

### 3.3 PRE-PLANNING PHASE

#### EXHIBIT E – FIRM Extraction Guidelines for Measurement On-Site Verifications

<b>Document Name</b>	FIRM Extraction Guidelines for Measurement On-Site Verifications
<b>Document Number</b>	3.3E
<b>When/How Used</b>	These guidelines can be used to assist the CVO in retrieving, from FIRM, the necessary data elements for the 25 B3 transaction lines provided by Headquarters for the measurement on-site verification.
<b>Created on</b>	February 28, 2007
<b>Last Updated On</b>	
<b>Document Owner</b>	
<b>Division</b>	Compliance Management HQ
<b>Contact</b>	Contact your local compliance verification office at: <a href="http://cbsa.gc.ca/contact/listing/indexpages/index-e.html">http://cbsa.gc.ca/contact/listing/indexpages/index-e.html</a>

#### Other Stakeholders

# FIRM Extraction Guidelines for Measurement On-site Verifications

Guidelines for FIRM (Facility for Information Retrieval Management) – extracting data for the 25 B3 transaction lines

- A. The FIRM request template—MEASUR25—was developed and stored in the Shared Library (S).
- B. To include all data elements required for the CM Workbook, a request template made up of four parts was necessary.
- C. In response to requests from some regional CVOs, the following data elements were included in the template: Adjustment Number, Header, Vendor Name, and GST Reference Number.
- D. To run a FIRM report for only the transaction numbers and B3 line numbers of the 25 samples provided, a formula was built in the Data Formula Selection screen.
- E. Once the four parts of MEASUR25 are downloaded and joined into one acceptable spreadsheet application such as Interactive Data Extraction and Analysis (WinIDEA) or Microsoft Excel, the field layout of the FIRM report will be the same as the field layout in the Input sheet of the CM Workbook.
- F. The four parts of MEASUR25 are sorted first, by Transaction Number in ascending order and second, by B3 Line Number in ascending order. The sample numbers 1 to 25 were assigned using the same sorting orders.
- G. To copy and paste the information in the Input sheet, follow the same procedures identified in the CM Workbook. In the Priority Sector field, simply select Measurement from the dropdown box.
- H. The following guidelines are to be followed by the CVO for FIRM extraction:
  - 1. First, please make sure that you are in the Extended (E) version of FIRM, and that the Formulae Functionality of the Secure Options is set at Y.
  - 2. Make sure to save the request template in your User (U) library.
  - 3. Load the request template: MEASUR25.
  - 4. In the Request Modification Menu screen, select Data Selection screen.
  - 5. 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.
  - 6. You can copy and paste 13 transaction numbers on the first page of that screen. Note: To paste the information in FIRM, you must select the area where you want it to be pasted. See figures 1a and 1b.
  - 7. Press F8 to go to the next page and copy and paste the remaining transaction numbers in the Transaction Number field.

Figure 1a

COMMAND ==> Enter selection criteria ----- DATA SELECTION - (ENTRYAH) -----  <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">ACNT</td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> <tr> <td>MONTH</td> <td>BUSINESS</td> <td>TRANSACTION</td> </tr> <tr> <td>YYYYMM</td> <td>&amp; ACCOUNT (13)</td> <td>NUMBER</td> </tr> </table> ----- <div style="border: 1px solid blue; padding: 2px; margin: 5px 0;">           13268018807489            13268018817061            13268018818654            13268018819586            13268018820419            13268019833041            13268020173216            13268020226925            13268020815405            13268500698117            16154380066310            16154910248907         </div>			ACNT			MONTH	BUSINESS	TRANSACTION	YYYYMM	& ACCOUNT (13)	NUMBER	Row 14 to 26 of 60 SCROLL ==> PAGE			
ACNT															
MONTH	BUSINESS	TRANSACTION													
YYYYMM	& ACCOUNT (13)	NUMBER													
<table border="0" style="width: 100%;"> <tr> <td>F13=HELP</td> <td>F14=</td> <td>F15=END</td> <td>F16=RETURN</td> <td>F17=PREVIOUS</td> <td>F18=NEXT</td> </tr> <tr> <td>F19=UP</td> <td>F20=DOWN</td> <td>F21=SWITCH</td> <td>F22=LEFT</td> <td>F23=RIGHT</td> <td>F24=CURSOR</td> </tr> </table>			F13=HELP	F14=	F15=END	F16=RETURN	F17=PREVIOUS	F18=NEXT	F19=UP	F20=DOWN	F21=SWITCH	F22=LEFT	F23=RIGHT	F24=CURSOR	
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F19=UP	F20=DOWN	F21=SWITCH	F22=LEFT	F23=RIGHT	F24=CURSOR										

