Katusome IDEA practice datasets: data dictionary (v3)

All data is fictional and was generated for training. Company: Kampala Trading Co. Ltd (fictional). Reference as-at date: 31 December 2025.

IDEA import settings

IDEA import settings. CSV: File, Import Assistant, choose Text (delimited). Character set ASCII/ANSI. Record delimiter CR LF. Field separator comma. Text encapsulator double quote. Tick 'First visible row is field names'. Set every *_DATE field to type Date with mask YYYY-MM-DD, every *_TIME field to type Time with mask HH:MM:SS, ID, account, phone and TIN fields to Character, and amounts to Numeric. Blank dates are empty and are allowed. XLSX or XLS: Import Assistant, Microsoft Excel, select the sheet named Data, tick 'First row is field names'. Dates are real Excel dates. If the Excel import gives trouble, use the .xls (Excel 97-2003) file or the CSV. IDEA Educational imports at most 5,000 records per database; every file here is within that limit (transactions has exactly 5,000). Troubleshooting: if IDEA crashes when opening an imported database, close IDEA, delete that database (.IMD file) from the project folder, and re-import the CSV as Text with the settings above.

File	Rows	Purpose
access_requests.csv	640	Approved access request forms. Compare approval date with the date access was granted.
admin_audit_log.csv	3610	Administrator activity log extract for 2025 (log_id is sequential).
approver_limits.csv	28	Payment approval limit in UGX per approver.
backup_log.csv	1797	Daily backup job log, five systems, 2025.
change_log.csv	900	IT change management register for 2025.
control_totals.csv	21	Record counts and control totals supplied by the (fictional) source systems. Use to prove your import is complete.
gl_vs_subledger.csv	60	Month-end GL control account balance against the subledger total, 2025.
grn.csv	775	Goods received notes.
hr_master.csv	620	HR master list of employees of Kampala Trading Co. Ltd (fictional). Source of truth for who works there and when they left.
incident_tickets.csv	1540	Service desk incident tickets for 2025.
invoices.csv	825	Supplier invoices captured for payment.
patch_status.csv	800	Asset patch and vulnerability status as at 31 Dec 2025.
payroll.csv	516	December 2025 payroll run. Simplified practice formulas, see notes below.
purchase_orders.csv	800	Purchase orders.
revocation_requests.csv	120	Leaver access revocation tickets: HR termination date, request date and the date the account was actually disabled.
roles.csv	19	List of ERP roles.
sod_conflicts.csv	11	Segregation of duties conflict matrix: role pairs that should not be held by one person.
system_users.csv	670	User accounts extracted from the ERP. Compare with HR for leavers, orphans, duplicates, password and dormancy tests.
transactions.csv	5000	Payment and journal vouchers for 2025 with maker, checker and timestamps.
user_roles.csv	742	Which user holds which role (a user can hold several).
vendor_changes.csv	296	Change log of vendor master data (bank details, phone, etc.).
vendors.csv	150	Vendor master file.

access_requests.csv

Field	IDEA type	Description

REQUEST_ID	Character	Descriptive field name
EMP_ID	Character	Employee ID (links to hr_master)
USERNAME	Character	ERP login name
ROLE_REQUESTED	Character	Descriptive field name
REQUEST_DATE	Date YYYY-MM-DD	Descriptive field name
APPROVER_ID	Character	Descriptive field name
APPROVAL_DATE	Date YYYY-MM-DD	Descriptive field name
ACCESS_GRANTED_DATE	Date YYYY-MM-DD	Descriptive field name
REC_STATUS	Character	Status

admin_audit_log.csv

Field	IDEA type	Description
LOG_ID	Character	Sequential log number
EVENT_DATE	Date YYYY-MM-DD	Time of the event (date part)
EVENT_TIME	Time HH:MM:SS	Time of the event (time part)
USERNAME	Character	ERP login name
ACTION_TYPE	Character	Action performed
TARGET_OBJ	Character	Descriptive field name
SOURCE_IP	Character	Descriptive field name

