DATA REQUIREMENTS

- The data must be in one Excel spreadsheet (not multiple tabs) or one Access database table (not multiple tables). **All Qualifying NonResident Payroll expenditures must be categorized separately**.
- The data cannot be submitted in any other format such as PDF, XML, delimited, CSV, PRN, reports, etc. (No use of commas, "&" and any special characters in the file name upon submission)
- The data must contain specific identifying information about the transaction that is sufficient to locate the source document (paper receipt) such as vendor/supplier name, employee name (if payroll related), week ending date (if payroll related) invoice date, invoice number/transaction number, general ledger account number, proof of payment (check number, envelope number, etc), description, transaction type, transaction date, transaction number, etc. This is not an exhaustive list, but rather an example of the detail needed on each transaction/line of data.
- The amount of the Qualified Tennessee Expenditures must be in one data column and have an amount on every line of the data for the transaction. The sum of this column must represent the total Tennessee spends for the time period represented. If the column is summed in Excel or Access and does not sum to the number represented at the bottom of the column, the data will be returned for correction.
- Every effort should be made to list the spend for each transaction and not multiple payments or advances toward a single transaction/spend.
- The data must have a clear cutoff for the claim and that cutoff must be identified to the Tennessee Entertainment Commission. For example, the claim could be for all Tennessee expenditures between February 2, 20XX and October 13, 20XX. Therefore, if a subsequent claim is filed, all Tennessee expenditures submitted to the Tennessee Entertainment Commission would be for expenditures after October 13, 20XX. It is imperative that this is clear so that duplicate expenditures are not presented in multiple claims.

Required Data Elements

Field Name	*Explanation*
General Ledger Account	
Vendor Name	
Invoice Number	
Invoice Date	
Description	Make sure enough information is present to differentiate from another line within the TN spend data
Employee Name	Must include employee name for payroll transactions.
Week Ending Date	This will show the payroll week.
Check Number	You must have check number as proof of payment unless Petty Cash.
Check Date	
Petty Cash Envelope Number	
Transaction Type	This should be Payroll, AP or Petty Cash. **Internal Journal Entries not accepted in the General Ledger submission.**
Transaction Number	If your computer system issues a transaction number to all entries, please provide that information.
Transaction Date	If you use a transaction date or entry date as the cutoff date, you will need to provide this data field.
Amount of TN spend	Must be the amount claimed for the refund/incentive – (Include the employee gross pay if this is a payment to an employee or a payroll transaction).

You will have to indicate the cutoff date for each data set provided to ensure that entries are not included multiple times for payment. The date field used to identify the cutoff must be in each data submission and date ranges cannot overlap between sets of data provided for the incentive. Overlapping date ranges will result in a reduction of incentive amounts approved.

All line items that are identical to another data line will be removed and not allowed as a qualified spends. If the lines are not truly duplicates, make sure that plenty of detail is provided to prove two different payments. The ideal situation is that similar items be paid with different check numbers. Any amounts removed from qualified spend by journal entry should have both the spend and journal entry removed from the file before submission.