



# Best Practices in the maintenance of the Eurotrace Domain

# TABLE OF CONTENTS

<b>A. Standard use of Eurotrace domains:</b>	<b>4</b>
1 Data Loading	4
2 The Import Wizard	5
2.1 Step 1: Select the Data File to Import	5
2.2 Steps 2/3 Link Dimensions to Import Fields or Constants	7
2.3 Step 4 Preview your Conversion	8
2.4 Step 5 Choose your Import Options	9
The last step of the Import Wizard allows you to set options for the import.	9
2.5 Launching the importation	10
<b>B. Error Correction and loading of corrected data</b>	<b>13</b>
1 Error Management Wizard	13
1.1 Step 1: Records free correction	14
1.2 Step 2: Dimension code correction	14
1.3 Error Management using the Editor	18
<b>C. Upgrade of Derived datasets</b>	<b>20</b>
<b>D. Management of a Eurotrace Domain:</b>	<b>21</b>
1 Management of the classification plan:	21
1.1 Why the classification plan should be maintained?	21
1.2 Which component of the classification plan needs to be maintained?	21
2 Management of the Datasets:	22
2.1 Why would you need to change a Dataset structure?	22
2.2 Preparing and loading the historical data – using the DTA Merger	24
2.3 Installing the DTA Merger:	24
2.4 Using the DTA Merger:	24
<b>E. Resolving Issues with data:</b>	<b>27</b>
1 Discrepancies between totals created from sums of HS levels (HS2, HS4, HS6, HS8.)	27
1.1 Procedure to check the consistency of a hierarchical nomenclature:	27
1.1.1 Extract the nomenclature from the Eurotrace domain:	27
1.1.2 Import the extracted file into an MS ACCESS database.	28
1.1.3 Create the following tables from the imported nomenclature:	28
1.1.4 Start the comparison between the dictionary and the created tables:	30

1.2	Discrepancies between nomenclatures (i.e. HS and SITC not providing the same totals)	32
1.2.1	Extract the nomenclature from the Eurotrace domain: .....	32
1.2.2	Load the extracted file into an MS ACCESS database. ....	33
1.2.3	Create the following tables from the imported nomenclature:.....	33
1.2.4	Extract the relation HS to SITC from the Eurotrace domain: .....	34
1.2.5	Extract the relation (right click on the selected relation / select Export) .....	35
1.3	Comparison between the HS8 table (previously created from DIC table) and the Relation HS TO SITC: .....	35
1.4	Resolving issues related to negatives data in the source data files (Customs updates)..	37
1.4.1	Step 1: Detect the negatives values: .....	38
1.4.2	Step 2: Identification of the Records to be deleted: .....	38
1.4.3	Step 3: extraction of the declarations to be deleted: .....	38
1.4.4	Step 4: comparison of the error (negatives values) and the declaration extracted: .....	39
1.4.5	Step 5: Deletion of declaration records: .....	39

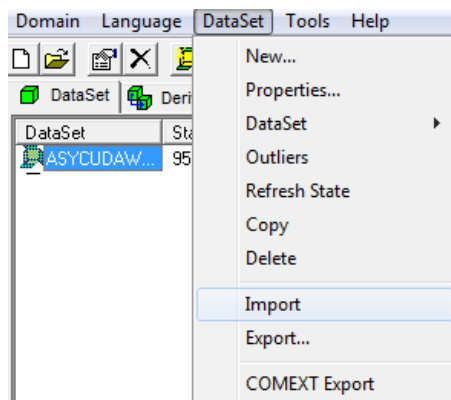
# A. Standard use of Eurotrace domains:

The statistical data processing process (validation and storage) under Eurotrace contains three (3) main steps:

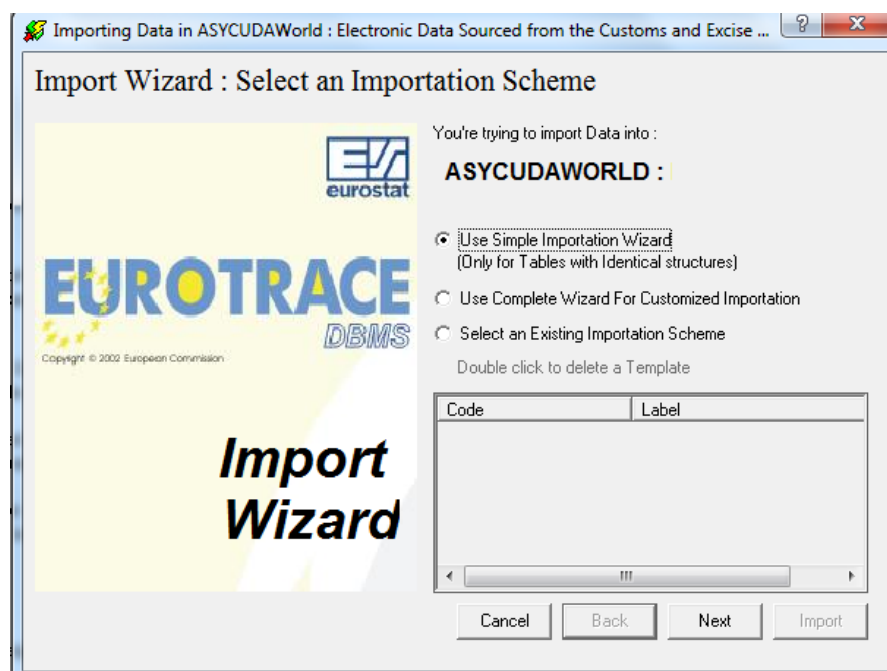
- **Data Loading**
- **Error Correction and loading of corrected data**
- **Upgrading of Derived datasets**

## 1 Data Loading

Data can **ONLY** be loaded via the Importation wizard. The importation wizard is launched from the following menu: **Dataset/Import**



The selection of the Import option of the Dataset menu will open the importation Wizard:



The available options are:

- **Simple Importation Wizard**

This is the most commonly used option. It is used when the structure of the files to be imported matches the structure of the Dataset.

- **Complete Importation Wizard**

This option is to be used when the structure of the data file to be imported does not correspond to the dataset structure.

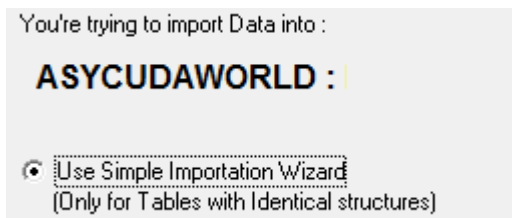
- **Existing Importation scheme**

This option enables the user to reuse an importation scheme which was previously saved.

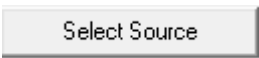
**Note:** This document outlines details of the Simple Importation wizard and the Existing importation scheme options. The procedure for the complete importation wizard is available on the Eurotrace User Guide (Section 26).

## 2 The Import Wizard

Launch the import wizard by clicking the Dataset menu, click Import and select the use Simple Importation Wizard and click next.



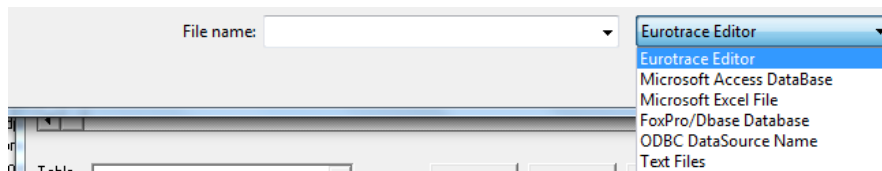
### 2.1 Step 1: Select the Data File to Import

Click on the 'Select Source'  button at the top right hand corner of the dialog, and then navigate to the folder where the data file to be imported is stored.

The format of the source file can be in one of the following formats:

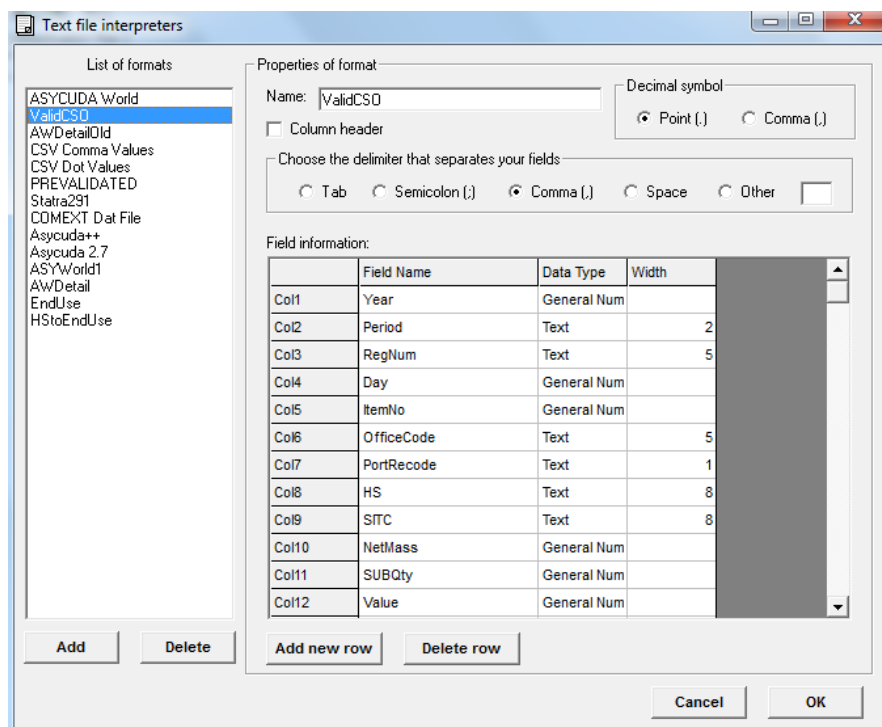
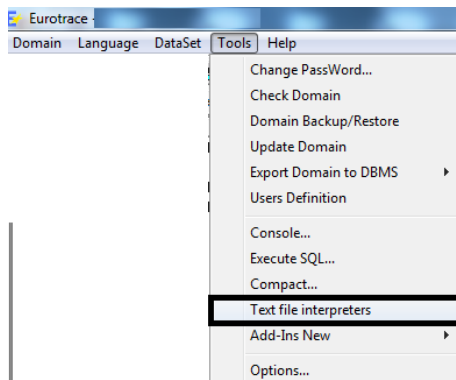
- Eurotrace Editor (etc)
- Microsoft Access Database (mdb)
- Microsoft Excel files (xls)
- FoxPro/Dbase Database (Dbf)
- ODBC Data source
- Text File (txt)

and is to be selected in the drop down list:



Change the format of the file by clicking the dropdown.

**Important:** When importing text files, the structure of the file must be defined in Eurotrace. This structure will be defined in the Text File Interpreter under the Tools Menu:



The Text file interpreter enables the definition of one (or more text file format). The definition will enable the user to set the definition of the delimiter (comma, dot, space, etc.), whether a Header should be included in the file, the decimal symbol (comma or dot), the list the fields of the source data file (using the name of the Dataset Dimensions), their Data type (Text or Numbers) and the size of the field (according to the separator).