approver_limits.csv

Field	IDEA type	Description
USERNAME	Character	ERP login name
APPROVAL_LIMIT	Numeric	Maximum UGX the approver may approve

backup_log.csv

Field	IDEA type	Description
JOB_ID	Character	Descriptive field name
SYSTEM_NAME	Character	Descriptive field name
BACKUP_DATE	Date YYYY-MM-DD	Descriptive field name
START_TIME	Time HH:MM:SS	Time of day
END_TIME	Time HH:MM:SS	Time of day
REC_STATUS	Character	Status
SIZE_GB	Numeric	Descriptive field name
JOB_NOTES	Character	Descriptive field name

change_log.csv

Field	IDEA type	Description
CHANGE_ID	Character	Change reference
SYSTEM_NAME	Character	Descriptive field name
DESCR_TEXT	Character	Descriptive field name

CHANGE_TYPE	Character	Descriptive field name
REQUESTED_BY	Character	Descriptive field name
IMPLEMENTED_BY	Character	Descriptive field name
REQUEST_DATE	Date YYYY-MM-DD	Descriptive field name
APPROVER	Character	Descriptive field name
APPROVAL_DATE	Date YYYY-MM-DD	Descriptive field name
TEST_DATE	Date YYYY-MM-DD	Descriptive field name
TEST_RESULT	Character	Pass, Fail or Not tested
DEPLOYED_DATE	Date YYYY-MM-DD	Date change went to production
DEPLOYED_BY	Character	Descriptive field name

control_totals.csv

Field	IDEA type	Description
FILE_NAME	Character	Descriptive field name
RECORD_COUNT	Numeric	Descriptive field name
CONTROL_FIELD	Character	Descriptive field name
CONTROL_TOTAL	Numeric	Descriptive field name

gl_vs_subledger.csv

Field	IDEA type	Description
PERIOD_MONTH	Character	Descriptive field name
ACCOUNT_AREA	Character	Descriptive field name
GL_BALANCE	Numeric	General ledger balance
SUBLEDGER_BALANCE	Numeric	Subledger total
DIFF_AMOUNT	Numeric	GL minus subledger

grn.csv

Field	IDEA type	Description
GRN_NO	Character	Descriptive field name
PO_NO	Character	Purchase order number
GRN_DATE	Date YYYY-MM-DD	Descriptive field name
QTY_RECEIVED	Numeric	Descriptive field name
RECEIVED_BY	Character	Descriptive field name

hr_master.csv

Field	IDEA type	Description
EMP_ID	Character	Employee ID (links to hr_master)
EMP_NAME	Character	Full name (fictional)
DEPARTMENT	Character	Descriptive field name
JOB_TITLE	Character	Descriptive field name
HIRE_DATE	Date YYYY-MM-DD	Date of hire

TERMINATION_DATE	Date YYYY-MM-DD	Date employment ended (blank if still employed)
EMP_STATUS	Character	Status
MANAGER_ID	Character	Descriptive field name
BANK_NAME	Character	Descriptive field name
BANK_ACCOUNT	Character	Bank account number (fictional)

incident_tickets.csv

Field	IDEA type	Description
TICKET_ID	Character	Descriptive field name
CATEGORY	Character	Descriptive field name
PRIORITY	Character	Descriptive field name
SLA_HOURS	Numeric	Resolution target in hours for the priority
OPENED_DATE	Date YYYY-MM-DD	Ticket opened (date part)
OPENED_TIME	Time HH:MM:SS	Ticket opened (time part)
RESOLVED_DATE	Date YYYY-MM-DD	Ticket resolved (blank = not resolved) (date part)
RESOLVED_TIME	Time HH:MM:SS	Ticket resolved (blank = not resolved) (time part)
CLOSED_DATE	Date YYYY-MM-DD	Ticket closed (date part)
CLOSED_TIME	Time HH:MM:SS	Ticket closed (time part)
REC_STATUS	Character	Status
ASSIGNED_TO	Character	Descriptive field name
RESOLUTION_NOTES	Character	Descriptive field name

