



WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU



National Fraud Initiative

August 2014

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National Fraud Initiative

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National Fraud Initiatives

Data specifications – public sector

2014-15 final data specifications

1. The data specifications are reviewed prior to each NFI exercise and a summary of changes for the 2014-15 exercise can be seen in the table below.
2. Changes to the fields required in the data specifications have been kept to a minimum to ensure consistency between exercises. However some changes have been necessary to improve the matching process and the quality of matches passed back for review. A number of changes simply relate to additional guidance.

Data specification	Summary of changes from 2012-13 specification
Payroll	<ul style="list-style-type: none">• New field: 'Unique Property Reference Number (UPRN)'. This new field should significantly improve address matching.
Pensions	<ul style="list-style-type: none">• New field: 'Unique Property Reference Number (UPRN)'. This new field should significantly improve address matching.
Housing	<ul style="list-style-type: none">• Please note¹: The following additional fields to this data specification were added for NFI 2012-13; 'Right to buy application stage' and 'Amount of Right to Buy discount awarded'.• New field: 'Unique Property Reference Number (UPRN)'. This new field should significantly improve address matching.• Revised field: 'Right to buy application stage'. Revised to stage 1 to 11 in line with DCLG guidance.
Insurance claimants	<ul style="list-style-type: none">• New field: 'Unique Property Reference Number (UPRN)'. This new field should significantly improve address matching.
Private supported care home residents	<ul style="list-style-type: none">• None.
Transport passes and permits	<ul style="list-style-type: none">• New field: 'Unique Property Reference Number (UPRN)'. This new field should significantly improve address matching.

Data specification	Summary of changes from 2012-13 specification
Licences	<ul style="list-style-type: none"> • New field: 'Unique Property Reference Number (UPRN)'. This new field should significantly improve address matching.
Council tax	<ul style="list-style-type: none"> • Revised requirement to submit this data annually.
Electoral register	<ul style="list-style-type: none"> • Revised requirement to submit this data annually.
Trade creditors payment history	<ul style="list-style-type: none"> • Revised requirements: amended period covered by data to preceding three years (previously preceding three and half years). • Removed field: 'Due Date' as no longer required. However any existing data extract routines do not need to be amended for this.
Trade creditors standing data	<ul style="list-style-type: none"> • New field: 'Unique Property Reference Number (UPRN)'. This new field should significantly improve address matching. • Removed field: 'VAT registration number' as no longer required. However any existing data extract routines do not need to be amended for this.
Personal budget (direct payments)	<ul style="list-style-type: none"> • New dataset requirement for NFI 2014-15.

¹ These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.

Format

3. Before extracting the data you should refer to the [data formats](#) guidance and also take into consideration the comments (on the data specification) associated with each field.

Submission

4. The secure electronic upload facility should be used to submit data direct from local computers. This facility is contained within the existing [secure NFI web application \(external link\)](#). This connection provides 128 bit Secure Sockets Layer encryption and enables password protection. Full details about [how to use the secure data upload facility](#) are available. Before downloading data you should refer to our [data download instructions](#).
5. **This is now the only acceptable method of data submission for NFI data. If any other method of submission is used, our policy will be to inform directors of finance that data has been put at unnecessary risk.**
6. If you require any further guidance on extracting, downloading or submitting data contact the NFI Data Centre (Synectics Solutions Ltd) via email (helpdesk@nfi.gov.uk) or call 0845 345 8019.

Payroll – 2014-15 data specification

Requirements

7. Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the director of finance that data has been put at risk unnecessarily.
8. **All** payrolls (for example, monthly, weekly, and quarterly, members/councillors, schools, and teachers) should be provided. However, data should not be provided in respect of payrolls processed for other organisations on an agency basis unless:
 - this has been authorised by the organisation; and
 - the organisation has confirmed that fair processing notices have been issued.
9. Ensure a single file for each organisation is uploaded ie, **do not** submit one file that merges police, fire and county council employees.
10. Ensure that there is only a **single** record for each employee ie, details for individual employees with more than one post should be merged into one record. For example, for employees with multiple posts 'Gross pay to date' and 'Standard hours per week' for each post should be added together to give aggregated totals for those two fields. Other fields such as 'Date started', 'Sort code' and 'Bank account' should be provided from the main (highest earnings) post.
11. Include **current** employees only.