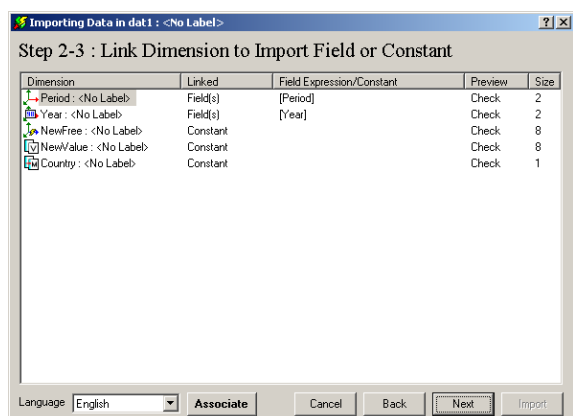
The format will have to be selected when importing the appropriate text files.

Text files must be a **DOS or MS Windows** compatible format (Not UNIX).

## 2.2 Steps 2/3 Link Dimensions to Import Fields or Constants

Steps 2 and 3 link your Dataset Dimensions to the fields of the source file to be imported.

**Step 2** dialog will display the associations (between Dataset dimensions and fields of the source file) that have been automatically linked:



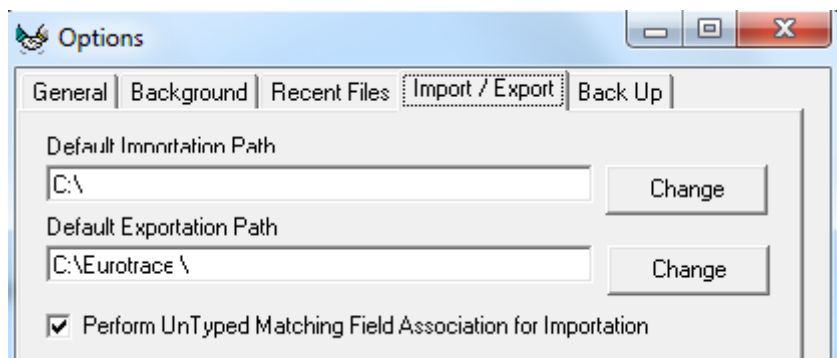
**ALL the dimensions defined as KEY must be associated or defined as constant**

**Important:** Eurotrace will proceed to an automatic association between dataset dimensions and fields of the source file.

The association is done as follows:

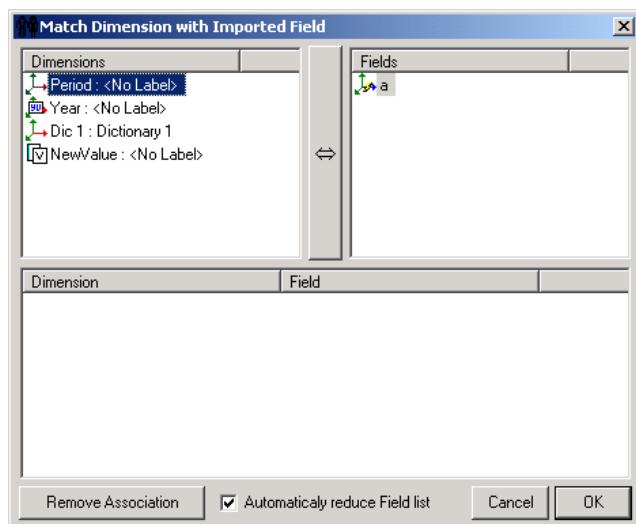
- When Source file is a **Text file**, the fields association is done according to the name defined in the text file interpreters. Therefore when defining the text file structure under the text file parameter, it is important to respect the name of the dataset dimensions.
- When the source file is an **MS ACCESS** data table, the field name will be compared to the dataset dimension name for the association. The type of field is also checked.

However, under the Tools option menu (Import/Export Tab), it is possible to “force” the association of fields/dimensions even if the type is not the same:



Activating the option “*Perform Un typed Matching Field Association for Importation*” will remove the checks on the field type and perform the association on the name only.

When the association between the Dataset dimensions and the fields from source file are not done automatically (e.g. due to differences in the name), the remaining dimensions can be linked using the **Associate** button. This will display the following dialog:



To proceed with the association, select the dimension from the list on the left, then click on the fields you wish to link to (from the list on the right) and click on the bar in the centre to create the link.

**Tips:** If a wrong association is done, it is possible to remove the link by clicking on the 'Remove Association' button

For all unlinked Values, you may input a constant or leave blank and import as an empty field.

After you have finished linking dimensions, click on the '**Next**' button to go to Step 4.

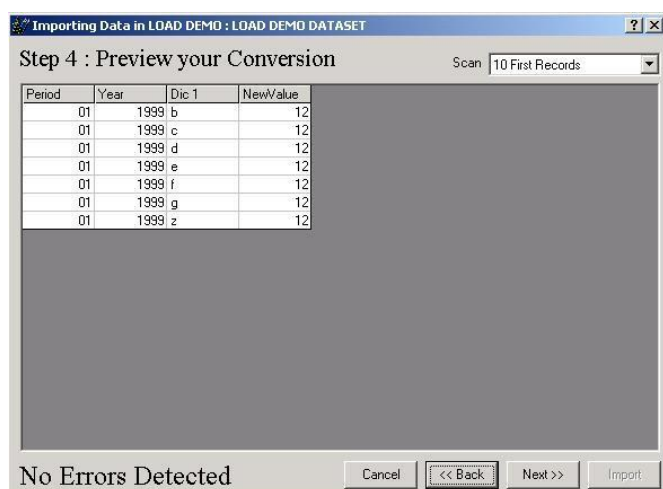
### 2.3 Step 4 Preview your Conversion

This screen will display a preview of the importation you have created, and will check if the structure type and size are correct.

By default the first 10 records are displayed, if you wish to see more than 10 records you can select a '**New number**' from the drop down list at the top right hand of the window. Click on the '**Next**' button to continue.

If errors occur use the '**Prev**' button to go back to the previous step to redefine your import procedure.

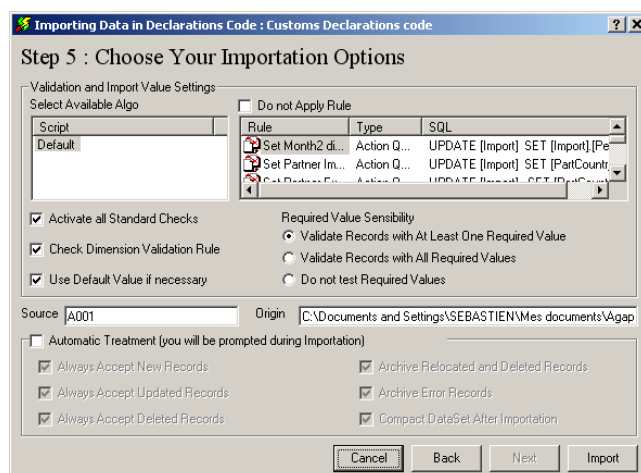




## 2.4 Step 5 Choose your Import Options

The last step of the Import Wizard allows you to set options for the import.

If you have established Validation Rules for your Dataset, you will see these listed in the window. Above the list of Rules the user has an option to apply the Rules or to disable them by selecting the checkbox.



The following options are dependent on the definition of the dimensions:

**Check Dimension Validation Rule** - If you have defined validation rules for any of the dimensions in your dataset, you will be able to activate or disable them with this option.

**Use Default value if necessary** - If you defined a default value, you will be able to toggle this option on or off.

**Required value sensibility** is used to determine the testing of records with values that are defined as 'required'. You may choose one of three options.

- Validate records that contain at least one required value;
- Only validate records where all values are required values;
- Do not test for required values.

**Automatic Treatment (you will be prompted during Importation)** - At the bottom of the screen, you have options that will prompt you before any changes are made to the database, as well as archive options. This is “off” by default in which case EUROTRACE will automatically perform all the operations listed below. If you want EUROTRACE to prompt you for any or all of these operations, activate this option and then choose from the list below:

**Importation Options:**

**Always accept new records** - All new records are added to the data file.

**Always accept updated records** - All old records will be replaced by the new ones.

**Always accept deleted records** - Deletes all records for empty import fields.

**Archive Relocated and Deleted Records** - Relocated and deleted records are stored in a separate History file.

**Archive Error Records for Next Treatment** - All error records are stored in a separate Error file.

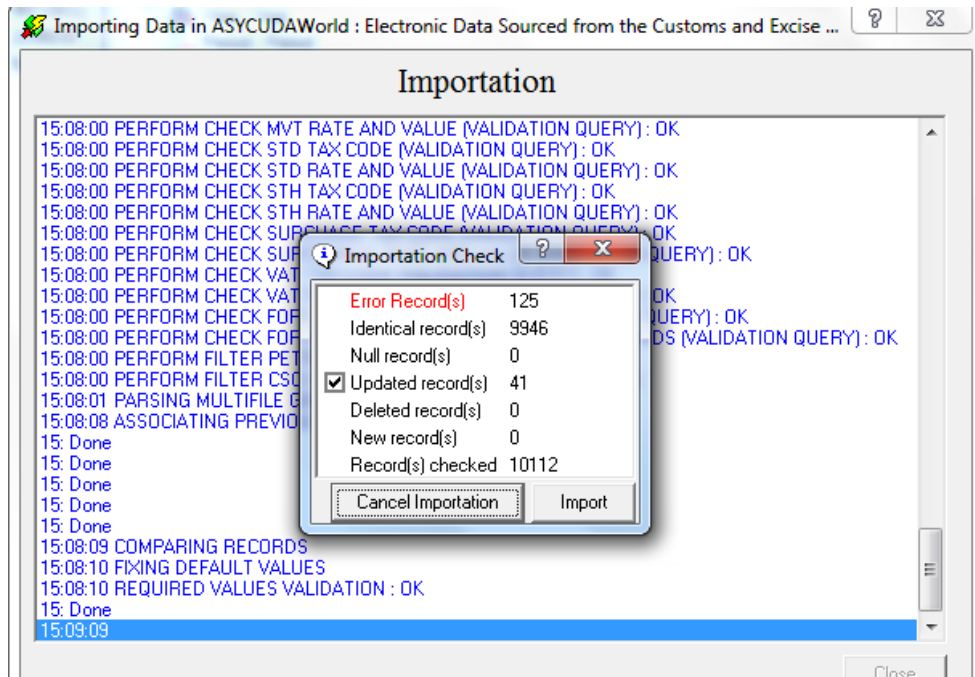
**Compact Dataset after Importation (MS Access only)** - This will compact the data file, and could reduce the size of the data file by removing unnecessary information. This option should be used with care as it could take a long time to compact very large data files.

## **2.5      Launching the importation**

When you are ready to start the importation, click on the '**Import**' button.

The Import Wizard will now begin importing data into your Dataset. You will see the screen shown below.

As the data are imported you will see the status of each step and any errors will also be displayed in the list.

