Basic CIRS Reporting

Presented by Samantha Kelly
State Controller’s Office, PPSD
Email: skelly@sco.ca.gov
Phone: 916-324-7268

Support
Email: CIRS@calstate.edu
Web: www.calstate.edu/hrpims
Phone: 916-323-5694

Office
California State University, Systemwide Human Resources
Human Resources – Information Support and Analysis
300 Capitol Mall, 10th Floor
P.O. Box 942850
Sacramento, CA 94250-5878

Headquarters
CSU, Office of the Chancellor
Systemwide Human Resources
401 Golden Shore
Long Beach, CA 90802-4210
Phone: 562-951-4411

Revised 07/2011
# Table Of Contents

## Module 1, Introduction
- Welcome ................................................................. 1
- What is CIRS ........................................................... 2
- How To Use This Workbook ......................................... 3
- Assumptions ............................................................... 3
- Resources ...................................................................... 3

## Module 2, Ad Hoc Reporting Overview
- Ad Hoc Reporting Process ........................................... 2
- Master File Descriptions ............................................. 3
- Terminology ............................................................... 4
- Using the Data Element Dictionary ............................... 5
- What You Have Learned ............................................... 6

## Module 3, Basic FOCUS Commands
- FOCUS Report Requests ............................................. 2
- Beginning and Ending Report Requests ......................... 3
- Displaying Data .......................................................... 4
- Sorting Report Columns ............................................... 9
- Selecting Records ........................................................ 13
- Summary of Basic Commands ...................................... 15
- Practice ....................................................................... 16
- What You Have Learned ............................................... 19

## Module 4, Creating and Maintaining Requests
- Personal Library ......................................................... 2
- Navigation Options ..................................................... 3
- Creating Requests ....................................................... 4
- Line Edit Commands ................................................... 5
- Command Line Entries ............................................... 6
- Maintenance Commands .............................................. 7
- Practice ....................................................................... 8
- What You Have Learned ............................................... 8

## Module 5, Executing Requests Online
- Online Execution ....................................................... 2
- Online File Selection .................................................. 3
- Online FOCUS Environment ......................................... 4
- Hot Screen ................................................................... 5
- Printing Report Data .................................................... 5
- Fixing Errors Online ..................................................... 6
- Exiting The Online FOCUS Environment ....................... 7
- Practice ....................................................................... 8
- What You Have Learned ............................................... 9
# Table Of Contents

## Module 6, Using Batch Functions

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Functions</td>
<td>2</td>
</tr>
<tr>
<td>Batch Versus Online</td>
<td>2</td>
</tr>
<tr>
<td>Submitting Batch Jobs</td>
<td>3</td>
</tr>
<tr>
<td>Status and System Messages</td>
<td>4</td>
</tr>
<tr>
<td>Batch Job Results</td>
<td>5</td>
</tr>
<tr>
<td>Edit</td>
<td>6</td>
</tr>
<tr>
<td>Print</td>
<td>7</td>
</tr>
<tr>
<td>Download</td>
<td>8</td>
</tr>
<tr>
<td>Practice</td>
<td>10</td>
</tr>
<tr>
<td>What You Have Learned</td>
<td>11</td>
</tr>
</tbody>
</table>

## Module 7, Using Hold Files

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold Files Overview</td>
<td>2</td>
</tr>
<tr>
<td>Creating Hold Files</td>
<td>2</td>
</tr>
<tr>
<td>Browsing Hold Files</td>
<td>4</td>
</tr>
<tr>
<td>Editing Hold Files</td>
<td>5</td>
</tr>
<tr>
<td>Printing Hold Files</td>
<td>6</td>
</tr>
<tr>
<td>Downloading Hold Files</td>
<td>7</td>
</tr>
<tr>
<td>Practice</td>
<td>10</td>
</tr>
<tr>
<td>What You Have Learned</td>
<td>11</td>
</tr>
</tbody>
</table>

## Module 8, Customizing Printed Reports

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headings and Footings</td>
<td>2</td>
</tr>
<tr>
<td>Creating New Column Titles</td>
<td>4</td>
</tr>
<tr>
<td>Changing Column Formats and Title Justification</td>
<td>5</td>
</tr>
<tr>
<td>Column Totals and Row Totals</td>
<td>7</td>
</tr>
<tr>
<td>Subtotals</td>
<td>8</td>
</tr>
<tr>
<td>Practice</td>
<td>9</td>
</tr>
<tr>
<td>What You Have Learned</td>
<td>10</td>
</tr>
</tbody>
</table>

## Module 9, Using Joined Files

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>What Are Joined Files</td>
<td>2</td>
</tr>
<tr>
<td>Automatically Joined Files</td>
<td>3</td>
</tr>
<tr>
<td>Pre-programmed Joins</td>
<td>4</td>
</tr>
<tr>
<td>Practice</td>
<td>5</td>
</tr>
<tr>
<td>What You Have Learned</td>
<td>6</td>
</tr>
</tbody>
</table>

## Module 10, Creating Temporary Fields

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Fields Overview</td>
<td>2</td>
</tr>
<tr>
<td>Syntax For Computed Fields</td>
<td>3</td>
</tr>
<tr>
<td>Compute Example</td>
<td>4</td>
</tr>
<tr>
<td>Compute Practice</td>
<td>5</td>
</tr>
<tr>
<td>Syntax For Defined Fields</td>
<td>6</td>
</tr>
<tr>
<td>Decode Example</td>
<td>7</td>
</tr>
<tr>
<td>Decode Practice</td>
<td>8</td>
</tr>
<tr>
<td>What You Have Learned</td>
<td>9</td>
</tr>
</tbody>
</table>
# Table Of Contents

## Module 11, Common Library
- Common Library Procedures ................................................................. 2
- Accessing the Common Library ................................................................. 3
- Finding Report Requests ........................................................................... 4
- Executing Report Requests ...................................................................... 6
- Copying From the Common Library .......................................................... 7
- Copying To the Common Library ............................................................... 8
- Practice ........................................................................................................ 9
- What You Have Learned ........................................................................... 10

## Module 12, Employment History Files
- Employment History Files Overview ....................................................... 2
- TR File Practice .......................................................................................... 3
- STR File Practice ........................................................................................ 4
- Employment History Extract Process ....................................................... 5
- Extract Verification .................................................................................... 7
- EH File Practice .......................................................................................... 8
- What You Have Learned ........................................................................... 11

## Module 13, Payment History Files
- Payment History Files Overview ............................................................... 2
- PH File Practice .......................................................................................... 3
- Payment History Extract Process ............................................................. 4
- Extract Verification .................................................................................... 7
- PY File Practice .......................................................................................... 8
- What You Have Learned ........................................................................... 10

## Module 14, Employment Verification
- Employment Verification Report Overview ............................................. 2
- Creating an Employment Verification Report ............................................ 3
- Printing an Employment Verification Report ........................................... 5
- Practice ........................................................................................................ 6
- What You Have Learned ........................................................................... 6

## Module 15, Closeout
- Ad Hoc Report Procedures ................................................................. 2
- Summary of FOCUS Commands .............................................................. 3
- Recommendations for Successful Reporting ......................................... 4

## Appendix A, Contacts

## Appendix B, Campus Codes

## Appendix C, Frequently Used Files
Module 1

Welcome!

Welcome to CIRS Basic training.

This 3-day session provides instruction on how to use the CIRS ad hoc reporting features and functions. It covers system navigation, basic FOCUS software commands, ad hoc report writing techniques and terminal exercises.

This introductory course will take you through the development process of building ad hoc report requests and developing various outputs from those requests including:

- Online reports
- Batch reports
- Printed reports
- Download files

You will be developing these projects using FOCUS reporting language that uses simple English phrases to start producing meaningful reports immediately.
What is CIRS?

The Campus Information Retrieval System (CIRS) is the systemwide data warehouse for Human Resource information and is a tool for securing management reports both at the campus and system wide level. It was developed and is maintained by CSU, Human Resources, Information Support and Analysis (HR-ISA), and operates within IBM’s Time Sharing Option (TSO3) environment on the State Controller’s Office (SCO) computer located at the Office of Technology Services’ Gold Camp Campus.

CIRS contains multiple functions for retrieving data and maintaining data such as Compendium Reports, Extract Functions, Custom Campus Files, and Online Applications. For users who are familiar with FOCUS reporting language, the system’s ad hoc reporting capabilities can be used to generate custom reports.
How To Use This Workbook

This course has been developed into modules. Each module assists you in learning a particular ad hoc reporting technique or function. The modules are further broken down into a series of lessons.

The modules build in complexity with later modules reinforcing and completing the information learned in earlier modules. Modules are sized to contain a comfortable amount of new information without overloading the learner.

Assumptions

This course assumes you have no formal training with data processing or writing ad hoc requests but that you are familiar with personnel and/or payroll data. This course does not attempt to teach application.

The material in this course assumes you already have access to CIRS, know how to logon, navigate and use the Compendium feature. It also presumes you are familiar with desktop computers and common software applications; can manipulate windows, launch and close applications; and can use an Internet browser.

