A dark blue vertical bar runs down the left side of the page. A blue arrow points to the right from the bar, containing the date. In the bottom left corner, there are several thin, curved lines in dark blue and light gray.

2/4/2022

# Audit File Tutorial

The 'Audit File' contains 3 main sections which are required for the SAF-T file; the Header, MasterFiles & GeneralLedgerEntries. The structure of these 3 components can be found in the "File Structure" folder. For now, we will focus on the Header\_Structure file. However, the process is the same for the other 2 files. For now, we will get a feel of how the file looks.

Open the "File Structure" folder to view the various sub-structures under the 'Audit File'

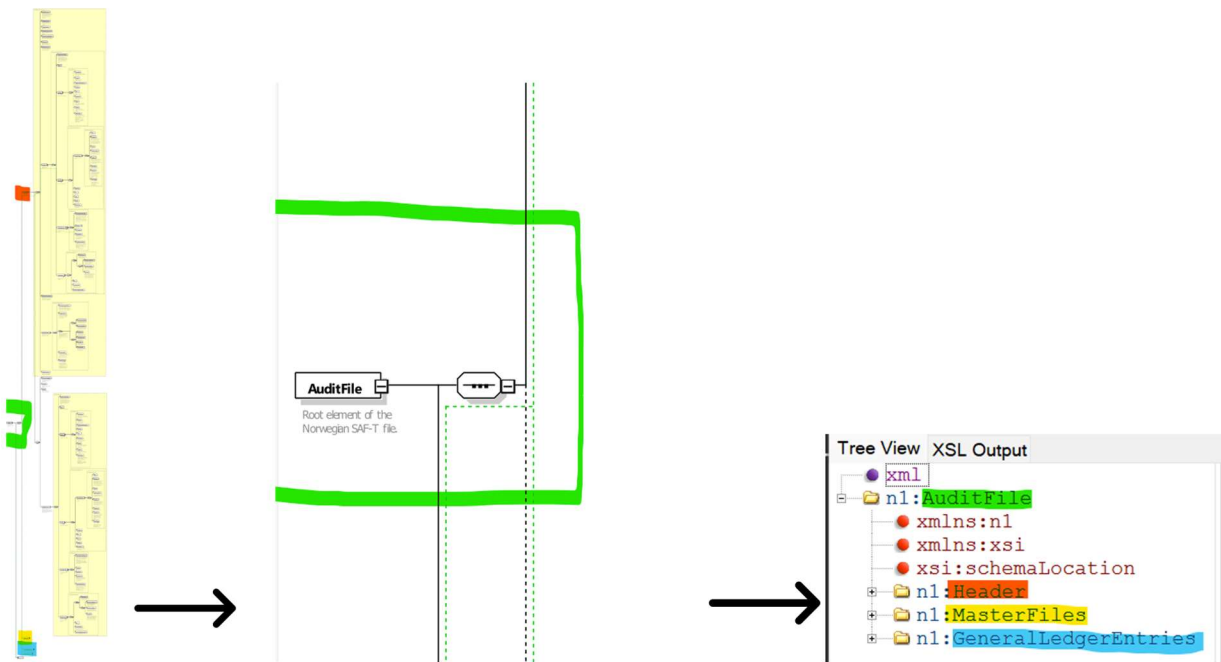
<input type="checkbox"/>	Example Files	✓	2022-02-04 9:41 AM	File folder	
<input type="checkbox"/>	File Structure	✓	2022-02-03 8:31 PM	File folder	
<input type="checkbox"/>	References	☁	2022-02-03 8:32 PM	File folder	
<input type="checkbox"/>	Technical Documents	✓	2022-02-03 8:41 PM	File folder	
<input type="checkbox"/>	Links	✓	2022-02-03 8:55 PM	Microsoft Word Doc...	14 KB
<input type="checkbox"/>	README	✓	2022-02-04 9:40 AM	Text Document	2 KB
<input type="checkbox"/>	Tutorial	↻	2022-02-04 10:25 AM	Microsoft Word Doc...	48 KB

<input type="checkbox"/>	Name	Status	Date modified	Type	Size
<input type="checkbox"/>	GeneralLedgerEntries_Schema	✓	2022-02-03 8:31 PM	PDF Document	206 KB
<input type="checkbox"/>	Header_Schema	✓	2022-02-03 8:30 PM	PDF Document	247 KB
<input type="checkbox"/>	MasterFiles_Schema	✓	2022-02-03 8:30 PM	PDF Document	378 KB