invoices.csv

Field	IDEA type	Description
INV_ID	Character	Descriptive field name
INVOICE_NO	Character	Descriptive field name
PO_NO	Character	Purchase order number
VENDOR_ID	Character	Vendor ID (links to vendors)
INVOICE_DATE	Date YYYY-MM-DD	Descriptive field name
QTY_INVOICED	Numeric	Descriptive field name
UNIT_PRICE	Numeric	Descriptive field name
NET_AMOUNT	Numeric	Descriptive field name
VAT_AMOUNT	Numeric	Descriptive field name
TOTAL_AMOUNT	Numeric	Descriptive field name
CAPTURED_BY	Character	Descriptive field name

patch_status.csv

Field	IDEA type	Description
ASSET_ID	Character	Descriptive field name
HOSTNAME	Character	Descriptive field name
ASSET_TYPE	Character	Descriptive field name

OS_NAME	Character	Descriptive field name
OS_SUPPORT_STATUS	Character	Descriptive field name
OWNER_EMP_ID	Character	Descriptive field name
DEPARTMENT	Character	Descriptive field name
CRITICALITY	Character	Descriptive field name
LAST_PATCH_DATE	Date YYYY-MM-DD	Descriptive field name
LAST_SCAN_DATE	Date YYYY-MM-DD	Last vulnerability scan date
PENDING_CRITICAL_PATCHES	Numeric	Descriptive field name
OLDEST_PENDING_RELEASED	Date YYYY-MM-DD	Release date of the oldest missing critical patch
MAX_CVSS	Numeric	Descriptive field name

payroll.csv

Practice formulas: gross = basic + allowances; NSSF employee 5% of gross; PAYE bands (monthly, simplified): 0 up to 235,000; 10% of excess over 235,000 up to 335,000; 10,000 + 20% of excess over 335,000 up to 410,000; 25,000 + 30% of excess over 410,000 up to 10,000,000; plus 40% above 10,000,000 (simplified for practice, check URA tables for real work); net = gross - PAYE - NSSF employee.

Field	IDEA type	Description
PAYROLL_MONTH	Character	Descriptive field name
EMP_ID	Character	Employee ID (links to hr_master)
EMP_NAME	Character	Full name (fictional)
BASIC_SALARY	Numeric	Descriptive field name
ALLOWANCES	Numeric	Descriptive field name
GROSS_PAY	Numeric	Descriptive field name
PAYE	Numeric	Descriptive field name
NSSF_EMPLOYEE	Numeric	Descriptive field name
NSSF_EMPLOYER	Numeric	Descriptive field name
NET_PAY	Numeric	Descriptive field name
BANK_ACCOUNT	Character	Bank account number (fictional)
PAY_DATE	Date YYYY-MM-DD	Descriptive field name

purchase_orders.csv

Field	IDEA type	Description
PO_NO	Character	Purchase order number
VENDOR_ID	Character	Vendor ID (links to vendors)
PO_DATE	Date YYYY-MM-DD	Descriptive field name
ITEM_DESC	Character	Descriptive field name
QTY	Numeric	Descriptive field name
UNIT_PRICE	Numeric	Descriptive field name
PO_AMOUNT	Numeric	Descriptive field name
CREATED_BY	Character	Username that created the record
APPROVED_BY	Character	Username/ID that approved the record
PO_APPROVAL_DATE	Date YYYY-MM-DD	Descriptive field name

revocation_requests.csv

Field	IDEA type	Description
REVOCATION_ID	Character	Descriptive field name
EMP_ID	Character	Employee ID (links to hr_master)
USERNAME	Character	ERP login name
TERMINATION_DATE	Date YYYY-MM-DD	Date employment ended (blank if still employed)
REVOCATION_REQUEST_DATE	Date YYYY-MM-DD	Descriptive field name
ACTUAL_DISABLE_DATE	Date YYYY-MM-DD	Descriptive field name
REC_STATUS	Character	Status

roles.csv

Field	IDEA type	Description
ROLE_ID	Character	Role ID (links to roles)
ROLE_NAME	Character	Descriptive field name
DESCR_TEXT	Character	Descriptive field name

sod_conflicts.csv

Field	IDEA type	Description
ROLE_A	Character	Descriptive field name
ROLE_B	Character	Descriptive field name
CONFLICT_DESCRIPTION	Character	Descriptive field name
RISK	Character	Descriptive field name

system_users.csv

Reference date for age calculations is 31 Dec 2025 (the audit "as at" date). emp_id is blank for generic and service accounts; owner_emp_id shows the named owner where one exists.