Resources

In order to use this training manual, you will need access to the following password protected web-based documents. Contact your campus Security Coordinator for the userid and password.

- CIRS Data Element Dictionary – www.calstate.edu/hrpims/ded

You should also have access to FOCUS documentation, which is available from the vendor, Information Builders.

- FOCUS Documentation – www.informationbuilders.com

Another very valuable resource is your own campus user community. We encourage you to hold regular meetings at your campus to share information and learn more about CIRS and FOCUS.

For additional resources, refer to Appendix A.
Module 2

Ad Hoc Reporting Overview

In this module you will learn:

- The ad hoc report process
- Terminology
- The types of data available
- How to use the DED

Supporting Files/Documents:

- Master File Description for Active Current Status File
- CIRS Data Element Dictionary
Module 2

Ad Hoc Reporting Process

There are over 24 files (databases) available for ad hoc reporting in CIRS that contain employment history, payment history, or leave accounting information. They can be used alone or merged with one or more files.

In general, the steps for writing a report request are:

1. Determine the data elements (fieldnames) needed for your report
2. Determine which file(s) contain the data elements needed
3. Write a report using FOCUS commands to gather the data
4. Test your report in the online environment with record limits to obtain a sample and verify the results
5. Submit the report without record limits through batch execution

The CIRS main menu, shown below, contains the functions used to create, store and execute your report requests. Each of the functions will be discussed in detail in later modules in this workbook.

![CIRS Menu](image)

Note: The screen colors displayed will vary depending upon your emulation software settings.
### Terminology

Before you can create, store and execute requests, you need access to a database and knowledge of the information it contains. The terminology below will be used throughout this workbook.

<table>
<thead>
<tr>
<th><strong>Database</strong></th>
<th>A collection of related data stored together.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Element</strong></td>
<td>The name of specific data contained in the database (e.g., Social Security Number).</td>
</tr>
<tr>
<td><strong>Fieldname</strong></td>
<td>Descriptive name assigned to the data element in the database (e.g., AC:SSA).</td>
</tr>
<tr>
<td><strong>Value</strong></td>
<td>The actual literal (VALUE) for a fieldname (e.g., 001-23-9999 for AC:SSA).</td>
</tr>
<tr>
<td><strong>Format Length</strong></td>
<td>Maximum number of characters designated for the values of the fieldname (e.g., AC:SSA has a maximum length of 11 characters).</td>
</tr>
<tr>
<td><strong>Format Type</strong></td>
<td>How the data will be displayed. The format types are: A – Alpha, D – Decimal, DT – Date, I - Integer, P- Packed Decimal</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Description of the fieldname. Corresponds to the Data Element Dictionary (DED) title.</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>Temporary fields created using existing data elements within a specific database.</td>
</tr>
</tbody>
</table>
Master File Descriptions

A detailed description of each file, known as a Master File Description (MFD), is available in the CIRS Data Element Dictionary. The MFD is a map of the segments of the data source and all the fields in each segment.

Below is a partial MFD for the Active Current Status (AC) file:

<table>
<thead>
<tr>
<th>Fieldname</th>
<th>Format</th>
<th>Data Element Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC:SSA</td>
<td>A 11</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>AC:SSAFOUR</td>
<td>A 4</td>
<td>Social Security Number, Last 4</td>
</tr>
<tr>
<td>AC:LASTNAME</td>
<td>A 21</td>
<td>Name, Last</td>
</tr>
<tr>
<td>AC:FRSTNAME</td>
<td>A 16</td>
<td>Name, First</td>
</tr>
<tr>
<td>* AC:WNAME</td>
<td>A 39</td>
<td>Name, Full</td>
</tr>
<tr>
<td>* AC:BRTHDATE</td>
<td>DT MDYY</td>
<td>Birthdate</td>
</tr>
<tr>
<td>* AC:AGE</td>
<td>I 6</td>
<td>Age</td>
</tr>
<tr>
<td>AC:SEX</td>
<td>A 1</td>
<td>Sex Code</td>
</tr>
<tr>
<td>AC:ETHNIC</td>
<td>A 1</td>
<td>Ethnic Origin</td>
</tr>
<tr>
<td>* AC:ETHNICGRP</td>
<td>A 3</td>
<td>Ethnic Group</td>
</tr>
<tr>
<td>AC:STREET</td>
<td>A 28</td>
<td>Employee Address, Street</td>
</tr>
<tr>
<td>AC:CTYST</td>
<td>A 25</td>
<td>Employee Address, City and State</td>
</tr>
<tr>
<td>AC:ZIP</td>
<td>A 5</td>
<td>Employee Address, Zip Code</td>
</tr>
<tr>
<td>AC:DISABLE</td>
<td>A 3</td>
<td>Disability Status</td>
</tr>
<tr>
<td>* AC:DISAB</td>
<td>A 1</td>
<td>Disability Status Code</td>
</tr>
<tr>
<td>* AC:DISFACT</td>
<td>A 2</td>
<td>Disability Status Factors</td>
</tr>
<tr>
<td>AC:ADDRWH</td>
<td>A 1</td>
<td>Address Withheld Indicator</td>
</tr>
<tr>
<td>* AC:DAO</td>
<td>A 8</td>
<td>Data as of Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fieldname</th>
<th>Format</th>
<th>Data Element Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC:PSNSEQ</td>
<td>A 2</td>
<td>Position Sequence Number</td>
</tr>
<tr>
<td>AC:SSAPSN</td>
<td>A 11</td>
<td>SSA / Position Sequence Key</td>
</tr>
<tr>
<td>AC:DOCT</td>
<td>A 4</td>
<td>Document Processing No.</td>
</tr>
<tr>
<td>AC:AGYUNIT</td>
<td>A 6</td>
<td>Agency and Unit Key</td>
</tr>
<tr>
<td>AC:SEPCODE</td>
<td>A 1</td>
<td>Separation Code</td>
</tr>
<tr>
<td>AC:CAMPUSCD</td>
<td>A 2</td>
<td>Campus Numeric Code</td>
</tr>
<tr>
<td>AC:CAMPUS</td>
<td>A 10</td>
<td>Campus Name Abbiated</td>
</tr>
<tr>
<td>AC:EMPCBID</td>
<td>A 3</td>
<td>Collective Bargaining Id, Code</td>
</tr>
<tr>
<td>AC:TRANCODE</td>
<td>A 3</td>
<td>Transaction Code, Personnel</td>
</tr>
<tr>
<td>* AC:TRANNAME</td>
<td>A 35</td>
<td>Transaction Code, Name</td>
</tr>
<tr>
<td>* AC:TRANTYPE</td>
<td>A 24</td>
<td>Transaction Code, Type</td>
</tr>
<tr>
<td>AC:EFFDATE</td>
<td>DT MDYY</td>
<td>Effective Date</td>
</tr>
<tr>
<td>* AC:POSITION</td>
<td>A 13</td>
<td>Position</td>
</tr>
<tr>
<td>* AC:POSITI16</td>
<td>A 16</td>
<td>Position Number</td>
</tr>
<tr>
<td>* AC:SALARY</td>
<td>P 12.2M</td>
<td>Salary Total</td>
</tr>
<tr>
<td>AC:REMARKS</td>
<td>A 10</td>
<td>Employment History Remarks</td>
</tr>
</tbody>
</table>
Using the Data Element Dictionary

Open the CIRS Data Element Dictionary (www.calstate.edu/hrpims/ded) in your desktop browser. Lookup the data elements listed below and use the information contained in the DED to answer the questions.

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY TOTAL</td>
<td>What is the generic field name?</td>
</tr>
<tr>
<td></td>
<td>What is the definition?</td>
</tr>
<tr>
<td></td>
<td>What is the format?</td>
</tr>
<tr>
<td></td>
<td>In how many files can it be found?</td>
</tr>
<tr>
<td>POSITION NUMBER</td>
<td>What are the file prefixes for this data element?</td>
</tr>
<tr>
<td></td>
<td>How will the data display?</td>
</tr>
<tr>
<td></td>
<td>How would you use this field?</td>
</tr>
<tr>
<td>COLLECTIVE BARGAINING ID, CODE</td>
<td>What is the definition?</td>
</tr>
<tr>
<td></td>
<td>In which type of files (i.e., employment or payroll) can it be found?</td>
</tr>
<tr>
<td></td>
<td>What are the coding values?</td>
</tr>
</tbody>
</table>
Module 2

What You Have Learned

In this module you learned:

- The ad hoc report process
- Terminology
- The types of data available
- How to use the DED
Module 3

Basic FOCUS Commands

In this module you will learn how to:

- Begin and end requests
- Display data
- Sort report columns
- Select records

Supporting Files/Documents:

- FOCUS Documentation
- CIRS Data Element Dictionary
- Active Current Status Master File Description
Module 3

**FOCUS Report Requests**

FOCUS is a non-procedural reporting language. It uses simple English-like phrases to generate ad hoc reports. The basic type of FOCUS report is a tabular report format where the data is arranged in columns.