Field name	Data format	Comments
Employee reference number	Character	
Employee post number	Character	Leave blank if not applicable, but do not omit this field.
Department	Character	Provide the department where the employee works, for example, Social Services, Education. If this field contains a code, please provide a lookup table.
Title	Character	
Sex	Character	
Surname	Character	
Forename(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.
Middle name(s) or middle initial(s)	Character	

Field name	Data format	Comments
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	New field – This new field should significantly improve address matching.
Date of birth	Date	
Date started	Date	
Date left	Date	Included as an independent check that only current employees are included.
Leaver indicator	Character	
National insurance number	Character	
Full-time/part-time flag	Character	Insert 'F' for full time (employed for more than 30 hours per week), 'P' for part time (less than 30 hours a week) or 'C' for casual/as and when employees.
Gross pay to date	Numeric	This should be gross pay to date NOT taxable pay to date for the 2014-15 financial year up to date of extract. Do not submit a record if this field is zero.
Standard hours per week	Numeric	Eg, 16 hours as 1600.
Date last paid	Date	
Teacher flag	Character	Insert 'T' for a teacher.
Sort code ¹	Character	Six numeric characters in groups of two which may be separated by hyphens eg, 20-45-23.
Bank account ¹	Character	Usually eight numeric characters.
Building society roll number ¹	Character	Building societies have a roll number where payments are disbursed to after being paid into a single account.

¹ These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.

Pensions – 2014-15 data specification

Requirements

12. Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the director of finance that data has been put at risk unnecessarily.
13. Where data is being submitted for pension widows then you should ensure the widow's name, date of birth and national insurance number is submitted and not that of the original pensioner.
14. To ensure that the submission of data using the new DFU facility is as straightforward as possible, data should be uploaded in three separate files:
 - current pensioners ie, those currently in receipt of a pension;
 - pensioners currently in receipt of a pension gratuity (if applicable); and
 - deferred pensioners not currently in payment (optional). Please note any pensions currently in payment should be included in file 1 'Current pensioners'.

Field name	Data format	Comments	Fields required		
			1	2	3
Employee reference number	Character		Yes	Yes	Yes
Employee post number	Character	Leave blank if not applicable, but do not omit this field.	Yes	Yes	Yes
Title	Character		Yes	Yes	Yes
Sex	Character		Yes	Yes	Yes
Surname	Character		Yes	Yes	Yes
Forename(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.	Yes	Yes	Yes
Middle name(s) or middle initial(s)	Character		Yes	Yes	Yes
Address line 1	Character		Yes	Yes	Yes
Address line 2	Character		Yes	Yes	Yes
Address line 3	Character		Yes	Yes	Yes
Address line 4	Character		Yes	Yes	Yes
Postcode	Character		Yes	Yes	Yes

Field name	Data format	Comments	Fields required		
			1	2	3
Unique Property Reference Number (UPRN)	Character	New field.	Yes	Yes	Yes
Date of birth	Date		Yes	Yes	Yes
Date started pension	Date		Yes	Yes	Yes ¹
Date employment ended	Date	Included as an independent check that only pensioners are included.	Yes	Yes	Yes
Leaver indicator	Character		Yes	Yes	Yes
Pensioner's widow indicator	Character	Enter 'W' for pension widows and ensure the widow's name, date of birth and national insurance number is submitted rather than of the original pensioner'.	Yes		
National insurance number	Character		Yes	Yes	Yes
Gross pension to date	Numeric	This should be gross pension to date NOT taxable pension to date. Do not submit a record if this field is zero.	Yes	Yes	
Date last paid	Date		Yes	Yes	
Injury pension flag	Character	Police and fire pensions only. Include a 'Y' in this field if the pensioner is in receipt of an enhanced pension due to injuries suffered at work.	Yes		
Ill health retirement flag	Character	Include a 'Y' in this field if the pensioner retired on ill health grounds. This will assist with pension abatement matches.	Yes		

¹ Included as an independent check that only deferred pensions are included.

