



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
- ✦ Accessing G1 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**, **G** 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 Standard Reports For Web Browser View (Go Online)

Data sets of Standard reports are requested through Command **G.3** by keying a **G** in the Output Destination field on the Report Selection Options screen. When **G1** is keyed, an electronic report file of a CALSTARS standard report is created after the CALSTARS overnight processing cycle is finished and a data set is created at OTech. The data set is available for viewing, printing, saving, exporting, and emailing through a web browser. The following OTech link has more information and tutorials on the Go Online procedures:

http://www.otech.ca.gov/training/go_online.asp.

Prerequisite for Go Online Report Output Option

To access the Go Online (**G1**) report output option for both Standard and System Generated Reports it must first be setup by the Department of Finance CALSTARS Production Control Unit. The Agency must send an e-mail to prodcntl@dof.ca.gov and include the following information:

- ✪ 'Report Routing Add Go Online' in the subject line of the e-mail
- ✪ Organization Code
- ✪ Add G1 report output option

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 or G1
- ✪ 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 System Generated Reports for Web Browser View (Go Online)

When a system generated report has a **G1** Output Destination code it is created at OTech. The data set is available for viewing, printing, and downloading through a web browser.

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      DGS Invoice Allocations      - EA
-  Budget Sequence          - BS      DGS Services                  - OD
-  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 #.

The Request File Copy screen has two additional functions, **U** for Data with Unpacked Fields and **R** for Layout with Unpacked Fields. The **U** and **R** functions may only be selected for files that currently have packed amount fields, which are Allotment, Appropriation, Cash Control, Check, Document, General Ledger, Grant Project, Operating, Payroll Extract, Subsidiary, and Vendor Payment.

Except for the History Files and Budget Files, the Request File Copy produces a copy of the entire file. No selection options are available as when requesting Standard Reports.

The Request File Copy screen provides three options for History File (HY) transactions:

Current Month - Transactions coded with the Current Fiscal Month ending with transactions successfully posting the previous processing night.

Prior Month - Transactions coded with the Prior Fiscal Month.

Prior Year - Transactions coded with FM 13. Data is only available in an FM 13 file between June 30 and the date an agency runs the Year-end Close process.

If another file copy 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 file copy is requested, the file does not include maintenance performed that day. The file includes data **as it existed after the last nightly update** (IEUP cycle). Since the copy of the file 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**. An example of the file layout for the Check File is displayed in Exhibit II-C-1.

The file copy is transferred to the Node/Userid specified in **Part II** on the CALSTARS Security Form (CALSTARS 95). Note that if the Node/Userid is left blank on the form, the default Node/Userid (OTech/CSOrg#) are used. If the node is at OTech, the process should take only fifteen or twenty minutes. If the node is a remote node, the process may take as long as six hours depending on (1) the size of the file copy and (2) the volume of traffic on the communication line. If the file is not available, call the Production Control Unit at (916) 323-7541.

Table And File Copy Retention And Costs

Table Copy and File Copy data sets sent to an OTech Node/Userid have a **7-day retention period**. Files (data sets) sent to other Node/Userids cannot be tagged with a limited retention period.

Recommendation: Extract data or run agency programs against the Table Copy and File Copy data as soon as practical. This should help keep data storage costs to a minimum and conserve storage resources (storage costs may significantly exceed the file copying costs). Once the data has been used, the Table Copy and File Copy files should be purged (**D-Delete** data set).

Each agency using Table Copy and File Copy pays for the actual usage cost. Once the data set is sent to the agency's Node/Userid, storage costs for those files are the agency's responsibility.

