

MIS 5208 – Lab 04a – Key Ideas

Data Acquisition

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Acquisition Methods

- There are three ways to acquire source data:
 - Source Data Access
 - Database/Warehouse Access
 - Receive a Copy of the Data
- **Source Data Access**
 - You are provided with a user name, password, and instructions to access the host system.
 - You must extract the data yourself. Many systems have an extraction tool that you can use to create a file that ACL Analytics can read.
 - These tools often allow you to choose the download file type, so consider which file types contain the highest quality of data.
 - For example, given a choice between Excel or delimited, delimited is the preferred choice.
- **Database / Warehouse Access**
 - From ACL Analytics, you are granted access to either a production database or a data warehouse. ACL Analytics reads the data directly from the source using data access technologies such as ODBC (Open Database Connectivity). The benefit of this approach is that it allows you to download the required data directly into ACL Analytics without having to make data requests from IT or other data providers.
- For SAP users, ACL Analytics offers a product called Direct Link, which allows direct access to SAP databases. It provides search tools specific to the SAP environment that are not available when using ODBC.
 - Receive a copy of the data
 - The data is requested, often from the IT Department, and provided in a workable file format. Ask which file formats are available and select the one that is most likely to contain the highest quality of data.
 - To ensure the data provider fully understands your requirements, consider the following when making data requests:



Data Sources

| Item | Description |
|------------------------|--|
| Location | The name of the system where the data resides. |
| Name | The file name, table name, or report name. |
| Date bounds | Be sure to specify whether the request is inclusive or exclusive of the start and end dates. |
| Filter criteria | Caution! Minimize filter criteria in order to reduce the risk of receiving incorrect data. It is better to create the filter yourself after the data has been imported to ACL Analytics so that you are in control of the filter criteria. |
| File type | The preferred file type(s) that you would like to receive the data in. |
| Medium | The medium on which you would like the data transferred i.e. flash drive or place in a specified location on the network. |
| Deadline | The date by which you require the data. |
| Controls | Control totals and record counts. |
| Field names | When requesting a delimited file, be sure to request field names. If field names aren't available, request a record layout. |



File Formats

- Source file formats
 - Source file format refers to the format the data file is in prior to importing into ACL Analytics.
 - While there are several file formats that can be imported, some are more reliable than others; it is important to select the most reliable file format available.
 - In order of reliability, the available file formats are:
 - 1) fixed-width files,
 - 2) delimited files,
 - 3) Excel/Access files, and
 - 4) report (print image) files.
 - ACL Analytics can also import other file types.

Source: ACL Analytics On Line User Guide (<https://enablement.acl.com/helpdocs/analytics/12/user-guide/en-us/Default.htm#cshid=using-expressions>)

File Formats

- Fixed-width files
 - A fixed-width file contains data without field definitions. It can be created from servers or mainframes; each field has a fixed-width. To ensure field width consistency, values are padded with blanks. Consider a field with the value "soda" (four bytes long) and another value "aspirin" (seven bytes long).
 - In order to maintain field width consistency, "soda" would be padded with three blanks, making it seven bytes long.
 - Oftentimes, data from older mainframe systems is in the data encoding EBCDIC. Because many applications cannot read EBCDIC, data providers often convert mainframe EBCDIC data into ASCII.
 - This can create errors in some data types, especially packed fields.
 - A packed field is a mainframe numeric field that has been compressed to save disc space. Such fields can be correctly decompressed in table layouts with the 'Packed' data type.
 - ACL Analytics reads and processes EBCDIC without converting it into ASCII, preserving data quality and integrity.

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Some Examples

- For example:
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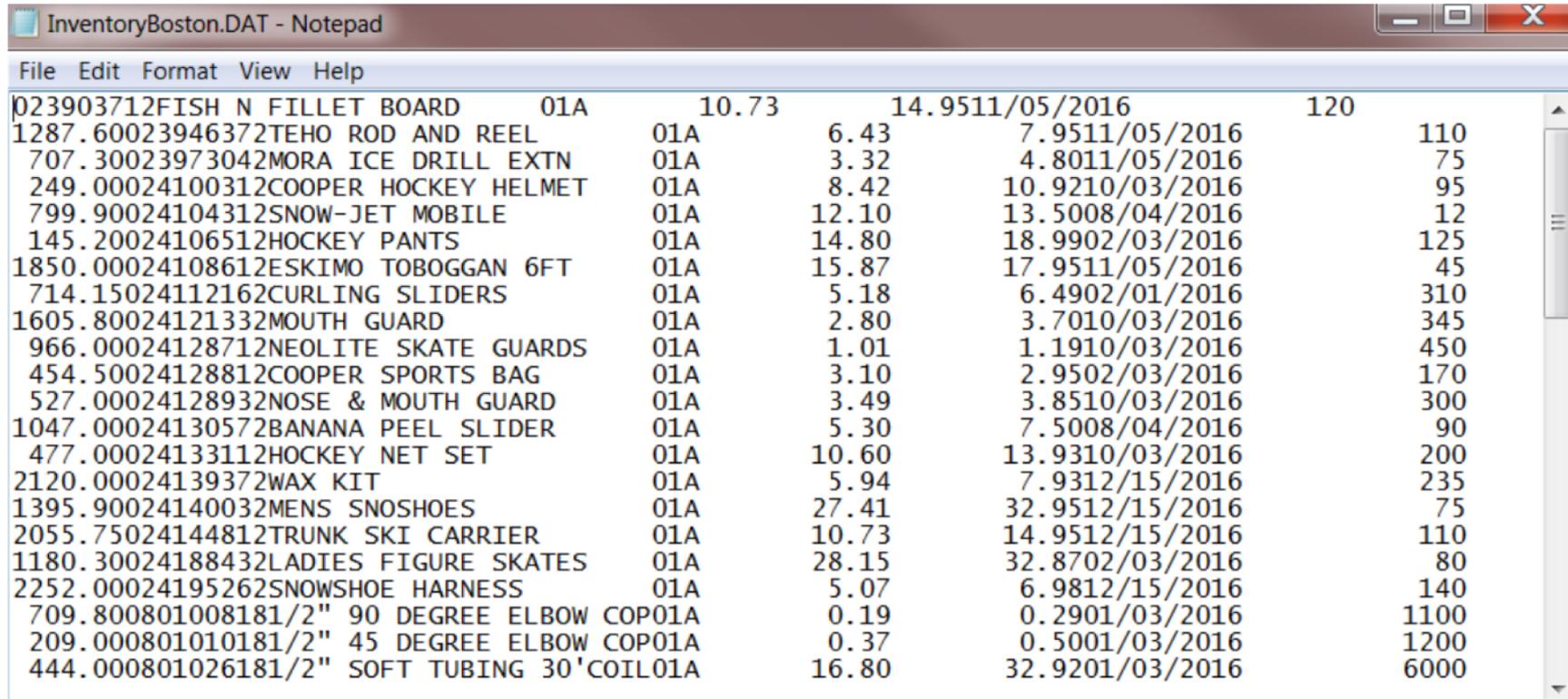
Source: ACL Analytics On Line User Guide (<https://enablement.acl.com/helpdocs/analytics/12/user-guide/en-us/Default.htm#cshid=using-expressions>)