Figure 1b

COMMAND ==> Enter selection criteria ----- DATA SELECTION - (ENTRYAH) -----  <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">ACNT</td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> <tr> <td>MONTH</td> <td>BUSINESS</td> <td>TRANSACTION</td> </tr> <tr> <td>YYYYMM</td> <td>&amp; ACCOUNT (13)</td> <td>NUMBER</td> </tr> </table> ----- (R) 200401 1047469530001 200412 <div style="border: 1px solid blue; padding: 2px; margin: 5px 0;">           13268017899796            13268018059042            13268018083883            13268018243944            13268018264688            13268018329801            13268018331019            13268018485139            13268018486993            13268018714205            13268018718027            13268018772718            13268018773708         </div>			ACNT			MONTH	BUSINESS	TRANSACTION	YYYYMM	& ACCOUNT (13)	NUMBER	Row 1 to 13 of 60 SCROLL ==> PAGE			
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8. Press F6 to advance to the Request Modification Menu screen.
9. Now select Data Formula Selection screen.
10. In the Data Formula Selection screen, copy and paste the transaction numbers and then the B3 line numbers on the first page—press F8 to move to the next page and do the same for the remainder. Note: Again in that screen, select the areas where to paste the information. See figures 2a and 2b.
11. When the B3 line number is equal to or greater than 10, you will note that the first digit only will be pasted in the formula. The second and third digit numbers 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), pressing the Insert key and then key in the missing digit(s).

Figure 2a

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 = '13268017899796' AND F10=2) OR+
0002	(F45 = '13268018059042' AND F10=1) OR+
0003	(F45 = '13268018083833' AND F10=1) OR+
0004	(F45 = '13268018243944' AND F10=1) OR+
0005	(F45 = '13268018264688' AND F10=4) OR+
0006	(F45 = '13268018329801' AND F10=1) OR+
0007	(F45 = '13268018331019' AND F10=1) OR+
0008	(F45 = '13268018485139' AND F10=3) OR+
0009	(F45 = '13268018486993' AND F10=1) OR+
0010	(F45 = '13268018714205' AND F10=1) OR+
0011	(F45 = '13268018718027' AND F10=1) OR+
0012	(F45 = '13268018772718' AND F10=1) OR+
0013	(F45 = '13268018773708' AND F10=1) OR+
0014	(F45 = '13268018807489' AND F10=1) OR+
0015	(F45 = '13268018817061' AND F10=1) OR+

F13=HELP    F14=

F15=END    F16=RETURN    F17=PREVIOUS    F18=NEXT

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

Figure 2b

Transaction No.

Transaction line No.

COMMAND ==>  
Enter the data formulae; press PF6

----- DATA FORMULA SELECTION - ENTRYAH -----

LINE	FORMULA
0016	(F45 = '13268018818654' AND F10=1) OR+
0017	(F45 = '13268018819586' AND F10=1) OR+
0018	(F45 = '13268018820419' AND F10=1) OR+
0019	(F45 = '13268019833041' AND F10=1) OR+
0020	(F45 = '13268020173216' AND F10=1) OR+
0021	(F45 = '13268020226925' AND F10=2) OR+
0022	(F45 = '13268020815405' AND F10=1) OR+
0023	(F45 = '13268500698117' AND F10=1) OR+
0024	(F45 = '16154380066310' AND F10=1) OR+
0025	(F45 = '16154910248907' AND F10=1)
0026	
0027	
0028	
0029	
0030	

Row 16 to 30 of 30  
SCROLL ==> PAGE  
(PF1=more info)

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

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

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