S2.1	2.1 – 2.8 (Contributory Employers)	EAN
2	S2.2	2.9 – 2.16 (Reimbursing Employers)	EAN
2	S2.3	2.1 – 2.8 (Contributory Employers)	Employer Type Indicator
2	S2.4	2.9 – 2.16 (Reimbursing Employers)	Employer Type Indicator
3	S3.1	3.1 – 3.3 (New Status Det.)	Status Determination Type
3	S3.2	3.4 – 3.6 (Successor Status Det.)	Status Determination Type
3	S3.3	3.7 (Inactivation Det.)	Status Determination Type
3	S3.4	3.8 (Termination Det.)	Status Determination Type
4	S4.1	4.1, 4.9 (Establishment Transaction)	Transaction Type Indicator
4	S4.2	4.2, 4.10 (Liquidation Transaction)	Transaction Type Indicator
4	S4.3	4.3, 4.4, 4.11, 4.12 (Uncollectible Transactions)	Transaction Type Indicator

The software has two different sorting methods to determine which employers or transactions are out of range: query and frequency distribution. The query is available for EANs and the frequency distribution for all other data elements. The next sections will explain each method in detail.

To access the *Data Element Sorts* screen follow the next steps.

- 1 From the *Tax Selection Criteria* screen select a **Population** that has been loaded.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text"/>	Year	<input type="text"/>
Population	<input type="text"/>		
Report Due Date	1-Active Employers		
Choose Function	2-Report Filing		
	3-Status Determination		
	4-Accounts Receivable		
	5-Field Audits		
Last Import: 11/28/2007 by dv4		Last Transmit: 12/03/2007	

[Login](#) [Feedback](#) [Help](#)

- 2 Select *View Data Element Sorts* from the **Choose Function** drop-down menu and click **Go**.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text"/>	Year	<input type="text"/>
Population	1-Active Employers		
Report Due Date	<input type="text"/> ⓘ		
Choose Function	<input type="text"/>		
	Import Data		
	View Validation Counts		
	View Report Validation		
	View Source Table		
	View Samples		
	View Wage Item Validation		
	View Data Element Sorts		
	View Import Messages		
	View Errors		
Last Import: 11/28/2007 by dv4		Last Transmit: 12/03/2007	

The *Data Element Sorts* screen displays each data element to be sorted, the corresponding step in Module 3 that is used to validate it, and the number of cases to be validated. Each data element has a sort number assigned to it., e.g S1.1. The sort numbers are displayed as links that you click to access the sorting function.

DATA ELEMENT SORTS
Tax Population 1

Check if N/A	Sort ID	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases	# of Errors	Pct of Errors	Status
<input type="checkbox"/>	100	S1.1	EAN - Contributory	1A/1	12	<input type="text"/>		
<input type="checkbox"/>	110	S1.2	EAN - Reimbursing	1A/1	0	<input type="text"/>		
<input type="checkbox"/>	120	S1.3	Employer Status - Active	3A/1	12	<input type="text"/>		
<input type="checkbox"/>	130	S1.4	Employer Type - Contributory	2A/1	12	<input type="text"/>		
<input type="checkbox"/>	140	S1.5	Employer Type - Reimbursing	2B/1	0	<input type="text"/>	0.00	
Data Element Sorts Status:								Pass

[Home](#) [Feedback](#) [Help](#)

Entering Data Element Sorts Results

To enter results for data element sorts follow the next steps.

- 1 If your state does not have secondary codes for the data element, you cannot do sort validation for that data element. In that case, click on the N/A box next to the data element.

DATA ELEMENT SORTS
Tax Population 1

Check if N/A	Sort ID	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases	# of Errors	Pct of Errors	Status
<input checked="" type="checkbox"/>	100	S1.1	EAN - Contributory	1A/1				N/A
<input type="checkbox"/>	110	S1.2	EAN - Reimbursing	1A/1	178	<input type="text"/>		
<input type="checkbox"/>	120	S1.3	Employer Status - Active	3A/1	388	<input type="text"/>		
<input type="checkbox"/>	130	S1.4	Employer Type - Contributory	2A/1	210	<input type="text"/>		
<input type="checkbox"/>	140	S1.5	Employer Type - Reimbursing	2B/1	178	<input type="text"/>		
Data Element Sorts Status:								Incomplete

[Home](#) [Feedback](#) [Help](#)

The data element is disabled and the *Status* column displays “N/A”.

- 2** If your state has secondary codes for the data element or assigns EAN ranges to contributory and reimbursing employers, click on the sort number link. For example, click on [S1.1](#).

