Data Validation State Web Software
Version 2.0

Tax Application Tutorial

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

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About This Tutorial

This document provides a tutorial for the tax application of the Data Validation (DV) State Web Software Version 2.0.

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.

<table>
<thead>
<tr>
<th>Visual Cue</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sequenced steps to follow when completing a task</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Black bold type</td>
<td>Button</td>
</tr>
<tr>
<td>Blue type</td>
<td>Box title</td>
</tr>
<tr>
<td>Purple underlined type</td>
<td>Links on the software that you can click on</td>
</tr>
<tr>
<td>Blue underline type</td>
<td>Web or email address</td>
</tr>
<tr>
<td>Italics</td>
<td>Documents, screen names and menu options</td>
</tr>
<tr>
<td>Arrow</td>
<td>Indicates where to click on the software screen</td>
</tr>
<tr>
<td>Note</td>
<td>Note with additional information</td>
</tr>
<tr>
<td>Tip</td>
<td></td>
</tr>
</tbody>
</table>
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 should 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 2.0

Extensive changes were made from the last version of the software to fix bugs, typos and label references, and to improve functionality. As a user of the Tax application you will see the following main changes from Version 1.1:

<table>
<thead>
<tr>
<th>Feature Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fixed Problems of Prior Release</strong></td>
<td>For Population 1, fixed edit that checks that the Activation Process Date or Reactivation Process Date must be ≥ Liability Date applies for accounts that had Liability Dates on or after 12/31/2002 instead of 12/1/2002.</td>
</tr>
<tr>
<td></td>
<td>For Population 3, software changed to use Reactivation Process Date (RPD) to indicate when determination became effective and to ensure that RPD ≥ Liability Date (LD).</td>
</tr>
<tr>
<td></td>
<td>For Population 3, software changed to retain negative time lapses as negative and place all negative time lapses into subpopulation 3.1, i.e., timely determinations.</td>
</tr>
<tr>
<td></td>
<td>For Wage Items, added edits to the Transmit button so that user cannot submit results unless there is data for at least one mode.</td>
</tr>
<tr>
<td>Feature Type</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| Enhancements | The *Tax Selection Criteria* screen changes depending on function chosen; Wage Item validation is now accessed through a separate menu. For Population 2, the import function now allows for separate due dates for Contributory and Reimbiurshing reports, enabling timeliness of reports with different contributory and reimbursing due dates to be validated in a single load. For Wage Items:  
  - The screen displays date wage items were last transmitted.  
  - Results cannot be transmitted unless at least one mode contains data.  
For Sorts:  
  - The query sorts (1.1, 1.2, 2.1, 2.2) display the count of records returned by each query.  
  - The headers for the detailed records returned by queries are links to sort all records by that field.  
  - Other sorts display separate distributions and the count for each sort. |
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 inaccuracies in reported numbers so that they can be addressed. 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 state is counting the right transactions, i.e., that the information in individual records is accurate and conforms to federal reporting requirements.

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. It tests whether any secondary codes or Employer Account Number 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. Population 5 has no sort utility.

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. Each state UI transaction is represented as a row of comma-separated data fields that allow it to be identified as a countable transaction and classified into the report cells being validated. The extract files 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 ETA 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 Tax 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.

![Applications Menu](image)

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

![Data Validation](image)

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**.

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

Passwords are case-sensitive, i.e., the operator must use capital 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** (Benefits is selected by default)

5 Click on the **Login** button.
You should see the *Tax Selection Criteria* screen.

![DATA VALIDATION - TAX](image)

**Tax Selection Criteria**

<table>
<thead>
<tr>
<th>Population Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
</tr>
<tr>
<td>Choose Function</td>
</tr>
<tr>
<td>Go</td>
</tr>
</tbody>
</table>

**Other Validations**

- Wage Item Validation

The [Login](#) link at the bottom of the screen will take you back to the login screen. Click on [Population](#) 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 file 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.

2 To see the record layout of a population click on the population’s link.
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-specific values are documented.