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Sample Data File



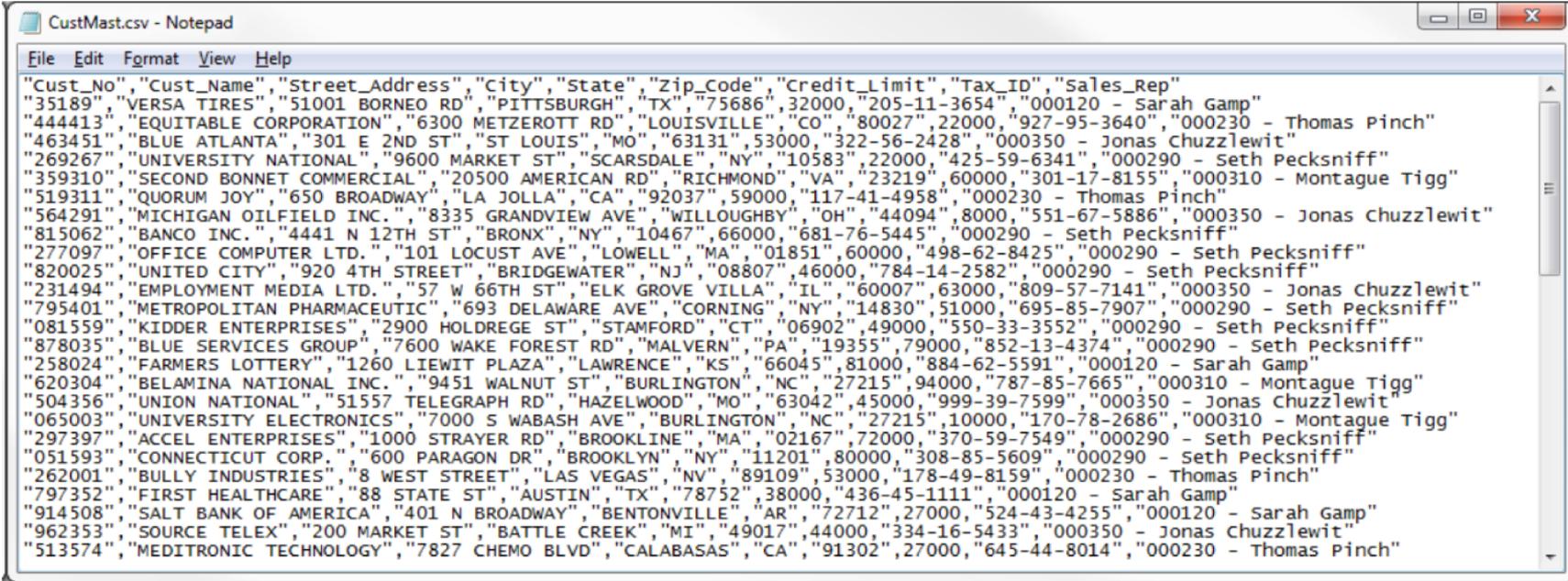
| Item ID | Description | Unit | Price | Date | Quantity |
|---------------------|----------------------|------|-------|-----------------|----------|
| 023903712 | FISH N FILLET BOARD | 01A | 10.73 | 14.9511/05/2016 | 120 |
| 1287.60023946372 | TEHO ROD AND REEL | 01A | 6.43 | 7.9511/05/2016 | 110 |
| 707.30023973042 | MORA ICE DRILL EXTN | 01A | 3.32 | 4.8011/05/2016 | 75 |
| 249.00024100312 | COOPER HOCKEY HELMET | 01A | 8.42 | 10.9210/03/2016 | 95 |
| 799.90024104312 | SNOW-JET MOBILE | 01A | 12.10 | 13.5008/04/2016 | 12 |
| 145.20024106512 | HOCKEY PANTS | 01A | 14.80 | 18.9902/03/2016 | 125 |
| 1850.00024108612 | ESKIMO TOBOGGAN 6FT | 01A | 15.87 | 17.9511/05/2016 | 45 |
| 714.15024112162 | CURLING SLIDERS | 01A | 5.18 | 6.4902/01/2016 | 310 |
| 1605.80024121332 | MOUTH GUARD | 01A | 2.80 | 3.7010/03/2016 | 345 |
| 966.00024128712 | NEOLITE SKATE GUARDS | 01A | 1.01 | 1.1910/03/2016 | 450 |
| 454.50024128812 | COOPER SPORTS BAG | 01A | 3.10 | 2.9502/03/2016 | 170 |
| 527.00024128932 | NOSE & MOUTH GUARD | 01A | 3.49 | 3.8510/03/2016 | 300 |
| 1047.00024130572 | BANANA PEEL SLIDER | 01A | 5.30 | 7.5008/04/2016 | 90 |
| 477.00024133112 | HOCKEY NET SET | 01A | 10.60 | 13.9310/03/2016 | 200 |
| 2120.00024139372 | WAX KIT | 01A | 5.94 | 7.9312/15/2016 | 235 |
| 1395.90024140032 | MENS SNOSHOOES | 01A | 27.41 | 32.9512/15/2016 | 75 |
| 2055.75024144812 | TRUNK SKI CARRIER | 01A | 10.73 | 14.9512/15/2016 | 110 |
| 1180.30024188432 | LADIES FIGURE SKATES | 01A | 28.15 | 32.8702/03/2016 | 80 |
| 2252.00024195262 | SNOWSHOE HARNESS | 01A | 5.07 | 6.9812/15/2016 | 140 |
| 709.800801008181/2" | 90 DEGREE ELBOW COP | 01A | 0.19 | 0.2901/03/2016 | 1100 |
| 209.000801010181/2" | 45 DEGREE ELBOW COP | 01A | 0.37 | 0.5001/03/2016 | 1200 |
| 444.000801026181/2" | SOFT TUBING 30' COIL | 01A | 16.80 | 32.9201/03/2016 | 6000 |