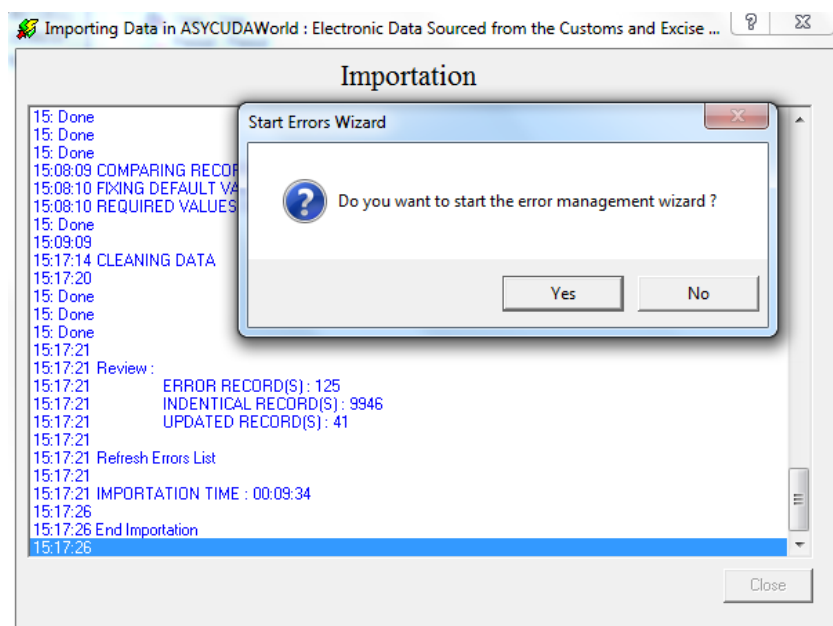


Before the importation is complete you will be prompted in accordance with the options chosen in the previous step.

The window will display a summary of the importation process and give you the chance to disable one or more of the actions before clicking on the '**Import**' button to finish the importation process. You may also choose to cancel the import.

The last message will prompt you to compact the data file (MS ACCESS ONLY). This could reduce the size of the data file by removing unnecessary information.

Once the importation is completed and error records are detected, Eurotrace will display the following message:



**Important:** As long as error remains, the data processing cannot be considered as finalized. Therefore data should not be disseminated.

## B. Error Correction and loading of corrected data

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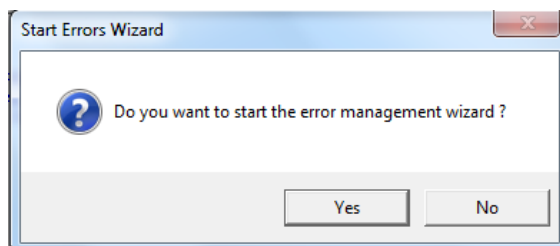
There are two options to correct the errors:

The first option is to use the **error management wizard** and the second option is to use **Eurotrace Editor**.

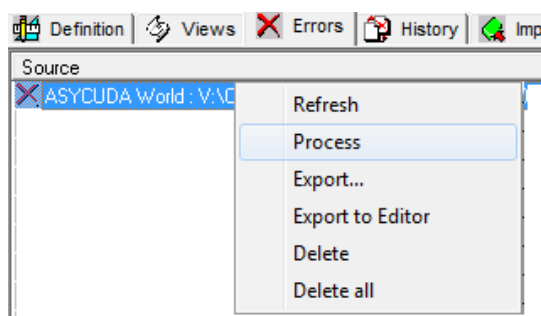
The error management wizard will enable similar errors to be grouped and easily corrected while the Editor will enable corrections at the record level.

### 1 Error Management Wizard

The error management wizard enables the error correction inside the Eurotrace DBMS. It can be launched after the importation process (when errors have been detected) by clicking the “Yes” button:

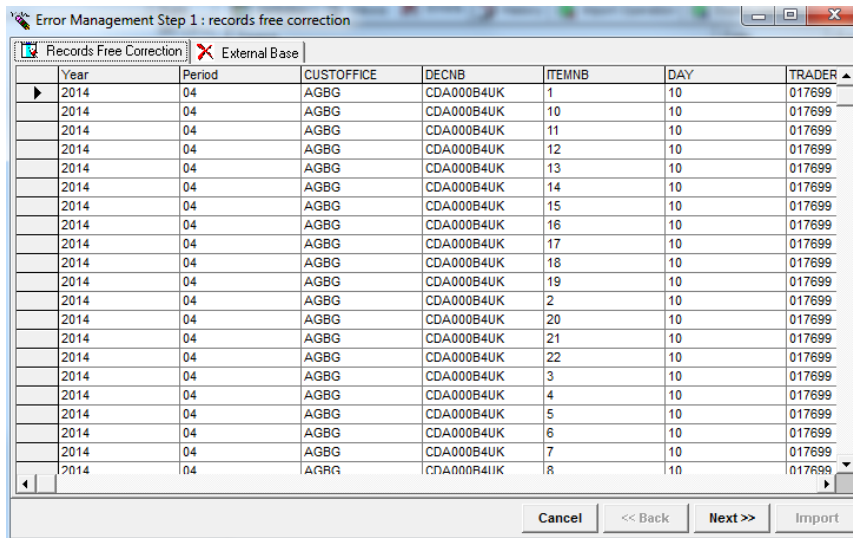


Or the error management wizard can also be launched via the Error Tab, by selecting an error entry, right click and click process:



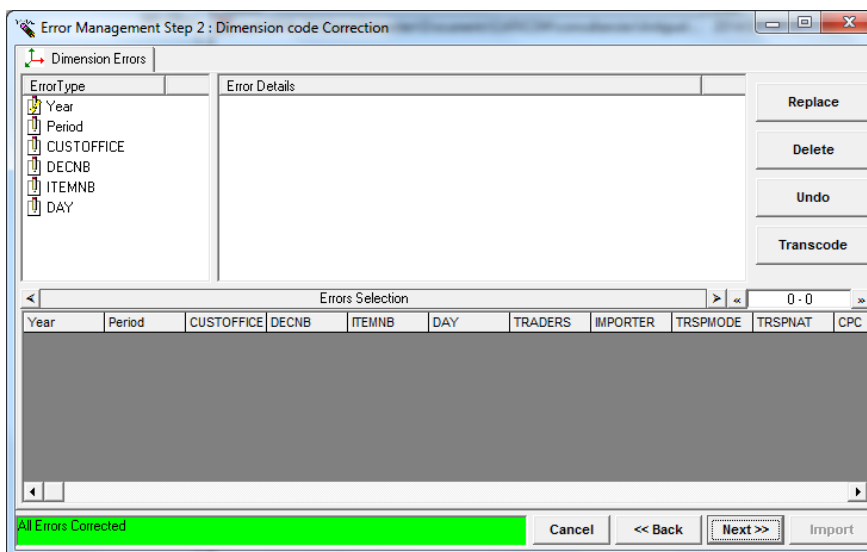
In both cases, the error management wizard will be displayed as follows:

## 1.1 Step 1: Records free correction



This step opens the selected set of errors and enables a free correction (users can edit the records manually). The **Next >>** button will display the following dialog:

## 1.2 Step 2: Dimension code correction



This step aims to display the errors detected on the key dimensions of the dataset. The list of the key dimensions will be displayed, and if any errors were detected on one or several key dimension (e.g., year out of scope, wrong Customs Office Code, etc.), the dimension(s) will be shown in red and the selection will display the affected data in the lower part of the dialog box.

**Error Management Step 2 : Dimension code Correction**

Dimension Errors

ErrorType: Year, Period, CUSTOFFICE, DECNB, DAY, ITMNB

Error Details: RRRR : 1 Code Error, ZZZ : 2 Code Error

Buttons: Replace, Delete, Undo, Transcode

Errors Selection: 1 - 2

CUSTOFFICE	Year	Period	DECNB	DAY	ITMNB	DECSER	CUSTREG	HS	PREFERENCE	EXTC
ZZZ	2011	02	17651	18	1	C	IM4	8517500020		
ZZZ	2011	07	68571	19	1	C	IMS4	8517500020		

0 / 3 Corrected Errors

Buttons: Cancel, << Back, Next >>, Import

Once the errors have been corrected, the **Next >>** button will display the double records checks:

**Error Management Step 3 : Double Records Correction**

Double Records Errors

ErrorType:

Doublons Details:

Buttons: Replace, Delete, Undo

Errors Selection: 0 - 0

Year	Period	CUSTOFFICE	DECNB	DAY	ITMNB	DECSER	CUSTREG	HS	PREFERENCE	EXTC
------	--------	------------	-------	-----	-------	--------	---------	----	------------	------

All Errors Corrected

Buttons: Cancel, << Back, Next >>, Import

**Note:** a double record is detected when more than one records has the same key information.

The next step will display the error (codification errors) which affected the “non key coded” dimension (also called coded metadata).

**Error Management Step 4 : Values Correction**

Value Errors | Value Requirement | Validation Rules Errors

ErrorType: HS

Error Details:

- 0203290010 : 16 Code Error
- 0203290090 : 27 Code Error
- 8517500020 : 17 Code Error
- 8525100020 : 1 Code Error
- 8525201020 : 3 Code Error
- 8525201030 : 2 Code Error
- 8525209020 : 1 Code Error
- 8542210020 : 2 Code Error
- 8542290020 : 3 Code Error

Errors Selection: 1 - 16

HS	Year	Period	CUSTOFFICE	DECNB	DAY	ITMNB	DECSE	CUSTREG	PREFERENCE
0203290010	2011	09	BBBBP	69626	08	1	C	IM4	
0203290010	2011	09	BBBBP	69626	08	2	C	IM4	
0203290010	2011	09	BBBBP	75274	27	4	C	IM4	
0203290010	2011	09	BBBBP	75290	27	1	C	IM4	
0203290010	2011	10	BBBBP	79460	10	1	C	IM4	
0203290010	2011	10	BBBBP	79546	10	3	C	IM4	
0203290010	2011	10	BBBBP	81803	17	8	C	IM4	
0203290010	2011	11	BBBBP	88354	04	2	C	IM4	

0 / 73 Corrected Errors

Cancel << Back Next >> Import

Note: This Step 4 of the error management wizard contains 3 tabs:

Value Errors | Value Requirement | Validation Rules Errors

**Value Errors:** is dedicated to the non key coded dimension.

**Value Requirement:** is dedicated to the value requirement errors. If there are any missing values (or metadata such as non key coded dimensions) which have been set as mandatory in the dataset definition, the records will be set as error and will be displayed under this tab.

**Validation Rules Errors:** will contain all the records rejected because of validation rules (e.g., validation rule checking that the Net weight is to be smaller or equal to the Gross weight).

Once the errors have been corrected, the **Next >>** button a summary of the corrections will be displayed.

**Error Management Step 5 : Sum on Update**

Correct Records

Select Records to Sum on Update: 1 - 73

Sum	Year	Period	CUSTOFFICE	DECNB	DAY	ITMNB	DECSE	CUSTREG
	2011	01	BBBBP	4812	18	8	C	IM4
	2011	02	BBBGI	10735	01	1	C	EX1
	2011	02	BBBGI	17333	17	3	C	IM4
	2011	02	BBBGI	17651	18	1	C	IM4
	2011	02	BBBGI	19197	23	1	C	IM4
	2011	02	BBBGI	20043	25	1	C	IM4
	2011	03	BBBGI	23767	08	1	C	IM4
	2011	04	BBBGI	32535	01	5	C	IM4
	2011	05	BBBGI	42601	04	1	C	IM4
	2011	05	BBBGI	44588	10	1	C	IM4
	2011	05	BBBGI	48156	18	1	C	EX1
	2011	05	BBBGI	52229	31	1	C	IM6
	2011	06	BBBGI	54300	07	1	C	IM4
	2011	07	BBBGI	63110	01	2	C	IMS4
	2011	07	BBBGI	68571	19	1	C	IMS4
	2011	07	BBBGI	71750	28	2	C	IMS4
	2011	07	BBBGI	72020	28	1	C	EX3
	2011	08	BBBGI	73904	04	2	C	EX3

Cancel << Back Next >> Import



Click the **Import** button to launch the import wizard at step 4 (Preview of data to be imported).