EXHIBIT II-C-3
 COMMAND G.3 (CALSTARS STANDARD REPORT REQUEST)
 DATASET NAMING CONVENTION

Source	Naming Convention									
Record Key ==>	1	2	3	4	5	6	7	8	9	10
Standard Report Request - Data (D1)	CS9990.CSTARB04.RPME0001.DQ.D2121217.T204408									
Standard Report Request - 'Now' (N1)	CS9990.CSTARQ12.RPME0230.NQ.D2121217.T134358									
Standard Report Request - File (F1)	CS9990.CSTARQ16.RPME0001.FQ.D2121217.T134359									
RECORD KEY: 1 – CS = stands for "CALSTARS" 2 – 9990 = Organization Code of request/user 3 – CSTAR = CALSTARS standard report 4 - B04 = 3-digit report ID (e.g., B04 , H00 , Q16 , etc.) 5 – R = Requestable report 6 – PME0001 = Level of report detail (FM = PM or CM , PY , 01-13 ; Period = E or M , Y , C , P , I , - ; and I-P-O-F = 0001 or various 0-9) 7 – D = report Destination Code (D - Data, F - File, N - Now) 8 – Q = data compression (Q - unzipped text file, Z – zipped text file) * 9 – D2001217 = Date ('D') 1-digit Century, Year, Month and Day (2121217 = December 17, 2012) 10 – T134358 = Time ('T') file created, hhmmss (134358 = 1:43:58 PM)										

EXHIBIT II-C-4
SYSTEM GENERATED REPORTS
DATASET NAMING CONVENTION

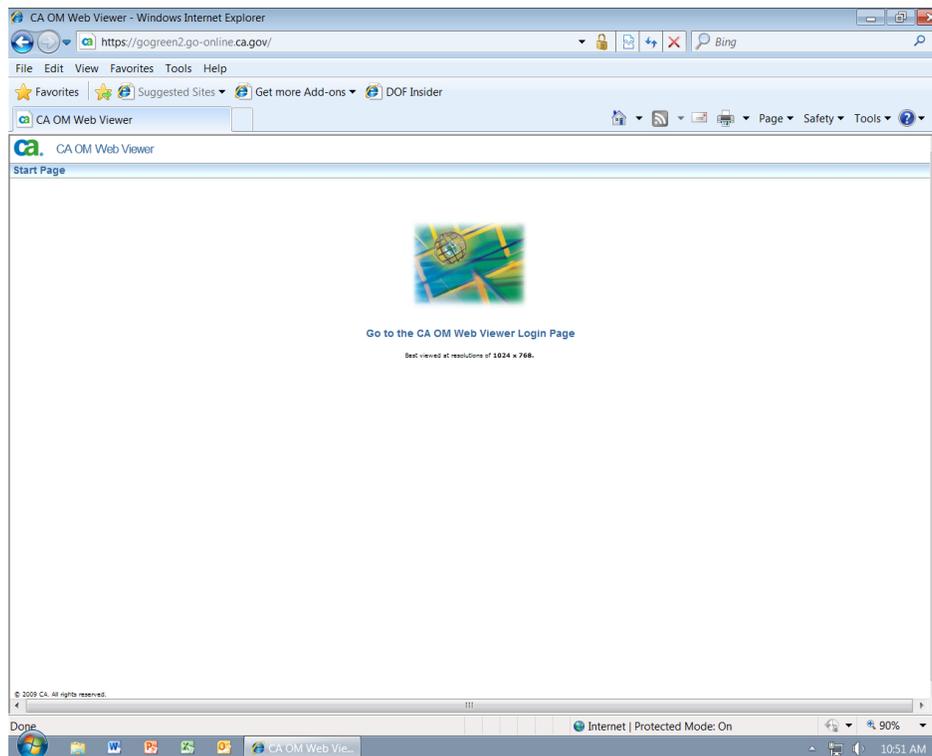
Source	Naming Convention							
Record Key ==>	1	2	3	4	5	6	7	8
System Generated Report Request - Data (D1)	CS9990.CFBH00-1.SYSGENED.DQ.D2121217.T204408							
<p>RECORD KEY:</p> <p>1 – CS = stands for "CALSTARS"</p> <p>2 – 9990 = Organization Code of request/user</p> <p>3 – WWWWWWWW = Report ID (e.g., CFB800-4etc.)</p> <p>4 – SYSGENED = System Generated</p> <p>5 – D = report Destination Code (D - Data)</p> <p>6 – Q = data compression (Q - unzipped text file, Z – zipped text file) *</p> <p>7 – D2001217 = Date ('D') 1-digit Century, Year, Month and Day (2121217 = December 17, 2012)</p> <p>8 – T134358 = Time ('T') file created, hhmmss (134358 = 1:43:58 PM)</p>								

* Data Sets ordered with a Destination Code of 'D' are created with "unzipped" (uncompressed) **and** "zipped" (compressed) versions. Compressed report files can be as much as 95% smaller than the uncompressed file and download proportionally faster. However, once downloaded, the compressed file must be expanded in the local environment (at the agency) using PKUNZIP or other software such as WINZIP. This software is widely available, easy to use and requires only a few minutes to execute.