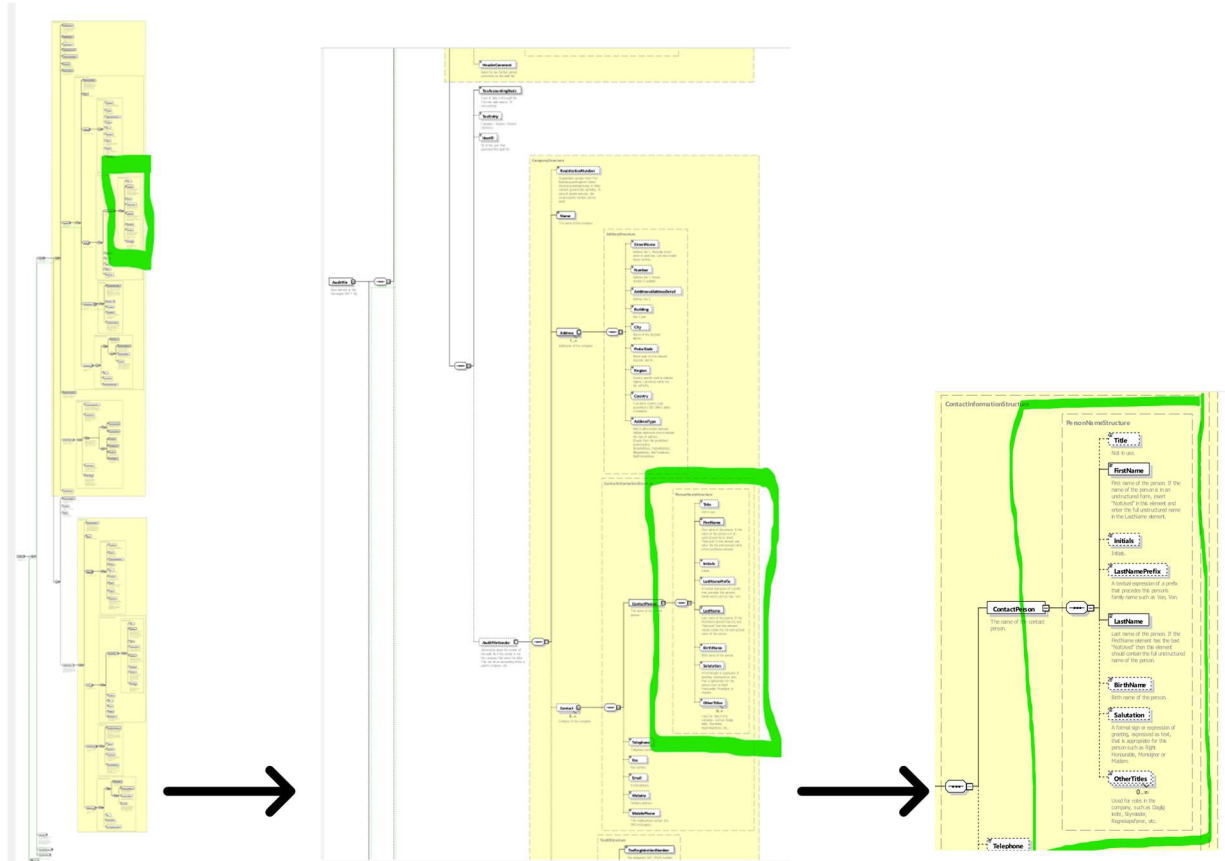
Open the "Header\_Structure" file. When we zoom in, we can see the Header, MasterFiles and GeneralLedger structures under the Audit File structure (follow the lines while zoomed in).

(For viewing purposes, the right-most image shows how the PDF correlates to the XML file)