Step 4 : Preview your Conversion

Scan: 10 First Records

Year	Period	CUSTOFFICE	DECNO	DAY	ITMNB	DECSE	CUSTREG	HS
20	01	BBBBP	4812	18	8	C	IM4	851
20	02	BBBGI	10735	01	1	C	EX1	851
20	02	BBBGI	17333	17	3	C	IM4	854
20	02	BBBGI	17651	18	1	C	IM4	851
20	02	BBBGI	19197	23	1	C	IM4	854
20	02	BBBGI	20043	25	1	C	IM4	851
20	03	BBBGI	23767	08	1	C	IM4	851
20	04	BBBGI	32535	01	5	C	IM4	851
20	05	BBBGI	42601	04	1	C	IM4	851
20	05	BBBGI	44588	10	1	C	IM4	851

No Errors Detected

Buttons: Cancel, Back, Next, Import

Click the **Next >>** button to display the last step of the import wizard.

Step 5 : Choose Your Importation Options

Validation and Import Value Settings

Select Available Algo: ☒ Select Available Script ☐ Do not Apply Script

Script	Rule	Type	SQL
Default	NEW TRSP ...	Action Q...	UPDATE [IMPORT] SET [TRSPMO...]
HISTORICAL DATA1	SET SUPPUN...	Action Q...	UPDATE [IMPORT] INNER JOIN [R...

☒ Activate all Standard Checks  
☒ Check Dimension Validation Rule  
☒ Use Default Value if necessary

Required Value Sensibility  
☒ Validate Records with At Least One Required Value  
☐ Validate Records with All Required Values  
☐ Do not test Required Values

Source: Correction Origin: Operation 927

☐ Automatic Treatment (you will be prompted during Importation)

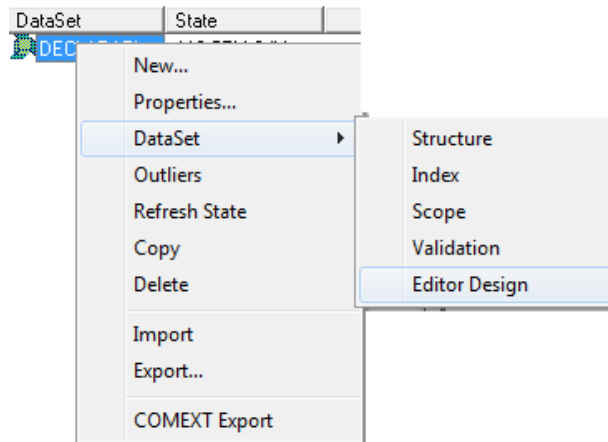
<input checked="" type="checkbox"/> Always Accept New Records	<input checked="" type="checkbox"/> Archive Relocated and Deleted Records
<input checked="" type="checkbox"/> Always Accept Updated Records	<input checked="" type="checkbox"/> Archive Error Records
<input checked="" type="checkbox"/> Always Accept Deleted Records	<input checked="" type="checkbox"/> Compact DataSet After Importation

Buttons: Save Importation Scheme, Cancel, Back, Next, Import

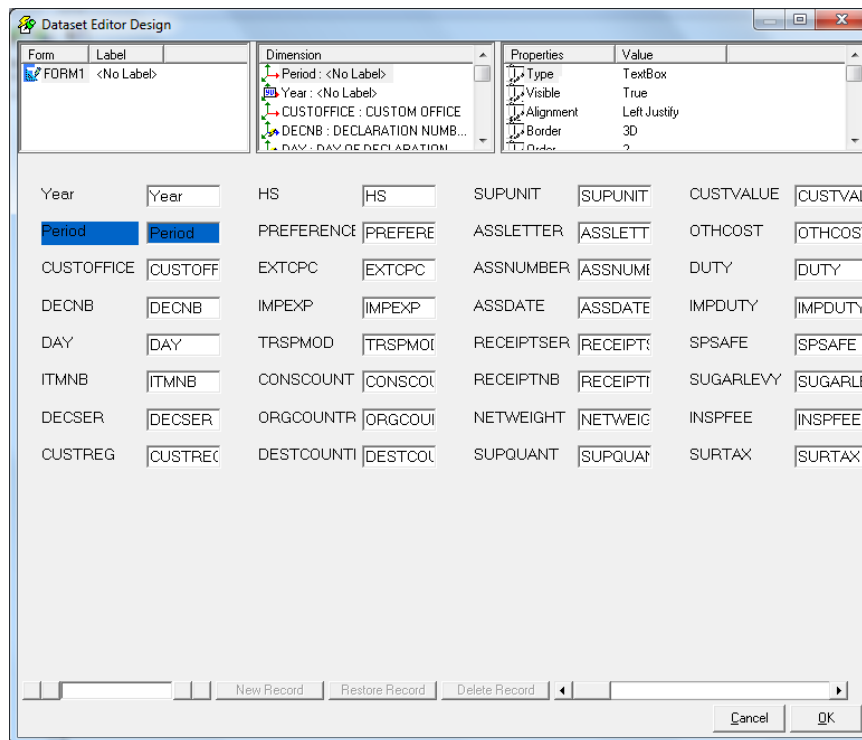
Click on **Import** button to start the importation of the corrected data.

### 1.3 Error Management using the Editor

The use of the Eurotrace Editor is subject to the existence of a form. To design a form, right click on the DataSet (which the form would be based on) and select DataSet/Editor Design from the menu.

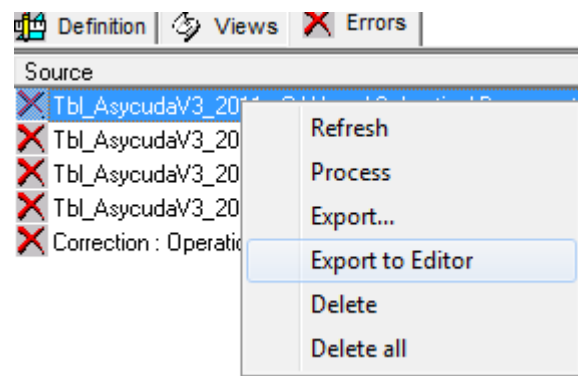


The Editor design will enable the production of a form which will be used by the Editor:



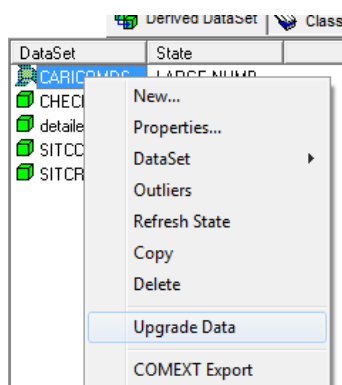
The form will enable the errors as well as the cause of the error to be displayed. It will also allow corrections at the most detail level (record level) to be made.

To use the editor for error correction, users will select an error entry in the Error tab and select the Export to Editor Option from the related menu:

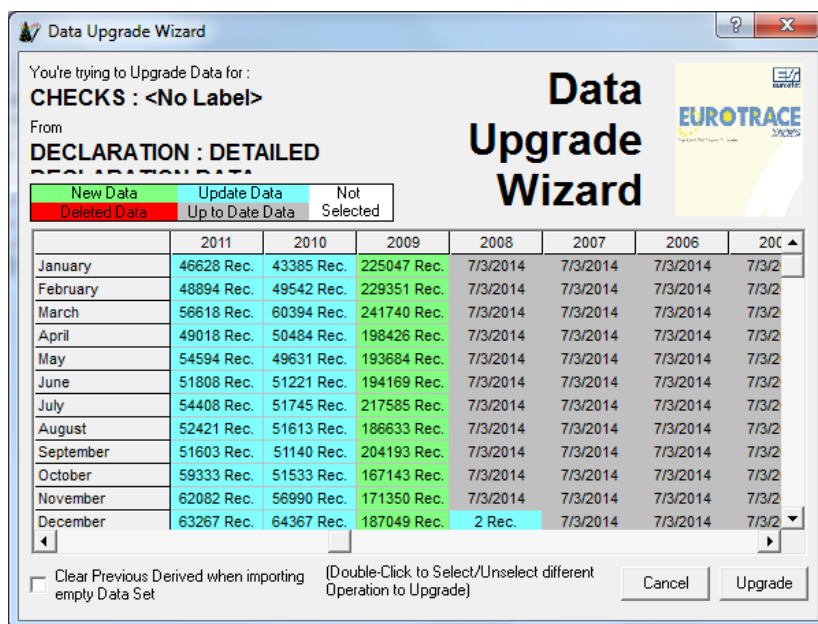


## C. Upgrade of Derived datasets

When all the errors have been corrected, the derived datasets MUST be upgraded in order to produce aggregated data for dissemination. The upgrade of derived datasets is launched by right clicking on the derived dataset and selecting the option “Upgrade data” available from the related menu of the derived dataset tab:



The status of data to be upgraded is then displayed in a grid:



The different colours will indicate if the source dataset contains:

- New data (green) New Data
- Updated data (Blue) Update Data
- Up to date data (grey). No upgrade will be done Up to Date Data
- Deleted data (Red). The deleted data would have been done using the editor in order to delete data previously loaded into the source dataset. Deleted Data

Click the upgrade button to upgrade the derived dataset.

# D. Management of a Eurotrace Domain:

---

## 1 Management of the classification plan:

This section is dedicated to the best practices in the management of the classification plan of a Eurotrace domain. As mentioned previously in the first section, the classification plan is the core of the Eurotrace system. It contains all the nomenclatures and the relations between nomenclatures which are used by the data processing system.

The maintenance of the classification plan is mandatory to ensure high quality data. The nomenclatures are used for the following purposes:

- Validation of data when loading source
- Building derived information (using a relation between two nomenclatures)
- Selecting codes for extractions under Comext system

### 1.1 Why the classification plan should be maintained?

Several classifications are subjected to evolution/changes over time (e.g. introduction of new TARIFF, revision of SITC, updates of Customs Procedure Codes, etc.).

The content of the classification plan need to be in line with the classifications used by the Customs Department and by the International organisations.

Consequently, the nomenclatures stored into the classification plan needs to be regularly updated.

### 1.2 Which component of the classification plan needs to be maintained?

When updating the content of a classification, ALL the related links/components MUST also be updated accordingly.