DATA ELEMENT SORTS Tax Population 1								
Check if N/A	Sort ID	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases	# of Errors	Pct of Errors	Status
<input type="checkbox"/>	100	S1.1	EAN - Contributory	1A/1	12			
<input type="checkbox"/>	110	S1.2	EAN - Reimbursing	1A/1	0			
<input type="checkbox"/>	120	S1.3	Employer Status - Active	3A/1	12			
<input type="checkbox"/>	130	S1.4	Employer Type - Contributory	2A/1	12			
<input type="checkbox"/>	140	S1.5	Employer Type - Reimbursing	2B/1	0		0.00	
Data Element Sorts Status:								Pass

[Home](#) [Feedback](#) [Help](#)

If the data element is EAN, you will get a query screen. For other data elements you will get a screen showing a frequency distribution of codes.

Query Screen

If your state assigns a certain range of EAN numbers to contributory employers and another range to reimbursing employers, you can query against the EANs in your extract file to determine if there are any numbers out of range.

- 3** Select the type of query you want to execute and the parameters for the query. The software offers three possible queries: starts with, ends with and is between.

Starts with retrieves all employers whose EANs begin with the sequence you identify. For example, to get all the records with an EAN starting with, 325, click the *starts with* option, enter 325 in the first box.

Data Element Sort - EAN distribution

EAN starts with ends with is between

Values and

[Query using these Parameters](#)

Ends with retrieves all employers whose EAN ends with the sequence you identify. For example, to get all the records with an EAN ending in 1230, click the *ends with* option, and enter 1230 in the first box.

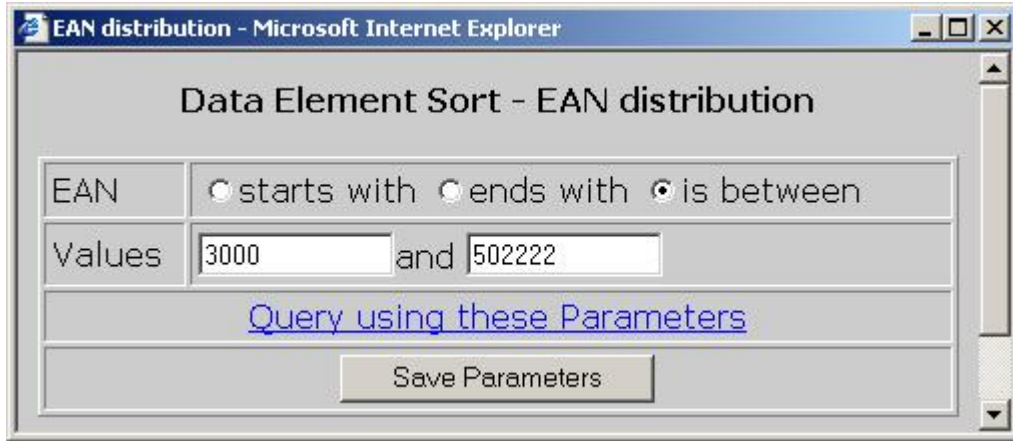
Data Element Sort - EAN distribution

EAN starts with ends with is between

Values and

[Query using these Parameters](#)


Is Between allows you to specify a range starting with an EAN value in the first box and an ending value in the second box. The query returns the set of employers that falls within the specified range. For example, to get all the records with an EAN between 3000 and 50222, click the *is between* option, enter 3000 in the first box and 50222 in the second box.



4 Click on [Query using these Parameters](#) link.

Row#	OBS	EAN	Emp Status	Subpop	Emp Type	Liability date	React date	Inactive date	Act Proc date	# Liable qtrs	Qtr1 wages	Qtr2 wages	Qtr3 wages	Qtr4 wages	Qtr5 wages
1	2	4006	C	1.1	A	2006-03-31			2006-03-31	8	48995	42277	38546	29743	34
2	8	441007	C	1.1	A	1999-08-10			1999-08-24	8	48995	0	0	0	0
3	9	441008	C	1.1	A	2006-01-01			2006-01-01	0	0	0	0	0	0
4	10	441009	C	1.1	A	2006-01-01	2006-03-31		2006-01-01	0	0	0	0	0	0

The software displays a screen with all records that satisfy the query parameters. The total number of records retrieved equals the number in the *Row #* column of the last record retrieved.



If the number returned by the query exceeds 10,000, the software displays the first 10,000, beginning with the lowest EAN. To determine the total number of records in such a case requires repeated queries to using the *is between* function, starting with EAN+1 from the preceding query.

If you query for valid values, for example if your state’s EANs always start with 4, and you query for those records, then the records the software retrieves are all correct. In this case, compare the number of records retrieved with the number of cases in the *Data Element Sort* screen.