Delimited Files

- A delimited file typically has a variable record length
 - Delimited files are not are variable length
 - Fields are not padded with blanks.
- Instead, a delimited file contains delimiters to separate fields.
- A delimiter, such as a comma, specifies the boundary between fields.
- Types of Delimiters
 - CSV - The most common type of delimited file is a CSV (Comma Separated Value).
- Delimited files can be in either data encoding:
 - ASCII (server) or EBCDIC (mainframe).
- They can also contain field names, so be sure to ask for them in your request.
- If field names cannot be included, you will need to request an accompanying record layout.
- Best practice: Request a delimiter such as a tab or a pipe (|) to reduce the risk of non-delimiters being recognized as delimiters

Source: ACL Analytics On Line User Guide (<https://enablement.acl.com/helpdocs/analytics/12/user-guide/en-us/Default.htm#cshid=using-expressions>)

Delimited File



```
File Edit Format View Help
"Cust_No","Cust_Name","Street_Address","City","State","Zip_Code","Credit_Limit","Tax_ID","Sales_Rep"
"35189","VERSA TIRES","51001 BORNEO RD","PITTSBURGH","TX","75686","32000","205-11-3654","000120 - Sarah Gamp"
"444413","EQUITABLE CORPORATION","6300 METZEROTT RD","LOUISVILLE","CO","80027","22000","927-95-3640","000230 - Thomas Pinch"
"463451","BLUE ATLANTA","301 E 2ND ST","ST LOUIS","MO","63131","53000","322-56-2428","000350 - Jonas Chuzzlewit"
"269267","UNIVERSITY NATIONAL","9600 MARKET ST","SCARSDALE","NY","10583","22000","425-59-6341","000290 - Seth Pecksniff"
"359310","SECOND BONNET COMMERCIAL","20500 AMERICAN RD","RICHMOND","VA","23219","60000","301-17-8155","000310 - Montague Tigg"
"519311","QUORUM JOY","650 BROADWAY","LA JOLLA","CA","92037","59000","117-41-4958","000230 - Thomas Pinch"
"564291","MICHIGAN OILFIELD INC.","8335 GRANDVIEW AVE","WILLOUGHBY","OH","44094","8000","551-67-5886","000350 - Jonas Chuzzlewit"
"815062","BANCO INC.","4441 N 12TH ST","BRONX","NY","10467","66000","681-76-5445","000290 - Seth Pecksniff"
"277097","OFFICE COMPUTER LTD.","101 LOCUST AVE","LOWELL","MA","01851","60000","498-62-8425","000290 - Seth Pecksniff"
"820025","UNITED CITY","920 4TH STREET","BRIDGEWATER","NJ","08807","46000","784-14-2582","000290 - Seth Pecksniff"
"231494","EMPLOYMENT MEDIA LTD.","57 W 66TH ST","ELK GROVE VILLA","IL","60007","63000","809-57-7141","000350 - Jonas Chuzzlewit"
"795401","METROPOLITAN PHARMACEUTIC","693 DELAWARE AVE","CORNING","NY","14830","51000","695-85-7907","000290 - Seth Pecksniff"
"081559","KIDDER ENTERPRISES","2900 HOLDREGE ST","STAMFORD","CT","06902","49000","550-33-3552","000290 - Seth Pecksniff"
"878035","BLUE SERVICES GROUP","7600 WAKE FOREST RD","MALVERN","PA","19355","79000","852-13-4374","000290 - Seth Pecksniff"
"258024","FARMERS LOTTERY","1260 LIEWIT PLAZA","LAWRENCE","KS","66045","81000","884-62-5591","000120 - Sarah Gamp"
"620304","BELAMINA NATIONAL INC.","9451 WALNUT ST","BURLINGTON","NC","27215","94000","787-85-7665","000310 - Montague Tigg"
"504356","UNION NATIONAL","51557 TELEGRAPH RD","HAZELWOOD","MO","63042","45000","999-39-7599","000350 - Jonas Chuzzlewit"
"065003","UNIVERSITY ELECTRONICS","7000 S WABASH AVE","BURLINGTON","NC","27215","10000","170-78-2686","000310 - Montague Tigg"
"297397","ACCEL ENTERPRISES","1000 STRAYER RD","BROOKLINE","MA","02167","72000","370-59-7549","000290 - Seth Pecksniff"
"051593","CONNECTICUT CORP.","600 PARAGON DR","BROOKLYN","NY","11201","80000","308-85-5609","000290 - Seth Pecksniff"
"262001","BULLY INDUSTRIES","8 WEST STREET","LAS VEGAS","NV","89109","53000","178-49-8159","000230 - Thomas Pinch"
"797352","FIRST HEALTHCARE","88 STATE ST","AUSTIN","TX","78752","38000","436-45-1111","000120 - Sarah Gamp"
"914508","SALT BANK OF AMERICA","401 N BROADWAY","BENTONVILLE","AR","72712","27000","524-43-4255","000120 - Sarah Gamp"
"962353","SOURCE TELEX","200 MARKET ST","BATTLE CREEK","MI","49017","44000","334-16-5433","000350 - Jonas Chuzzlewit"
"513574","MEDITRONIC TECHNOLOGY","7827 CHEMO BLVD","CALABASAS","CA","91302","27000","645-44-8014","000230 - Thomas Pinch"
```

