

## **Data Requirements for the TENNESSEE Film Incentives**

- The data must be in one Excel spreadsheet (not multiple tabs) or one Access database table (not multiple tables).
- The data cannot be submitted in any other format such as PDF, XML, delimited, CSV, PRN, reports etc.
- The data must contain specific identifying information about the transaction that is sufficient to locate the source document (paper receipt) such as vendor/supplier, date, invoice number/transaction number, account number, proof of payment (check number, envelope number, etc), description, 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 spend 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 spend 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 net 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 Department of Revenue. For example, the claim could be for all Tennessee expenditures between February 2, 2008 and October 13, 2008. Therefore, if a subsequent claim is filed, all Tennessee expenditures submitted to the Department of Revenue would be for expenditures after October 13, 2008. It is imperative that this is clear so that duplicate expenditures are not presented in multiple claims.