

COTOP Edit Checks On Data Submitted by Districts

Each year data submitted by the districts is run through the following edits before being loaded into the COTOP database and included in the file sent to the Franchise Tax Board (FTB) for tax offset. The cleaner the data, the less processing time is required, and the fewer records are rejected. Records rejected by the edit program are not sent to FTB, and therefore will not be offset unless they are corrected.

District staff are asked to pay particular attention to the following program edits and correct any errors as identified in the Load Error Report:

1. **Text File** – Files must be in text (TXT) format. All data must be submitted in CAPS.
2. **Valid district code** - Each record is checked for a valid district code. An invalid code will cause the entire batch to be rejected.
3. **Duplicate SSN** - If there are duplicate records (same SSN and Control Name) within a file, the records are written to an error report and not loaded unless the amount is revised (combined) and resubmitted by the district. To avoid problems, the district should run a program to identify duplicate SSNs. Once identified, the amounts should be combined into one total amount. If 2 different persons have the identical SSN, this should be resolved **BEFORE** submitting the record(s) to COTOP. If correct ownership of the SSN cannot be determined, it may be best not to submit either record. Data not loaded by the first submittal deadline (November 16) can be loaded anytime up to the following March 15. March 15 is the last day to add new accounts. Accounts can be deleted or the amount revised as necessary throughout the year.
4. **Last Name** – An error will occur if the name has a period, a dash, a comma, apostrophe or an embedded space. Review and delete such items prior to loading. All data must be submitted in CAPS.
5. **First Name** - Same checks as Last Name.
6. **Amount** - Error on COTOP report if amount is less than \$10 or the value submitted by the district has a decimal in it. (Enter the digits only. The FTB program puts in the decimal.) For example, if the amount that is being submitted is \$100.25, it should be in text file as 10025 (**right justified**) or 0010025 (maximum of 7 spaces).
7. **SSN** – An account will be placed on a Load Error Report if it has an embedded space, is less than 9 characters, is not numeric, begins with an 8 or three zeros. Many districts assign a local campus number with 3 or more leading zeros when a SSN is not available. These records will be rejected but can be corrected.
8. **Type** - The value in the Type field must be one of the following:

Valid Type codes - 'A', 'B', 'C', 'D', 'E', 'F', 'G', '01', '02', '03', '04', '05', '06', '07', '08', '09', '10', '11', '12', '13', '14', '15', '16', '17', '18', '19', '20', '21', '22', '23', '24', '25', '26', '27', '28', '29', '98', '99'

If errors are found, the accounts will be entered onto a Load Error Report and the district will need to correct and reload the data prior to March 15 for the data to be transmitted to FTB for offset.