This workbook will provide only the most basic commands to generate this type of report. Refer to your FOCUS documentation for a complete list of commands and reporting options.

The basic components of a tabular report request, in recommended order, are:

- Execution of standard defines
- Beginning the report request
- Specifying display fields
- Sorting report data
- Selecting records
- Ending the report request
### Basic FOCUS Commands

#### Beginning and Ending Report Requests

The FOCUS reporting language is very flexible and only requires a command to identify the data source and a command to mark the end of the request. All other parts of the request are optional. Although not required, we recommend including comments in your request and executing the standard defines for the file you are using. The syntax is:

```
-* text
EX filename
TABLE FILE filename
(optional commands)
END
```

- **-* text**
  Comments you provide to identify the purpose of the request. Each comment line must begin with a hyphen and an asterisk (`-*`).

- **EX filename**
  Creates fields identified with an asterisk (`*`) in the Master File Description. Filename is any file containing defined fields. Defines must be executed before the TABLE FILE command.

- **TABLE FILE filename**
  Initializes the request and specifies the data source for the report request. Filename is any FOCUS database, external file or extracted file.

- **(optional commands)**
  All of the other parts of the request are optional - you only need to include the commands and phrases that produce the report you want. This module will discuss the optional commands used to display data, sort report columns and select records.

- **END**
  Ends the report request and generates the data. This command must be typed on a line by itself.
Displaying Data

Basic reports retrieve field values from a database and displays those values. The four display commands - also known as verbs - are PRINT, LIST, SUM and COUNT. The syntax of a display command is:

```
verb fieldname [AND] fieldname
```

verb Is the PRINT, LIST, SUM or COUNT command.

fieldname Is the name of the field to be displayed. It is also known as the display field. A maximum of 256 display fields can be requested in a report. The fields will appear on the report in the same order in which they are specified. For defined fields, the column title on the report will be the fieldname; otherwise the column title will be a 'reader friendly' title.

AND Is an optional keyword used to improve the readability of the report request. It can be used between any fieldnames and does not affect the report.
Display Command:  PRINT

The display command PRINT will display the values of the field(s) specified in your report request.

Report Request

-* LIST OF EMPLOYEES
EX AC
TABLE FILE AC
PRINT AC:SSA AC:WNAME
END

Report Generated

<table>
<thead>
<tr>
<th>AC:SSA</th>
<th>AC:WNAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-11-0000</td>
<td>BEAR, JAMES</td>
</tr>
<tr>
<td>002-22-0000</td>
<td>RATTLESNAKE, JOHN P</td>
</tr>
<tr>
<td>003-33-0000</td>
<td>SEAL, DONALD F</td>
</tr>
<tr>
<td>004-44-0000</td>
<td>GIRAFFE, JOAN</td>
</tr>
<tr>
<td>005-55-0000</td>
<td>WHALE, BETSY G</td>
</tr>
</tbody>
</table>
Display Command:  LIST

LIST works the same as PRINT, except it also numbers the values in the report. If LIST is used in a report request that includes a sort phrase, the list counter will reset to 1 each time the value in the first sort field changes.

Report Request

/* LIST OF EMPLOYEES
EX AC
TABLE FILE AC
LIST AC:SSA AC:WNAME
END

Report Generated

LIST AC:SSA AC:WNAME
---- ------ -------
1  001-11-0000 BEAR, JAMES
2  002-22-0000 RATTLESNAKE, JOHN P
3  003-33-0000 SEAL, DONALD F
4  004-44-0000 GIRAFFE, JOAN
5  005-55-0000 WHALE, BETSY G

Report Request

/* LIST OF EMPLOYEES BY SSA
EX AC
TABLE FILE AC
LIST AC:PSNSEQ AC:POSIT16
BY AC:SSA
END

Report Generated

PSN AC:SSA LIST SEQ AC:POSIT16
------ ---- ---- -------
 1  001-11-0000  1  06  111-111-2358-005
 2  002-22-0000  1  01  222-222-2360-001
 2  002-22-0000  0  03  222-222-2482-002
 3  003-33-0000  1  02  333-333-1800-001
 2  004-44-0000  1  02  444-444-2360-001
 4  005-55-0000  1  01  555-555-7193-001
Basic FOCUS Commands

**Display Command: SUM**

The display command SUM will add all values of the field you specify for the records in the database and display one summary line. SUM, WRITE and ADD are synonyms and can be used interchangeably. If SUM is used with alphanumeric or date fields, SUM will not add the values; instead, it will display the last value retrieved from the database.

**Report Request**

```plaintext
-* TOTAL OF EMPLOYEE SALARIES
EX AC
TABLE FILE AC
SUM AC:SALARY
END
```

**Report Generated**

```
AC:SALARY
---------
$37,698.93
```
Display Command: COUNT

The display command COUNT will count the number of occurrences of the field in the database. By default, a COUNT field has an I5 usage format.

Report Request

-* NUMBER OF SALARY FIELDS
EX AC
TABLE FILE AC
COUNT AC:SALARY
END

Report Generated

AC:SALARY
COUNT
---------
6
Sorting Report Columns

Sorting enables you to group report data in a particular order. Data can be sorted in a column or across a row. The syntax of a sort command is:

```
sort fieldname
```

- `sort` is the BY or ACROSS command.
- `fieldname` is the name of the sort field. Any field in the database can be a sort field.

- Only 1 `fieldname` can follow a sort command, but multiple sort phrases can be used in a report request.
- Values for the sort field are displayed only once in the report.
- By default, the sorting sequence is from low to high. The sorting sequence can be reversed by using HIGHEST. For example:

  ```
  BY HIGHEST AC:SALARY
  ```

- The sequence of sort phrases determines the sorting order. Each successive sort is nested within the previous sort.
- You can create a matrix by including both rows and columns in the same report.
Module 3

Sort Command: BY

The sort command BY is used to sort data into rows.

- Up to 32 BY sort phrases can be used in a report.
- When used with the display command LIST, the counter is reset to 1 each time the major (first) sort value changes.

Report Request

```plaintext
-* EMPLOYEE LIST
-* BY SEX
EX AC
TABLE FILE AC
PRINT AC:FRSTNAME
BY AC:SEX
BY AC:LASTNAME
END
```

Report Generated

<table>
<thead>
<tr>
<th>SEX</th>
<th>AC:LASTNAME</th>
<th>AC:FRSTNAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>BEAR</td>
<td>ANDREA</td>
</tr>
<tr>
<td></td>
<td>JAGUAR</td>
<td>AMY A</td>
</tr>
<tr>
<td></td>
<td>SEAL</td>
<td>JOAN M</td>
</tr>
<tr>
<td>M</td>
<td>HIPPO</td>
<td>MANUAL</td>
</tr>
<tr>
<td></td>
<td>MONKEY</td>
<td>PAUL</td>
</tr>
</tbody>
</table>
**Sort Command: ACROSS**

The sort command ACROSS is used to sort data into columns.

- Up to 5 ACROSS sort phrases can be used in a report.
- Each ACROSS phrase can retrieve up to 95 sort field values.
- The total number of ACROSS report columns is equal to the total number of ACROSS sort field values multiplied by the total number of display fields. The maximum number of columns is 256.

**Report Request**

```plaintext
-* EMPLOYEE COUNTS
-* ACROSS SEX
EX AC
TABLE FILE AC
COUNT AC:SSA
ACROSS AC:SEX
END
```

**Report Generated**

```
SEX
F     M
--------
3     2
```
Suppressing fields: NOPRINT or SUP-PRINT

FOCUS provides this option to suppress the display of field values.

- If you use the NOPRINT option with a BY field and create a HOLD file, the BY field is excluded from the file.

Report Request

```plaintext
-* EMPLOYEE LIST BY LAST NAME
EX AC
TABLE FILE AC
PRINT AC:POSIT16
BY AC:LASTNAME
BY AC:CLASS NOPRINT
END
```

Report Generated

<table>
<thead>
<tr>
<th>AC:LASTNAME</th>
<th>AC:POSIT16</th>
</tr>
</thead>
<tbody>
<tr>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td>BEAR</td>
<td>250-030-2358-001</td>
</tr>
<tr>
<td>FISH</td>
<td>250-030-2358-001</td>
</tr>
<tr>
<td></td>
<td>250-030-2360-002</td>
</tr>
<tr>
<td></td>
<td>250-030-2482-001</td>
</tr>
<tr>
<td>HIPPO</td>
<td>250-030-0100-001</td>
</tr>
</tbody>
</table>
Basic FOCUS Commands

Selecting Records

You can include selection (screening) criteria in your report requests using the WHERE command. The syntax is:

\[
\text{IF} / \text{WHERE fieldname operator literal}
\]

IF / WHERE  Is the command phrase for selecting records. The command IF offers a subset of WHERE functionality.
fieldname  Is the field you want to test (the test value).
operator  Is the type of selection operator.
value  Is the alphanumeric or numeric value for the corresponding fieldname. Note: Blank values and values containing spaces must be enclosed in single quotation marks.