DATA ELEMENT SORTS
Tax Population 1

Check if N/A	Sort ID	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases	# of Errors	Pct of Errors	Status
<input type="checkbox"/>	100	S1.1	EAN - Contributory	1A/1	12	<input type="text"/>		
<input type="checkbox"/>	110	S1.2	EAN - Reimbursing	1A/1	0	<input type="text"/>		
<input type="checkbox"/>	120	S1.3	Employer Status - Active	3A/1	12	<input type="text"/>		
<input type="checkbox"/>	130	S1.4	Employer Type - Contributory	2A/1	12	<input type="text"/>		
<input type="checkbox"/>	140	S1.5	Employer Type - Reimbursing	2B/1	0	<input type="text"/>	0.00	
Data Element Sorts Status:								Pass

[Home](#) [Feedback](#) [Help](#)

The difference between these numbers equals the number of records that have an incorrect EAN, i.e. the number of errors. For example, if you retrieved 4 correct records using the query and the number of cases is 12, then there are 8 records in error.

If you query for invalid values, for example if all EANs in your state can end in any digit but 9 and you query for all EANs ending in 9, then the total number of records retrieved equals the number of errors.



In some cases you might want to execute multiple queries to find the number of errors. For example, if the EANs in your state should be between 007900000 to 007999999, then you can query for records above the upper limit and below the lower limit of your state's EAN range, i.e. run a query for records beginning with 000000000 and ending with 007899999, and another query for 008000000 and above. Add the number of records returned by both queries to get the total number of errors.


Frequency Distribution Screen

If your state has multiple codes for active employers, employer type, or types of transactions, you can determine which records have an incorrect code by looking at their frequency distribution of codes.

- After you click on the sort number link of a data element that is not an EAN, a window will come up showing a frequency distribution of all codes. Look at all the codes and determine whether these are correct. Add up all the counts of incorrect codes to determine the total number of errors for the data element you are validating.

Status Determination	Count
Inactive-305	593
Inactive-306	457
Inactive-307	127
Inactive-315	8
Inactive-316	3
Inactive-325	82
Inactive-370	531
New-101	794
New-106	34
New-110	1
New-111	6
New-115	14
New-116	55
New-120	150
New-126	5
New-135	7
New-140	3
New-141	1
Successor-160	8
Successor-161	58
Successor-165	2

For example, in the previous screen, if you are validating Inactive codes and 315 and 316 are not Inactive codes in your state system, then you have a total of 11 (8+3) errors for Inactive.



The *Data Element Distribution* screen shows a frequency distribution for all data elements. Clicking on S2.3 or S2.4, for example, brings up the same screen, because the frequency distribution is for all codes.

6 To view all records that were counted for a code, click on the code link.

Status Determination	Count
Inactive-305	593
Inactive-306	457
Inactive-307	127
Inactive-315	8
Inactive-316	3
Inactive-325	82
Inactive-370	531
New-101	794

The software can only display the first 10,000 records.

Row#	OBS	EAN	Emp Type	Status	Subpop	Time lapse	Status date	Liability date	End liable qtr	Act proc date	React date	Successor date
1	350	000251565	C-000	I-316	3.7	3289	2003-04-02	1994-03-31	1994-03-31			
2	408	000261835	C-000	I-316	3.7	2895	2003-06-03	1995-06-30	1995-06-30			
3	497	000274029	C-060	I-316	3.7	2924	2003-04-02	1995-03-31	1995-03-31			

After you determine how many errors you have for a data element, either by querying or by using the codes frequency distribution, you need to enter that number in the *Data Element Sorts* screen. To do this, follow the next steps.

- 7 Enter the number of records in error for the data element you are validating, in the *# of Errors* field on the *Data Element Sorts* screen.

Check if N/A	Sort ID	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases	# of Errors	Pct of Errors	Status
<input type="checkbox"/>	300	S3.1	Status Determin - New	11A/1	1070	10		
<input type="checkbox"/>	310	S3.2	Status Determin - Successor	11B/1	600			
<input type="checkbox"/>	320	S3.3	Status Determin - Inactive	11C/1	1801			
<input type="checkbox"/>	330	S3.4	Status Determin - Termination	11D/1	6			

Data Element Sorts Status: **Incomplete**

[Home](#)
[Feedback](#)
[Help](#)

8 Click the **Save** button at the bottom of the screen.

DATA ELEMENT SORTS
Tax Population 3

Check if N/A	Sort ID	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases	# of Errors	Pct of Errors	Status
<input type="checkbox"/>	300	S3.1	Status Determin - New	11A/1	1070	10		
<input type="checkbox"/>	310	S3.2	Status Determin - Successor	11B/1	600			
<input type="checkbox"/>	320	S3.3	Status Determin - Inactive	11C/1	1801			
<input type="checkbox"/>	330	S3.4	Status Determin - Termination	11D/1	6			

Data Element Sorts Status: Incomplete

[Home](#) [Feedback](#) [Help](#)

9 You will get a pop up window confirming that you have saved the data. Click **OK**.



The software calculates the percentage of errors and determines whether the data element passed sort validation.