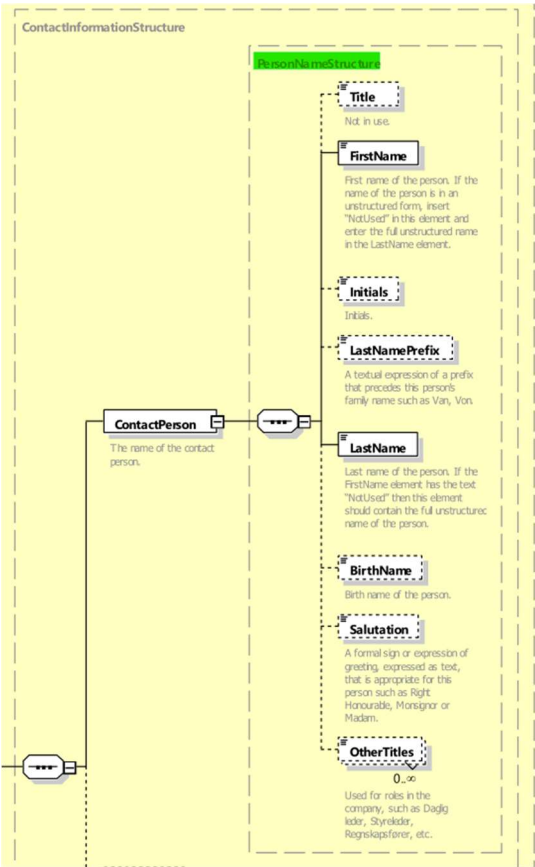


To determine which fields are mandatory (M) and optional (O), we can use the document called “norwegian-saf-t-financial-data---technical-description” which can be found in the “Technical Documents” folder. For this example, we will focus on the PersonNameStructure.

Zoom into the highlighted zone.



Copy the name of the structure which can be found in the top left of the dashed box. Please note a dashed box contains a cluster of fields.

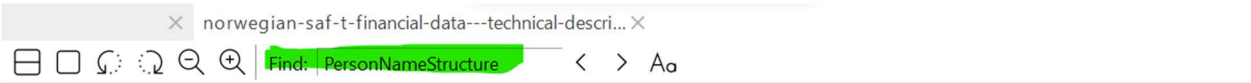


Open the “norwegian-saf-t-financial-data---technical-description” file which can be found in the “Technical Documents” folder.

<input type="checkbox"/>	Example Files	✓	2022-02-04 9:41 AM	File folder	
<input type="checkbox"/>	File Structure	✓	2022-02-04 10:30 AM	File folder	
<input type="checkbox"/>	References	☁	2022-02-03 8:32 PM	File folder	
<input type="checkbox"/>	Technical Documents	✓	2022-02-03 8:41 PM	File folder	
<input type="checkbox"/>	Links	✓	2022-02-03 8:55 PM	Microsoft Word Doc...	14 KB
<input type="checkbox"/>	README	✓	2022-02-04 9:40 AM	Text Document	2 KB
<input type="checkbox"/>	Tutorial	↻	2022-02-04 11:05 AM	Microsoft Word Doc...	506 KB

<input type="checkbox"/> Name	Status	Date modified	Type	Size
<input type="checkbox"/> norwegian-saf-t-financial-data---docume...	✓	2022-02-03 8:27 PM	PDF Document	1,252 KB
<input type="checkbox"/> norwegian-saf-t-financial-data---technical...	✓	2022-02-03 8:26 PM	PDF Document	1,176 KB

Search for the “PersonNameStructure” in your PDF viewer.



PersonNameStructure

All information about the name of a natural person.

XML Element	Description	Type	Req/Rep.		Example
Title	Not in use.	SAFcodeType	O	0..1	
FirstName	First name of the person. If the name of the person is in an unstructured form, insert "NotUsed" in this element and enter the full unstructured name in the LastName element.	SAFmiddle1textType	M	1..1	Ola NotUsed
Initials	Initials.	SAFshorttextType	O	0..1	ON
LastNamePrefix	A textual expression of a prefix that precedes this person's family name such as Van, Von.	SAFshorttextType	O	0..1	
LastName	Last name of the person. If the FirstName element has the text "NotUsed" then this element should contain the full unstructured name of the person.	SAFmiddle2textType	M	1..1	Nordman Ola Nordman
BirthName	Birth name of the person.	SAFmiddle2textType	O	0..1	
Salutation	A formal sign or expression of greeting, expressed as text, that is appropriate for this person such as Right Honourable, Monsignor or Madam.	SAFshorttextType	O	0..1	Hr.
OtherTitles	Used for roles in the company, such as Daglig leder, Styreleder, Regnskapsfører, etc.	SAFshorttextType	O	0..U	Daglig leder

Example 1:

```
<n1:FirstName>Ola</n1:FirstName>
<n1:Initials>ON</n1:Initials>
<n1:LastName>Nordmann</n1:LastName>
<n1:Salutation>Hr.</n1:Salutation>
<n1:OtherTitles>Daglig leder</n1:OtherTitles>
```

Example 2:

To see which fields are mandatory (M), look for the rows that have an ‘M’ under the “Req” column. Below we can see that the “PersonNameStructure” requires the FirstName and LastName XML elements while the other XML elements are optional (O).

PersonNameStructure

All information about the name of a natural person.