- You can use as many IF / WHERE expressions as necessary to define your selection criteria. All criteria must be satisfied in order for a record to be included in a report.
- Simple expressions can be joined with AND and OR logical operators to specify complex selection criteria.

Record Limits

You can limit the number of records FOCUS retrieves that meet your selection criteria. The syntax is:

\[
\text{IF} / \text{WHERE RECORDLIMIT EQ number}
\]

- Number is any number greater than 0, and indicates the number of records to be retrieved.
- Limit records when you are developing a new report and only need a few records to verify the results and/or design.
- Include a record limit to reduce costs if you know the number of records that meet the test criteria, so that the search does not continue beyond the last record retrieved.
Module 3

Types Of Selection Tests

Below are examples of operators used in IF / WHERE expressions. Additional operators can be found in your FOCUS User Manual.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equal</td>
<td>WHERE AC:SEX EQ 'F'</td>
<td></td>
</tr>
<tr>
<td>Not Equal</td>
<td>WHERE AC:SEPCODE NE ''</td>
<td></td>
</tr>
<tr>
<td>Greater Than</td>
<td>WHERE AC:SALARY GT 3000</td>
<td></td>
</tr>
<tr>
<td>Less Than</td>
<td>WHERE AC:FTE LT 1.0</td>
<td></td>
</tr>
<tr>
<td>Greater Than or Equal</td>
<td>WHERE AC:APPTXDTE GE 07012001</td>
<td></td>
</tr>
<tr>
<td>Less Than or Equal</td>
<td>WHERE AC:EMPDATE LE 06301998</td>
<td></td>
</tr>
<tr>
<td>Range</td>
<td>WHERE AC:AGE FROM 50 TO 65</td>
<td></td>
</tr>
<tr>
<td>Not in Range</td>
<td>WHERE AC:UNIT NOT-FROM '300' TO '500'</td>
<td></td>
</tr>
<tr>
<td>Include character string</td>
<td>WHERE AC:WNAME CONTAINS 'JONES'</td>
<td></td>
</tr>
<tr>
<td>Arithmetic Operations</td>
<td>WHERE AC:SALARY/173.33 GT 25.00</td>
<td></td>
</tr>
</tbody>
</table>

Example of a screening statement using IF:

IF AC:CBID EQ R02 OR R05 OR R07 OR R09

Example of a screening statement using WHERE:

WHERE AC:CBID EQ ‘R02’ OR ‘R05’ OR ‘R07’ OR ‘R09’

Example of a compound screening statement – only used with WHERE:

WHERE (AC:CBID EQ ‘R03’)
    OR (AC:CLASS EQ ‘2353’ OR ‘2354’ OR ‘2363’)

Example of a screening statement using WHERE:

WHERE AC:CBID EQ 'R02' OR 'R05' OR 'R07' OR 'R09'
# Basic FOCUS Commands

## Summary Of Basic Commands

<table>
<thead>
<tr>
<th>Function</th>
<th>Syntax</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment line</td>
<td><code>-* text</code></td>
<td><code>-* ACTIVE EE LIST</code></td>
</tr>
<tr>
<td>Execute standard defines</td>
<td><code>EX filename</code></td>
<td><code>EX AC</code></td>
</tr>
<tr>
<td>Begin report request</td>
<td><code>TABLE FILE filename</code></td>
<td><code>TABLE FILE AC</code></td>
</tr>
<tr>
<td>Display command (verb phrase)</td>
<td><code>verb field(s)</code></td>
<td>`PRINT AC:WNAME</td>
</tr>
<tr>
<td></td>
<td></td>
<td><code>AC:CLASS</code></td>
</tr>
<tr>
<td>Sort phrase</td>
<td><code>sort field</code></td>
<td>`BY AC:UNIT NOPRINT</td>
</tr>
<tr>
<td></td>
<td></td>
<td><code>BY AC:CBID</code></td>
</tr>
<tr>
<td>Select records</td>
<td>`Screening</td>
<td><code>IF AC:SEPCODE EQ ' ' </code></td>
</tr>
<tr>
<td></td>
<td><code>statement(s)</code></td>
<td></td>
</tr>
<tr>
<td>Limit the records retrieved</td>
<td><code>recordlimit</code></td>
<td><code>IF RECORDLIMIT EQ 5</code></td>
</tr>
<tr>
<td>End report request</td>
<td><code>END</code></td>
<td><code>END</code></td>
</tr>
</tbody>
</table>
Practice

1. Write a report that displays the class code, full time equivalent (FTE) and salary of your active and on-leave employees. Sort the report by employee name.

Report Generated:

<table>
<thead>
<tr>
<th>WNAME</th>
<th>CLS</th>
<th>FTE</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEAR, CLARK F</td>
<td>2358</td>
<td>.200</td>
<td>$1,275.00</td>
</tr>
<tr>
<td>FROG, NANCY B</td>
<td>3312</td>
<td>1.00</td>
<td>$6,346.00</td>
</tr>
<tr>
<td>LLAMA, JOAN M</td>
<td>2360</td>
<td>.500</td>
<td>$3,492.00</td>
</tr>
<tr>
<td>MONKEY, RON J</td>
<td>1038</td>
<td>1.00</td>
<td>$2,917.00</td>
</tr>
</tbody>
</table>

2. Write a report to generate the total number of active and on-leave positions at your campus. Sort by CBID.

Report Generated:

<table>
<thead>
<tr>
<th>CBID</th>
<th>POSITION</th>
<th>COUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>C99</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>E99</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>M80</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>R03</td>
<td></td>
<td>334</td>
</tr>
</tbody>
</table>
3. Identify the names and job codes of your active and on-leave Management Personnel Plan employees. Sort the report by employment date.

**Report Generated:**

<table>
<thead>
<tr>
<th>AC:EMPDATE</th>
<th>AC:WNAME</th>
<th>JOB CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/03/1997</td>
<td>KANGAROO, MARY E</td>
<td>M113</td>
</tr>
<tr>
<td>08/24/1979</td>
<td>CAMEL, JAMES J</td>
<td>M092</td>
</tr>
<tr>
<td>09/01/1983</td>
<td>ADVARK, DIANNE T</td>
<td>L025</td>
</tr>
<tr>
<td>08/07/1989</td>
<td>NEWT, GRACE P</td>
<td>N062</td>
</tr>
<tr>
<td>01/08/1990</td>
<td>WHALE, PETER A</td>
<td>Z244</td>
</tr>
</tbody>
</table>

4. Identify the total salary for your monthly paid active and on-leave employees. Sort the report data by reporting unit and by class code.

**Report Generated:**

<table>
<thead>
<tr>
<th>UNT</th>
<th>CLS</th>
<th>AC:SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>1170</td>
<td>$3,664.00</td>
</tr>
<tr>
<td></td>
<td>3306</td>
<td>$7,865.00</td>
</tr>
<tr>
<td>610</td>
<td>0400</td>
<td>$27,259.00</td>
</tr>
<tr>
<td></td>
<td>0420</td>
<td>$4,695.00</td>
</tr>
<tr>
<td></td>
<td>3300</td>
<td>$13,371.00</td>
</tr>
</tbody>
</table>
Module 3

5. Write a report to count your active and on-leave Faculty positions. Sort the report by ethnic group and across sex.

**Report Generated:**

<table>
<thead>
<tr>
<th>AC:ETHNICGRP</th>
<th>F</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMI</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>ASN</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td>BLK</td>
<td>11</td>
<td>16</td>
</tr>
<tr>
<td>HSP</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>N/A</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>WHT</td>
<td>211</td>
<td>208</td>
</tr>
</tbody>
</table>
What You Have Learned

In this module you have learned to:

- Begin and end requests
- Display data using verb phrases
- Sort the data in your reports
- Select records
Creating and Maintaining Requests

Module 4

Creating and Maintaining Requests

In this module you will learn:

- How to navigate in your library
- How to create requests in your library
- How to edit report requests in your library
- How to maintain members in your library

Supporting File/Documents:

- CIRS User Manual
- FOCUS User Manual
Personal Library

The middle portion of the main menu lists report requests in your personal library. By default, your report requests are displayed in alphabetical order along with the date the report request was last changed. If the first line of a report request is a comment line, that line will appear as the description. Otherwise, the text NO DESCRIPTION FOUND will display.

