

Computer Edit Specification for Distributive and Service Trade Establishments
Survey, 2003

Section I **Identification Particulars**

- Codes for regions should not be different from 1,2,3,4,5,6,12,13,14,15.

Section II **Basic information of the Establishment**

- 1, What is the major trade type/sector of the establishment?
 - The codes should not be different from 1,2, or 3.
 - If the answer is code 2 or 3 skip to Q.3.

2. If the answer for Q.1 is code 1 (whole sale trade), what type of, whole sale?
 - The answer should not be different from codes 1 to 6.

- 3.2 The major item sold /service provided by the establishment.
 - Four digit codes should be given.

4. What is the form of ownership?
 - The codes should not be different from 1 to 7.
 - If the answer is code 6 or 7 skip to Q.6.

5. Number of owners by sex (if the answer for Q.4 is codes 1 to 5)
 - The answer should be given by sex.
 - The number should be greater than 1.
 - One of the sexes could be blank.
 - Check for total.

6. Book of account
 - The codes should not be different from 1,2, or 3
 - If the code is 2 or 3 skip to Q.8

7. If complete book of accounts, which calendar year?
 - The answer should not be different from codes 1 to 4.

8. The age of the establishment?
- Under month, the number could be 00 to 11.
 - Under year, the number could be 00 to 97.
9. How many days did the establishment operate during the year?
- The number should not be greater than 365, blanks could be accepted.
 - If the answer is 365 skip to Q.11.
10. Reasons for not working full year?
- Codes should not be different from 1-8.
 - If code 1 is chosen the other two card columns must be blank.
 - If code 1 is not chosen either one or two or three of the card columns could take any of the codes from 2-8.
11. Amount of initial Capital?
- No limit for the amount, blank could be accepted.
12. Ownership of capital of the establishment by nationality.
- Codes should not be different from 1-5, blank could be accepted.

Section III

- 3.1 Number of persons engaged and wage in the establishment .
- Either of columns 3-14 could be filled. But all could not be blank, at least 1 should be filled in one of the columns.
 - Check for totals in serial number 7 for each column if there is any number filled.
 - If there is any number filled in column 15 there should be amount of birr in column 16.
- 3.2 Wage, salary and other employee benefits paid.
- Check for raw totals in column 6 and column totals in ser. no. 4 column 1
 - Blanks could be accepted

3.3 Number of permanent employees by salary group.

- check for raw totals in column 16 and column totals in serial no. 3 column 1.
- blanks could be accepted.

Section IV Sales/income of the establishment

4.1 Income from commodity sales /trade in services.

- For each commodity in column 2 there should be five digit code in column 3.
- Check for totals in column 4.
- Column 5 should be the same for all items specified in column 2.
- Blanks could be accepted.

4.2 Miscellaneous income

- Check for total under column 1.
- Number of months should be the same in column 4 for all sources of income.
- Blanks could be accepted .

4.3 Income from bedrooms and other recreational services.

- Check for totals under column 5 and 6.
- There should be the same number of months in column 7.
- Number of bedrooms in column 3 (serial number 2) is less or equal to number of beds in column 3 (serial number 3).
- Number in column 4 should not be greater than 365.
- Blanks could be accepted.

Section V Expenses of the establishment

5.1 Expenses for the purchases of goods for sale

- Five digit code should be given in column 3.
- Check $\text{column 4} + \text{column 5} + \text{column 6} + \text{column 7} = \text{column 8}$.
- There should be the same number in column 9.
- Check totals under column 4-8.
- Blanks could be accepted.

5.2 Miscellaneous expenses

- ❖ Check for total in column 3 for the following:-
 - Sum of serial no 1-15 should give serial number 16.
 - Sum of serial no 17-20 should give serial number 21.
 - Serial number $16+21=22$.
 - Numbers should be the same in column 4.
 - Blanks could be accepted.

Section VI Commodity stock payable and Receivable money.

6.1 Stock

- No limit for the numbers in column 3 & 4.
- Check column 5 is column 4 minus column 3.
- Check totals under column 3-5.
- Blank could be accepted.

6.2 Payable and Receivable money

- No limit for the number and it could be blank.

Section VII Fixed assets and investment

7.1 Fixed asset

- In each column (3-7) totals should be checked.
- No limit for the number and could be blank.
- Check column 7 is column (3+4) minus column (5+6).
- Column 6 should not be greater than 25 percent of column 3.

7.2 Investment

- Total has to be checked and blanks also accepted.
- Total in column 3 should be equal to total in column 4 Q 7.1, if any.

Section VIII Problems & future plans

1. Problems faced at the start of the operation.
 - Codes should not be different from 01-11.
 - If code 01 is chosen the other two card columns should be blank.
 - If code 01 is not chosen either one or two or three of the card columns could take any of the codes.
2. Problems currently affecting the operation.
 - Codes should not be different from 01-17
 - If code 01 is chosen the other two card columns should be blank.
 - If code 01 is not chosen either one or two or three of the card columns could take any of the codes.
3. Future plan.
 - Codes should not be different from 1,2 or 3.
 - If the answer is code 2 or 3 skip to Q.5.
4. What is the main reason (If Q.3 is code 1)
 - Codes should not be different from 1-5.
5. Problems to enlarge the establishment.
 - Codes should not be different from 01-13 and blanks could be accepted.
6. Assistance/s needed from the government .
 - Codes should not be different from 01-11.
 - Either one or two or three of the card columns could take any of the codes.
 - Blanks could be accepted