DATA ELEMENT SORTS
Tax Population 3

Check if N/A	Sort ID	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases	# of Errors	Pct of Errors	Status
<input type="checkbox"/>	300	S3.1	Status Determin - New	11A/1	1070	10	0.93	Pass
<input type="checkbox"/>	310	S3.2	Status Determin - Successor	11B/1	600			
<input type="checkbox"/>	320	S3.3	Status Determin - Inactive	11C/1	1801			
<input type="checkbox"/>	330	S3.4	Status Determin - Termination	11D/1	6			

Data Element Sorts Status: Incomplete

[Home](#) [Feedback](#) [Help](#)

The software will also update the *Data Element Sorts Status*.

DATA ELEMENT SORTS
Tax Population 3

Check if N/A	Sort ID	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases	# of Errors	Pct of Errors	Status
<input type="checkbox"/>	300	S3.1	Status Determin - New	11A/1	1070	10	0.93	Pass
<input type="checkbox"/>	310	S3.2	Status Determin - Successor	11B/1	600			
<input type="checkbox"/>	320	S3.3	Status Determin - Inactive	11C/1	1801			
<input type="checkbox"/>	330	S3.4	Status Determin - Termination	11D/1	6			
Data Element Sorts Status:								Incomplete

[Home](#)
[Feedback](#)
[Help](#)

If you haven't completed all the sorts, the status would display "Incomplete". In order to submit results to the DOL, you first need to complete all sorts, by either entering the number of errors or checking the N/A box, and click **Save**.

When you complete and save all sorts for a population, the status field will display Pass or Fail.

DATA ELEMENT SORTS
Tax Population 3

Check if N/A	Sort ID	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases	# of Errors	Pct of Errors	Status
<input type="checkbox"/>	300	S3.1	Status Determin - New	11A/1	1070	10	0.93	Pass
<input checked="" type="checkbox"/>	310	S3.2	Status Determin - Successor	11B/1				N/A
<input type="checkbox"/>	320	S3.3	Status Determin - Inactive	11C/1	1801	6	0.33	Pass
<input type="checkbox"/>	330	S3.4	Status Determin - Termination	11D/1	6	0	0.00	Pass
Data Element Sorts Status:								Pass

[Home](#)
[Feedback](#)
[Help](#)

The status for sorts will also be displayed on the *Report Validation* screen.

REPORT VALIDATION
Reported Counts
Tax Population 3

Period: 04/01/2003 - 06/30/2003

Report Cell	Description	Validation Counts	Reported Counts	Difference	Percent Difference	Pass/Fail
581-301-14	Total New	1,070	29,085	28,015	2,618.22%	FAIL
581-301-15	New, <=90 days	688	25,242	24,554	3,568.90%	FAIL
581-301-16	New, <=180 days	849	26,244	25,395	2,991.17%	FAIL
581-301-17	Total Successor	600	694	94	15.67%	FAIL
581-301-18	Successor, <=90 days	392	451	59	15.05%	FAIL
581-301-19	Successor <=180 days	489	539	50	10.22%	FAIL
581-301-20	Inactivations & Terminations	1,807	32,504	30,697	1,698.78%	FAIL
Group	Status Determinations	3,477	62,283	58,806	1,691.29%	FAIL

RV Status: Fail **Sorts: Pass** FIV: Incomplete

[Home](#)
[Feedback](#)
[Help](#)

Viewing the Wage Item Validation Screen

Wage item validation consists of reviewing counts of wage record transactions which appear on the ETA 581 report to verify their accuracy. A wage record is the listing of an individual's earnings in covered employment. Employers are required to provide this information to the Unemployment Insurance program four times per year.

To validate wage items you need to compare counts from the ETA 581 with reconstructed counts produced under controlled conditions. You should test that every wage item is counted and that the count does not include corrections (counted twice), incomplete wage records or duplicate records. You can find a detailed explanation in *Module 5 of the ETA Handbook 361- B Tax*.

To enter wage item validation results into the software follow the next steps.

- 1 Select *View Wage Item Validation* from the **Choose Function** drop-down box on the *Tax Selection Criteria* screen and click **Go**.

