

Diskette/ETS Format Standards

Diskette Specifications

The DOE will accept information on the following diskette types:

- IBM/Compatible format
3.50" - 1.44 MB or 720KB

Diskette/ETS File Layout

Companies may choose to submit information on diskette or via the DOE ETS in one of the following two methods. Note: the file naming conventions are irrelevant for ETS submissions, since the files are renamed automatically by the ETS.

Method 1 - One File With Multiple Report Types

- In this case, the diskette will contain a single file with multiple report types.
- The filename of the single diskette file must be xxxxyyyy.DEL where:

xxxx is the reporting company code
yyyy corresponds to the serial number labelled on the outside of the diskette

Method 2 - One File Per Report Type

- In this case, the diskette or ETS submission will contain multiple files. Each file will correspond to a specific report type (i.e. 600, 601, 611, 621, 622, 623, 624, 625, 631(L), 632(L), 633(L), 651).
- The filename of each of the files must be xxxxyyyy.zzz where:

xxxx is the reporting company code
yyyy corresponds to the serial number labelled on the outside of the diskette zzz is the record type

For example, company '9999' reporting all types of deliveries information in multiple files on a diskette labelled with a serial number of '1234' would contain the following files:

99991234.600	99991234.623
99991234.601	99991234.624
99991234.611	99991234.631
99991234.621	99991234.632
99991234.622	99991234.633

It is also acceptable to have both method 1 and method 2 on the same diskette/ETS submission.

Diskette/ETS Record Layout

- All data is in ASCII format.
- The field position is in either fixed format or delimited ASCII format. In fixed format, the starting position of each field must be consistent with the starting position indicated on the record descriptions. In delimited ASCII format, each field must be separated with a delimiter that is either a TAB or a space.

- The layout of each of the records must follow the record descriptions on the following pages. The filler specified at the end of the records is not required for diskettes or ETS submissions.
- The end of each record is designated by a carriage return (<CR>) or carriage return/linefeed (<CR><LF>).

Diskette/ETS - Spreadsheet Export (Tab/Space Delimited Text File)

Tab-delimited files can usually be created from spreadsheet packages, database packages or query tools. Excel can create a text file where the columns are separated by tab characters (tab-delimited). Lotus can create a file where the columns are separated by spaces. Both formats are acceptable submission formats. If the APMC-600 information is maintained in an Excel or Lotus spreadsheet, that information can be submitted using the following method:

- The spreadsheet must be created to contain all the information listed under the section labelled 'Record Descriptions'. Each field listed must be entered into a separate column in the spreadsheet. The columns for qualitative information (i.e. record type, delivery month, codes) must be filled in for every row where quantitative information (i.e. volume, quantity, value) has been entered. Some code information may be replicated on several or all rows. If you are using Lotus, you cannot leave any of the columns blank. If the column is not applicable, you must enter a zero.
- The spreadsheet must be saved in a **text** format. In most common spreadsheet packages, this is accomplished by specifying a file format of 'text' after specifying the 'save as' option. This will produce a tab delimited file from Excel or a blank-delimited file from Lotus. This **text** file is the file that must be placed on the diskette.
- Before saving the spreadsheet, check that all numeric columns are formatted to the correct number of decimal places. Ensure that there are no decimal places in the quantity and value columns. The volume column requires 1 decimal place.
- When carrying the totals from a report to the APMC-600, ensure that the calculation is summing the figures as displayed (with proper decimal places). This will avoid the APMC-600 totals varying from the report totals due to decimal place rounding.

The spreadsheet may contain column headings to make maintenance easier. When defining the column headings you must ensure that the form name, (ex. 601), does not appear at the beginning of the first column heading on the spreadsheet.