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Field Name</th>
<th>Module 3 Reference</th>
<th>Field Description</th>
<th>Data Type/Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OBS</td>
<td>Step IA</td>
<td>Assign to each record. Use sequential numbers starting at 1.</td>
<td>INTEGER Number: 00000000 (Required)</td>
</tr>
<tr>
<td>2</td>
<td>EAN</td>
<td>Step IA</td>
<td>Employer Account Number.</td>
<td>CHAR(20) Number: 000000000 (Required)</td>
</tr>
<tr>
<td>3</td>
<td>Employer Status Indicator</td>
<td>Step IA</td>
<td>Indicate that the employer is an active employee.</td>
<td>CHAR (20) Text: A (Required)</td>
</tr>
<tr>
<td>4</td>
<td>Employer Type</td>
<td>Step IA</td>
<td>Indicate whether the employee type is contributory or reimbursable.</td>
<td>CHAR (20) Text: C, R (Required)</td>
</tr>
<tr>
<td>5</td>
<td>Liability Date (Threshold)</td>
<td>Step IA</td>
<td>Indicate the next record date on which the employing unit met the State law definition of a newly established or successful employer.</td>
<td>Date: MMDDYYYY (Required)</td>
</tr>
<tr>
<td>6</td>
<td>Reactivation Process Date</td>
<td>Step IA</td>
<td>Indicate the date on which an employee account was updated on the State's system to reflect the reactivation of a previously inactive or terminated employer.</td>
<td>Date: MMDDYYYY (Required)</td>
</tr>
<tr>
<td>7</td>
<td>Inactive Terminated &quot;as of&quot; Date</td>
<td>Step IA</td>
<td>Indicate the effective date for the termination or reactivation status of the employer.</td>
<td>Date: MMDDYYYY (Required)</td>
</tr>
<tr>
<td>8</td>
<td>Activation Processing Date</td>
<td>Step IA</td>
<td>Indicate the date on which an account was established on the State's system for an &quot;employee&quot;, under the State unemployment compensation law.</td>
<td>Date: MMDDYYYY (Required)</td>
</tr>
<tr>
<td>9</td>
<td>Number of Lecture Quarters</td>
<td>Step IA</td>
<td>Indicate the number of consecutive quarters between the date the employer was activated or reactivated on the State's system another quarter prior to the report quarter being generated.</td>
<td>INTEGER Number: 0, 1, 2, 3, 4, 5, 6, 7, 8 (Required)</td>
</tr>
</tbody>
</table>
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.

When you select a population, on the lower left corner of the Population Validation box, you will see the date when the population was last imported and the user that imported it. If you have never imported this population it will display “Never”.

You will also see the date when results were last transmitted to the National Office. If you have never transmitted results it will display “Never”.

Last Import: 10/30/2009 by 692
Last Transmitted: 10/30/2009
Select Import Data from the Choose Function drop-down menu. The screen will immediately change to display boxes for Report Quarter and Year. Enter the values for the reporting period you want to validate.

If you are loading Population 2, the Tax Selection Criteria screen will also display boxes for Contributory and Reimbursing Dates. (These boxes do not display for other populations.)

The report due date is a state-designated date after which the state assesses penalty or late charges to employers. The software now allows separate dates for contributory and reimbursing reports.
3 Select the Report Quarter and Year corresponding to your extract file, using the drop-down menus next to these fields, and click Go.

For Population 2, also enter report due dates, using MM/DD/YYYY format, before you click Go.

You can also click on the calendar icon on the right of each due date to select the report due date from a calendar.
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.

Because the report quarter, year, and report due dates (Population 2 only) are needed only for the import function, the software displays them only when the import function is selected.
On the Import Data screen, 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/pop2-Tax-200301.txt).

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 should be copied to the /opt/dv/data/ directory because it has been allocated considerable space for DV; hence the path name will normally 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".
5 Click on the **Import** button to load the extract file into the system.

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

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 loaded 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 Data*.
To return to the *Import Messages* screen, select *View Import Messages* from the *Choose Function* drop-down menu on the *Tax Selection Criteria* screen and click *Go*. 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 these 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.

---

**IMPORT MESSAGES**

for user dv3

Loading Tax population L. Started @ Fri Nov 16 11:27:57 EST 2007
Rows processed: 3000, Errors: 0 for tax population L Still loading.
Rows processed: 3000, Errors: 0 for tax population L Still loading.
Rows processed: 3000, Errors: 0 for tax population L Still loading.
Rows processed: 3000, Errors: 0 for tax population L Still loading.
Rows processed: 3000, Errors: 0 for tax population L Still loading.

