



II-C Data Files

Agencies can obtain data files for standard reports, system generated daily and monthly batch reports, CALSTARS Financial Master files and tables. Data files, also called data sets, are stored at the Office of Technology Services (OTech) under specific data set names. Data sets are available for standard reports for fourteen days and for Table and File Copy for seven days. Data sets can also be retained for long-term report storage.

This chapter includes the following topics:

- ✦ Requesting data files
- ✦ Data set naming conventions
- ✦ Accessing data sets
- ✦ Accessing E1 data sets
- ✦ Monarch software.

The following sections describe how to request a data set of a standard report system generated report, table, and file. Additional detailed information regarding the Table and File copy processes and standard and system generated report long-term storage is provided in this chapter. For detailed information about requesting standard reports, refer to Chapter II-A in this volume. To view the available options for a specific report, refer to the individual report chapter (Chapter III) in this volume.

REQUESTING DATA FILES

All data files, except system generated reports, are requested from the CALSTARS Main Menu through Command **G**, Report/File/Table Requests/Printer Opts screen as described in the following sections.

Data Sets Of Standard Reports

Data sets of Standard reports are requested through Command **G.3** by keying a **D** or **F** in the Output Destination field on the Report Selection Options screen. Data sets are also created when an **N** is keyed in the Output Destination field when requesting immediate reports, but these data sets are not retained as long as data sets requested with a **D**.

Data Sets Of Standard Reports For Long-term Storage

Standard reports for long-term storage are requested by keying an **E** in the Output Destination field on the Report Selection Options screen. When the **E1** Output Destination code is keyed on the Report Option Selection screen, a data set is created at OTech. The data sets created for long-term storage at OTech are referred to as **E1** files. Although the **E1** files are similar to other reports requested with a **D1** or **F1** Output Destination, the **E1** files are only produced in zip-compressed format and their retention periods are longer.

Only one version of an **E1** report file per fiscal month is retained for standard reports. If an **E1** report file is ordered with the same level of detail and options as a previous report for the same fiscal month, the new file overwrites (overlays) the old file. Therefore, care must be taken to vary the reporting options when ordering pre and post Cost Allocation/Fund Split reports with an **E1** output destination.

NOTE: No warning message is issued when a file is overwritten.

Creating data sets for long-term storage at OTech is an efficient, cost effective method of archiving reports. All standard reports, with the exception of the ET1 (Time Sheet Exception Report), ET2 (Time Sheet Turnaround Documents), and QC1 (Cost Allocation Exception Report), may be stored as data sets at OTech.

Data Sets Of System Generated Reports

To request a data file of a system generated report, send an e-mail to calstars@dof.ca.gov and include the following information:

- ✧ 'Report Routing' in the subject line of the e-mail
- ✧ Organization Code
- ✧ Report ID and Title (refer to www.dof.ca.gov/html/calstars/SysGenRept.htm)
- ✧ Specify designation D1 or E1
- ✧ Type of change - Indicate if the request is a permanent change or if the data file is needed only one time.

Data Sets Of System Generated Reports For Long-term Storage

When a system generated report has a **E1** Output Destination code it is created at OTech. The data sets created for long-term storage at OTech are referred to as **E1** files. Although the **E1** files are similar to a **D1** Output Destination, the **E1** files are only produced in zip-compressed format and their retention periods are longer.

Each version of an E1 report file will be retained for system generated reports with date and time. Therefore, care must be taken to determine if the E1 option is appropriate for the System Generated Report you are requesting, because some System Generated Reports are generated daily and storage cost can increase significantly.

Data Sets Of Tables

The following types of data sets of tables are available through Command **G.1**, Request Table Copy:

Table data - is available for both Statewide and Agency tables. Statewide tables are maintained by CALSTARS staff and are established in accordance with the Uniform Codes Manual.

Record layout - is a listing of the *format* of the table, which includes the key length, data sequence and record length, field name, field size and data characteristics of each field.

An example of the Table Copy screen is shown here:

```

9990 G.1: Request Table Copy                                12-09-2004 03:23 PM

Enter under F below: (D=File Data, L=Record Layout)

F          TABLE NAME          F          TABLE NAME
-  -----
-  Appropriation Symbol          - AS
-  Budget Sequence              - BS
-  Cost Allocation               - CA
-  Employee Master File         - EF
-  Index Code                   - IC
-  Organization (Descriptor)    - DT
-  PCA                          - PA
-  Project Control              - PC
-  Statewide (Descriptor)      - DT
-  Timesheet                   - TS
-  Vendor Edit                  - VE

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                     Main

```

To request a copy, key a **D** (file data) or **L** (record layout) in the "F" column to the left of the desired table(s) and press **Enter**. When the copy request is accepted, the **D**(s) in the "F" column change to * and the **L**(s) change to #.

If another request is submitted before the screen is exited, the # or * indicators for the previous requests are displayed in one color and the # or * indicators from the most recent request are displayed in a different color. These indicators remain on the screen until the screen is exited. If the screen is exited and the screen is accessed again, the "F" column is blank.

When a table copy is requested, the table does not include maintenance performed that day. The table includes data **as it existed after the last nightly update** (IEUP cycle). Since the copy of the table is 'as it existed' after the last IEUP cycle, there is no reason to request a second copy on the *same* day. If a second copy is accidentally requested, a second copy exists as well as the cost associated with the duplicate request.

When a record layout is requested, the record layout is copied from the CALSTARS production file **as it exists at the time the request is made**.

Data Sets Of Files

Data sets of files are available through Command **G.2**, Request File Copy. File copies can be requested for agency specific CALSTARS timesheets, budget files and various financial files, e.g., Operating File, History File, Vendor Payment File. The data selected is based on the logon Organization Code.

An example of the File Copy screen is shown here:

```

9990 G.2: REQUEST FILE COPY                                12-09-2004 03:21 PM

Enter under F: D=File Data, L=Record Layout,
              U=Data with Unpacked Fields, R=Layout with Unpacked Fields
F            FILE NAME                                     F            FILE NAME
- - - - -
- Allotment - AL - Operating - OP
- Appropriation - AP - Payroll Extract - PE
- Cash Control - CC - Schedule 10 - Current Year - B1
- Check - CK - Schedule 10 - Prior Year - B2
- Document - DF - Schedule 10R - Current Year - B3
- General Ledger - GL - Schedule 10R - Prior Year - B4
- Grant Project - GP - Subsidiary - SF
- History - Current Month - HY - Vendor Payment - VP
- History - Prior Month - HY - Warrant Number File - WN
- History - Prior Year (FM 13) - HY
- Labor Transaction - LT

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit                                     Main

```

To request a file copy, key a **D** (file data) or **L** (record layout) in the "F" column to the left of the desired table(s) and press **Enter**. When the copy request is accepted, the **D**(s) in the "F" column change to * and the **L**(s) change to #.