<table>
<thead>
<tr>
<th>COMPRENDIUM REPORTS</th>
<th>ONLINE APPLICATIONS</th>
<th>CUSTOM FILES</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cmds  B Browse  C Copy  D Delete  E Edit  P Print  R Rename  S Submit Batch  O Online Execution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
<td>Changed</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>--------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>AAREPORT</td>
<td>ANNUAL AFFIRMATIVE ACTION REPORT</td>
<td>2003/05/23</td>
<td></td>
</tr>
<tr>
<td>EMPHIST</td>
<td>EMPLOYMENT HISTORY REPORT</td>
<td>2003/05/28</td>
<td></td>
</tr>
<tr>
<td>EMPLIST</td>
<td>EMPLOYEE LIST - RUN QUARTERLY</td>
<td>2003/05/23</td>
<td></td>
</tr>
<tr>
<td>FACULTY</td>
<td>FACULTY STATS</td>
<td>2003/05/14</td>
<td></td>
</tr>
<tr>
<td>HISTORY</td>
<td>USE WITH EMPLOYMENT HISTORY EXTRACT</td>
<td>2003/05/28</td>
<td></td>
</tr>
<tr>
<td>LEAVEBAL</td>
<td>CURRENT LEAVE BALANCES BY SSA, BY NAME</td>
<td>2003/06/02</td>
<td></td>
</tr>
<tr>
<td>MPPADD</td>
<td>ADDRESS AND WORK LOCATION FOR MPPS</td>
<td>2003/05/15</td>
<td></td>
</tr>
<tr>
<td>MPPEMP</td>
<td>MPP EMPLOYEES BY EMPLOYMENT DATE</td>
<td>2003/05/23</td>
<td></td>
</tr>
<tr>
<td>PAYMENT</td>
<td>USE WITH PAYMENT HISTORY EXTRACT</td>
<td>2003/01/15</td>
<td></td>
</tr>
<tr>
<td>PERMAPPT</td>
<td>PERM APPTS SINCE 01/01/03</td>
<td>2003/05/23</td>
<td></td>
</tr>
<tr>
<td>PSNCNT1</td>
<td>POSITION COUNT BY TIMEBASE</td>
<td>2003/05/23</td>
<td></td>
</tr>
<tr>
<td>PSNCNT2</td>
<td>POSITION COUNT BY CBID</td>
<td>2003/05/23</td>
<td></td>
</tr>
<tr>
<td>R08OT</td>
<td>OVERTIME REPORT FOR R08 EMPLOYEES</td>
<td>2003/05/23</td>
<td></td>
</tr>
<tr>
<td>STDPAY</td>
<td>STUDENT PAY-CURRENT BUSINESS MONTH</td>
<td>2003/05/23</td>
<td></td>
</tr>
<tr>
<td>TOTALSAL</td>
<td>TOTAL SALARY BY AGENCY UNIT</td>
<td>2003/05/15</td>
<td></td>
</tr>
</tbody>
</table>

F1=Status F2=New  F3=Exit  F4=Locate  F5=Sort  F6=Swap Lib  F7=Up  F8=Down  F9=Search  F10=Results  F11=HoldFile  F12=Extract

When your userid was created, 3 members were placed in your library: History, Payment and Verify$. These are reserved for use with the Extract Functions (F12). Do not use these for any other purpose.

Note: Throughout this workbook, the term ‘report request’ will be used interchangeably with the terms ‘member’ and ‘program’.
Creating and Maintaining Requests

Navigation Options

The bottom portion of the main menu contains the function keys used for navigation in your library. For detailed information on the function keys, refer to the CIRS User Manual. Note: This module will only discuss the function keys related to navigation in your library. The other function keys will be discussed in other modules in this workbook.

- F3 = exit your library/CIRS
- F4 = locate a report request
- F5 = sort the report requests
- F7 and F8 = scroll up and down, respectively
- F9 = search for a word, phrase or fieldname in your library

To use a function key:

Press the corresponding key on your keyboard. For example, to sort report requests, press the F5 key.

Depending on the function key selected, the system will either perform the function, or provide an options menu. If an option menu appears, follow the instructions and press the enter key to perform the function.
Module 4

Creating Requests

Report requests are stored with unique names in your library until you delete them or your userid is deleted. There are several methods of creating report requests, but this module will only discuss creating a report from scratch. Other options will be described later in the workbook.

To create a report request from scratch:

1. From the main menu, press the F2 key to create a new report request.

F1=Status  F2=New  F3=Exit  F4=Locate  F5=Sort  F6=Swap Lib
F7=Up  F8=Down  F9=Search  F10=Results  F11=HoldFile  F12=Extract

2. At the pop-up menu, type the name (1 to 8 characters) and press enter.

```
<p>|--------New Report Request--------|
|    ENTER REPORT REQUEST NAME    |
| OR|</p>
<table>
<thead>
<tr>
<th>LEAVE BLANK TO enter FOCUS ONLINE</th>
</tr>
</thead>
</table>
| NAME: TRAIN1
```

3. Navigate to the first data entry line using the TAB key and type your FOCUS commands. After the first line has been keyed, move the cursor to the second line using the TAB key and continue keying. Continue in this manner until all commands are keyed.

```
EDIT     PD.CSUCFOC.UUSER(TRAIN1) - 01.01   Columns 00001 00072
Command ===>                                   Scroll ===> PAGE
****** ******************* Top of Data ***************
000001 -* CURRENT EMPLOYEES
000002 EX AC
000003 TABLE FILE AC
000004 PRINT AC:CLASS
000005 AC:FTE
000006 AC:SALARY
000007 BY AC:WNAME
000008 IF RECORDLIMIT EQ 100
000009 END
****** ******************* Bottom of Data ***************
```

4. When all commands are keyed, press enter. Line numbers will automatically be added to the left of the commands and unused lines will be deleted. After reviewing for typos, press F3 to save and exit.
Creating and Maintaining Requests

Line Edit Commands

The commands listed below can be used to edit lines in your report requests. To use a command, type the command(s) over any of the existing line number(s) and press enter. For example:

```
EDIT PD.CSUCFOC.UUSER(TRAIN1) - 01.01 Columns 00001 00072
Command ==> Scroll ==> PAGE

****** ******************* Top of Data *******************
000001 -* ALPHA LIST OF CURRENT EMPLOYEES
000002 EX AC
000003 TABLE FILE AC
000004 PRINT AC:CLASS
000005 AC:FTE
000006 AC:SALARY
000007 BY AC:WNAME
000008 IF RECORDLIMIT EQ 100
000009 END

****** ******************* Bottom of Data *******************
```

For the commands below, n denotes the number of times you want the operation to occur.

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Indicates the line after which copied or moved lines are to be inserted.</td>
</tr>
<tr>
<td>An</td>
<td>Indicates the number of times copied/moved lines will be inserted after the line.</td>
</tr>
<tr>
<td>B</td>
<td>Indicates the line before which copied/moved lines are to be inserted.</td>
</tr>
<tr>
<td>Bn</td>
<td>Indicates the number of times copied/moved lines will be inserted before the line.</td>
</tr>
<tr>
<td>C</td>
<td>Copy a line.</td>
</tr>
<tr>
<td>Cn</td>
<td>Copy n lines starting at this line.</td>
</tr>
<tr>
<td>CC</td>
<td>Indicates the beginning and ending of a block of lines to be copied.</td>
</tr>
<tr>
<td>D</td>
<td>Delete a line.</td>
</tr>
<tr>
<td>Dn</td>
<td>Delete n lines starting at this line.</td>
</tr>
<tr>
<td>DD</td>
<td>Indicates the beginning and ending of a block of lines to be deleted.</td>
</tr>
<tr>
<td>I</td>
<td>Insert a line following this line.</td>
</tr>
<tr>
<td>M</td>
<td>Move this line.</td>
</tr>
<tr>
<td>MM</td>
<td>Indicates the beginning and ending of a block of lines to be moved.</td>
</tr>
<tr>
<td>R</td>
<td>Repeat a line. The repeated line is inserted after the line containing the R.</td>
</tr>
<tr>
<td>Rn</td>
<td>Repeat this line n times.</td>
</tr>
<tr>
<td>RR</td>
<td>Indicates the beginning and ending of a block of lines to be repeated.</td>
</tr>
</tbody>
</table>
Command Line Entries

The commands listed below can be entered on the command line when you are editing report requests. Press enter after typing a command. For example:

```
EDIT  PD.CSUCFOC.USER(TRAIN1) - 01.01  Columns 00001 00072
Command ===>  SAVE  Scroll ===>  PAGE

****** ******************* Top of Data ************************
```

For the commands below, \( n \) denotes the number of times you want the operation to occur.

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOTTOM</td>
<td>Scrolls to bottom</td>
</tr>
<tr>
<td>C ALL string string</td>
<td>Used to change all characters in the 1st string to characters in the 2nd string. If a string includes spaces, it must be enclosed in single quotes.</td>
</tr>
<tr>
<td>CANCEL</td>
<td>Exits the report request without saving any changes since the last save.</td>
</tr>
<tr>
<td>COPY</td>
<td>Takes you to the copy screen.</td>
</tr>
<tr>
<td>COPY member</td>
<td>Copies the specified member into the current report request.</td>
</tr>
<tr>
<td>DOWN ( n )</td>
<td>Scrolls down ( n ) number of lines.</td>
</tr>
<tr>
<td>END</td>
<td>Exits the screen and saves changes.</td>
</tr>
<tr>
<td>FIND string</td>
<td>Finds the first occurrence of the string. To repeat the find, press F5.</td>
</tr>
<tr>
<td>LEFT ( n )</td>
<td>Scrolls left ( n ) number of columns.</td>
</tr>
<tr>
<td>LOCATE ( n )</td>
<td>Locates line number ( n ) and brings it to the top of the screen.</td>
</tr>
<tr>
<td>RESET</td>
<td>Restores the line number.</td>
</tr>
<tr>
<td>RIGHT ( n )</td>
<td>Scrolls right ( n ) number of columns.</td>
</tr>
<tr>
<td>SAVE</td>
<td>Saves request without exiting.</td>
</tr>
<tr>
<td>TOP</td>
<td>Scrolls to top</td>
</tr>
<tr>
<td>UP ( n )</td>
<td>Scrolls up ( n ) number of lines.</td>
</tr>
</tbody>
</table>
Maintenance Commands

All available maintenance commands are identified above the list of your report requests. For detailed information on the commands, refer to the CIRS User Manual. Note: This module will only discuss the commands related to maintaining your library. The other commands will be discussed later in this workbook.