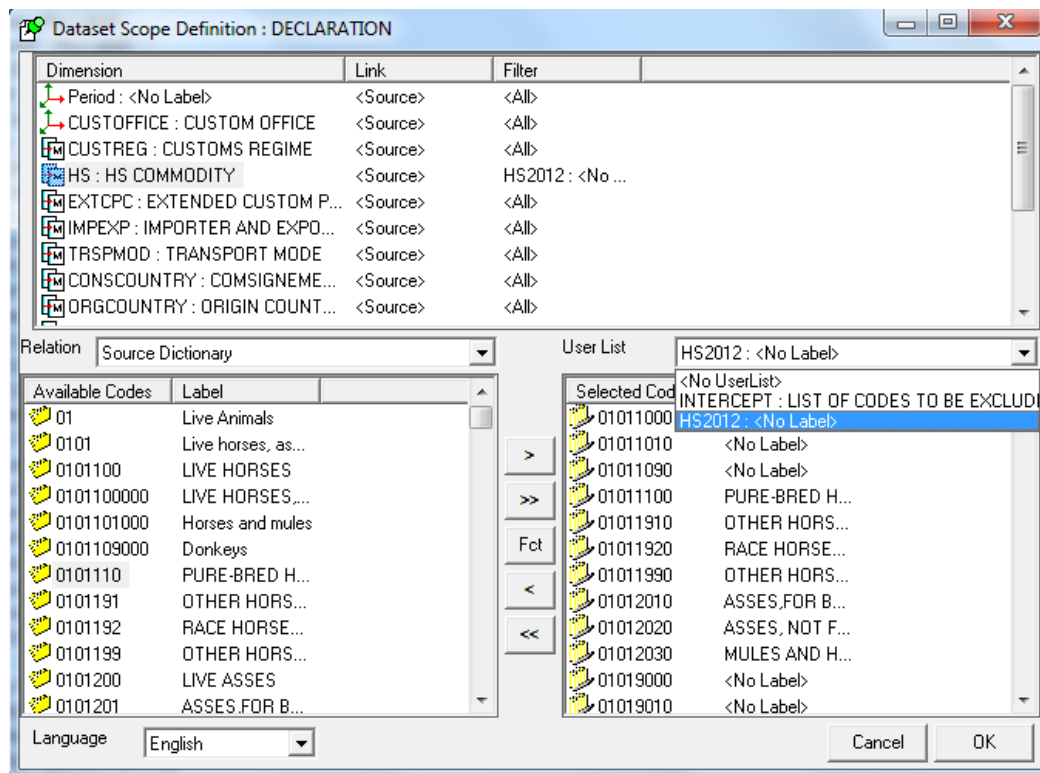
For example, when Customs Department introduce a new TARIFF, the following objects (components of the classification plan) will have to be updated:

- Tariff nomenclature;
- All the relations (Trans codifications type) using the Tariff (e.g. HS to SITC, HS to supplementary unit code, HS to BEC relations).

In this example (update of Tariff classification), the best practice will be to update the previous Tariff nomenclature (**AND NOT TO CREATE A NEW CLASSIFICATION**).

When updating the existing classification (Tariff), the dictionary will contain both versions of the Tariff (previous and current ones). Consequently, if the Customs Department still uses a code belonging to the previous Tariff only (closed code), Eurotrace will not detect it as an error UNLESS a Userlist has been created.

Therefore, it is recommended to create userlists (one for each version of tariff ) and to select the appropriate userlist in the Importation scope of the dataset:



This practice will prevent any “invalid” HS codes to be imported.

## 2 Management of the Datasets:

The Datasets contain the detailed data. When designing the domain, datasets are created in order to store the source data files (i.e. Customs Department files, company files, etc).

Once the datasets contains data, its structure cannot be modified (users cannot add or delete dimensions).

### 2.1 Why would you need to change a Dataset structure?

Changing a dataset structure would mean a full reconstruction of the domain’s dataset. This procedure is to be done when important changes occurs in the sources of data which are to be stored. For example, upgrading of the Customs Department’s system (i.e. from ASYCUDA ++ to ASYCUDA WORLD). The amount of information collected by the Customs Department will increase nad the new information (such as additional taxes or a detailed Customs Procedure codes) can be of interest to the Statistical Office.

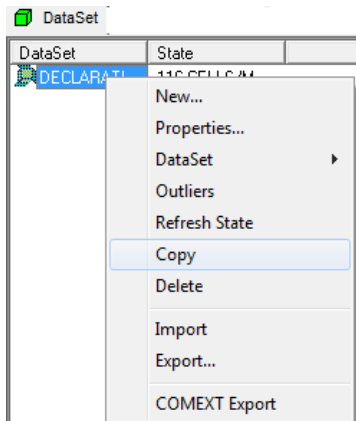
In order to store the new information the structure of the dataset has to be changed. As mentioned previously, a dataset containing data cannot be modified; the System Administrator will have to create a new dataset with the updated structure.

The following procedure is recommended:

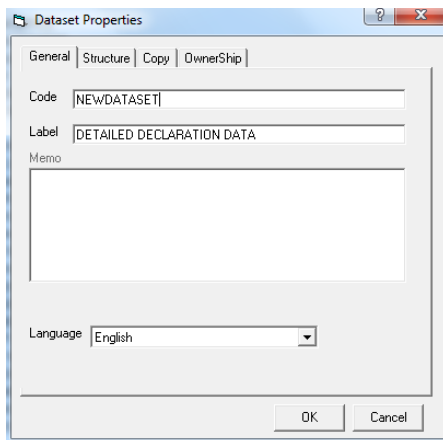
1) Creation of the new dataset

The new dataset will have to be designed in order to store the existing data (historical information) and the new data (according to the data file structure(s)). Therefore, it is recommended to create a copy of the existing dataset and to apply the modifications from the copied dataset.

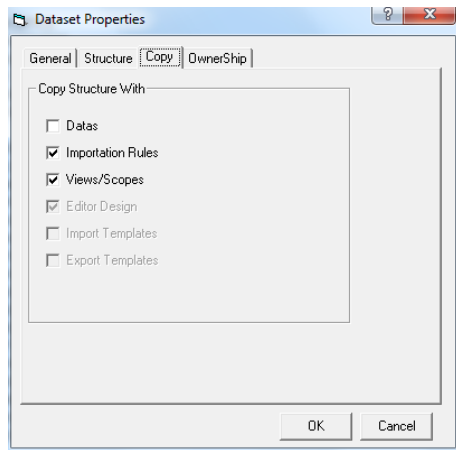
Copy the existing dataset – Right click on the dataset and select copy from the menu.



Give a name to the new dataset.



Click the Copy Tab to select the following options:



**Note:** This procedure will create a new dataset, that has the same structure with the existing validations rules. This structure of this dataset can be modified as it will not contain any data.

Once the dataset has been copied, the domain manager will be able to design the dataset according to the new data file structure. The procedure is the same as when designing a new dataset.

**Note:** the validation rules will be copied into the new domain. Therefore, if a dimension has been removed or renamed, the validation rules will have to be adapted accordingly.

## 2.2 Preparing and loading the historical data – using the DTA Merger

This step is very important in order to keep all the data into the same dataset. The historical data are available in the “dta” files. The “dta” files are (almost always) created from a dataset defined as multi files (i.e. the physical storage is divided according to the dimensions set into the group. Usually, the group contains the Year and Period). Consequently, the storage of the data will be spread into monthly files (12 files per year).

In order to reduce the burden when proceeding to the preparation of the historical data, it is recommended to “group” the monthly files using the “DBA Merger” tool.

This tool will enable the creation of text files containing data from several DTA files.

## 2.3 Installing the DTA Merger:

The DTA Merger is a folder which is to be copied on the computer. No installation is needed.

## 2.4 Using the DTA Merger:

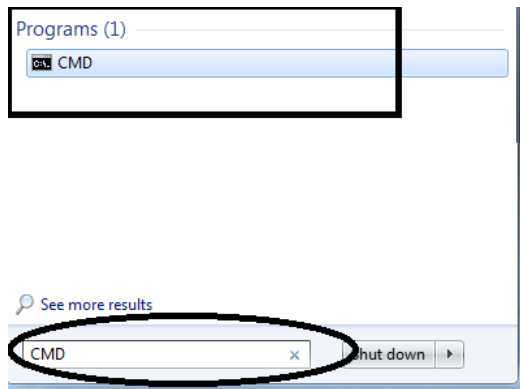
To use the program, the domain administrator will have to follow the procedure outlined below:

- 1) Copy the “dta” files into the DTA Merger folder

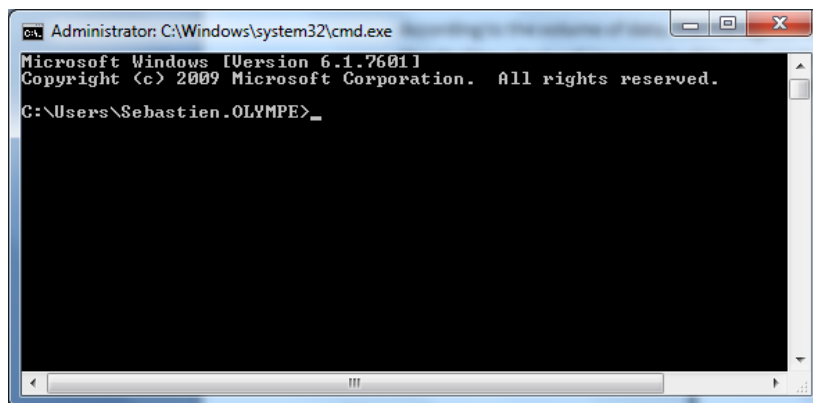
According to the volume of data, the manager should select 2 to 3 year of data maximum. The “dta” files which will be copied and grouped into one single file. Therefore, it is recommended not to create too big file (150 MB is considered a good maximum size).

- 2) Open a command prompt
  - a. Enter “cmd” into the “search box”:

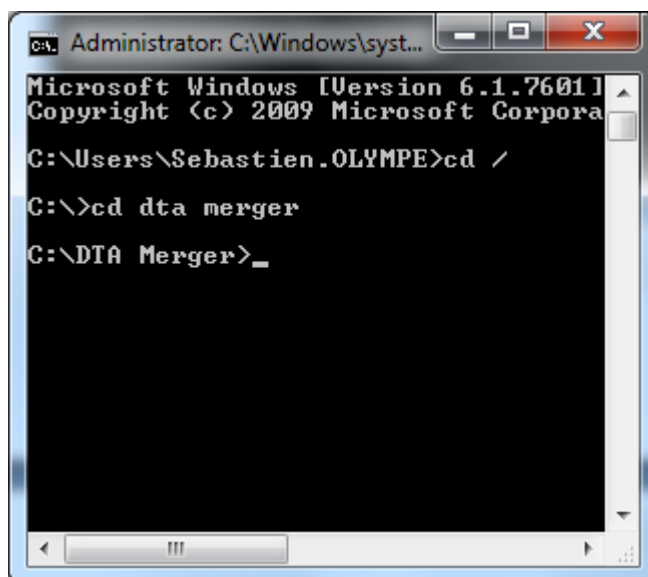




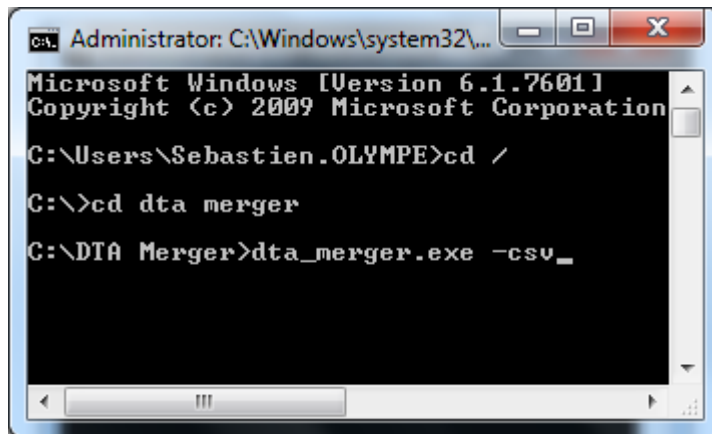
Select CMD program to open the command dialog as follows:



To use the DTA Merger, the path should be the DTA Merger Path (i.e if the DTA Merger is installed on the C drive, the path will be C:\DTA Merger)



- 3) Launch the DTA Merger program:
  - a. Type the following command:
    - i. dta\_merger.exe -csv



```
Administrator: C:\Windows\system32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation

C:\Users\Sebastien.OLYMPE>cd /
C:\>cd dta merger
C:\DTA Merger>dta_merger.exe -csv_
```

The DTA Merger will create a csv file, called “Merged.csv” which will contains the data from all the “dta” files previously copied into the DTA Merger folder.