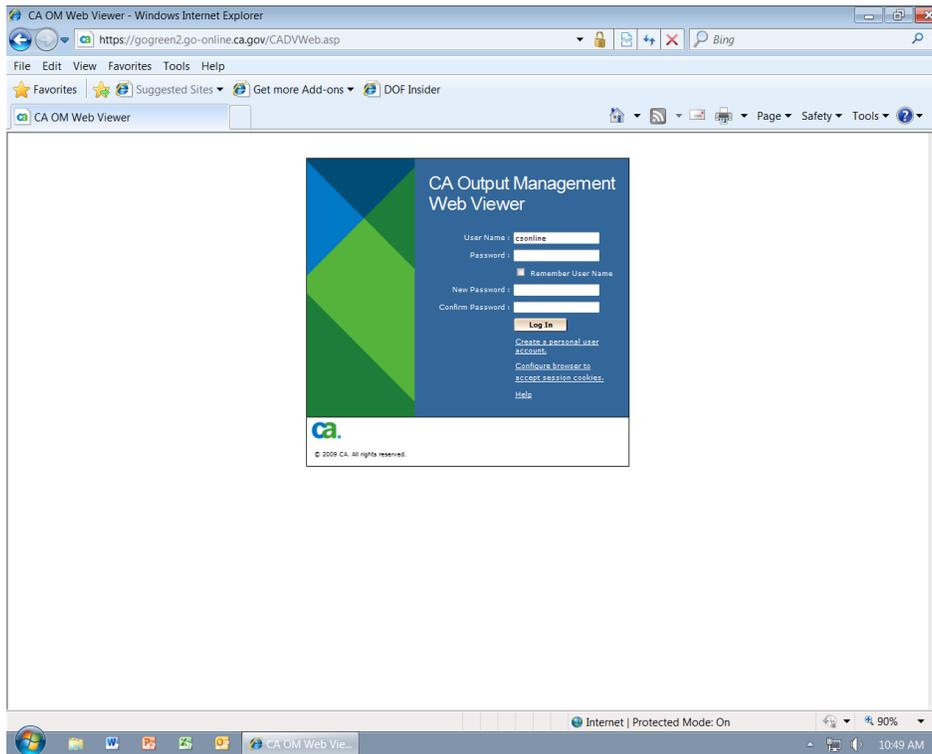
ACCESSING G1 DATA FILES (WEB BROWSER)

Data sets can be accessed on the web by logging in the OTech Web Browser. The information in this section is not comprehensive or intended to replace tutorials available from OTech, but it provides background information about the screens and access to the data sets. The steps are shown here:

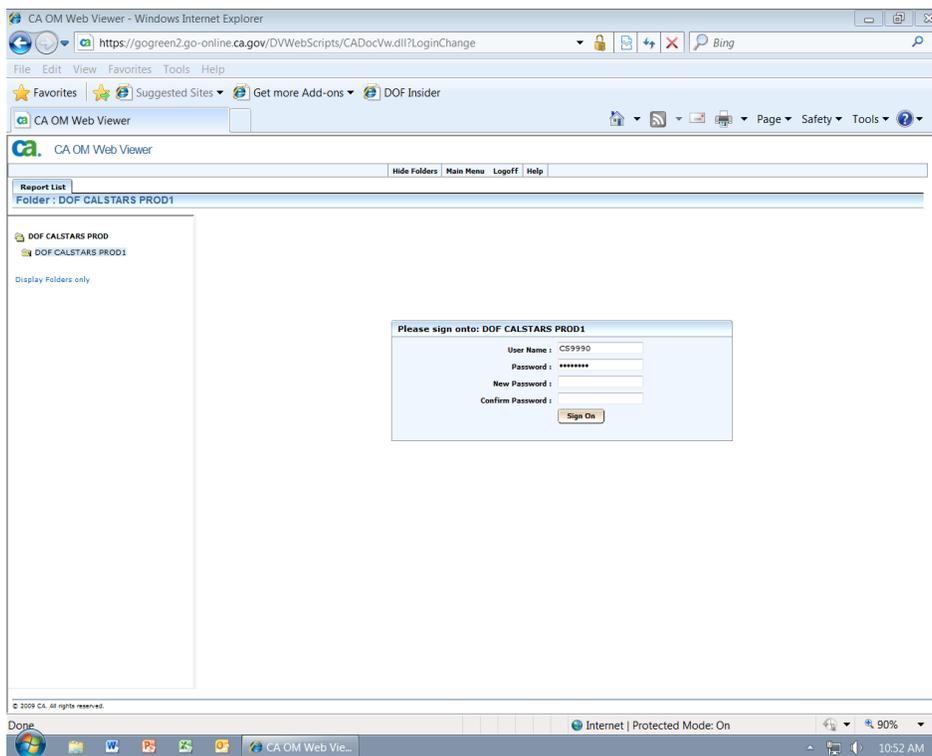
Step 1: Access the OTech CA Output Management Web viewer located at: <https://gogreen2.go-online.ca.gov>. and click on the “Go to the CA OM Web Viewer Login Page”



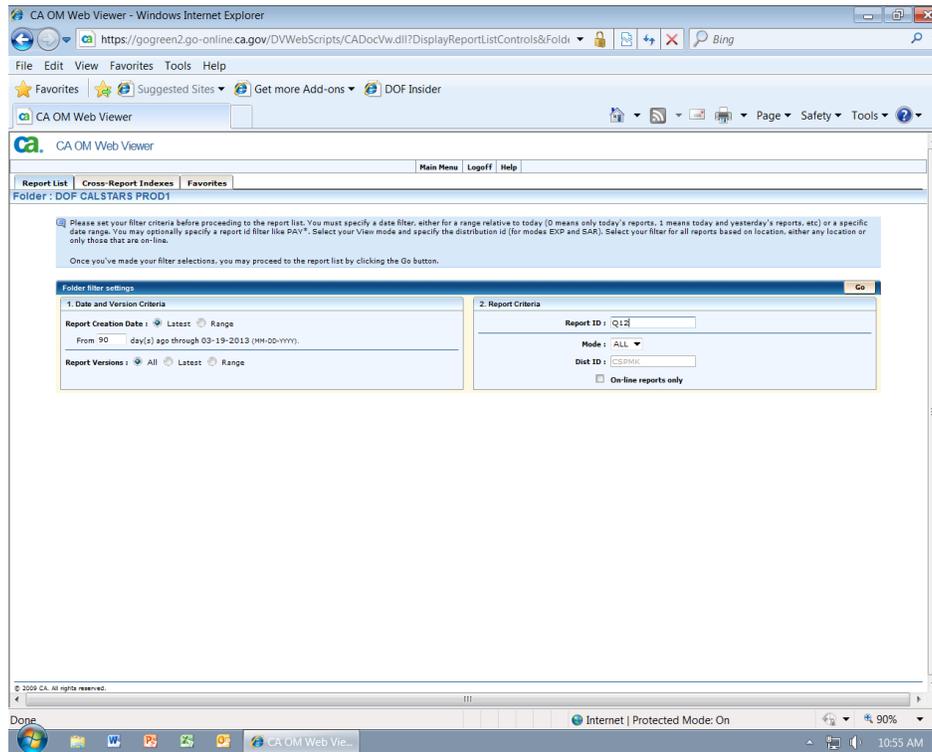
Step 2: Type “csonline” in the User Name field and enter.