Other file types

- **Microsoft Excel/Access files**
 - Although Excel and Access files can be imported to ACL Analytics, they are not the preferred formats because the original data must be converted from server/mainframe to Excel.
 - Often, during this conversion, data corruption (such as dropping leading blanks or zeros) occurs.
 - Due to Excel file size limits, multiple Excel files may be produced for one data set.
 - Nevertheless, there will be situations when Excel/Access files need to be imported to ACL Analytics.
- **Best practice**
 - Discuss other file options, such as fixed-width files (no conversion) or delimited files (limited conversion), with your data provider as these file types have no size limits

- Report (print image)
 - A report file is the soft copy of a printed report. It contains page breaks with header information repeating on every page.
 - Only use report files when other file types are not available or when the report itself needs to be audited / analyzed for accuracy.
 - Report file structures can vary significantly and ACL Analytics contains many features to handle these complexities.

Report (Print Image)

ArAging2016.txt - Notepad

File Edit Format View Help

| | | | | | | | | |
|------------------|-----------|-----------|-----------|-----------|------|------|-----------|------------|
| 559491 | 0.00 | 0.00 | 0.00 | 11.72 | 0.00 | 0.00 | 0.00 | 11.72 |
| 836004 | 924.29 | 0.00 | 2,528.29 | 0.00 | 0.00 | 0.00 | 8,943.47 | 12,396.05 |
| 994403 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 19,110.43 | 19,110.43 |
| Sub Total 000230 | 37,131.71 | 19,011.93 | 21,309.00 | 26,666.67 | 0.00 | 0.00 | 79,818.26 | 183,937.17 |

Taft Industries Inc.
AR Aging at December 31, 2016
01/17/2017 09:30:54

Page ... 2

Sales Rep: 000290 - Seth Pecksniff

| Cust_No | Age 0 30 | Age 31 60 | Age 61 90 | Age 91 120 | Age 121 150 | Age 151 180 | Age Over 180 | Ar Balance |
|---------|----------|-----------|-----------|------------|-------------|-------------|--------------|------------|
| 081559 | 0.00 | 30,796.29 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 30,796.29 |
| 241370 | 0.00 | 1,765.69 | 0.00 | 0.00 | 0.00 | -5,000.00 | 53,845.48 | 50,611.17 |
| 264629 | 0.00 | 39,746.26 | 0.00 | 0.00 | 0.00 | 0.00 | 16,041.31 | 55,787.57 |
| 269267 | 0.00 | 0.00 | 8,625.16 | 0.00 | 0.00 | 0.00 | 0.00 | 8,625.16 |
| 277097 | 0.00 | 0.00 | 24,292.79 | 0.00 | 0.00 | 0.00 | 24,986.21 | 49,279.00 |

Other File Formats

- PDF (report)
 - Although PDF files are increasingly popular, they are not the preferred file format for accessing data and should only be used when alternative files, such as fixed-width or delimited, are not available.
 - Only the text elements of a PDF file can be imported to ACL Analytics; scanned images cannot be interpreted.
 - A PDF file that does not contain any text will be rejected.
 - In ACL Analytics, a PDF file is treated as a report file because it typically contains data that is formatted like a printed report.
- Other files
 - ACL Analytics can also import other file types, including XML, AS400, Cobol Copybook and SAP (Private File Format).

Overlapping Fields

- Defining overlapping fields
 - Generally when you define the fields in a record, each data position in the record is only assigned to one field.
 - Sometimes though, you may need to define fields that overlap with each other, where some data may be used in more than one field.
 - This can happen either because of the way the data source is structured, or because of how you want to work with the data in ACL.
 - Used for intelligent numbering – where digits in the field have meaning.

Fixed Width Files



Record Layouts

- Because a fixed-width file doesn't contain any field definitions, it is essential that it is accompanied by a record layout. Without this information it will be extremely difficult to create the table layout in ACL Analytics.
- Typically, a record layout will only be available if requested from the data provider. By providing information about fields within the file, record layouts contextualize data that may otherwise be meaningless.
- In a record layout, the minimum information to describe each field is: name, start position and length. Some layouts may include additional information such as data type, decimals (how many decimal places), and datetime format.

Class Exercise

- Create a new .acl project named DataImport.acl in the 'Case Study - Taft Industries' folder.
- Import the Sales2016.dat data file (found in the folder 'Case Study - Taft Industries') into the project and use the record layout to define your fields.

Record Layout

In Sales2016.dat, the record layout below outlines how each field in our data set is defined. Overlapping fields appear for ProdNum and ProdClass. Both of these start at character 27 of the data set, however ProdNum is 9 characters in length whereas ProdClass is 2 characters.