The created file Merged.csv is ready to be imported into the new created dataset.

**Note:** the file created contains the **Headers** of the dimensions. This is important when loading the data into the Eurotrace Dataset.

When changing the source dataset, **all the derived datasets must be re created**, using the new source dataset.

The source of a derived dataset CANNOT be changed.

## E. Resolving Issues with data:

This section is dedicated to the error detected when checking the data (Via Comext). This is not to be considered as errors which can be detected by Eurotrace. Using Comext mean that the data have been processed and the errors (codification errors, validation rules errors) would have been corrected during the processing of source data.

The following types of issues can be identified:

### 1 Discrepancies between totals created from sums of HS levels (HS2, HS4, HS6, HS8.)

It may happen that a Comext extraction will provide different results between the sum of HS2 and the sum of HS8.

Considering that the data are provided in HS8 (or HS10), the result provided by the sum of the most detailed level is the correct one and should be considered as the reference. However, the hierarchical structure of the Harmonized System nomenclature is supposed to provide the same results when summing the higher levels (HS2, HS4 and HS6).

When discrepancies are discovered between the different level, this mean that the Nomenclature (i.e. dictionary) is not complete (i.e. some HS8 have no subdivision into HS6, or some HS6 have no subdivision into HS4, etc...).

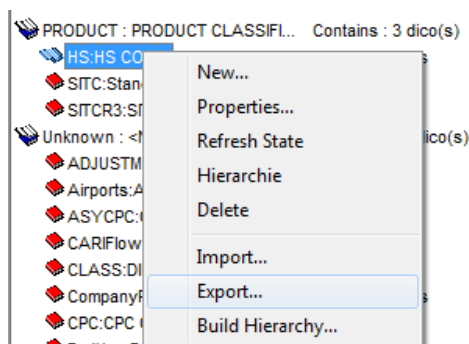
**Note:** This cannot be detected by Eurotrace as the checking done on the product is performed during the importation of the most detailed data (i.e HS8 or HS10).

#### 1.1 Procedure to check the consistency of a hierarchical nomenclature:

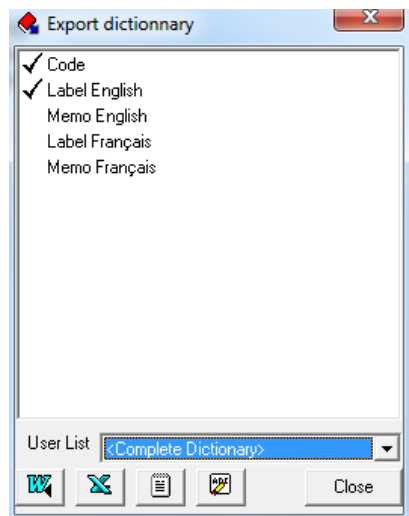
To check the consistency of a nomenclature, the following procedure can be applied.

##### 1.1.1 Extract the nomenclature from the Eurotrace domain:

- a. From the classification Plan, select the HS nomenclature and export the file



- b. Select the fields to be exported and the export format (for example, Excel format)

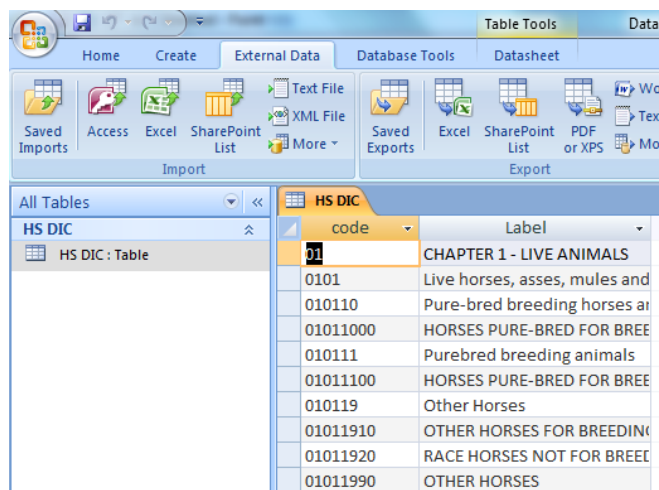


The file will be created in the export folder defined under the Eurotrace options (Tools/Options)

### 1.1.2 Import the extracted file into an MS ACCESS database.

This will enable the user to process queries on the nomenclatures in order to identify the missing codes.

**Note:** when importing the nomenclature in the MS ACCESS database, select the Text type for the code (otherwise, all the codes starting by zeroes will be truncated)

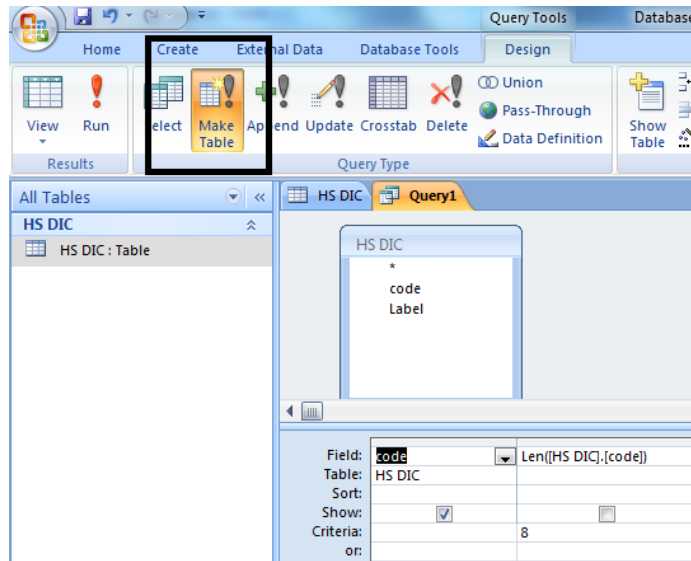


### 1.1.3 Create the following tables from the imported nomenclature:

- c. The procedure will create the aggregated level of HS from the most detailed level. Then a comparison with the existing HS6, HS4 and HS2 will be executed and the identification of the missing codes will be possible.
  - i. The first step will be to create a table with the HS8 only

The following action will be done:

Create a query (Make table query) with all the codes from the dictionary table  
WHERE the length of the code is equal to 8:

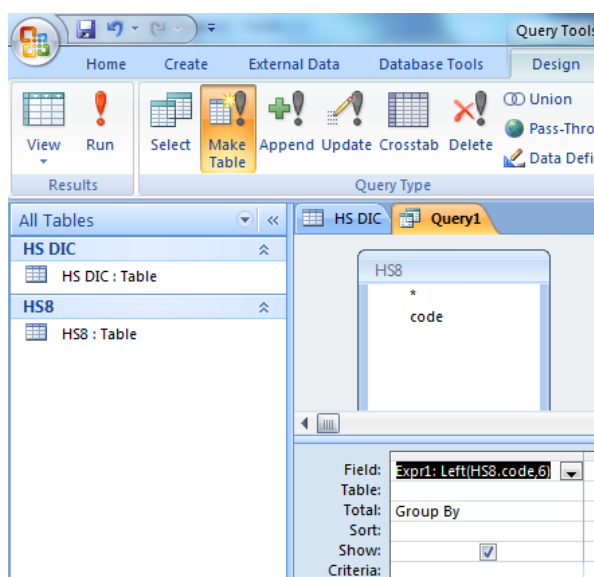


Note: the SQL syntax for this request is:

```
SELECT [HS DIC].code INTO HS8
FROM [HS DIC]
WHERE (((Len([HS DIC].[code]))=8));
```

Let's call this new Table HS8. The table created will be used to create the aggregated level of HS as it should be. The procedure to apply is the following:

Create a table which will contain all the codes at 6 positions from the HS8.



**The SQL syntax for this query is:**

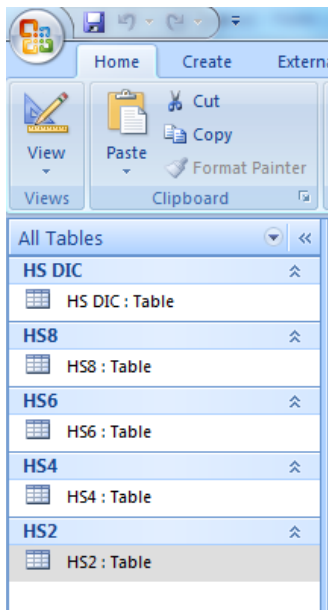
```
SELECT Left(HS8.code,6) AS Expr1 INTO HS6
FROM HS8
GROUP BY Left(HS8.code,6);
```

**Note:** the group by option is to be selected in order to keep only distinct records.

This procedure is to be done for each level of the HS (6, 4 and 2)

The MS ACCESS database will then contain five(5) tables:

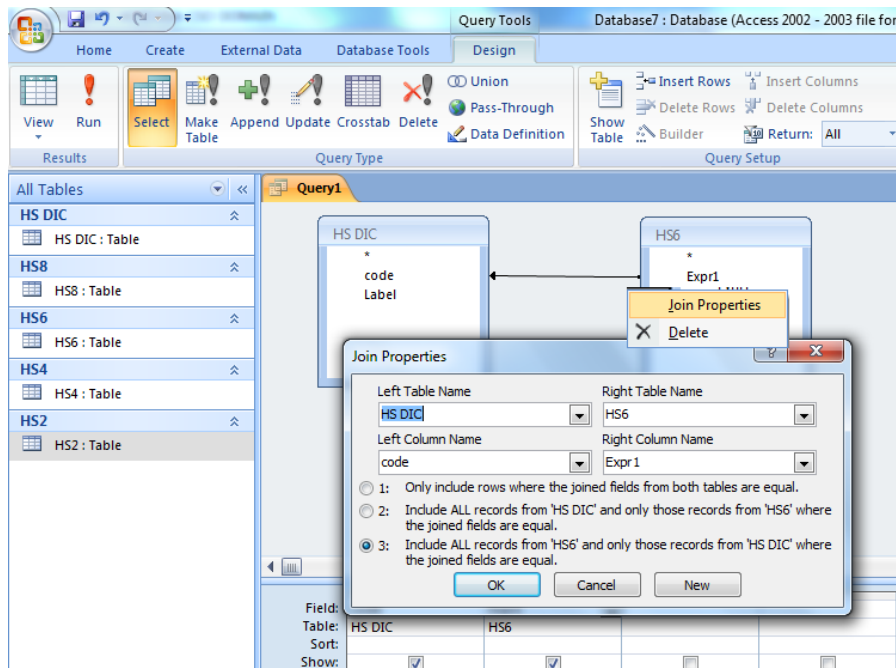
- The dictionary (all the codes)
- HS8
- HS6
- HS4
- HS2