[Cancel Import button]

---

**IMPORT MESSAGES**

for user dv3

Rows processed: 40000, Errors: 0 for tax population L Still loading.
Rows processed: 40000, Total Errors: 0 for tax population L
Load of tax population L cancelled @ Fri Nov 16 11:45:25 EST 2007.

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

![Tax Selection Criteria](image)

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 checking 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 given in Appendix A.

**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. These records are not included in the source table and hence are not available for Data Element Validation or Report Validation. 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.

   ![Tax Selection Criteria](image)

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

   ![Tax Selection Criteria](image)
The **Errors** screen displays records with errors along with an error message for each record.

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.

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

The Duplicate Detection Report screen displays duplicates only.

As 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.

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

2. Select *View Source Table* from the *Choose Function* drop-down menu and click *Go*. 
The **Source Table** screen contains all records that parsed, but displays only 100 records at a time.

<table>
<thead>
<tr>
<th>OBJ</th>
<th>Employer Account Number</th>
<th>Employer Status</th>
<th>Employer Type</th>
<th>Liability Date</th>
<th>Reactivation Processing Date</th>
<th>Reactivation Terminated Date</th>
<th>Activation Date</th>
<th>Number Of Unable Quarters</th>
<th>Wages in Quarter 1</th>
<th>Wages in Quarter 2</th>
<th>Wages in Quarter 3</th>
<th>Wages in Quarter 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0000022</td>
<td>A</td>
<td>C</td>
<td>03/31/1972</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>20000.01</td>
<td>10405.01</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>0000027</td>
<td>A</td>
<td>C</td>
<td>01/01/1986</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>156266.21</td>
<td>40782.37</td>
<td>45409.29</td>
<td>44114.84</td>
</tr>
<tr>
<td>3</td>
<td>0000008</td>
<td>A</td>
<td>C</td>
<td>09/20/1984</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>2580524.81</td>
<td>641900.47</td>
<td>240438.98</td>
<td>298570.86</td>
</tr>
<tr>
<td>4</td>
<td>0000009</td>
<td>A</td>
<td>C</td>
<td>09/20/1985</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>65286.0</td>
<td>1582.15</td>
<td>8024.6</td>
<td>60320.21</td>
</tr>
<tr>
<td>5</td>
<td>0000010</td>
<td>A</td>
<td>C</td>
<td>09/20/1986</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>47102.62</td>
<td>334610.84</td>
<td>405025.87</td>
<td>396417</td>
</tr>
<tr>
<td>6</td>
<td>0000014</td>
<td>A</td>
<td>C</td>
<td>07/01/1985</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>115000.17</td>
<td>1222299.97</td>
<td>1235244.32</td>
<td>1208195.2</td>
</tr>
<tr>
<td>7</td>
<td>0000018</td>
<td>A</td>
<td>C</td>
<td>06/01/1987</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>1747076.02</td>
<td>2112127.07</td>
<td>1876225.08</td>
<td>185847.21</td>
</tr>
<tr>
<td>8</td>
<td>0000019</td>
<td>A</td>
<td>C</td>
<td>09/20/1985</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>1775269.78</td>
<td>2016892.27</td>
<td>911729.46</td>
<td>1213914.4</td>
</tr>
<tr>
<td>9</td>
<td>0000023</td>
<td>A</td>
<td>C</td>
<td>12/31/1985</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>72901.0</td>
<td>8378.49</td>
<td>7632.35</td>
<td>6982.13</td>
</tr>
<tr>
<td>10</td>
<td>0000024</td>
<td>A</td>
<td>C</td>
<td>12/31/1985</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>16529.94</td>
<td>7020.52</td>
<td>104538.13</td>
<td>93514.1</td>
</tr>
<tr>
<td>11</td>
<td>0000027</td>
<td>A</td>
<td>C</td>
<td>09/01/1988</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>310537.14</td>
<td>348932.32</td>
<td>389311.75</td>
<td>371608.74</td>
</tr>
<tr>
<td>12</td>
<td>0000030</td>
<td>A</td>
<td>C</td>
<td>12/20/1984</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>31460.00</td>
<td>5037.47</td>
<td>35097.71</td>
<td>30374.6</td>
</tr>
<tr>
<td>13</td>
<td>0000032</td>
<td>A</td>
<td>C</td>
<td>12/20/1985</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>108465.0</td>
<td>142280.8</td>
<td>94771.0</td>
<td>84856.49</td>
</tr>
<tr>
<td>14</td>
<td>0000033</td>
<td>A</td>
<td>C</td>
<td>11/01/1985</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>114171.29</td>
<td>159335.21</td>
<td>145479.11</td>
<td>149531.71</td>
</tr>
<tr>
<td>15</td>
<td>0000035</td>
<td>A</td>
<td>C</td>
<td>01/01/1989</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>142065.61</td>
<td>313512.76</td>
<td>364249.21</td>
<td>362679.17</td>
</tr>
<tr>
<td>16</td>
<td>0000037</td>
<td>A</td>
<td>C</td>
<td>03/31/1980</td>
<td>01/01/1998</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
<td>972940.76</td>
<td>61020.0</td>
<td>725729.99</td>
<td>740379.76</td>
</tr>
</tbody>
</table>