Note

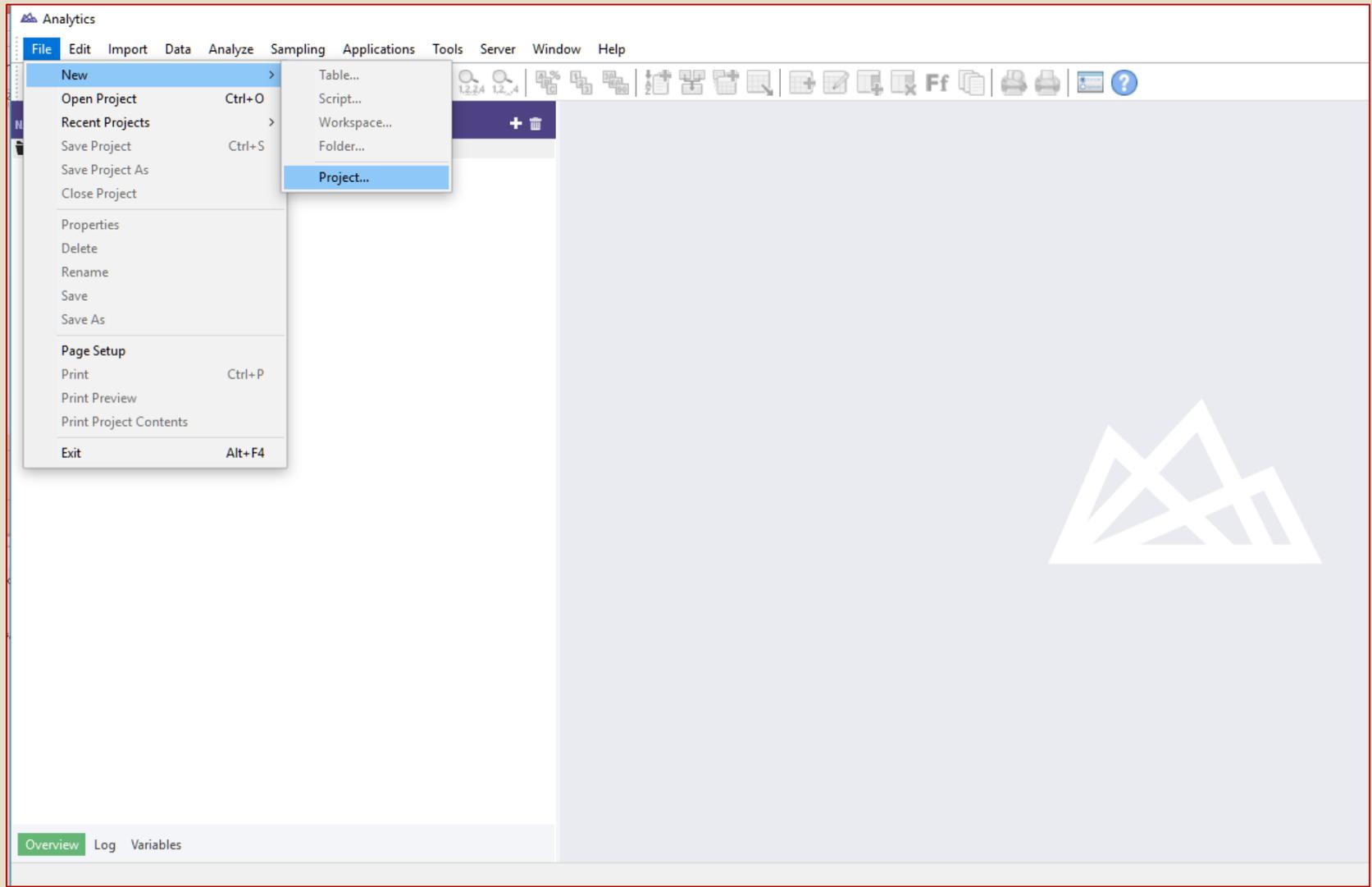
ProdNum and ProdClass are overlapping fields.

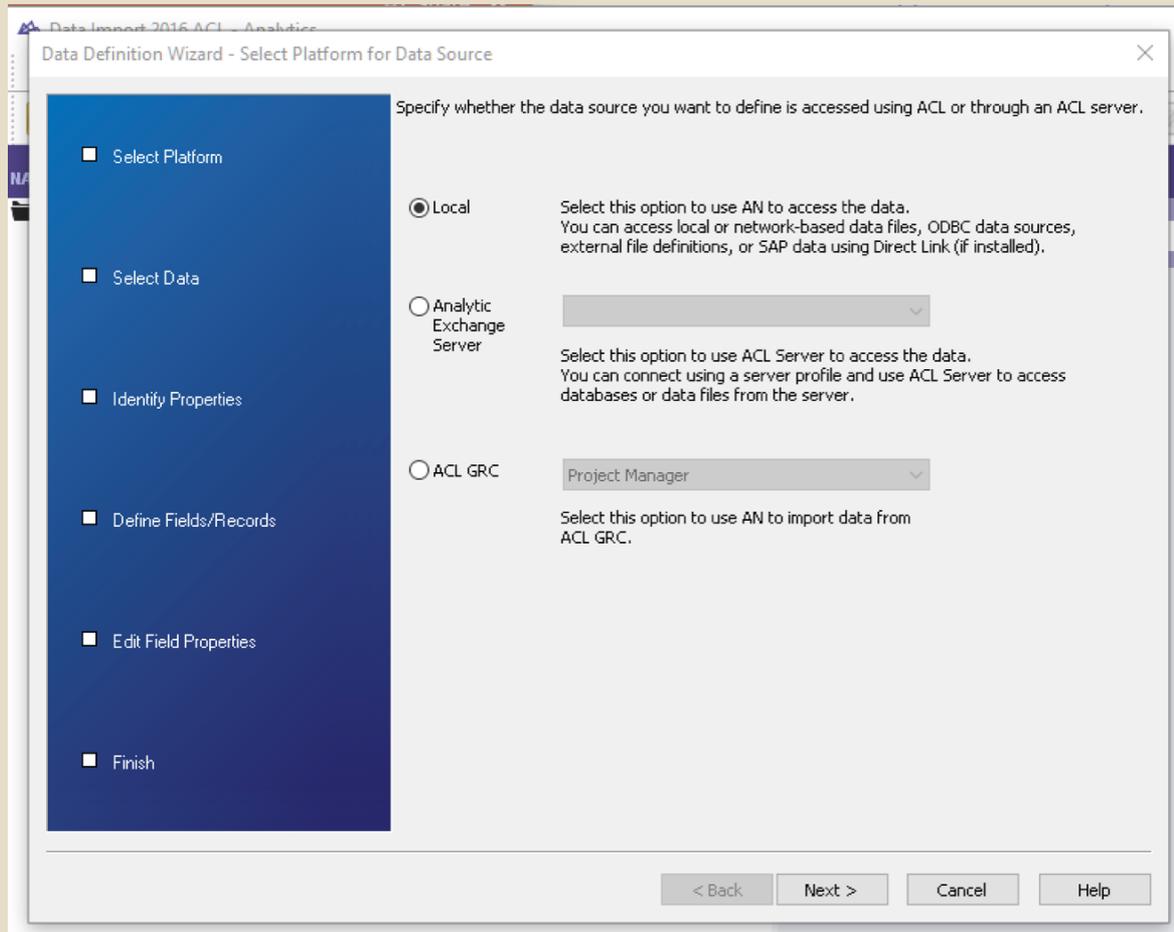
| Field | Type | Start | Length | Decimals | Format |
|------------|-----------|-------|--------|----------|------------|
| CustoNum | Character | 1 | 6 | | |
| InvceNum | Character | 7 | 6 | | |
| InvceDte | Datetime | 13 | 10 | | MM/DD/YYYY |
| LineItem | Character | 23 | 2 | | |
| TranType | Character | 25 | 2 | | |
| ProdNum | Character | 27 | 9 | | |
| ProdClass | Character | 27 | 2 | | |
| QtySold | Numeric | 36 | 12 | 0 | |
| SalesPrice | Numeric | 48 | 12 | 2 | |
| SalesTax | Numeric | 60 | 12 | 2 | |
| TotalAmt | Numeric | 72 | 12 | 2 | |