The screenshot shows the 'DATA VALIDATION - TAX' application window. The title bar reads 'DATA VALIDATION - TAX' with an information icon. Below the title bar is the 'Tax Selection Criteria' section. It contains several input fields and a dropdown menu:

- Report Quarter:** A dropdown menu.
- Year:** A text input field.
- Population:** A dropdown menu.
- Report Due Date:** A date input field with a calendar icon.
- Choose Function:** A dropdown menu currently showing 'View Samples'. A red arrow points to the 'View Wage Item Validation' option in the expanded list.
- Go:** A button next to the 'Choose Function' dropdown.

At the bottom of the form, there are two status messages: 'Last Import: 11/28/2007 by dv4' on the left and 'Last Transmit: 12/06/2007' on the right.

2 Select the method used to select wage records, i.e. **Batch** or **Representative Time Periods**.

WAGE ITEM VALIDATION
Validation Worksheet

Method used to select wage records
 Batches Representative Time Periods

Mode	Time Period	581 Count For Batch	Recount For Batch	Difference	Missing ID Count	Missing Amt Count	Double Count	Total Errors	Pct Of Errors	Pass/Fail	Delete Wage Item?
diskette	10/29/2006	220	220	0	0	0	0	0	0.00	Pass	Delete
phone	11/05/2007	10	9	1	0	0	0	0	11.11	Fail	Delete
e-mail	11/05/2006	134	129	5	0	0	5	5	3.88	Fail	Delete
electronic	11/17/2006	150	151	1	0	1	0	1	0.66	Pass	Delete
fax	11/05/2006	105	98	7	0	0	0	0	7.14	Fail	Delete

[Home](#) [Feedback](#) [Help](#)

If you have never entered results before you might get a screen with no wage items.

WAGE ITEM VALIDATION
Validation Worksheet

Method used to select wage records
 Batches Representative Time Periods

Mode	Time Period	581 Count For Batch	Recount For Batch	Difference	Missing ID Count	Missing Amt Count	Double Count	Total Errors	Pct Of Errors	Pass/Fail	Delete Wage Item?
------	-------------	---------------------	-------------------	------------	------------------	-------------------	--------------	--------------	---------------	-----------	-------------------

[Home](#) [Feedback](#) [Help](#)

If you have previously entered results, you will see these. Wage items do not get overwrite when you load extract files and are not dependant on any population.

- 3** To add a wage item. Click on the **Add Wage Item** button located at the bottom of the screen.

WAGE ITEM VALIDATION
Validation Worksheet

Method used to select wage records
 Batches Representative Time Periods

Mode	Time Period	581 Count For Batch	Recount For Batch	Difference	Missing ID Count	Missing Amt Count	Double Count	Total Errors	Pct Of Errors	Pass/Fail	Delete Wage Item?

[Home](#)
[Feedback](#)
[Help](#)

- 4** In the *Add Wage Items for Validation* pop up window enter the information for the wage item you want to add and click **Save Wage Item**.

Add Wage Items for Validation

Mode	Period	Batch Count	Batch Recount	Missing ID	Missing Amt	Double Count
Fax	12/31/2007	10	10	0	0	0

The **Period** field must be formatted as DD/MM/YYYY and must correspond to the period being validated. Enter the counts for the applicable time period that are reflected in a given ETA 581 Report in the **Batch Count** field. Enter the recount for that category in the **Batch Recount** field.

When you save the item, the *Wage Item Validation* screen displays the item added and calculates the **Difference** between the **Batch Count** and **Batch Recount** fields, the **Total Errors**, the **Percentage of Errors** and whether the item **Pass/Fail** validation. Information entered in the **Missing ID Count**, **Missing Amount Count** and **Double Count** fields is for diagnostic purposes only and does not contribute to the percent of error calculations.

WAGE ITEM VALIDATION
Validation Worksheet

Method used to select wage records
 Batches Representative Time Periods

Mode	Time Period	581 Count For Batch	Recount For Batch	Difference	Missing ID Count	Missing Amt Count	Double Count	Total Errors	Pct Of Errors	Pass/Fail	Delete Wage Item?
Fax	12/31/2007	10	10	0	0	0	0	0	0.00	Pass	Delete

[Home](#) [Feedback](#) [Help](#)

Repeat this procedure to ensure that you have validated wage items for every mode your state’s employers use to submit them.

- To update any field of a wage item, other than the **Mode** field, click on the field box you want to edit and edit the field. Then click the **Save** button at the bottom of the screen to save your changes.