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.

The **Source Table** screen shows 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.

If no records parsed in the load, the **Source Table** screen displays a warning message in red.
**SOURCE TABLE**
Tax Population-4

**Accounts Receivable**

<table>
<thead>
<tr>
<th>CBS</th>
<th>Employer Account Number</th>
<th>Employer Type</th>
<th>Transaction Date</th>
<th>Established Date</th>
<th>Employer Import Quarter</th>
<th>Due Date</th>
<th>Transaction Type</th>
<th>Amount Established</th>
<th>Liquidated</th>
<th>Uncollectible</th>
<th>Removed</th>
<th>Balance at End of R.O</th>
<th>Age</th>
<th>Face</th>
</tr>
</thead>
</table>

**No Rows Found! Please check import errors and re-import.**

*Show Errors*

Errors: 380980 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.

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

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

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 displayed only when there are more than 100 records.
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 581-301-15 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.
Select **View Report Validation** from the **Choose Function** drop-down menu and click on **Go**.

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.

Populations 1-3 show 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.
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 passes 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.

2. Select View Samples from the Choose Function drop-down menu and click on Go.
On the Samples screen, click on the sample link located on 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.

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.

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.

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.

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

If you want to add more records to print instead of printing, click on **Get More Rows**.
(Step 33D) Contributions Over Reported
20
(Step 33E) Contributions Reconciliation Amount

Start Row: 3 | End Row: 4

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.

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.

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”.

### Sample Validation

Population 1

10000 (Active Employers) - Minimum

<table>
<thead>
<tr>
<th>Box</th>
<th>Obs</th>
<th>Subpop</th>
<th>2 (Step 1A) Employer Account Number</th>
<th>Pass/Fail</th>
<th>3 (Step 3A) Employer Status</th>
<th>Pass/Fail</th>
<th>4 (Step 2A) (Step 2B) Employer Type</th>
<th>Pass/Fail</th>
<th>5 (Step 14) Liability Date (Mat. Threshold)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>100</td>
<td>1.1</td>
<td>100008</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>66</td>
<td>1.1</td>
<td>100056</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Sample Validation

Population 1

10000 (Active Employers) - Minimum

<table>
<thead>
<tr>
<th>Check All</th>
<th>Row #</th>
<th>Obs</th>
<th>Subpop</th>
<th>1 (Step 1A) Employer Account Number</th>
<th>Pass/Fail</th>
<th>2 (Step 3A) Employer Status</th>
<th>Pass/Fail</th>
<th>3 (Step 2A) (Step 2B) Employer Type</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass Row</td>
<td>1</td>
<td>1</td>
<td>1.1</td>
<td>1000110555</td>
<td>Pass</td>
<td>A</td>
<td>Pass</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass Row</td>
<td>2</td>
<td>1</td>
<td>1.1</td>
<td>1000180555</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass Row</td>
<td>2</td>
<td>1</td>
<td>1.1</td>
<td>1000130555</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For a record that has only a few failed elements 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”.

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.

The Report Validation screen will also display the status of the sample.
The **Save As** button located at the top and bottom of the *Sample Validation* screen enables you to save a screen shot of your results outside the software. To do this, follow the next steps.

3. **Click on Save As.**

4. 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. **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.

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

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.

2. Select *View Data Element Sorts* from the **Choose Function** drop-down menu and click **Go**.
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 take you to the sorting function.

### 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.

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

---

**Note:**

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 take you to the sorting function.
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**.

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 3000, click the *starts with* option, and enter 3000 in the first box.
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.