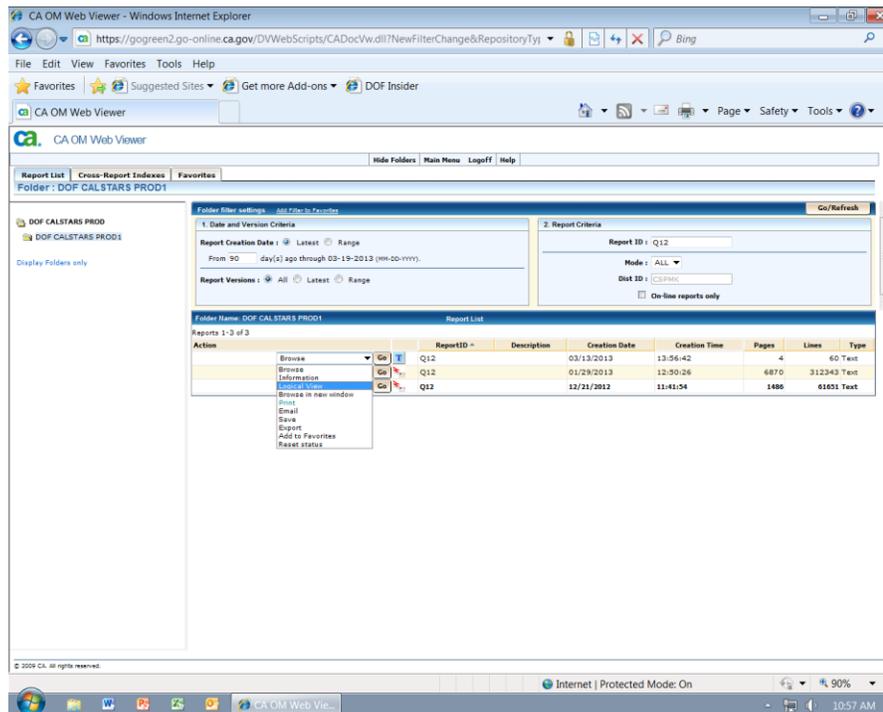
Step 3: Type in your User Name and Password and Sign On



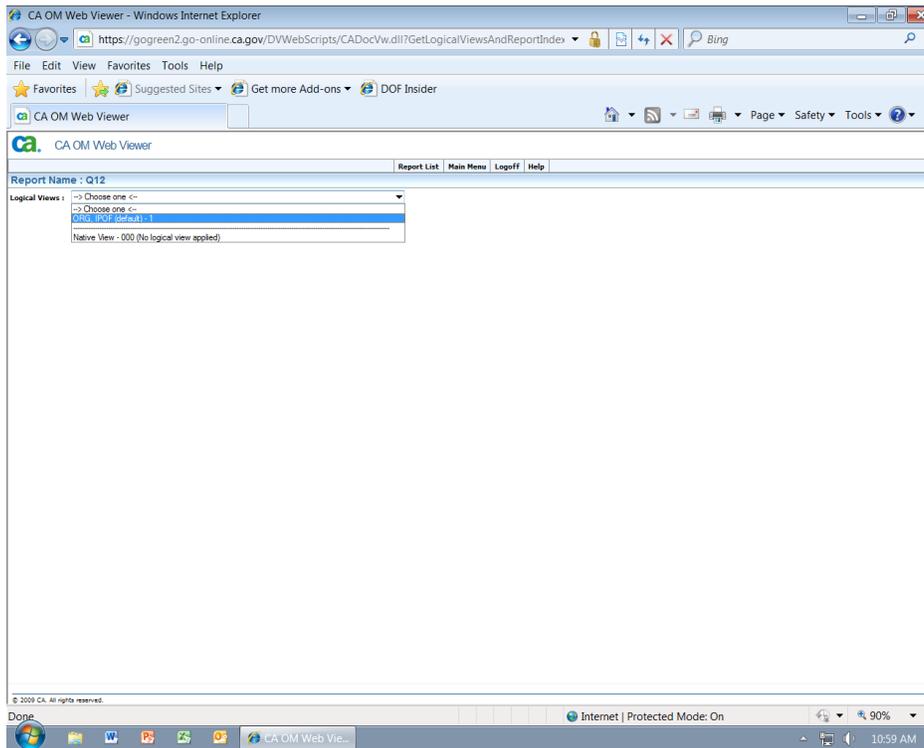
Step 4: Type in the Date and Version Criteria and Report ID or leave the Report ID blank for all reports available and enter.



