

3.3 PRE-PLANNING PHASE

EXHIBIT F – FIRM Extraction Guidelines for Measurement Desk Verifications

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| Document Name | FIRM Extraction Guidelines for Measurement Desk Verifications |
| Document Number | 3.3F |
| When/How Used | These guidelines can be used to assist the CVO in retrieving, from FIRM, the necessary data elements for the 10 B3 transaction lines provided by Headquarters for the measurement desk verification. |
| Created on | February 28, 2007 |
| Last Updated On | |
| Document Owner | |
| Division | Compliance Management HQ |
| Contact | Contact your local compliance verification office at: http://cbsa.gc.ca/contact/listing/indexpages/index-e.html |

Other Stakeholders

FIRM Extraction Guidelines for Measurement Desk Verification

Verification Parameters for Facility for Information Retrieval Management (FIRM) for extracting the data for the 10 B3 transaction lines.

FIRM request template – **MEASUR10** - was developed and stored in the *Shared Library* (S). In order to include all data elements required for the CM Workbook, a request template made up of four parts was necessary. In addition, as requested by some regional CVOs, the following data elements were included in the template: Adjustment Number – Header, Vendor Name and GST Reference Number. To run a FIRM report for only the Transaction Numbers and B3 Line Numbers of the 10 samples provided, a formula was built in the *Data Formula Selection* screen.

The field layout of the FIRM report is in an order that, once the four parts of the report **MEASUR10** are downloaded and joined together into one acceptable spreadsheet application such as Interactive Data Extraction and Analysis (WinIDEA) or Microsoft Excel, the field layout will be the same as the field layout in the Input sheet of the CM Workbook. The four parts of the report **MEASUR10** are sorted, first, by Transaction Number in ascending order and, second, by B3 Line Number in ascending order. The sample numbers, #1 to 10, were assigned using the same sorting orders.

For your information, the same procedures as identified in the CM Workbook instructions should be followed to copy and paste the information in the Input Sheet. In the *Priority Sector* field, simply select *Measurement* from the dropdown box.

The following guidelines are to be followed by the CVO for FIRM extraction:

- First, please ensure that you are in the **Extended (E)** version of FIRM, and that the Formulae Functionality of the Secure Options is set at “Y”.
- Ensure to save the request template in your *User (U)* library.
- Load the request template – **MEASUR10**.
- In the Request Modification Menu screen select *Data Selection Screen*.
- In the “*Data Selection*” screen, change the range of field Accounting Month when required, enter the Business and Account Number, and then enter the transaction numbers by doing a copy and paste from the samples file provided. If a transaction number appears more

than once in the file of samples (for example lines 1 and 2 etc. of the same transaction were selected in the sample) you must copy and paste the transaction number only once in the *Data Selection* screen. (Please note that to paste the information in FIRM you must select the area where you want it to be pasted.) See Figure 1.

COMMAND ===>
Enter selection criteria

Row 1 to 13 of 60
SCROLL ===> PAGE

DATA SELECTION - (ENTRYAH) -----

| ACNT MONTH YYYYMM | BUSINESS & ACCOUNT (13) | TRANSACTION NUMBER |
|-------------------------|----------------------------|---|
| (R) 200401 200412 | 1346215720001 | <div style="background-color: blue; color: white; padding: 2px;"> 15669625669457 15669628107022 15669628936720 15669630845007 15669632652496 15669633505923 17525086964757 17525087421514 17525087425552 17525089552915 </div> |

F13=HELP F14=
F19=UP F20=DOWN

F15=END
F21=SWITCH

F16=RETURN
F22=LEFT

F17=PREVIOUS
F23=RIGHT

F18=NEXT
F24=CURSOR

Figure 1

- Press F6 to advance to the Request Modification Menu screen.
- Now select *Data Formula Selection Screen*.

- In the *Data Formula Selection* screen, copy and paste the transactions numbers and then the B3 line numbers. (Again in that screen select the areas where to paste the information). See Figure 2.

Transaction No.

Transaction line No.

COMMAND ===>
Enter the data formulae; press PF6
Row 1 to 15 of 30
SCROLL ===> PAGE
(PF1=more info)

DATA FORMULA SELECTION - ENTRYAH

| LINE | FORMULA |
|------|---------------------------------------|
| 0001 | (F45 ='15669625669457' AND F10=2) OR+ |
| 0002 | (F45 ='15669628107022' AND F10=3) OR+ |
| 0003 | (F45 ='15669628936720' AND F10=1) OR+ |
| 0004 | (F45 ='15669630845007' AND F10=4) OR+ |
| 0005 | (F45 ='15669632652496' AND F10=1) OR+ |
| 0006 | (F45 ='15669633505923' AND F10=1) OR+ |
| 0007 | (F45 ='17525086964757' AND F10=1) OR+ |
| 0008 | (F45 ='17525087421514' AND F10=1) OR+ |
| 0009 | (F45 ='17525087425552' AND F10=1) OR+ |
| 0010 | (F45 ='17525089552915' AND F10=1) |
| 0011 | |
| 0012 | |
| 0013 | |
| 0014 | |
| 0015 | |

F13=HELP
F14=
F15=END
F16=RETURN
F17=PREVIOUS
F18=NEXT

F19=UP
F20=DOWN
F21=SWITCH
F22=LEFT
F23=RIGHT
F24=CURSOR

Figure 2

When the B3 line number is equal or greater to 10, you will note that the first digit only will be pasted in the formula. The second and third digit number must be manually inserted in the formula. This can be done by bringing the cursor under the closing bracket “)” of the formula on the appropriate line(s), press the *Insert* key and then key in the missing digit(s).

- Press F6 to advance to the Request Modification Menu.
- Press F6 to advance to the Main Menu screen.
- Type in “J” in the command line to submit your request for processing.
- Type in “C” in Request Name or Filter and press “Enter”.
- Refer to regional FIRM manual for downloading procedures.