WAGE ITEM VALIDATION
Validation Worksheet

Method used to select wage records
 Batches Representative Time Periods

Mode	Time Period	581 Count For Batch	Recount For Batch	Difference	Missing ID Count	Missing Amt Count	Double Count	Total Errors	Pct Of Errors	Pass/Fail	Delete Wage Item?
Fax	12/31/2007	10	10	0	0	0	0	0	0.00	Pass	Delete
Electronic file	12/31/2007	98	100	2	1	0	1	2	2.00	Pass	Delete

[Home](#) [Feedback](#) [Help](#)

You cannot update the **Mode** field. Instead you need to delete the wage item and add a new one with the correct **Mode**.

- To delete a wage item click on the **Delete** button next to the wage item, located on the **Delete Wage Item?** column.



A pop up window will be displayed to confirm your request. Click **OK** to delete the item or **Cancel** if you don't want to delete it.

- 7 After you finish entering your validation results, click the **Save** button at the bottom of the screen to save your work.

WAGE ITEM VALIDATION
Validation Worksheet

Method used to select wage records
Batches Representative Time Periods

Mode	Time Period	581 Count For Batch	Recount For Batch	Difference	Missing ID Count	Missing Amt Count	Double Count	Total Errors	Pct Of Errors	Pass/Fail	Delete Wage Item?
Fax	12/31/2007	10	10	0	0	0	0	0	0.00	Pass	Delete
Electronic file	12/31/2007	98	100	2	1	0	1	2	2.00	Pass	Delete

[Home](#) [Feedback](#) [Help](#)

Submitting Results to DOL

Adding Comments


You can add individual comments to your RV, sorts, sample and wage items results before transmitting them to DOL by using the **Comments** buttons on the *Report Validation*, *Data Element Sorts*, *Sample Validation*, and *Wage Item Validation* screens. To add comments, follow the steps below.

- 1 Click on the **Comments** button.

In the *Report Validation* screen, the **Comments** button is located at the bottom of the screen.

581-301-18	Successor, <=90 days	9	114	105	1,166.67%	FAIL
581-301-19	Successor <=180 days	10	223	213	2,130.00%	FAIL
581-301-20	Inactivations & Terminations	8	384	376	4,700.00%	FAIL
Group	Status Determinations	25	1,008	983	3,932.00%	FAIL

RV Status: Fail Sorts: Pass FIV: Incomplete


[Home](#)
[Feedback](#)
[Help](#)


In the *Data Element Sorts* screen, the **Comments** button is displayed at the bottom of the screen.

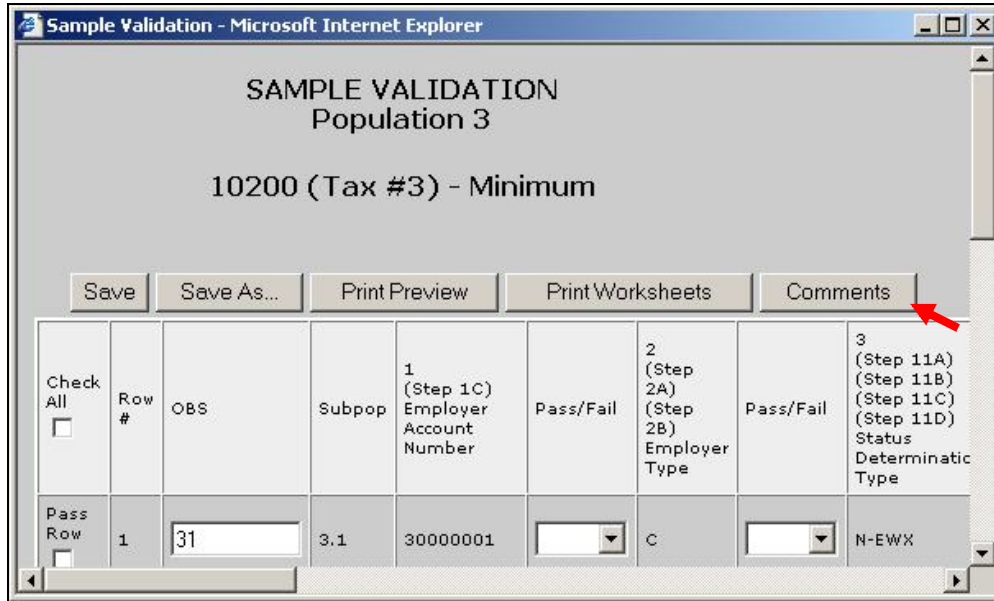
DATA ELEMENT SORTS
Tax Population 3

Check if N/A	Sort ID	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases	# of Errors	Pct of Errors	Status
<input checked="" type="checkbox"/>	300	S3.1	Status Determin - New	11A/1				N/A
<input checked="" type="checkbox"/>	310	S3.2	Status Determin - Successor	11B/1				N/A
<input checked="" type="checkbox"/>	320	S3.3	Status Determin - Inactive	11C/1				N/A
<input checked="" type="checkbox"/>	330	S3.4	Status Determin - Termination	11D/1				N/A