} Overlapping Fields



Create New Project





Chose First File to Import

Data Definition Wizard - Select Local Data Source

Specify how to access your data file.

Select Platform

Select Data

Identify Properties

Define Fields/Records

Edit Field Properties

Finish

File: Access a file on your hard drive or a network drive.

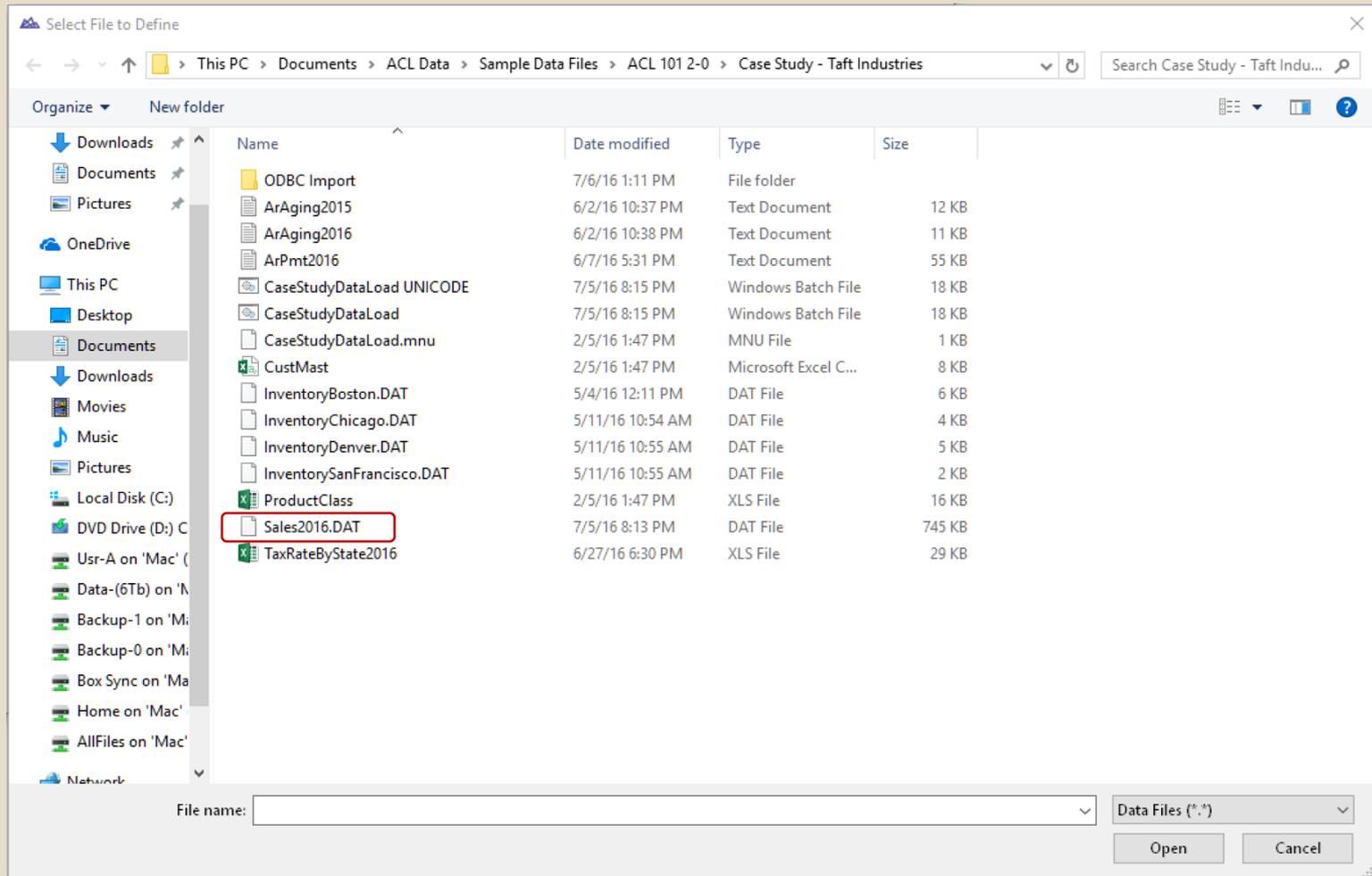
Database and Application: Choose from a list of data connectors to import your data from sources like Oracle, SQL, Salesforce, etc.

Other: Access a data file using an AS/400 FDF, PL/1, or COBOL file definition.