Housing – 2014-15 data specification

Requirements

15. Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the director of finance that data has been put at risk unnecessarily.
16. Data should only be provided in relation to residential properties. **Do not** submit data for garages, sheds etc.
17. Data should be provided for all named tenants ie, first named tenants, joint tenants or other tenants. Do not provide data for dependents.
18. In order to ensure that the submission of data using the new DFU facility is as straightforward as possible, data should be uploaded in two separate files:
 - current named tenants including those where a right to buy purchase is in progress; and
 - former tenants who completed a right to buy application between 1 April 2011 to the date of extract (6 October 2014), or as a minimum 1 April 2014 to date of extract.

Field name	Data format	Comments	Fields required	
			1	2
Tenant status flag	Character	Insert a flag to indicate where the tenant is first named tenant or other: <ul style="list-style-type: none"> • 'F' for first named or joint tenant. • 'O' for 2nd, 3rd, etc named tenant. 	Yes	Yes
Surname	Character		Yes	Yes
Forename(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.	Yes	Yes
Middle name(s) or middle initial(s)	Character		Yes	Yes
Address line 1	Character	Where the address is a permanent address.	Yes	Yes
Address line 2	Character		Yes	Yes
Address line 3	Character		Yes	Yes
Address line 4	Character		Yes	Yes
Postcode	Character		Yes	Yes
Unique Property Reference Number (UPRN)	Character	New field.	Yes	Yes

Field name	Data format	Comments	Fields required	
			1	2
Date of birth	Date		Yes	Yes
National insurance number	Character		Yes	Yes
Number living permanently at address	Numeric		Yes	
Tenant/account reference	Character	This uniquely identifies the person.	Yes	Yes
Housing benefit reference	Character	Include the housing benefit reference if applicable.	Yes	
Right to buy flag	Character	Insert 'I' in this field to identify where a purchase is in progress (current tenant) under right to buy or a 'C', where the purchase is complete (former tenant).	Yes	Yes
Right to buy application stage	Numeric	Revised – insert stage 1 to 11 in line with DCLG guidance on stages of a right to buy application.	Yes	Yes
Tenancy start date	Date		Yes	
Tenancy end date	Date	Included as an independent check that only current tenants are included.	Yes	
Right to buy completion date	Date			Yes
Amount of right to buy discount awarded	Numeric			Yes

¹ These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.

Insurance claimants – 2014-15 data specification

Requirements

19. Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the director of finance that data has been put at risk unnecessarily.
20. Claims data should only relate to personal injury claims ie, trip and slips.
21. Claim details from 1 April 2011 to date of extract (6 October 2014) should be provided, or as a minimum 1 April 2014 to date of extract.
22. Please note: Providers of insurance services are being approached to provide insurance data in bulk on behalf of local authorities. An update on this will be provided well in advance of the data submission deadline.

Field name	Data format	Comments
Case/claim reference	Character	
Title	Character	
Surname	Character	This should be the claimant's details eg, NOT the solicitor.
Forename(s)	Character	
Middle name(s) or middle initial(s)		Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.
Address line 1	Character	This should be the claimant's home address eg, NOT the solicitor's address.
Address line 2	Character	
Address line 3	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	New field – this new field should significantly improve address matching.
Date of birth	Date	
National insurance number	Character	
Incident date	Date	

Field name	Data format	Comments
Time of incident	Character	
Nature of incident	Character	Include a brief description only.
Nature of injuries	Character	
Details of financial losses incurred	Character	
Location of incident	Character	
Date claim received	Date	
Insurer	Character	
Estimated cost	Numeric	The full estimated cost should be provided where no actual payments have been made or where only part payment has been made. Solicitors' costs should be excluded.
Actual cost (previously 'total cost')	Numeric	Include actual payments made. Solicitors' costs should be excluded.
Date paid	Date	Provide the date the claim was paid.
Solicitor	Character	
Claims agent or farmer	Character	
Status	Character	Insert an 'O' in this field if the case is still open, 'C' if it is closed or 'R' if it was repudiated.
Name of expert	Character	

Private supported care home patients – 2014-15 data specification

Requirements

23. Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the director of finance that data has been put at risk unnecessarily.
24. Data should relate to current care home residents.