Data Element Sorts Status: **Pass**

[Home](#)
[Feedback](#)
[Help](#)


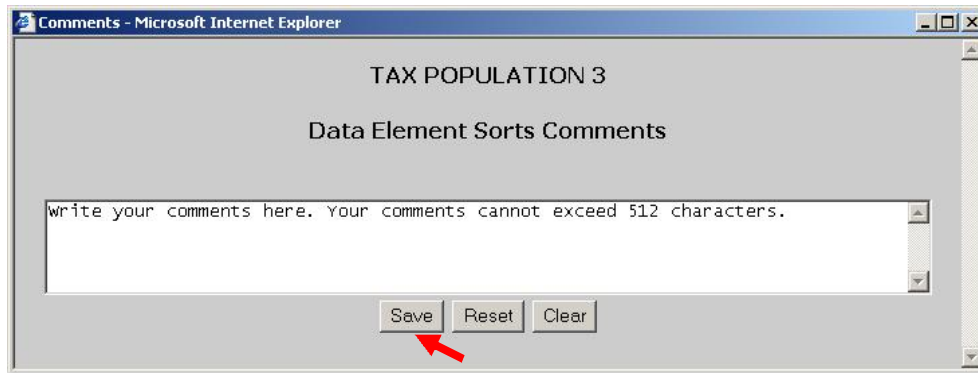
In the *Sample Validation* screen, the **Comments** button is displayed at the top and bottom of the screen. Click on either one.



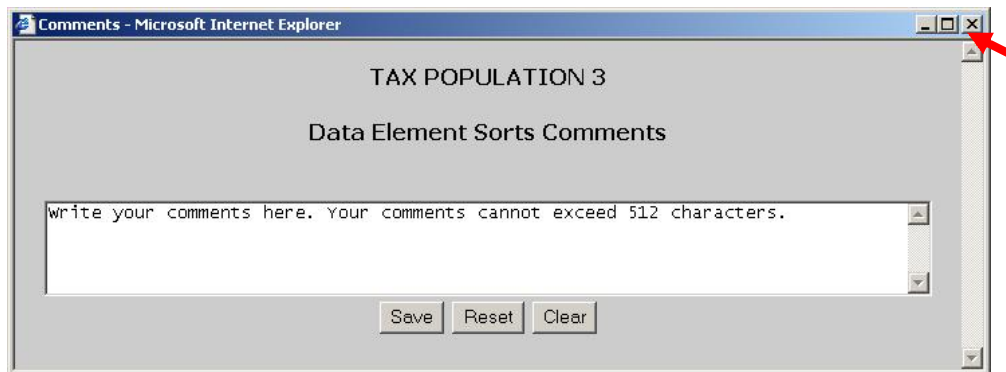
In the *Wage Item Validation* screen, the **Comments** button is displayed at the top and bottom of the screen. Click on either one.



- 2 Write your comments in the comment box and click **Save**. You have a limit of 512 characters.



- 3 Close the comments window by clicking on the X located on the top right corner of the window.




The **Clear** button at the bottom of the *Comments* screen will erase the comment box. The **Reset** button will erase any additional comments written after the comments were last saved.

Transmitting Results

After you complete report, sorts, sample, and wage item validations, you can transmit the results to DOL with or without comments. Only completed results can be transmitted. RV, sample and sorts results for each population are transmitted as a set to the DOL.



You may choose not to submit the results of a validation exercise, but keep in mind that any results resident in the software for a given population will be lost when a new extract file for that population is imported and overwrites prior data.

 When you transmit results to DOL, only summary information and comments are transmitted. Detailed information from individual records is not transmitted to DOL. This means that sensitive information, such as EANs, stays at the state level.

Transmitting Population Results

You can transmit population validation results to DOL using the **Transmit** button at the bottom of the *Report Validation* screen. When you transmit, reports, sorts and sample results for the population are transmitted. Submissions are transferred to DOL overnight, so they will be received the next day. To submit results along with comments saved if any, follow the next steps.

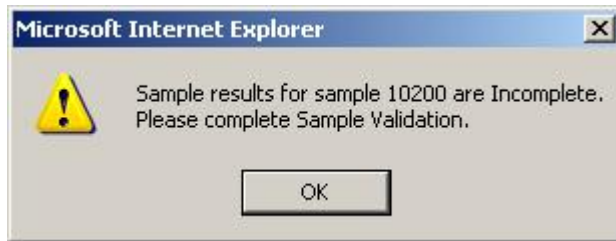
- 1 Click on the **Transmit** button. The **Transmit** button is located at the bottom of the *Report Validation* screen.

