Tips for Preparing The Sale File for A Statutory Audit

1. Data formats must match the requirement as laid out in the sale file schema as provided by Quality Assurance Division.

NOTE: If creating an Excel file with data from non-Excel applications, please ensure that the formats in the source file matches the specified sale file schema.

For Example: If, creating a Primary Audit Sales file by merging residential data (from a non-Excel application) which has the Property Roll number column in text format with commercial data (from a non-Excel application) which has the Property Roll number column in text format. The combined file will have two formats in the property roll column, with the result that the text formatted values will not load into the SAMA data base. The sale file schema requires a number format for values in the property roll number column. Reformatting the property roll number column in Excel will not fix the problem (even though Excel will perform a reformat and analysis of the data confirms the reformat), because Excel is smarter then itself and inside the program, the data is not been actually reformatted. Excel will continue to treat the values as text and numbers, because it came from a non-Excel application. If all the data was originally created in Excel then there should be no problem in reformatting.

2. Currency formats must not be used to express money values.

3. Commas should not be included in any numbers.

4. If there is no valid data for a specific cell please leave it blank. Please do not use the term 'N/A', as it may prevent legitimate data from loading.

5. School Division numbers must be reported as numbers and not as text values such as REGINA or WEYBURN.

6. If the design of your CAMA system does not allow a required field to be reported, but the information is available on request, please advise Quality Assurance Division.

7. The column heading names in your spreadsheets must exactly match the naming convention found in the sale file schema. The columns must all be present, however they do not have to be in the specified order.

8. Each data row must have both the 'Submit_Muni_Valuation_Name' and 'Submit_Roll_Year' column cells filled with valid data, or that data row will not load.