Field	IDEA type	Description
USER_ID	Character	User ID
USERNAME	Character	ERP login name
EMP_ID	Character	Employee ID (links to hr_master)
OWNER_EMP_ID	Character	Descriptive field name
FULL_NAME	Character	Descriptive field name
ACCOUNT_TYPE	Character	Descriptive field name
ACCOUNT_STATUS	Character	Active or Disabled
ROLE_ID	Character	Role ID (links to roles)
PRIVILEGE_LEVEL	Character	Standard, Elevated or Admin
CREATED_DATE	Date YYYY-MM-DD	Descriptive field name
CREATED_BY	Character	Username that created the record
PASSWORD_LAST_CHANGED	Date YYYY-MM-DD	Date the password was last changed (blank = never)
PASSWORD_NEVER_EXPIRES	Character	Y if the password is set not to expire
LAST_LOGIN	Date YYYY-MM-DD	Date of last successful login (blank = never)
ACCOUNT_DISABLED_DATE	Date YYYY-MM-DD	Date the account was disabled

transactions.csv

Amounts in UGX. Approval limit per approver is in approver_limits.csv. Weekend/after-hours means Saturday/Sunday or posting before 06:00 or from 20:00.

Field	IDEA type	Description
VOUCHER_NO	Character	Voucher number, sequential
VOUCHER_TYPE	Character	Descriptive field name
VENDOR_ID	Character	Vendor ID (links to vendors)
DESCR_TEXT	Character	Descriptive field name
AMOUNT	Numeric	Amount in UGX
CURRENCY	Character	Descriptive field name
CREATED_BY	Character	Username that created the record
CREATED_DATE	Date YYYY-MM-DD	When the voucher was created (date part)
CREATED_TIME	Time HH:MM:SS	When the voucher was created (time part)
APPROVED_BY	Character	Username/ID that approved the record
APPROVED_DATE	Date YYYY-MM-DD	When the voucher was approved (date part)
APPROVED_TIME	Time HH:MM:SS	When the voucher was approved (time part)
POSTING_DATE	Date YYYY-MM-DD	When the voucher was posted to the ledger (date part)
POSTING_TIME	Time HH:MM:SS	When the voucher was posted to the ledger (time part)
REC_STATUS	Character	Status

user_roles.csv

Field	IDEA type	Description
USER_ID	Character	User ID
USERNAME	Character	ERP login name
ROLE_ID	Character	Role ID (links to roles)

vendor_changes.csv

Field	IDEA type	Description
CHANGE_ID	Character	Change reference
VENDOR_ID	Character	Vendor ID (links to vendors)
FIELD_CHANGED	Character	Descriptive field name
OLD_VALUE	Character	Descriptive field name
NEW_VALUE	Character	Descriptive field name
CHANGED_BY	Character	Descriptive field name
CHANGE_DATE	Date YYYY-MM-DD	Descriptive field name (date part)
CHANGE_TIME	Time HH:MM:SS	Time (time part)
APPROVED_BY	Character	Username/ID that approved the record
APPROVAL_DATE	Date YYYY-MM-DD	Descriptive field name (date part)
APPROVAL_TIME	Time HH:MM:SS	Time (time part)

vendors.csv

Field	IDEA type	Description
VENDOR_ID	Character	Vendor ID (links to vendors)
VENDOR_NAME	Character	Descriptive field name
TIN	Character	Descriptive field name
BANK_NAME	Character	Descriptive field name
BANK_ACCOUNT	Character	Bank account number (fictional)
PHONE	Character	Descriptive field name
CREATED_BY	Character	Username that created the record
CREATED_DATE	Date YYYY-MM-DD	Descriptive field name
REC_STATUS	Character	Status