581-301-18	Successor, <=90 days	9	114	105	1,166.67%	FAIL
581-301-19	Successor <=180 days	10	223	213	2,130.00%	FAIL
581-301-20	Inactivations & Terminations	8	384	376	4,700.00%	FAIL
Group	Status Determinations	25	1,008	983	3,932.00%	FAIL

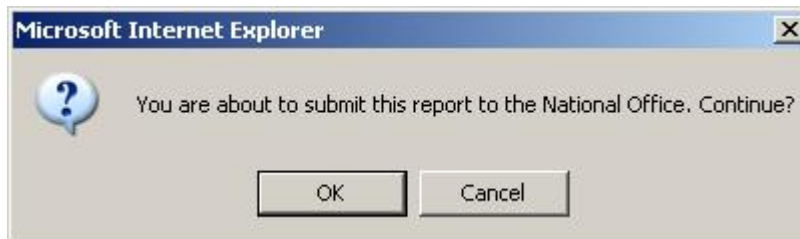
RV Status: Fail Sorts: Pass FIV: Incomplete

[Home](#)
[Feedback](#)
[Help](#)

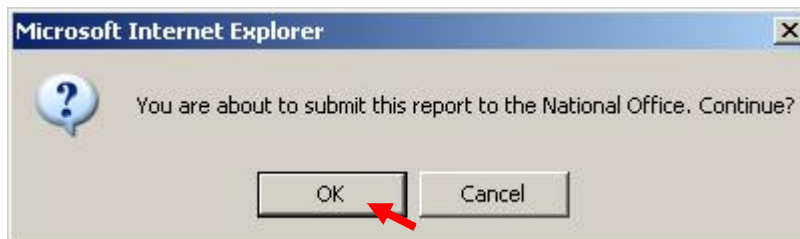
The software will first verify that all validations have been completed for that population. If not, the software will warn you with the following message pop up window and will not allow you to submit results.



If all validations have been completed you will see the following pop up window.



- 2** Click **OK** on the pop up window if you want to transmit the results. Click **Cancel** if you don't.



You will get a pop up window confirming your action. Click **OK**.



When you return to the *Tax Selection Criteria* screen, when you select a population the *Last Transmit* date should reflect the date when you last transmitted the results to DOL. If you have never submitted results the field would display “Never”.

DATA VALIDATION - TAX ⓘ

Tax Selection Criteria

Report Quarter	<input type="text"/> Year <input type="text"/>
Population	3-Status Determination <input type="text"/>
Report Due Date	<input type="text"/> ⓘ
Choose Function	View Report Validation <input type="button" value="Go"/>
Last Import: 11/28/2007 by dv4	
Last Transmit: 12/06/2007	

[Login](#) [Feedback](#) [Help](#)

Transmitting Wage Item Validation Results

You can transmit wage item validation results to DOL using the **Transmit** button at the bottom of the *Wage Item Validation* screen. To transmit wage item validation results follow the next steps.

- 1 Click on the **Transmit** button. The **Transmit** button is located at the bottom of the *Wage Item Validation* screen.

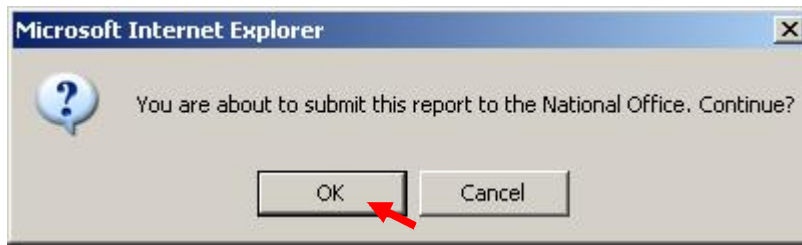
WAGE ITEM VALIDATION
Validation Worksheet

Method used to select wage records
 Batches Representative Time Periods

Mode	Time Period	581 Count For Batch	Recount For Batch	Difference	Missing ID Count	Missing Amt Count	Double Count	Total Errors	Pct Of Errors	Pass/Fail	Delete Wage Item?
diskette	10/29/2006	220	220	0	0	0	0	0	0.00	Pass	Delete
e-mail	11/05/2006	134	129	5	0	0	5	5	3.88	Fail	Delete
fax	11/05/2006	105	98	7	0	0	0	0	7.14	Fail	Delete

[Home](#) [Feedback](#) [Help](#)

- 2** Click **OK** on the pop up window if you want to transmit the results. Click **Cancel** if you don't.



You will get a pop up window confirming your action. Click **OK**.

