

APPENDIX B

Current Import Fire Specifications for the City of Winnipeg's Financial Feeder System (FFS)

The Contractor shall provide the City of Winnipeg with two files explaining monthly print expenses.

First file provides details for every print/copy job that month.

Name: "COW Contractor_Name Details <STARTDATE> - <ENDDATE> <YEAR>.csv", where

<STARTDATE> is the start of the report period

Format: "Mon DD" (e.g. Jan 25)

<ENDDATE> is the end of the report period

Format: same as <STARTDATE>

<YEAR> is the date in which the report period ends.

Format: four digits (e.g. 2012)

Example: "COW Contractor_Name Details May 24 - Jun 25 2012.csv"

This file must be a comma-separated values file in Excel-compatible format

1st line = report title

2nd line, 3rd cell = "Time Span: <STARTSPAN> - <ENDSPAN>"

This describes the period covered by the report.

Subsequent periods should completely cover the calendar year without overlap.

<STARTSPAN> is the start of the report period

Format: "MM/DD/YYYY HH:MM:SS AM/PM" (e.g. 5/24/2012 12:08:16 AM)

<ENDSPAN> is the end of the report period

Format: same as <STARTSPAN>

3rd line, 3rd cell = "Report Date: <GENDATE>"

<GENDATE> is the date/time the report was generated

Format: same as <STARTSPAN>

4th line = blank

5th line = headers. Must match following list (in order) exactly:

Accounting Source

User ID

Owner User

Job Completion Time

Job Type

Media Size

Duplex Print

Queue Name

Printer Location

B&W Page Count

B&W Rate

B&W Cost

Color Page Count

Color Rate

Color Cost

Page Count

Total Job Cost

Serial Number

Printer Model

Client Machine Name

Department Name

Department Location

6th line and all succeeding lines = records of printing/copying

Data specifications:

Accounting Source

“xpa” or “jba”

User ID

Contains code entered at device (e.g. EMPLID)

Must have value for any Copy Job

Owner User

The ID associated with the print job (e.g. AD ID)

Must have value for any Print Job

Job Completion Time

Format: “MM/DD/YYYY HH:MM:SS AM/PM”

Job Type

“Print” or “Copy”

Media Size

“Letter”, “Legal”, “Ledger”, or “Other”

Duplex Print

“Yes or No”

No extraneous blank lines, columns or headers are permitted

Second file provides totals/summary information.

Name: Must be "COW Contractor_Name Summary Report.csv"

This file must be a comma-separated values file in Excel-compatible format

1st line = report title

2nd line, 3rd cell = "Time Span: <STARTSPAN> - <ENDSPAN>"

Formats match specification for details file

3rd line, 3rd cell = "Report Date: <GENDATE>"

<GENDATE> is the date/time the report was generated

Format: same as <STARTSPAN>

4th line = blank

5th line = headers. Must match following list (in order) exactly:

Customer Name

Invoice Date

Invoice Due Date

Total Base Charges

GST

Sub Total

PST

Sub Total

Total Charges

6th line = single row of summary data

Data specifications:

Customer Name

"City of Winnipeg"

Invoice Date

Format: "Mon Dth YYYY" (e.g. Jul 1st 2012)

Invoice Due Date

Same format as Invoice Date

Total Base Charges

Sum of total charges from detail report

No taxes included

GST

Tax rate, expressed as a decimal (e.g. 0.05)

Sub Total

Not really a sub total at all

Instead, the amount of GST billed

Total Base Charges x GST

PST

Tax rate, expressed as a decimal (e.g. 0.08)

Sub Total

Not really a sub total at all

Instead, the amount of PST billed

Total Base Charges x PST

Total Charges

Total Base Charges + 2 Sub Totals

No extraneous blank lines, columns or headers are permitted