<table>
<thead>
<tr>
<th>CIRS PERSONAL LIBRARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cmds</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Cmd</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>-</td>
</tr>
</tbody>
</table>

- **Browse** = view a report request without the ability to make changes
- **Copy** = copy a report request from your library to the common library or to a new member in your library
- **Delete** = delete a report request in your library
- **Edit** = modify an existing report request
- **Print** = send the report request commands to the printer
- **Rename** = change the name of a report request

### To use a maintenance command:

Type the alpha character to the left of the report name and press the enter key. For example, to rename a report request type an R and press enter.
Module 4

Practice

1. Using the exercises from Module 3, create report requests in your library. Use the naming convention Train1, Train2, etc.


3. Practice using the function keys related to navigation.

4. Practice using the maintenance commands related to maintaining your library.

What You Have Learned

In this module you have learned to:

- Create requests in your library
- Edit report requests in your library
- Maintain members in your library
Module 5

Executing Requests Online

In this module you will learn how to:

- Execute reports in the online FOCUS environment
- View the output in the hot screen
- Fix errors in your report request

Supporting Documents/Files:

- CIRS User Manual
Module 5

Online Execution

The online FOCUS environment is an interactive environment used primarily to test procedures with record limits and to preview the output before executing in the batch environment. (Batch will be discussed in the next module). Note: Report requests with implied prompting can only be executed in the online environment.

To select report request for online execution:

1. Type an O to the left of the report name and press enter.

<table>
<thead>
<tr>
<th>Command</th>
<th>Name</th>
<th>Description</th>
<th>Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Print</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Rename</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Submit Batch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Online Execution</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Confirm the file selection (if the confirmation panel is turned on) and press enter.

3. The message PLEASE STANDBY will appear. Press enter to proceed.

4. The online FOCUS screen will display while FOCUS scans and processes the commands entered in the report request.

5. If your report does not have errors, the data retrieved will display in the ‘hot screen’.
Online File Selection

When a report request is selected for execution, the system will automatically identify the required file(s). When the file confirmation panel is turned on, you will receive a file selection menu (below) with the required file(s) selected. Confirm the selections and press enter.

|------------------Confirm Online FOCUS File Selections------------------|
| REPORT REQUEST : TRAIN1 |
|                  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . |
| CAMPUS FILES (FILE SELECTION = X) |
| X AC ACTIVE CURRENT STATUS . PH PAY DATA CURRENT FY |
| A54 TRANSACTION DATA . SN SENIORITY POINTS |
| CH CAMPUS HEADER . SP SEPARATED CURRENT STATUS |
| EH EMPLOYMENT HISTORY EXTRACT . ST STUDENT ASSISTANT |
| LV LEAVE FILES (LB, LV, LX) . TR TRANSACTION DATA |
| PH PAY DATA PRIOR MONTH . UI UNEMPLOYMENT INSURANCE |

| SYSTEMWIDE FILES (FILE SELECTION = X) |
| PS PAY SCALES . SAN CURRENT STATUS 10/31/ __ |
| SAC ACTIVE CURRENT STATUS . STR TRANSACTION DATA |

| ENTER TO CONTINUE - PF3 TO CANCEL |

Additional information:

- If the S/AN, PH or SN file is specified in your report request, you will be prompted to provide additional information.
- You cannot select a systemwide file (e.g., SAC) and the corresponding campus file (e.g., AC) in the same FOCUS session.
- Permanent Hold files, cross referenced files and other ‘hidden’ files are available whenever any other file is selected.
- The following files are only available through batch: prior fiscal years of payment data (i.e., PH and PHS files) and certain leave data files (i.e., LD, LH, and LR).
Online FOCUS Environment

The online FOCUS environment screen displays the current version of FOCUS along with the date and time you entered the online environment. The FOCUS prompt (>) is where session commands are typed.

```
FOCUS  7.0.9 10/28/2003/10.58.07  8022.03
> >
```

Below are session commands that can be entered at the FOCUS prompt. Commands can be typed at the prompt whether one (>), two (>>, or three (>>>) carets are displayed.

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX, EXEC</td>
<td>Execute a procedure or report request.</td>
</tr>
<tr>
<td>? n</td>
<td>Query command, where n is the message number, to display a detailed explanation of a message.</td>
</tr>
<tr>
<td>QUIT</td>
<td>Quit the procedure and return to the FOCUS prompt.</td>
</tr>
<tr>
<td>RETYPE</td>
<td>Re-display the last report. Note this command can only be used immediately after exiting the hot screen.</td>
</tr>
<tr>
<td>HARDCOPY</td>
<td>Sends last report to your default printer.</td>
</tr>
<tr>
<td>FIN</td>
<td>Exit the online FOCUS environment.</td>
</tr>
</tbody>
</table>
Hot Screen

If your report does not have errors, the data retrieved will display in the ‘hot screen’. Approximately 20 lines of data will display at a time and each page will contain approximately 60 printed lines.

<table>
<thead>
<tr>
<th>PAGE 1</th>
<th>CLS</th>
<th>AC:FTE</th>
<th>AC:SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC:WNAME</td>
<td>---</td>
<td>------</td>
<td>----------</td>
</tr>
<tr>
<td>BEAR, CLARK F</td>
<td>2358</td>
<td>.200</td>
<td>$1,275.00</td>
</tr>
<tr>
<td>FROG, NANCY B</td>
<td>3312</td>
<td>1.000</td>
<td>$6,346.00</td>
</tr>
<tr>
<td>LLAMA, JOAN M</td>
<td>2360</td>
<td>.500</td>
<td>$3,492.00</td>
</tr>
<tr>
<td>MONKEY, RON J</td>
<td>2360</td>
<td>.500</td>
<td>$3,343.50</td>
</tr>
<tr>
<td></td>
<td>1038</td>
<td>1.000</td>
<td>$2,917.00</td>
</tr>
</tbody>
</table>

The following keys are used for navigation in the hot screen.

- F3 = exit the hot screen
- F5 = search for a character string
- F7 and F8 = scroll up and down, respectively.
- F10 and F11 = scroll left and right, respectively

Printing Report Data

1. After viewing your report data in the hot screen and returning to the online FOCUS screen, type HARDCOPY at the caret prompt in the online FOCUS environment and press enter.

   ..REPORT KILLED
   > hardcopy

2. After pressing enter, the message OFFLINE will appear indicating the report was sent to your default printer.

   ..REPORT KILLED
   > hardcopy
   > OFFLINE...
   > > >
Fixing Errors Online

If your report request has typos or syntax errors, FOCUS will generate a message with a brief description of the error and/or an error message number. For example, in the request below the fieldname should be AC:WNAME.

Note: FOCUS error message number 009 (FOC009) is received anytime the system cannot process the report request due to the previous error(s) identified.

```
FOCUS  7.0.9 10/28/2003/10.58.07  8022.03
ERROR AT OR NEAR LINE     7  IN PROCEDURE TRAIN1   FOCEXC
(FOC003) THE FIELDNAME IS NOT RECOGNIZED: AC:NAME
BYPASSING TO END OF COMMAND
(FOC009) INCOMPLETE REQUEST STATEMENT
```

To fix errors online:

1. Type `EX MAINT` at the caret prompt and press enter.

```
BYPASSING TO END OF COMMAND
(FOC009) INCOMPLETE REQUEST STATEMENT
> ex maint
```

2. When prompted, type the name of the report request (program) and press the enter key twice.

```
PLEASE SUPPLY VALUES REQUESTED
PROGRAM= > train1
***
```

3. You will be placed in your report request under edit mode. After making changes, press F3 to save and return to the online FOCUS environment.

```
EDIT  PD.CSUCFOC.UUSER(TRAIN1) - 01.01  Columns 00001 00072
Command ==> Scroll ===> PAGE
****** *************** Top of Data ***********************
000001 -* CURRENT EMPLOYEES
000002 EX AC
000003 TABLE FILE AC
000004 PRINT AC:CLASS
000005 AC:FTE
000006 AC:SALARY
000007 BY AC:WNAME
000008 IF RECORDLIMIT EQ 100
000009 END
****** *************** Bottom of Data ***********************
```

4. Execute the report again by typing `EX` at the prompt followed by the program name. If a report is generated, it will display in the hot screen.

```
> ex train1
```
Exiting The Online FOCUS Environment

1. Type FIN at the caret prompt and press the enter key. When 3 asterisks appear (***), press the enter key again.

   ```
   ..REPORT KILLED
   > fin
   ```

2. The ad hoc statistics message will appear. This displays a summary of the system resources used including CPU (Central Processing Unit) time accrued and the approximate CPU cost for your FOCUS session.