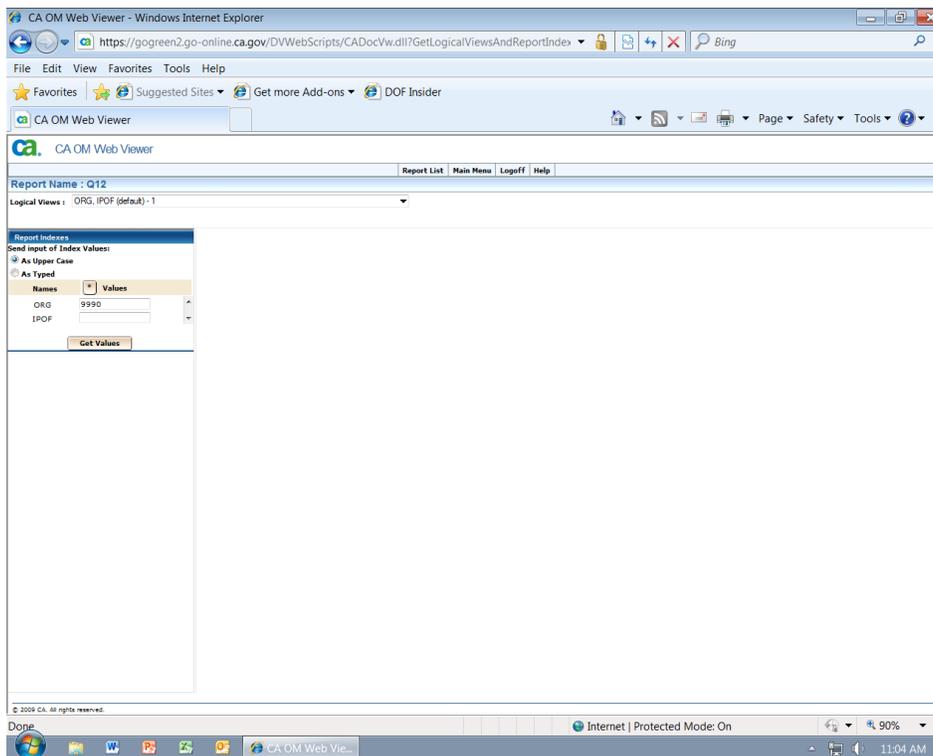
Step 5: In the Action drop down choose 'logical view' and click on 'Go' button.



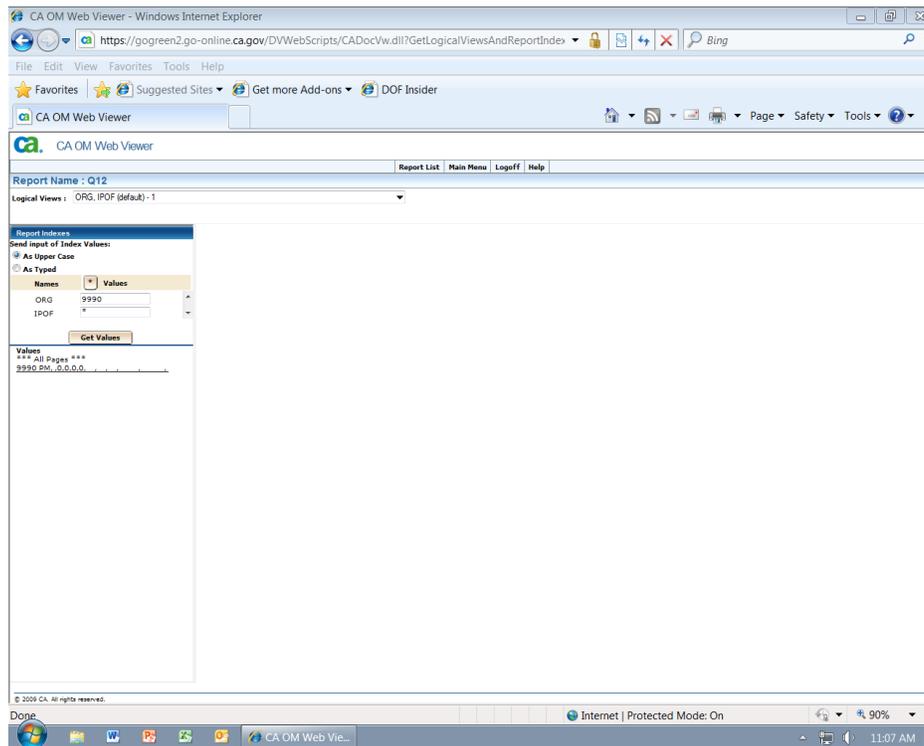
Step 6: In the Logical Views click on the ORG, IPOF (default) – 1.