Field name	Data format	Comments
Case reference	Character	
Title	Character	
Surname	Character	
Forename(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.
Middle name(s) or middle initial(s)	Character	
Current address line 1	Character	This should be the care home address.
Current address line 2	Character	
Current address line 3	Character	
Current address line 4	Character	
Current address postcode	Character	
Date of admission	Date	
Previous address line 1	Character	
Previous address line 2	Character	
Previous address line 3	Character	
Previous address line 4	Character	
Previous address postcode	Character	
Date of birth	Date	Better-quality matches will be achieved by submitting this data.
National insurance number	Character	

Transport passes and permits – 2014-15 data specification

Including residents parking, blue badges and concessionary travel

Requirements

25. Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the director of finance that data has been put at risk unnecessarily.
26. Please note, blue badge data should be uploaded from your local system, the Blue Badge Improvement Service (BBIS) system or both as applicable.
27. In order to ensure that the submission of data using the new DFU is as straightforward as possible, data should now be uploaded in three separate files:
 - current holders of a resident's parking permit;
 - current holders of a blue badge (including local schemes); and
 - current holders of a concessionary travel pass eg, Freedom pass.

Field name	Data format	Comments	Fields required		
			1	2	3
Reference number	Character	This should be the internal reference number.	Yes	Yes	Yes
Pass/permit number	Character	This should be the actual resident's permit, blue badge or travel pass reference number.	Yes	Yes	Yes
Title	Character		Yes	Yes	Yes
Surname	Character		Yes	Yes	Yes
Forename(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.	Yes	Yes	Yes
Middle name(s) or middle initial(s)	Character		Yes	Yes	Yes
Address 1	Character		Yes	Yes	Yes
Address 2	Character		Yes	Yes	Yes

Field name	Data format	Comments	Fields required		
			1	2	3
Address 3	Character		Yes	Yes	Yes
Address 4	Character		Yes	Yes	Yes
Postcode	Character		Yes	Yes	Yes
Unique Property Reference Number (UPRN)	Character	New field – This new field should significantly improve address matching.	Yes	Yes	Yes
Date of birth	Date		Yes	Yes	Yes
National insurance number	Character	It is important to provide this field where available in order to improve the quality of the data matching.	Yes	Yes	Yes
Permit start date	Date		Yes	Yes	Yes
Permit expiry date	Date		Yes	Yes	Yes
Permit type flag ¹	Character	Insert 'B' in this field to indicate if the data relates to a blue badge, 'R' for a resident's permit and 'F' for Freedom/concessionary travel passes.	Yes	Yes	Yes

¹ This field only needs to be populated if you are unable to submit data in three separate files.

Licence – 2014-15 data specification

Includes market trader, taxi driver and personal licenses for the supply of alcohol¹

Requirements

28. Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the director of finance that data has been put at risk unnecessarily.
29. In order to ensure that the submission of data using the DFU is as straightforward as possible, data should be uploaded in three separate files:
 - current holders of a market trader or similar licence;
 - current holders of a taxi driver licence (private hire and Hackney carriages); and
 - current holders of a Personal Alcohol Licence (PAL) where the licence holder is also a Designated Premises Supervisor (DPS) and the associated premises is a small outlet.²

30. Please note: the following additional fields to this data specification have been confirmed as 'telephone number' (home and mobile) and 'email address'.

Field name	Data format	Comments	Fields required		
			1	2	3
Reference number	Character	This should uniquely identify the individual ie, the licence number.	Yes	Yes	Yes
Title	Character		Yes	Yes	Yes
Surname	Character		Yes	Yes	Yes
Forename(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.	Yes	Yes	Yes
Middle name(s) or middle initial(s)	Character		Yes	Yes	Yes
Address line 1	Character		Yes	Yes	Yes
Address line 2	Character		Yes	Yes	Yes
Address line 3	Character		Yes	Yes	Yes
Address line 4	Character		Yes	Yes	Yes
Address postcode	Character		Yes	Yes	Yes
Unique Property Reference Number (UPRN)	Character	New field – This new field should significantly improve address matching.	Yes	Yes	Yes
Date of birth	Date		Yes	Yes	Yes
National insurance number	Character		Yes	Yes	Yes
Premises name	Character	This field is required as a check that data only relates to small outlets.			Yes ³
Licence start date	Date		Yes	Yes	Yes
Licence expiry date	Date		Yes	Yes	Yes
System type flag ⁴	Character	Insert 'M' in this field to indicate the data relates to a market trader/operator, 'T' for taxi driver or 'P' for a personal licence to supply alcohol.	Yes	Yes	Yes

¹ This data will primarily be matched to identify undeclared income and recourse to public funds.