   ```
   AD HOC STATISTICS
   ELAPSED TIME: 22 MINUTES 37 SECONDS
   CPU: 3.41 SECONDS
   APPROXIMATE CPU COST: $ 0.68
   ***
   ```

3. Press enter after viewing the ad hoc statistics to clear the message and return to the main menu.
Module 5

Practice

Practice what you have learned in this module using all 5 of the report requests entered in your library from the last module.

1. Select a report request for online execution.
2. Fix any errors by using the EX MAINT command.
3. View the output in the hot screen using the navigation keys.
4. Exit the hot screen and, if desired, send the report to your default printer at your campus.
5. Repeat steps 3-6 for the remaining report requests.
6. Exit the online FOCUS environment.
What You Have Learned

In this module you learned how to:

- Execute reports in the online FOCUS environment
- View the output in the hot screen
- Fix errors in your report request
Module 6

**Using Batch Functions**

In this module you will learn:

- The difference between batch and online execution
- How to submit batch jobs
- How to edit batch reports
- How to print batch reports
- How to download batch reports

Supporting Documents/Files:

- CIRS User Manual
Batch Functions

Batch is an offline FOCUS environment. That means the terminal is free to do other tasks in or out of CIRS, while a job is executing. We recommend submitting your report requests in the batch environment after they have been tested in the online FOCUS environment.

The batch FOCUS environment is required for the following conditions:

- Reports that generate large output files.
- Reports that use prior fiscal years of payment data (i.e., PH and PHS files) and certain leave data files (i.e., LD, LH, and LR).
- Reports that will be edited before printing.
- Reports that will be downloaded to a word processing document (e.g., Microsoft Word).

Batch Versus Online

Below is a chart to help illustrate the differences between the batch and online environments:

<table>
<thead>
<tr>
<th>Function</th>
<th>Batch</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interactive</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Access all CIRS files</td>
<td>Yes</td>
<td>*No</td>
</tr>
<tr>
<td>Execute Multiple Report requests</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Save Report Output</td>
<td>Yes</td>
<td>**Yes</td>
</tr>
<tr>
<td>Direct Print Function</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Edit Report Output</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Download Report Output</td>
<td>Yes</td>
<td>**Yes</td>
</tr>
</tbody>
</table>

* Some CIRS files stored on tape are only available through batch.
** If the results are held to a permanent hold file.
Using Batch Functions

Submitting Batch Jobs

1. To submit a batch job, type an 'S' at the command line to the left of the report request name and press enter. For example:

<table>
<thead>
<tr>
<th>Command</th>
<th>Name</th>
<th>Description</th>
<th>Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>TRAIN1</td>
<td>CURRENT EMPLOYEES</td>
<td>2003/05/28</td>
</tr>
<tr>
<td>-</td>
<td>TRAIN2</td>
<td>COUNT OF CURRENT POSITIONS</td>
<td>2003/05/28</td>
</tr>
<tr>
<td>-</td>
<td>TRAIN3</td>
<td>MPP EMPLOYEES</td>
<td>2003/05/28</td>
</tr>
</tbody>
</table>

2. Confirm the file selection and direct the output (if the file confirmation panel is turned on) and press enter.

- If the file confirmation panel is turned off, the output will be automatically directed to your batch report file. You can access the file by pressing the F11 key from the main menu.
- If the output is directed to your printer, the report will be automatically sent to your default printer.

3. Note the job number, then press enter to clear the message and return to the main menu.

   **JOB CTBuserid (JOB12345) SUBMITTED**

4. From the main menu, press the F1 key to view the status message and confirm the job completed.
Module 6

Status and System Messages

Each time you submit a job (e.g., batch, extract, etc.), the system assigns a number to that job. The time it takes for a job to complete depends on the report request, the volume of data being accessed and the amount of activity on the system. You can determine the status of a job by checking the status message, or by noting the system notification message.

Status Message

To check your job’s status message, press the F1 key from the main menu.

A sample status message is shown below. The message indicates the type of job, your userid and the job number and the status. To clear the message, press the enter key.

```
CTBuserid JOB123546 FOCUS BATCH JOB COMPLETED SUCCESSFULLY.
***
```

If you receive a message that indicates ‘Contact HR-ISA’, please note the job number and message text before calling the CIRS Hotline.

Status messages accumulate throughout the day. If you have submitted more than one job, you will see multiple messages. Refer to the job number to identify the status of a particular job.

System Notification Message

System notification messages are automatically generated when a job is finished and the enter key, or a function key, is pressed while working in CIRS. If you have logged off while a job was running, the system notification message will display during the logon process. These messages contain cryptic text and can be ignored because all the pertinent information provided by these messages is available by using the F1 key to check the status of your job. To clear system notification messages, simply press the enter key.
Using Batch Functions

**Batch Job Results**

If the batch job output was routed directly to your printer, (only available if the default is the file confirmation screen is turned on) the results will automatically print at your default printer when the job has completed. The batch report will contain all FOCUS commands executed and, if there were no errors, the report generated. A partial printed report is shown below.

```
FOCUS 7.0.9  11/03/2003  09.44.11  8022/03
FULL SCREEN MODE IS AVAILABLE FOR IBM3270 ONLY
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
FOCUS 7.0.9  09.44.12  10/31/2003  8022.03  LINE 0
EX TRAIN1
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
FOCUS 7.0.9  09.44.12  10/31/2003  8022.03  LINE 1
EX AC
```

If your report was sent to your batch report file, (the default is the file confirmation screen is turned off) the results can be accessed by pressing the F11 key from the main menu and are available for 60 days (or until it is overwritten). The batch report will contain the approximate system cost, all FOCUS commands executed and, if there were no errors, the report generated. The file can be edited, printed or downloaded after the job has completed. A partial batch report is shown below.

```
EDIT   PD.CSUFCFOC.RPTUSER.REPORT.USER - 01.01 Columns 00001 00072
Command ===>          Scroll ===> PAGE
****** ********************* Top of Data *********************
000001     BATCH STATISTICS
000002
000003     CPU:  0 MINUTES  .86 SECONDS
000004     APPROXIMATE CPU COST:  $  .11
000005
000006     FOCUS 7.0.9  11/03/2003  09.44.11  8022/03
000007     FULL SCREEN MODE IS AVAILABLE FOR IBM3270 ONLY.
000008
000009
000010
000011
000012     - - - - - - - - - - - - - - - - - - - - - - - - - - - -
000013     FOCUS 7.0.9  09.44.12  10/31/2003  8022.03  LINE 0
000014
000015     EX TRAIN1
000016
```

**Note:** Batch reports are fixed width files and are not formatted for importing into spreadsheets (e.g., Microsoft Excel).
Module 6

To edit your batch report:

The edit option can be used to simply view your batch report, or to change the batch report before it is printed or downloaded.

1. From the main menu, press the F10 key.

   F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib
   F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract

2. Select option 1 from the batch report results menu and press enter.

<p>|----- Batch Report Results -----|
|                                |
| SELECT: 1 1. EDIT REPORT      |
| 2. PRINT REPORT                |</p>
<table>
<thead>
<tr>
<th>3. DOWNLOAD REPORT</th>
</tr>
</thead>
</table>

3. You can add, delete or change lines in your batch reports using the same commands available for editing report requests. When editing batch reports, be aware of the carriage control characters located in the first column. Those characters control how the report is printed.

   EDIT   PD.CSUCFOC.RPTUSER.REPORT.UUSER - 01.01 Columns 00001 00072
   Command => Scroll => PAGE
   ****** ********************* Top of Data *************************
   000148 0 NUMBER OF RECORDS IN TABLE=  10 LINES=   10
   000149
   000150 1 PAGE   1

   - 1 = page break
   - 0 = blank line
   - (hyphen) = double space

4. When you have finished viewing or editing your batch report, press the F3 key to exit and save your changes (if any).
To print your batch report:

You can print your batch report as is, or you can print it after deleting the batch cost information and the FOCUS request statements. Before printing, you should always view the file to verify there were no errors.

1. From the main menu, press the F10 key.

   F1=Status  F2=New  F3=Exit  F4=Locate  F5=Sort  F6=Swap Lib
   F7=Up  F8=Down  F9=Search  F10=Results  F11=HoldFile  F12=Extract

2. Select option 2 from the batch report results menu and press enter.

<p>|----- Batch Report Results -----|
|                                |
|  SELECT:  2                   |
|             1. EDIT REPORT    |
|             2. PRINT REPORT   |</p>
<table>
<thead>
<tr>
<th>3. DOWNLOAD REPORT</th>
</tr>
</thead>
</table>

3. At the Printer Options menu, change the default selections, if needed, and press enter to print.

<p>|------------------- Printer Options -------------------|
| SELECT PRINTER, COPIES, LINES TO PRINT:           |
| PRINTER: 2  COPIES: 1  LINES FROM: 000001 |
| Lines TO: 999999 |
| 1. XXTN8003  2. XXTN8004 |</p>
<table>
<thead>
<tr>
<th>ENTER TO PRINT - F3 TO CANCEL</th>
</tr>
</thead>
</table>
Module 6

To download your batch report:

Note: This workbook will only discuss how to download using the emulation software installed on the PC’s used for training. If your software is different, refer to that documentation for instructions.

