



# B U L L E T I N

February 27, 2017

Bulletin No. 06-2017

To: NISS Member Companies

Re: NISS Edit Software

We are pleased to announce that the updated NISS Edit Software Packages for the 2017 Call Year are available for use. The 2017 files for all NISS Calls are available for download from the NISS website. There is no charge for this software.

If you are not familiar with these edit packages, you will be interested to know that the software provides the opportunity to edit these submissions at the desktop level and to view a separate distribution of your data, prior to submission to NISS. We have developed these software packages as Access databases that can be utilized with Access 2000 or more recent versions.

This NISS software allows member companies to edit their submissions for these Calls and view the edit results, which include a detailed error list, an error summary report and a report showing error counts for each edited field. Companies using the electronic transmittal record option may also view a transmittal balancing report. The software includes functionality to export any records identified with an error to Microsoft Excel to help you further analyze your data.

Reports have also been developed that will provide totals of a company's data for each field separately, broken down within key fields for each Call. These reports allow for distribution checks to uncover any data anomalies that are not related to edit issues. There is also an Annual Statement report that presents totals by Annual Statement Line of Business by state for each company. This may help you with your Annual Statement balancing efforts.

As announced in June, 2016, NISS expanded the record layouts for the Homeowners (HO), Burglary, Robbery and Theft (BR), Farmowners (FO), Fidelity, Surety and Forgery (FS) and Inland Marine (IM) Calls which up until now have included 80 positions in the record layout. Currently, companies may optionally utilize positions 81-100 to include policy numbers, claim numbers or any other identifiers that may help when investigating data issues. The edit software for those Calls will accept either 80 bytes or 100 bytes. All other Calls have a 180 byte record layout.

In order to utilize this software, the desktop requirements are as follows:

- Microsoft Access<sup>®</sup> 2000 (or newer);
- 256 megabytes of memory minimum (for optimum performance);
- 2 gigabytes of free disk space; and
- NISS formatted data records for each particular line

The edit software also accepts files in fixed length (.txt) or comma-delimited (.csv) format, paralleling what NISS accepts with data submissions.

This software has proven to be a valuable data quality tool for companies. When the edit software is used early enough in your company's data preparation process, data errors can be detected and corrected at the source.

Member companies can view the Edit Software documentation, which provides detailed instructions on how to use the software along with explanations of the various reports, and download a copy of the Edit Software from the member's side of the NISS website ([www.niss-stat.org](http://www.niss-stat.org)). Reference the "Edit Software" page under the "Edit Tools" menu item.

Finally, if you'd like to learn more about the edit software there are Training Videos available on the NISS website, under the Training/Education menu item, for viewing by our member companies. One discusses the software in general while the other explores more detail about the reports available for your use.

Please let us know if you have any questions.

Very truly yours,



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