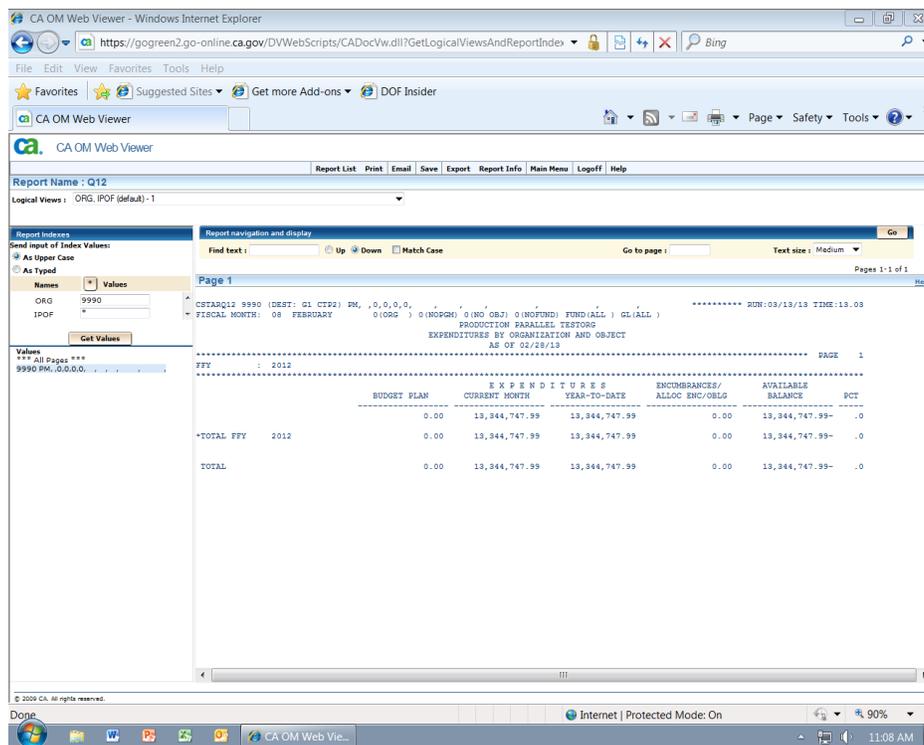
Step 7: Type the ORG and IPOF or leave blank and Click on the Get Values button.



Step 8: Click on the reports available under the Values column.



Step 9: Report will be displayed.



Instructions For Selected Software

CALSTARS has detailed instructions on various CALSTARS report file software packages used internally by analysts. These include:

- ✦ How to perform an FTP transfer using Passport (v6.0-601) or WS_FTP LE (v5.08).
- ✦ How to unzip a downloaded file using PowerArchiver (v.6.11).
- ✦ How to format a downloaded CALSTARS report in MS Word.
- ✦ How to establish a MS Word 2000 macro that formats a downloaded CALSTARS report.

Copies of these instructions will be provided upon request. To request a copy, send an e-mail to calstars@dof.ca.gov. Please note that the instructions may need revision depending on the version of software you have.

MONARCH SOFTWARE

Monarch software is a data access and analysis tool that can view, extract, query and export report data.

Monarch for Windows is a PC based software program from the Datawatch Corporation. Monarch is a data access and analysis tool that will view, extract, query and export report data. Monarch's capabilities and benefits to CALSTARS agencies include:

- ✦ The ability to "mine data" from CALSTARS report files for further processing in other PC-based software.
- ✦ The reduction of re-keying of data.
- ✦ Special pricing for CALSTARS agencies.
- ✦ User-friendly software.

To further assist agencies, Monarch Training Classes are provided on an ongoing basis. The schedule of Monarch classes is available on the internet at <http://www.dof.ca.gov/accounting/calstars/training/>.

For information regarding the acquisition or operation of Monarch, contact CALSTARS at the following:

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