² Data relating to major outlets, such as Tesco or Sainsbury's, is not required nor are one-off licences for private events, etc.

³ Data for this field will be included within the premises database. Data should only be submitted for personal licence holders who are registered at a premise (eg, DPS).

⁴ This field only needs to be populated if you are unable to submit data in three separate files.

Council tax – 2013-14

31. Following the change in registration arrangements, which the Electoral Commission has imposed in preparation for the move to individual registration, the date the new electoral register was published in Wales was 10 March 2014. This is over two months after the traditional publication date, which would normally delay our matches by an equivalent period; therefore we will be using our new secure NFI Flexible Matching Service (FMS) website for this exercise. The FMS will enable us to release your matches within a week of your data being submitted instead of having to wait for a bulk release when all councils have submitted their data.
32. Please see the [NFI council tax timetable for 2013/14](#) for further details.
33. To find out who should supply council tax data, refer to the [data requirements](#).

Extractions

34. Whilst it is up to the individual body to arrange for the necessary data extract, we encourage the principle of sharing extraction routines to make the process more efficient and economical. For example, we understand that standard extract routines are being offered by all the major council tax system suppliers. If you would like more information about this, contact your system supplier.

Requirements

35. As part of our ongoing commitment to keep your data secure, in line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems. If required, refer to our guidance showing how to [password protect data \(PDF document\)](#):
 - Data should only be submitted via the Data File Upload (DFU) facility.
 - Only current/live accounts should be extracted.
 - Date of birth field is included, but it is accepted that this is not routinely stored as it is not mandatory for charging of council tax. However, if it is captured, even as an optional field, it should be included in the extraction.

- The data extracted should relate to all council tax accounts, whether or not there is a discount or exemption. Therefore, this should cover every domestic property ie, where council tax is applicable.

Field	Data format	Comments
Council tax account reference	Character	This should be unique.
Unique Property Reference Number (UPRN)	Character	Each UPRN should be unique. All UPRNs held should be included in the submission even if this field is not fully populated.
Title	Character	
Surname	Character	
Forename	Character	
Middle name or middle initial	Character	
Date of birth	Date	Not always held due to data protection issues.
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Title of other liable person	Character	This should be blank if only one liable person and should be the second named if more than two liable persons.
Surname of other liable person	Character	
Forename of other liable person	Character	
Middle name (initial) of other liable person	Character	
Date of birth of other liable person	Date	Not always held due to it not being mandatory – data protection issues – but this will be blank if there is no other liable person and should be the second named if more than two liable persons.
Discount/exemption start date	Date	
Discount/exemption expiry date	Date	
Discount type/code	Character	Please insert a flag to indicate the discount type/code ¹ .

Field	Data format	Comments
Disregard type/code	Character	Please insert a flag to indicate the disregard type/code ¹ .
Exemption type/code	Character	Please insert a flag to indicate the exemption code/type ¹ .
Benefit recipient	Character	Preferably Y/N but if otherwise specify key.
Disabled reduction indicator	Character	
Council tax band	Character	A to H (A to I in Wales).
Council tax amount	Numeric	This should be the full liability eg, according to the banding pre discount.
Discount/exemption amount	Numeric	This should be the actual amount discounted/exempted rather than the amount due after discount/exemption.
Billing address 1	Character	If applicable. This could be called a forwarding address, but if a second home discount applies, this is where the address of the main residence should be recorded.
Billing address 2	Character	
Billing address 3	Character	
Billing address 4	Character	
Billing address postcode	Character	

¹ These codes and types may vary between systems. Whilst we are requesting details all council tax accounts, we need to be able to distinguish certain discounts, disregards and exemptions. These, together with examples of codes/types expected to be found in the relevant fields, are noted below. We no longer require a key as the automated upload process is able to differentiate between these types/codes, but you may wish to check that your data has clear indicators for these:

Discounts

- Single person: suggested field entry = SINGLE

Disregards

- Student: suggested field entry = STUDENT

Exemptions

- CLASS A: Uninhabitable
- CLASS B: Owned by charity unoccupied < 6 months
- CLASS C: Unoccupied unfurnished < 6 months
- CLASS D: Unoccupied in prison/detention under Mental Health Act
- CLASS E: Unoccupied in hosp/care home/hostel
- CLASS F: Unoccupied probate not granted
- CLASS G: Unoccupied occupation prohibited by law
- CLASS H: Unoccupied awaiting minister of religion
- CLASS I: Unoccupied receiving care
- CLASS J: Unoccupied to provide care
- CLASS K: Unoccupied owner student
- CLASS L: Unoccupied repossessed by mortgage lender
- CLASS N: All occupiers students
- CLASS O: Armed forces accommodation
- CLASS S: All occupiers under 18
- CLASS T: Unoccupied granny annex/staff flat
- CLASS U: All occupants severely mentally impaired
- CLASS V: Liable person diplomat
- CLASS W: Occupied by dependant relative

Electoral register – 2013-14

36. Following the change in registration arrangements, which the Electoral Commission has imposed in preparation for the move to individual registration, the date the new electoral register was published for Wales was 10 March 2014.
37. This is over two months after the traditional publication date, which would normally delay our matches by an equivalent period; therefore, we will be using our new secure NFI Flexible Matching Service (FMS) website for this exercise. The FMS will enable us to release your matches within a week of your data being submitted instead of having to wait for a bulk release when all councils have submitted their data.
38. Please see the [NFI council tax timetable for 2013/14](#) for further details.
39. To find out who should supply council tax data, refer to the [data requirements](#).

Requirements

- 40.** As part of our ongoing commitment to keep your data secure, in line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems. If required, refer to our guidance showing how to [password protect data \(PDF document\)](#):
- data should only be submitted via the Data File Upload (DFU) facility;
 - this data should be the 'full version' of the Electoral Register (not the commercially available 'edited version');
 - this data should relate to the registration exercise for the relevant October (see above);
 - this should be the first register published after the canvassing that takes place between that August and November; and
 - it should be extracted and submitted as soon as it is formally published (in that December).

Field	Data format	Comments
Electoral Register reference number	Character	This should be unique.
Unique Property Reference Number (UPRN)	Character	Each UPRN should be unique. All UPRNs held should be included in the submission even if this field is not fully populated.
Title	Character	
Surname	Character	
Forename	Character	
Middle name or middle initial	Character	
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Date of birth	Date	This should exist when a member of the household has reached, or is soon to reach, the age of majority (18).

Trade creditors payment history data – 2014-15 data specification

Requirements

41. Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the director of finance that data has been put at risk unnecessarily.
42. Trade creditor's payments history data should cover the period 1 October 2011 to date of extract (6 October 2014). Where there has been a change in creditors system then, as a minimum, payments history data for 1 April 2014 to date of extract can be accepted.

Field	Data format	Comments
Creditor reference	Character	This is the same reference as shown in the standing data specification. See note below ¹ regarding inclusion of a Site ID.
Site ID	Character	If trade creditors can have more than one address these should be separately identifiable via the Site ID ¹ .
Supplier's invoice number	Character	This should be the reference shown on the supplier's invoice – usually a number but may have alpha prefixes or suffixes.
Internal/system invoice number	Character	Most systems generate a unique, sequential transaction number so all invoices, credit notes, payments, etc can be separately identifiable.
Invoice date	Date	This should be the date on the invoice, but could be the date of input if the invoice date is not available.
Payment date	Date	If the invoice has not been paid, then leave blank. If your system enters a default date and therefore you can't leave it blank, please tell us what the default date is.
Total invoice amount	Numeric	The 'total invoice amount' is inclusive of VAT, less any discount. However, some systems hold VAT-exclusive amounts, with the VAT figure held separately. In this case these figures should be added together to produce the 'total invoice amount'.
VAT amount	Numeric	This should be separately identifiable for each invoice but could be nil if invoice is zero rated, exempt or outside the scope of VAT.