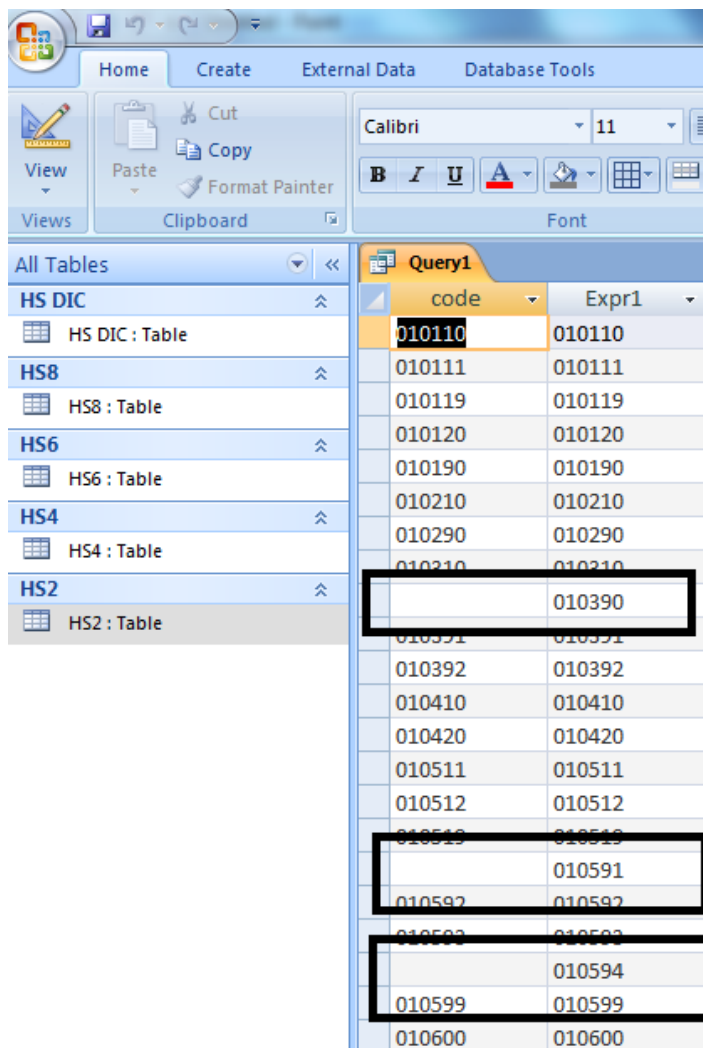
#### **1.1.4 Start the comparison between the dictionary and the created tables:**

- d. Comparing HS6 (created) with HS6 from the dictionary:

Create a select query using the tables HS DIC and the created HS6. Link the code field of the HS DIC to the code field of the HS6 (called Expr1) and set the properties of the link in order to extract all the codes from the table HS6.



The result will be displayed as follow:



Two columns, one with the Code (from HS DIC) and one with Expr1 (from the HS6 table) will be displayed.

In the above example, we can see that some codes from the HS6 table are not present in the DIC table. These codes will have to be added into the dictionary in order to ensure the integrity of the nomenclature.

For example, the code 010390 is not present in the Dictionary. If the dataset contains data for an eight position code, starting by 010390 (i.e. 01039010 or 01039090), the value of the trade will not be reflected when using the sum of HS6 in a Comext extraction.

**Note:** This procedure is to be done for all the HS level. The missing codes will have to be added into the dictionary. Consequently, the HS codes will become available for selection under Comext and, upon an updates of the aggregates (sum of HS6) under Comext, the sum of HS6 and the sum of HS8 will match.

## 1.2 Discrepancies between nomenclatures (i.e. HS and SITC not providing the same totals)

The data (source data) are provided according to the HS classification by the Customs Department. The domain contains relation in order to enable the production of the trade statistics in another nomenclature (such as SITC, BEC, ISIC).

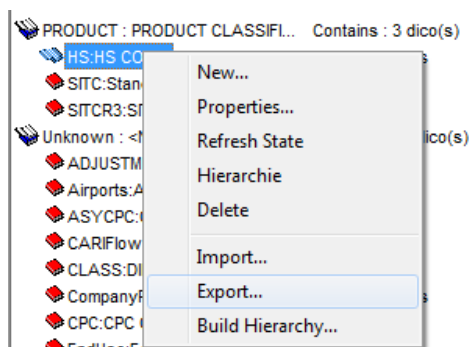
When producing reports (Comext extractions), if the total in HS does not match with the totals in “transcoded” nomenclatures, the issue comes from the relation which is used to process the data.

To enable coherence between nomenclatures, all the HS codes (detailed HS) must have related codes in the other nomenclature(s).

The following procedure describes how to identify which HS code(s) is/are not associated with the related nomenclature (the first step is identical to the one described in the identification of HS coherence).

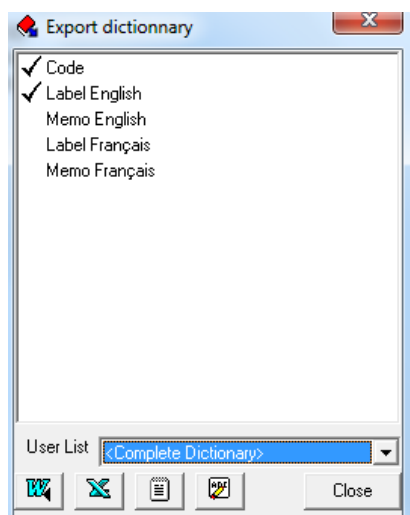
### 1.2.1 Extract the nomenclature from the Eurotrace domain:

- a. From the classification Plan, select the HS nomenclature and export the file



- b. Select the fields to be exported and the export format (for example, Excel format)



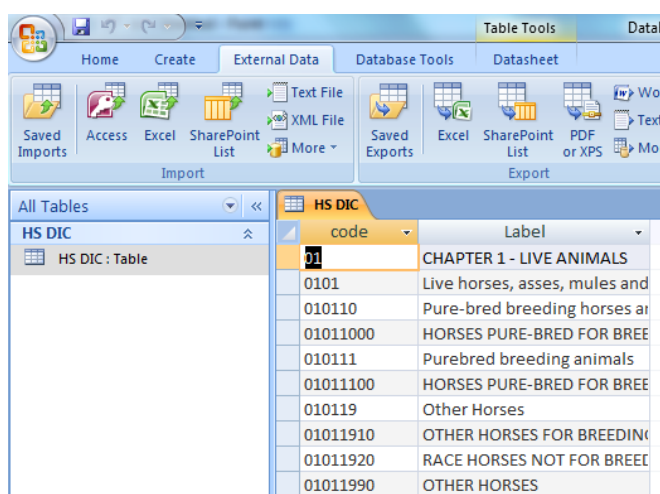


The file will be created in the export folder defined under the Eurotrace options (Tools/Options)

### 1.2.2 Load the extracted file into an MS ACCESS database.

This will enable to process queries on the nomenclatures in order to identify the missing codes.

**Note:** when importing the nomenclature in the MS ACCESS database, select the Text type for the code (otherwise, all the codes starting by zeroes will be truncated)



### 1.2.3 Create the following tables from the imported nomenclature:

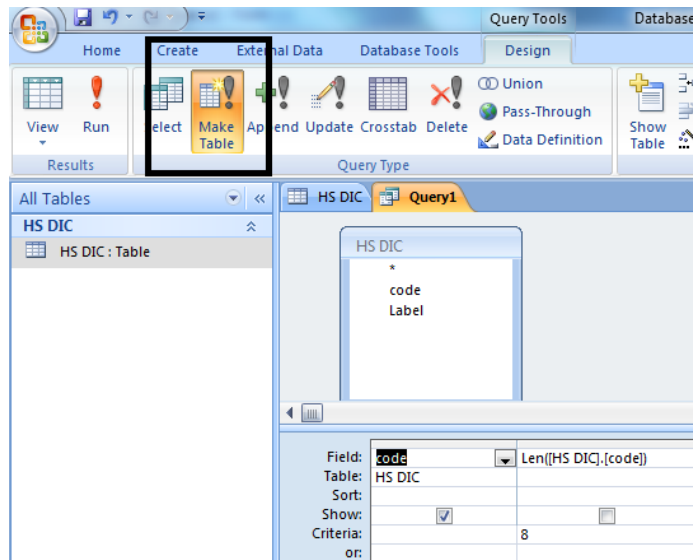
The procedure will create the aggregated level of HS from the most detailed level. Then a comparison with the existing HS6, HS4 and HS2 will be executed and the identification of the missing codes will be possible.

- i. The first step will be to create a table with the HS8 only

The following action will be done:

Create a query (Make table query) with all the codes from the dictionary table

WHERE the length of the code is equal to 8:



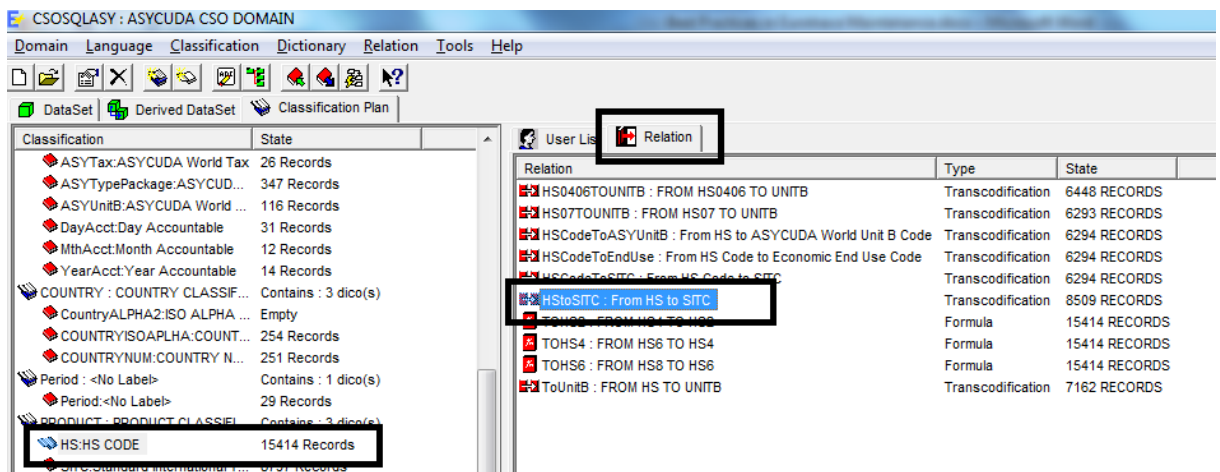
Note: the sql syntax for this request is:

```
SELECT [HS DIC].code INTO HS8
FROM [HS DIC]
WHERE (((Len([HS DIC].[code]))=8));
```

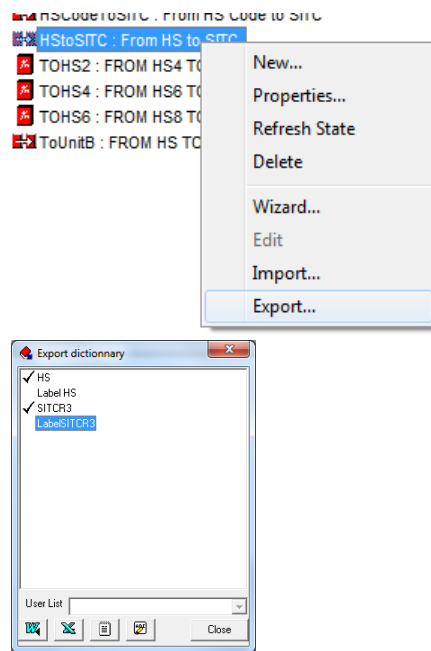
Let's call this new Table HS8.