XML Element	Description	Type	Req/Rep.		Example
Title	Not in use.	SAFcodeType	O	0..1	
FirstName	First name of the person. If the name of the person is in an unstructured form, insert "NotUsed" in this element and enter the full unstructured name in the LastName element.	SAFmiddle1textType	M	1..1	Ola NotUsed
Initials	Initials.	SAFshorttextType	O	0..1	ON
LastNamePrefix	A textual expression of a prefix that precedes this person's family name such as Van, Von.	SAFshorttextType	O	0..1	
LastName	Last name of the person. If the FirstName element has the text "NotUsed" then this element should contain the full unstructured name of the person.	SAFmiddle2textType	M	1..1	Nordman Ola Nordman
BirthName	Birth name of the person.	SAFmiddle2textType	O	0..1	
Salutation	A formal sign or expression of greeting, expressed as text, that is appropriate for this person such as Right Honourable, Monsignor or Madam.	SAFshorttextType	O	0..1	Hr.
OtherTitles	Used for roles in the company, such as Daglig leder, Styreleder, Regnskapsfører, etc.	SAFshorttextType	O	0..U	Daglig leder

Example XML files can be found under the “Example Files” folder.

	Example Files		2022-02-04 9:41 AM	File folder	
	File Structure		2022-02-04 10:30 AM	File folder	
	References		2022-02-03 8:32 PM	File folder	
	Technical Documents		2022-02-03 8:41 PM	File folder	
	Links		2022-02-03 8:55 PM	Microsoft Word Doc...	14 KB
	README		2022-02-04 9:40 AM	Text Document	2 KB
	Tutorial		2022-02-04 11:14 AM	Microsoft Word Doc...	788 KB

	Name	Status	Date modified	Type	Size
	RAW		2022-02-03 8:24 PM	File folder	
	ExampleFile SAF-T Financial_888888888_2...		2022-02-03 8:25 PM	XML File	155 KB
	ExampleFile SAF-T Financial_888888888_2...		2022-02-04 9:41 AM	Microsoft Excel Work...	51 KB
	ExampleFile SAF-T Financial_999999999_2...		2022-02-03 8:25 PM	XML File	17 KB

Tree View XSL Output

xml

n1:AuditFile

xmlns:n1

xmlns:xsi

xsi:schemaLocation

n1:Header

n1:MasterFiles

n1:GeneralLedgerEntries

version="1.0" encoding="UTF-8"

urn:StandardAuditFile-Taxation-Financial:NO

http://www.w3.org/2001/XMLSchema-instance

urn:StandardAuditFile-Taxation-Financial:NO...

```

<n1:AuditFile xsi:schemaLocation="urn:StandardAuditFile-Taxation-Financial:NO
Norwegian_SAF-T_Financial_Schema_v_1.10.xsd" >
  <n1:Header>
    <n1:AuditFileVersion>1.0</n1:AuditFileVersion>
    <n1:AuditFileCountry>NO</n1:AuditFileCountry>
    <n1:AuditFileDateCreated>2018-01-10</n1:AuditFileDateCreated>
    <n1:SoftwareCompanyName>Nøyaktig Regnskapssystem</n1:SoftwareCompanyName>
    <n1:SoftwareID>N-SYS</n1:SoftwareID>
    <n1:SoftwareVersion>12.002</n1:SoftwareVersion>
  <n1:Company>
    <n1:RegistrationNumber>888888888</n1:RegistrationNumber>
    <n1:Name>Tøyen Lekefabrikk AS</n1:Name>
    <n1:Address>
      <n1:StreetName>Tøyenstredet 22</n1:StreetName>
      <n1:City>Oslo</n1:City>
      <n1:PostalCode>0235</n1:PostalCode>
      <n1:Country>NO</n1:Country>
    </n1:Address>

```

<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>n1:Company           <ul style="list-style-type: none"> <li>n1:RegistrationNumber</li> <li>n1:Name</li> <li>n1:Address</li> <li>n1:Address</li> <li>n1&gt;Contact               <ul style="list-style-type: none"> <li>n1:ContactPerson                   <ul style="list-style-type: none"> <li>n1:FirstName</li> <li>n1:Initials</li> <li>n1:LastName</li> <li>n1:Salutation</li> <li>n1:OtherTitles</li> </ul> </li> <li>n1:Telephone</li> <li>n1:Fax</li> <li>n1:Email</li> <li>n1:Website</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<div>999999999</div> <div>Selskapet AS</div> <div></div> <div></div> <div></div> <div>Ola</div> <div>ON</div> <div>Nordmann</div> <div>Hr.</div> <div>Daglig leder</div> <div>99999999</div> <div>99999999</div> <div>kontaktperson@domene.offline</div> <div>http://www.domene.offline/</div>
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