Field	Data format	Comments
Method of payment	Character	Eg, BACS, cheque, cash, payable order etc. If codes are used, a 'key' to the codes should be sent with the data submission.
Payment reference number	Character	This field should contain the cheque, payable order or BACS reference number by which the invoice was paid. This means that invoices that have been paid together would have the same cheque/payable order/BACS number.
Remarks	Character	This field can be used as a free text field to include information that may assist you when investigating matches.

¹ If a Site ID is provided in the payments history data file, it should also be included on the standing data file so that there is a unique linking field between the two datasets. This will make it possible to establish cumulative payments to individual trade creditor sites (which are attached to the standing data) and to attach the trade creditor names to each transaction on the payments history file.

Trade creditors standing data – 2014-15 data specification

Requirements

43. Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the director of finance that data has been put at risk unnecessarily.
44. Standing data should be current at the date of extraction and should exclude dormant or suspended creditors.

Field name	Data format	Comments
Creditor reference	Character	This is the unique identifier for an individual creditor. This can be in the form of a numeric or alpha numeric string.
Site ID	Character	If creditors can have more than one address, these should be separately identifiable via this Site ID ¹ .
Creditor name	Character	
Address 1	Character	If the address is held in a single field, use the address 1 field.
Address 2	Character	
Address 3	Character	

Field name	Data format	Comments
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	New field – This new field should significantly improve address matching.
Telephone number	Character	This may or may not have the area/STD code. It should be output as a character field so the leading zeros are not lost.
Bank sort code	Character	Six numeric characters in groups of two which may be separated by hyphens eg, 20-45-23.
Bank account number	Character	Usually eight numeric characters.
Building society roll number or reference	Character	Building societies have a roll number or reference which indicates the individual account where payments are disbursed to after being paid into a single holding account. This should be blank for normal bank accounts.
Creditor type ²	Character	For example, 0 = trade creditor, 1 = benefits, 2 = payroll, 3 = factor, 4 = grants, 5 = temporary/one-off, etc. Then provide a key to the codes used. If this type of identifier is not available from the system, it would be to your advantage to populate this field to enable you to filter the output more easily and focus resources on what you may deem to be the most worthwhile matches.

¹ If a Site ID is provided in the standing data file, it should also be included on the payments history file so that there is a unique linking field between the two datasets. This will make it possible to establish cumulative payments to individual trade creditor sites (which are attached to the standing data) and to attach the trade creditor names to each transaction on the payments history file.

² This field only needs to be populated if you are unable to provide just trade creditors data ie, the submission includes other types of creditors.

Personal budgets – 2014-15 data specification

Requirements

45. Data should only be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the director of finance that data has been put at risk unnecessarily.
46. Data should relate to personal budget payments paid as **direct payments** only.
47. Include only **current** recipients.
48. Ensure that there is only one **single** record for each recipient.

Field name	Data format	Comments
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	
Surname	Character	
National insurance number	Character	It is important to provide this field where available in order to improve the quality of the data matching.
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	New field.
Date of birth	Date	
Start date (for personal budget direct payments)	Date	
Claim reference number	Character	This should be the unique internal reference number.

Field name	Data format	Comments
Annual amount paid	Numeric	This should be the annual amount paid. Monetary amounts should be supplied without a £ sign and in the format of pounds and pence ie, 12345.67 Please note: <ul style="list-style-type: none"> monetary amounts must be supplied in the same format throughout the file; records supplied as just pence (ie, 123456) will be translated as £123456.00; and if monetary values cannot be supplied, the field should be left blank. Please do not insert a zero.
Date the last personal budget direct payment was made	Date	
Housing benefit flag	Character	Include a 'Y' in this field to indicate that a personal budget recipients is in receipt of housing benefit. Otherwise leave blank.
Pensions income flag	Character	Include a 'Y' in this field to indicate that a personal budget recipient is in receipt of pensions income. Otherwise leave blank.
Title	Character	Eg, Mr, Mrs, Ms, Dr, Sir, Cllr, Lord.
Sex	Character	This must be 'M' for Male, 'F' for female or blank.



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