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 502222, click the is between option, enter 3000 in the first box and 502222 in the second box.

You can save your parameters by clicking on Save Parameters.
4 Click on the **Query** button.

The software displays a screen with all records that satisfy the query parameters. At the bottom of the screen the total number of records retrieved is displayed.

If the number returned by the query exceeds 10,000, the software displays the first 10,000, beginning with the lowest EAN.

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.

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 and 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.

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

![Data Element Distribution for Tax population 3]

<table>
<thead>
<tr>
<th>Status Determination</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inactive-305</td>
<td>593</td>
</tr>
<tr>
<td>Inactive-306</td>
<td>457</td>
</tr>
<tr>
<td>Inactive-307</td>
<td>127</td>
</tr>
<tr>
<td>Inactive-315</td>
<td>8</td>
</tr>
<tr>
<td>Inactive-316</td>
<td>3</td>
</tr>
<tr>
<td>Inactive-329</td>
<td>82</td>
</tr>
<tr>
<td>Inactive-370</td>
<td>531</td>
</tr>
</tbody>
</table>

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

![Data Element Distribution for Tax Population 3]

<table>
<thead>
<tr>
<th>Row#</th>
<th>OBS</th>
<th>EAN</th>
<th>Emp</th>
<th>Type</th>
<th>Status</th>
<th>Subpop</th>
<th>Time lapse</th>
<th>Status date</th>
<th>Liability date</th>
<th>End liable</th>
<th>Act proc date</th>
<th>React date</th>
<th>Successor date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>350</td>
<td>0002511565</td>
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<td>1995-03-31</td>
<td>1995-09-31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After you determine how many errors you have for a data element, either by querying or by using the codes frequency distribution, 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.

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

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. It also calculates the *Data Element Sorts Status*.

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.
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 Other Validations box on the Tax Selection Criteria screen and click View.

When you select Wage Item Validation, you will see the date results were last transmitted to the National Office at the bottom of the Other Validations box. If you have not transmitted any results, the Last Transmitted field will display “Never”.

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2 Click on View to get to the *Wage Item Validation* screen.

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

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

If you have previously entered results, you will see them. Wage items do not get overwritten when you load extract files and are not dependant on any population.
4 To add a wage item. Click on the **Add Wage Item** button located at the bottom of the screen.

![Add Wage Item](image1)

5 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](image2)

The **Period** field must be formatted as MM/DD/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.

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

6 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 button of the screen to save your changes.

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 column **Delete Wage Item**?

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.

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

![Report Validation Screen](image)
In the *Data Element Sorts* screen, the **Comments** button is displayed at the bottom of the screen.

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. Only saved comments will be transmitted.

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 contents of 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. Wage items results are transmitted separately.

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 forward RV and DEV results to DOL using the Transmit button at the bottom of the Population Scores screen. Submissions are transferred to DOL overnight, so they will be received the next day. To submit results along with any saved comments, follow the next steps.

1. From the Tax Selection Criteria screen select the Population for which you want to submit results.
2 Select View Population Scores from the Choose Function drop-down menu and click on Go.

The Population Scores screen can also be accessed from the Report Validation, or Sample Validation or Data Element Sorts screens by clicking on the View Population Scores button.
The Population Scores screen displays scores for the RV, sample, and sorts, and an overall score for the population. It also displays the date when results for the population were last transmitted to the National Office.
Click on the Transmit button located at the bottom of the screen.

You can only transmit results if you have validated all DV items. If you haven’t, you will get the following message.

Click OK and complete all DV items, then return to the Population Scores screen. Click on the Transmit button to submit your results.
4 Click **OK** on the pop-up window if you want to transmit the results. Click **Cancel** if you don’t.

You will get a message confirming that your results were submitted. Click **OK**.
In the Population Scores and Tax Selection Criteria screens, the *Last Transmitted* date should reflect the date when you last transmitted results for the population.
Transmitting Wage Item Validation Results

You submit 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.

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, the Last Transmitted field at the bottom of the Other Validations box will be updated.
# Data Validation - Tax

## Tax Selection Criteria

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<th>Population Validation</th>
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<tr>
<td>Population</td>
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<tr>
<td>Choose Function</td>
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</table>

Last Import: 11/10/2009 by del
Last Transmitted: Never

## Other Validations

- Wage Item Validation

Last Transmitted 11/10/2009