#### 1.2.4 Extract the relation HS to SITC from the Eurotrace domain:

From the classification Plan, select the HS nomenclature and click on the Relation Tab to display the existing relation (from HS to SITC)



### 1.2.5 Extract the relation (right click on the selected relation / select Export)

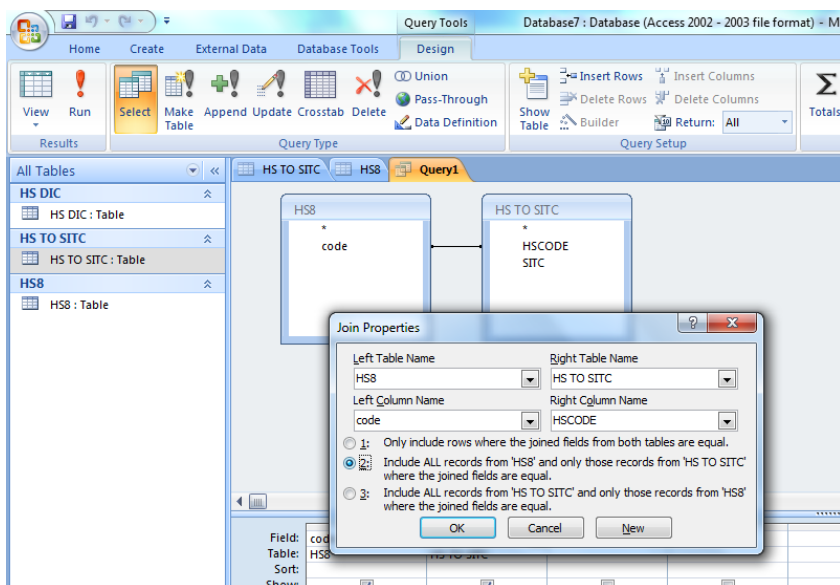


**Note:** The labels can be unselected as the procedure only concern checking the code

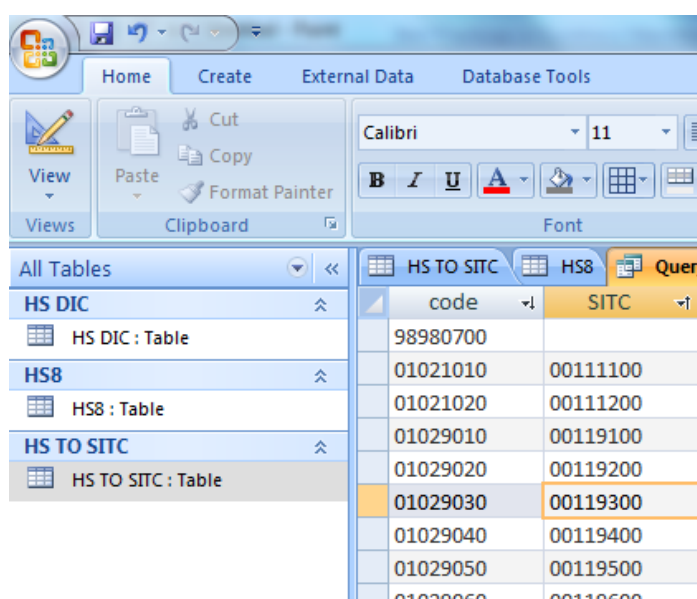
Export the Relation in Excel and import the Excel file into the same MS ACCESS database as the one used for the dictionary.

### 1.3 Comparison between the HS8 table (previously created from DIC table) and the Relation HS TO SITC:

Create a select query using the tables HS8 the Relation HS to SITC. Link the code field of the HS8 to the code field of the other table (HS TO SITC) and set **the join properties in the link in order to extract all the codes from the table HS8 table**



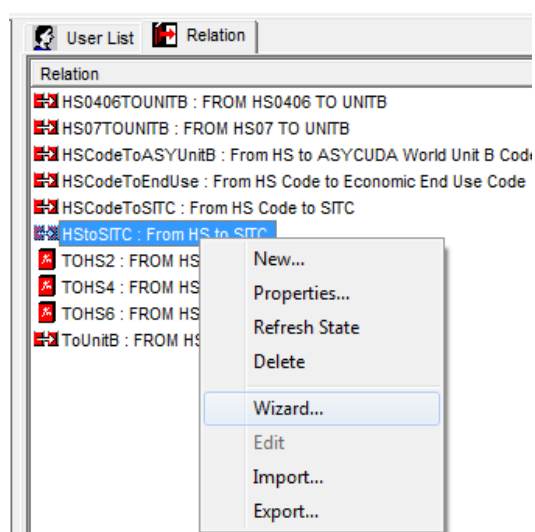
The result will be displayed as follow:



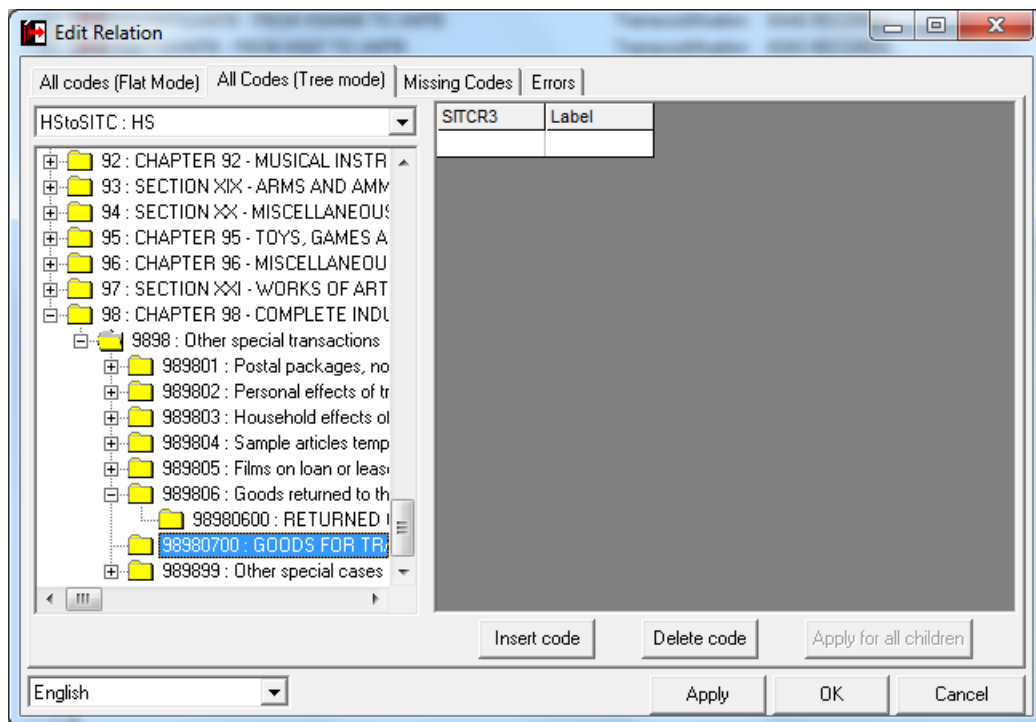
code	SITC
98980700	
01021010	00111100
01021020	00111200
01029010	00119100
01029020	00119200
01029030	00119300
01029040	00119400
01029050	00119500
01029060	00119600

In the example above, the code 98980700 does not have any associated code in SITC. Should any trade be recorded under this HS code, the value will not be reflected when performing extractions in SITC.

The relation will have to be completed. The relation can be completed using the Relation Wizard:



The Relation Wizard will enable the display of the relation and give the opportunity to edit the relation.



The Tab **All Codes (Tree mode)** enables the selection of codes (HS) for which SITC relation is missing. It enables also to add an associated SITC code.

**Note:** This procedure is suitable when only few codes are to be edited. Otherwise, it is recommended to create (or complete) a relation in a file (text, Excel, ACCESS) and to proceed to the importation of it into the relation via the option “Import”.

#### 1.4 Resolving issues related to negatives data in the source data files (Customs updates)

##### Problem statement:

In some specific cases, Customs Department will proceed to declaration cancellation by adding new declaration with negatives figures. The concept is to create a declaration (a new one) with the same information as the one to be cancelled but with negatives values (Declaration value, Net Weight, Freight, etc.).

These cancellations being new declarations, they have their own declaration number and, therefore, are not registered in Eurotrace system as “updated” records.

**Reminder:** The records in Eurotrace are unique and are identified according to a key which contains the declaration number.

In order to deal with these “negatives “ records, several possibilities can be mentioned:

#### 1.4.1 Step 1: Detect the negatives values:

- a. A validation rule in the Eurotrace domain will detect the negatives values and will reject during importation

This solution will enable the data administrator (in charge of the data processing) to identify the records with negatives values. However, the fact that negatives values are not imported into the dataset does not solve the issue. It will just inform the responsible that some records are to be deleted into the dataset. The records to be deleted will contain exactly the same information as the one from the “cancellation”, expect from the declaration number (and the values which will be negatives).

#### 1.4.2 Step 2: Identification of the Records to be deleted:

This procedure will have to be done **outside** Eurotrace in order to identify the records to be deleted.

Create an MS ACCESS database in which the data from the error file (detected because of Negative values) will be loaded.

**Reminder:** the error file can be extracted from Eurotrace using the “export to editor” option. This function creates an editor file (etc extension which can be open with MS ACCESS). The error file contains several tables, including the one with the error (called error\_XXX, XXX being the number of the operation). This table (error) can be extracted and uploaded into the MS ACCESS database above mentioned.

From the error file, it is recommended to proceed to an analysis of the customs offices code from which the cancellation has been done. This check will enable to reduce the records which will have to be extracted from Eurotrace (for comparison and identification of the matching declaration).

The next step will be dedicated to the extraction of the records already loaded into Eurotrace and which need to be deleted.

#### 1.4.3 Step 3: extraction of the declarations to be deleted:

The aim of this step is to extract from Eurotrace a set of records which will enable the identification of the declaration to be deleted. Such extraction will be done using the export to Editor.

To proceed to these extraction, users must create a view (from the view tab of Eurotrace DBMS). The definition of the view should be restricted in order to reduce the number of records which will be extracted. Therefore, the Customs offices codes (identified previously) will be selected in order to extract only the records from these offices.

**Important:** Cancellation can be related to declaration from previous months. It is recommended to extract at least 3 months of data. For example, if the declaration from April 2015 contains negatives figures, it is recommended to proceed to an extraction from January to January to April 2015.

Once extracted, the ETC file produced will also contains a data table which will be used to identify the declaration for removal.

The data table should be uploaded into the MS ACCESS database (where the error have been uploaded previously).

#### **1.4.4 Step 4: comparison of the error (negatives values) and the declaration extracted:**

Under the MSACCESS database, two tables will be available:

- 1) Error
- 2) Data

A query under MS ACCESS which will link the field from the two tables will have to be done. When establishing the link, the Declaration number cannot be linked, but most of the fields (CPC code, Customs Office, Declarant, Origin country, Transport mode, ...) can be linked to identify the declaration.

**Note:** The query should also mentioned that the indicators (for instance Value) of “error” table must be equal to the indicators (Value) of the data table multiply by -1

This step will enable to identify the declaration to be removed from the Eurotrace dataset.

Note: should some records (from the error table) have no corresponding declaration (from data table), the step 3 will have to be repeated using previous period as it will refer to previous months.

#### **1.4.5 Step 5: Deletion of declaration records:**

The records identified during the previous step, will be removed from the Eurotrace editor (the remove button is available under the editor).

Once all the records will have been removed in the editor, the ETC file will have to be loaded into Eurotrace in order to proceed to the deletion of the records into the dataset. Derived datasets will then have to be updated in order to refresh the dissemination data.