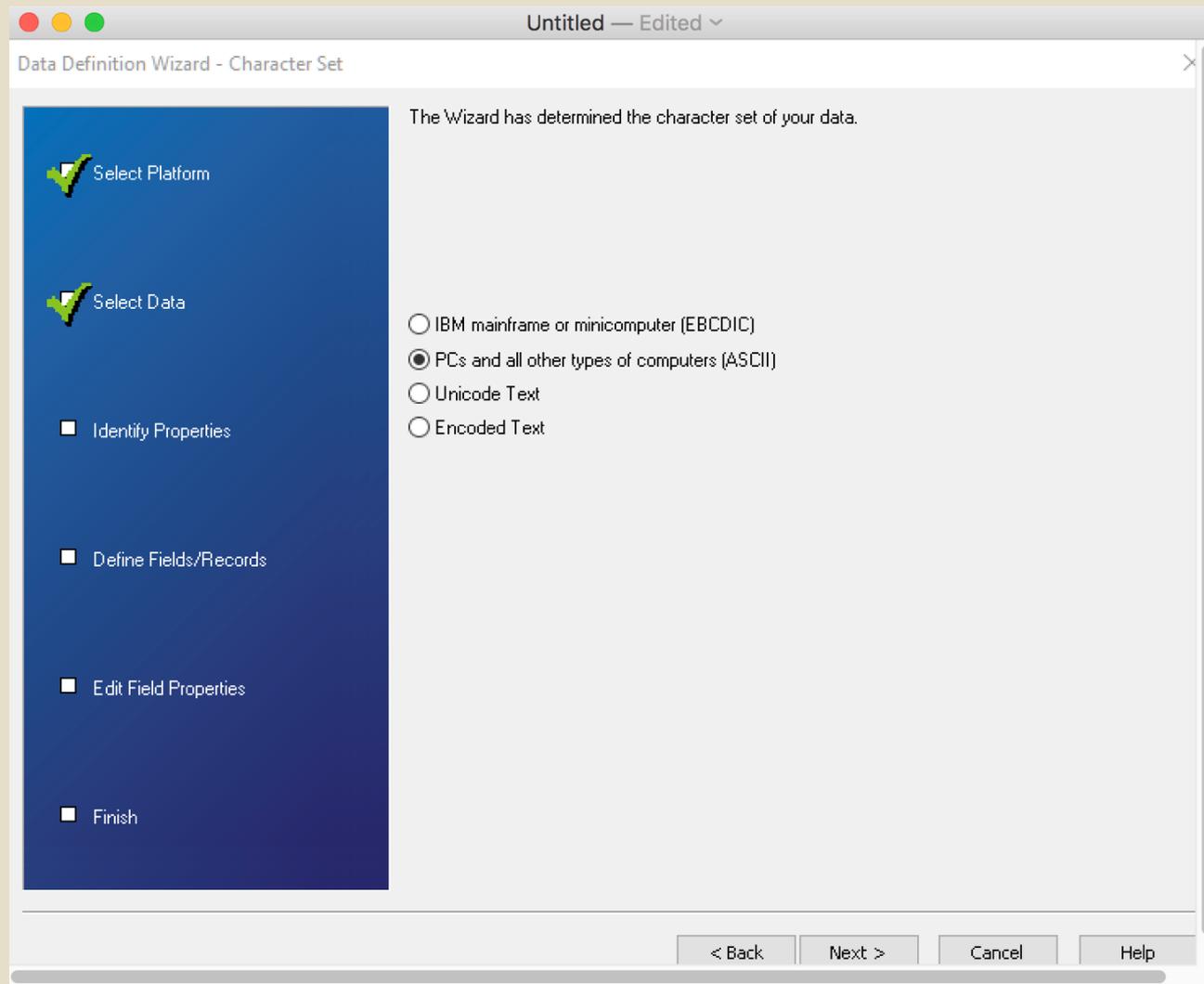
< Back Next > Cancel Help



Import Sales2016.DAT



Import



Choose Format

Data Definition Wizard - File Format

The Wizard has analyzed the file you selected and classified it as one of the file formats listed below.

Select Platform

Select Data

Identify Properties

Define Fields/Records

Edit Field Properties

Finish

Access database

AccPac master file

dBASE compatible file

Delimited text file

Excel file

PDF Adobe Acrobat file

Print Image (Report) file

SAP private file format / DART

XBRL 2.1 file

XML file

Other file format

< Back Next > Cancel Help



Choose Format

Data Definition Wizard - File Properties

Select Platform
 Select Data
 Identify Properties
 Define Fields/Records
 Edit Field Properties
 Finish

The Wizard has identified the file properties for you. If the data is vertically aligned, click [Next] to continue.

If you wish to skip records at the top of this file, enter a value in the Bytes to Skip edit box until these records are no longer visible. If your data is not aligned, change the Record Length value in the edit box until it is vertically aligned. If you want to define this file manually, select the Skip to Finish radio button. If you want more information on file properties, click on [Help]

Fixed Length
 Variable Length
 Skip to Finish

Bytes to Skip:
Record Length:

| | | 10... | 20... | 30... | 40... | 50... | 60... | 70... | 80... | ... |
|----|-------------|--------------|-------------|-------|-------|--------|---------|-------|-------|-----|
| 1 | 26462918185 | 01/04/201601 | IN052204525 | 34 | 12.01 | 28.58 | 436.92 | | | |
| 2 | 26462918185 | 01/04/201602 | IN030934423 | 27 | 7.79 | 14.72 | 225.05 | | | |
| 3 | 26462918185 | 01/04/201603 | IN030302303 | 26 | 54.95 | 100.01 | 1528.71 | | | |
| 4 | 26462918185 | 01/04/201604 | IN090504761 | 16 | 12.98 | 14.54 | 222.22 | | | |
| 5 | 26462918185 | 01/04/201605 | IN090010011 | 32 | 0.99 | 2.22 | 33.90 | | | |
| 6 | 26462918185 | 01/04/201606 | IN010119040 | 37 | 13.99 | 36.23 | 553.86 | | | |
| 7 | 26462918185 | 01/04/201607 | IN010155160 | 34 | 13.99 | 33.30 | 508.96 | | | |
| 8 | 26462918185 | 01/04/201608 | IN052770015 | 8 | 0.40 | 0.22 | 3.42 | | | |
| 9 | 26462918185 | 01/04/201609 | IN052720305 | 32 | 50.00 | 112.00 | 1712.00 | | | |
| 10 | 26462918185 | 01/04/201610 | IN052504005 | 18 | 4.80 | 6.05 | 92.45 | | | |
| 11 | 26462918185 | 01/04/201611 | IN052484405 | 25 | 5.69 | 9.96 | 152.21 | | | |
| 12 | 26462918185 | 01/04/201612 | IN080938748 | 33 | 3.12 | 7.21 | 110.17 | | | |
| 13 | 26462918185 | 01/04/201613 | IN080123968 | 37 | 3.02 | 7.82 | 119.56 | | | |
| 14 | 26462918185 | 01/04/201614 | IN024128712 | 36 | 1.19 | 3.00 | 45.84 | | | |
| 15 | 26462918185 | 01/04/201615 | IN024128932 | 37 | 3.85 | 9.97 | 152.42 | | | |

Hex

< Back Next > Cancel Help



Data Definition Wizard - File Type [X]

The Wizard has determined the type of file and indicated it below.

