

EXHIBIT II-C-1
SAMPLE OF A FILE LAYOUT FROM COMMAND G.2 FILE COPY

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* * * * *
*           BEGINNING OF COPY MEMBER  CK$VREC           *
*           CHECK FILE                                   *
*           RECORD LENGTH  105                           *
*           KEY           LENGTH  23                       *
*           PRIOR CHANGE DATE: 03-01-86 (GY)             *
*           CURRENT CHANGE DATE: 08-14-96 (VFS)          *
* * * * *

01 CK-RECORD.
  03 CK-CONTROL-KEY.
    05 CK-ORG-CODE                               PIC X(4) .
    05 CK-CHECK-NUMBER.
      07 CK-CHECK-ACCOUNT-NUM                   PIC X(3) .
      07 CK-CHECK-SEQUENCE-NUM                 PIC X(6) .
    05 CK-FUND4.
      07 CK-FUND-1                               PIC X .
      07 CK-FUND-NUMBER                         PIC X(3) .
    05 CK-SUB-FUND4.
      07 CK-SUB-FUND-1                           PIC X .
      07 CK-SUB-FUND2-4                         PIC X(3) .
    05 CK-SEQUENCE-NUMBER                       PIC 9(2) .
  03 CK-I-INFORMATIONAL-ELEMENTS.
    05 CK-I-CHECK-DATE8.
      07 CK-I-CHECK-DATE-CC                     PIC X(2) .
      07 CK-I-CHECK-DATE.
        09 CK-I-CHECK-YY                       PIC X(2) .
        09 CK-I-CHECK-MM                       PIC X(2) .
        09 CK-I-CHECK-DD                       PIC X(2) .
    05 CK-I-CHECK-AMT-X.
      07 CK-I-CHECK-AMT                         PIC S9(9)V99 COMP-3.
    05 CK-I-REVERSE                             PIC X .
    05 CK-I-VENDOR-ID.
      07 CK-I-VENDOR-NO                         PIC X(10) .
      07 CK-I-VENDOR-SUFFIX                    PIC X(2) .
    05 CK-I-VENDOR-NAME                         PIC X(30) .
    05 CK-I-TRANS-YEAR4.
      07 CK-I-TRANS-YEAR-CC                     PIC X(2) .
      07 CK-I-TRANS-YEAR                       PIC X(2) .
    05 CK-I-FISCAL-MONTH                       PIC X(2) .
    05 FILLER                                   PIC X(19) .

* * * * *
*           END OF COPY MEMBER  CK$VREC           *
* * * * *

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Prerequisites For Using Table Copy And File Copy

To order table and file data sets, agency staff must have access to the G.1 Table Copy and G.2 File Copy screens. Like other Main Menu functions, access to the Table Copy (Command **G.1**) and File Copy (Command **G.2**) is controlled through the Signon ID. One or more agency staff can have access to these functions. Agencies must request this access through the submission of CALSTARS Security Forms. (CALSTARS 95) The forms will need to specify a Node/Userid if different from the default Node/Userid (OTech/CSorg#).

NOTE: The **agency** CALSTARS Security Officer should have the form and instructions.

To use the data files produced by the Table Copy and File Copy, an agency needs to have access to the Node/Userid where the CALSTARS files are transmitted. The agency also must have a certain level of expertise to make use of the data once it is available. This expertise includes the ability to use data center software or to download the data to an agency facility for further processing. It is also important that the individuals working with the raw file data have knowledge of accounting and the accounting objectives that each of the files is designed to accomplish.

DATA SET NAMING CONVENTIONS

A standard naming convention is used to define the *content* and *origin* of the data set. All data sets created through Command **G.1**, **G.2**, and **G.3** are cataloged in a library until OTech system or agency maintenance is performed, whichever occurs first. Exhibits II-C-3, II-C-5, and II-C-7 display the naming convention for each type of data set, give an example of a data set name for each Output Destination type, and describes what each component of the data set name represents. The standard naming convention is also displayed for system generated reports in Exhibits II-C-4 and II-C-6.