Click [Next] to continue, or select the Skip Field Identification option to identify the fields on your own. This option allows you to identify the fields on your own.

- Select Platform
- Select Data
- Identify Properties
- Define Fields/Records
- Edit Field Properties
- Finish

Data File (Single Record Type)
 Print Image File (Report File)
 Multiple Record Type File
 Skip Field Identification

< Back **Next >** Cancel Help

Import the Data

Data Definition Wizard - Identify Fields

Select Platform
 Select Data
 Identify Properties
 Define Fields/Records
 Edit Field Properties
 Finish

The Wizard has tried to identify all the fields in your data file. You can delete, create, or move any field separators to appropriately set the columns.

To CREATE a field separator, click at the desired location
To DELETE a field separator, click on an existing line.
To MOVE a field separator, click on a line and drag it.

| | 10 | 20 | 30 | ... 40 | ... 50 | ... 60 | ... 70 | ... 80 | ... |
|----|--------------|--------------|--------------|-------------|--------|--------|--------|---------|-----|
| 1 | 26462918185 | 01/04/2016 | 01 | INO52204525 | 34 | 12.01 | 28.58 | 436.92 | |
| 2 | 26462918185 | 01/04/2016 | 02 | INO30934423 | 27 | 7.79 | 14.72 | 225.05 | |
| 3 | 26462918185 | 01/04/2016 | 03 | INO30302303 | 26 | 54.95 | 100.01 | 1528.71 | |
| 4 | 26462918185 | 01/04/2016 | 04 | INO90504761 | 16 | 12.98 | 14.54 | 222.22 | |
| 5 | 26462918185 | 01/04/2016 | 05 | INO90010011 | 32 | 0.99 | 2.22 | 33.90 | |
| 6 | 26462918185 | 01/04/2016 | 06 | INO10119040 | 37 | 13.99 | 36.23 | 553.86 | |
| 7 | 26462918185 | 01/04/2016 | 07 | INO10155160 | 34 | 13.99 | 33.30 | 508.96 | |
| 8 | 26462918185 | 01/04/2016 | 08 | INO52770015 | 8 | 0.40 | 0.22 | 3.42 | |
| 9 | 26462918185 | 01/04/2016 | 09 | INO52720305 | 32 | 50.00 | 112.00 | 1712.00 | |
| 10 | 26462918185 | 01/04/2016 | 10 | INO52504005 | 18 | 4.80 | 6.05 | 92.45 | |
| 11 | 26462918185 | 01/04/2016 | 11 | INO52484405 | 25 | 5.69 | 9.96 | 152.21 | |
| 12 | 26462918185 | 01/04/2016 | 12 | INO80938748 | 33 | 3.12 | 7.21 | 110.17 | |
| 13 | 26462918185 | 01/04/2016 | 13 | INO80123968 | 37 | 3.02 | 7.82 | 119.56 | |
| 14 | 26462918185 | 01/04/2016 | 14 | INO24128712 | 36 | 1.19 | 3.00 | 45.84 | |

Hex

< Back Next > Cancel Help



Data Import – Fixed Length Data File

- Create the **DataImport.acl** project:
 - Open **ACL for Windows** and click **Analytics Project** under the **Create** panel on the right.
 - Navigate to the folder where your course data files are saved and open the **Case Study - Taft Industries** folder.
 - Enter 'DataImport' as the name and click **Save**.
- Import the Sales2016.dat file:
 - Select **File > New > Table**.
 - Click **Next**.
The Data Definition Wizard (DDW) opens. For each of the dialog windows, enter the following information and then click Next to move onto the next window.
- Select Platform For Data Source.
 - **Local** (default).
- Specify How to Access Your Data File.
 - Select **File** to access the **Sales2016.dat** file and click **Open**.
 - Click **Finish**.
- Character Set
 - The DDW identifies the character set of the data as **ASCII**. Do not change the selection.
- File Format
 - The DDW identifies the file as **Other file format**.
- File Properties
 - **Fixed/Variable Length Records** - The DDW identifies the file as 'Fixed Length.'
 - **Record Length** - The DDW identifies the record length as 84.
 - Scroll down and ensure that the data is:
 - Vertically aligned;
 - Skewed
 - Record Length is incorrect
 - **Bytes to Skip** - The number of bytes to be stripped from the top of the file. Bytes to Skip is useful when there are header records or field names to be skipped. In the Sales2016 file, there are no header records or field names to skip.



Data Import – Fixed Length Data File

- **File Type**
 - The DDW identifies the file as **Data File (Single Record Type)**.
- **Identify Fields**
 - Using the record layout, ensure the field separators are in the correct positions. Use the Wizard tips to create, delete or move a separator. Adjust separators as needed. The ruler measures in increments of 10. The byte under the first digit of each number is in the position represented by the number (i.e. the byte under the "1" in 10 on the ruler is in the 10th position).
- **Edit Field Properties**
 - To edit a field, click on the column heading and adjust the following specifications as needed:
 - **Name** - The field name.
 - **Column Title** - The field name as it's displayed in the view.
 - **Type** - The data type of the field; ensure that the Value correctly interprets the content on record #1. From the **Type** drop-down list, select the data type. Character fields must be defined as ASCII Text or EBCDIC Text (corresponds with the encoding identified by the Data Definition Wizard during Identify Properties).
- **Final**
 - Ensure field names and types are accurate (compare to the record layout). To make changes, click **Back**.
 - Enter 'Sales2016' as the table name and click **OK**.

Questions



Thank you.



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