1. From the main menu, press the F10 key.

<p>|----- Batch Report Results -----|<br />
|                                |<br />
| SELECT: 3                      |<br />
| 1. EDIT REPORT                |<br />
| 2. PRINT REPORT               |</p>
<table>
<thead>
<tr>
<th>3. DOWNLOAD REPORT</th>
</tr>
</thead>
</table>

2. Select option 3 from the batch report results menu and press enter.

3. Read the instructions on the download screen and copy the name of the file to be downloaded. Do not make any entries at the download screen. When ready, type GO at the command line.

4. At the TSO command processor screen, open the file transfer program on your PC by clicking on the toolbar icon.
5. At the transfer file screen, make the entries and selections indicated below then click the ADD TO LIST button. Note: If displayed, uncheck the box for any other download profile.

   Host Filename: ‘PD.CSUCFOC.RPTUSER.REPORT.userid’
   PC Filename: C:\CIRS\BATCH.DOC
   Host Type: TSO
   Scheme: Text Default

6. After making the selections, click on the TRANSFER button to begin the download process. If prompted to save the transfer list, click NO.

7. After starting the file transfer, the TSO command processor screen will display a message indicating the name of the file along with the transfer settings. Press the F3 key to return to the batch report results menu.

   ------------------- TSO COMMAND PROCESSOR ---------------------
   Transfer program: IND$FILE
   Transfer type: GET (RECEIVE)
   File to transfer: ‘PD.CSUCFOC.RPTUSER.REPORT.userid’
   
   ==> IND$FILE GET ‘PD.CSUCFOC.RPTUSER.REPORT.userid’ ASCII CRLF
   
   The data below is for information only.
   Your emulation software settings:
   Transfer type:
      Type match:
   Transfer name:
      Name match:

8. When the file transfer is complete, open the file on your PC and save the document in Word.
Practice

Select a report request (e.g., TRAIN1) in your library and perform the following steps. Be sure to select a request that does not contain errors. If desired, you can remove the record limit before executing.

Part I

- Submit the report request for batch execution and route the output directly to a printer
- Note the job number
- Check the status of your job

Part II

- Submit the report request for batch execution and route the output to your batch report file
- Note the job number
- Check the status of your job
- After confirming the job completed, edit the report to remove processing information (e.g., cost, standard defines, etc)
- Save your changes and send the file to a printer

Part III

- Download the batch report file created in Part II above to a Word document
- Open and, if desired, edit the Word document
What You Have Learned

In this module you have learned:

- The difference between batch and online execution
- How to submit batch jobs
- How to edit batch reports
- How to print batch reports
- How to download batch reports
Module 7

Using Hold Files

In this module you will learn to:

- Create hold files
- Edit hold files
- Browse hold files
- Print hold files
- Download hold files

Supporting Files/Documents:

- CIRS User Manual
- FOCUS User Manual
Hold Files Overview

Hold files allow you to store data (with or without formatting) that will be further processed in CIRS or downloaded. Three hold files are available:

PERMLRG - large enough to hold all the data in your AC file
PERMRPT - generally the same size as your PERMLRG file
PERMSML - used to hold a subset of data (e.g., all R03 positions)

These files are named ‘perm’ files because the data contained in the files is retained from one CIRS session to the next. The data in the file is retained for 60 days or until new data is written to the file.

This module will only discuss hold files for downloading purposes. For information on creating hold files in order to reuse the data, refer to the Advanced CIRS Reporting workbook.

Creating Hold Files

To create a hold file, you must include specific FOCUS commands in your report request and execute the request using online or batch execution to populate your hold file. The syntax to hold report data is as follows:

```
ON TABLE HOLD AS filename FORMAT type
```

filename Is the name of the hold file (e.g., PERMLRG).

FORMAT type Specifies the format of the HOLD file created. This command should only be used if the report data will be downloaded. The most commonly used format types are:

- LOTUS - creates a comma delimited file
- ALPHA - creates a fixed-format character file

For example:

```plaintext
EDIT     PD.CSUCFOC.UUSER(TRAIN1) - 01.01   Columns 00001 00072
Command ===>                                   Scroll ===>
PAGE
****** ********************************** Top of Data **********************************
000001 -* ALPHA LIST OF CURRENT EMPLOYEES
000002 EX AC
000003 TABLE FILE AC
000004 PRINT AC:CLASS
000005 AC:FTE
000006 AC:SALARY
000007 BY AC:WNAME
000008 IF RECORDLIMIT EQ 100
000009 ON TABLE HOLD AS PERMLRG FORMAT LOTUS
000010 END
****** ********************************** Bottom of Data **********************************
```
Using Hold Files

If executed online:

A message will display the number of records retrieved, the number of lines in the file, and the type of file saved.

FOCUS  7.0.9   10/20/2003  10.51.08    8022.03  
NUMBER OF RECORDS IN TABLE=   100    LINES=  100  
LOTUS FILE SAVED.

If executed using batch:

Direct the output to your report file. After checking status message(s) to ensure your job completed successfully, view your batch report to determine the number of records retrieved, the number of lines in the file, and the type of file saved.

EDIT     PD.CSUCFOC.UUSER(TRAIN1) - 01.01   Columns 00001 00072  
Command ==>                                   Scroll ==> PAGE  
****** ****************** Top of Data *************************  
000325  ------------------------------------------------------  
000326  FOCUS 7.0.9  08.56.27  10/20/2003 TRAIN1  
000327 000328 000329 000330 000331 000332 000333 000334 000335 000336 000337 000338 000339  
000338 000339 000336 000337 000335 000334 000333 000332 000331 000330 000329 000328 000327 000326  
000325 000324 000323 000322 000321 000320 000319 000318 000317 000316 000315 000314 000313 000312 000311 000310 000309 000308 000307 000306 000305 000304 000303 000302 000301 000300 000299 000298 000297 000296 000295 000294 000293 000292 000291 000290 000289 000288 000287 000286 000285 000284 000283 000282 000281 000280 000279 000278 000277 000276 000275 000274 000273 000272 000271 000270 000269 000268 000267 000266 000265 000264 000263 000262 000261 000260 000259 000258 000257 000256 000255 000254 000253 000252 000251 000250 000249 000248 000247 000246 000245 000244 000243 000242 000241 000240 000239 000238 000237 000236 000235 000234 000233 000232 000231 000230 000229 000228 000227 000226 000225 000224 000223 000222 000221 000220 000219 000218 000217 000216 000215 000214 000213 000212 000211 000210 000209 000208 000207 000206 000205 000204 000203 000202 000201 000200 000199 000198 000197 000196 000195 000194 000193 000192 000191 000190 000189 000188 000187 000186 000185 000184 000183 000182 000181 000180 000179 000178 000177 000176 000175 000174 000173 000172 000171 000170 000169 000168 000167 000166 000165 000164 000163 000162 000161 000160 000159 000158 000157 000156 000155 000154 000153 000152 000151 000150 000149 000148 000147 000146 000145 000144 000143 000142 000141 000140 000139 000138 000137 000136 000135 000134 000133 000132 000131 000130 000129 000128 000127 000126 000125 000124 000123 000122 000121 000120 000119 000118 000117 000116 000115 000114 000113 000112 000111 000110 000109 000108 000107 000106 000105 000104 000103 000102 000101 000100 000099 000098 000097 000096 000095 000094 000093 000092 000091 000090 000089 000088 000087 000086 000085 000084 000083 000082 000081 000080 000079 000078 000077 000076 000075 000074 000073 000072 000071 000070 000069 000068 000067 000066 000065 000064 000063 000062 000061 000060 000059 000058 000057 000056 000055 000054 000053 000052 000051 000050 000049 000048 000047 000046 000045 000044 000043 000042 000041 000040 000039 000038 000037 000036 000035 000034 000033 000032 000031 000030 000029 000028 000027 000026 000025 000024 000023 000022 000021 000020 000019 000018 000017 000016 000015 000014 000013 000012 000011 000010 000009 000008 000007 000006 000005 000004 000003 000002 000001 000000

LOTUS FILE SAVED.
Browsing Hold Files

The browse option can be used to verify a hold file before it is printed or downloaded. Changes cannot be made while viewing the report in browse mode.

To browse a hold file:

1. Press the F11 key from the main menu.

2. At the pop-up menu, type your selection at the prompt and press enter.

<p>|---------- Hold Files ----------|
|                                |
|  SELECT:  1. PERMLRG         |
|             2. PERMSML         |</p>
<table>
<thead>
<tr>
<th>3. PERMRPT</th>
</tr>
</thead>
</table>

3. At the next menu, type a 2 as the option and press the enter key.

<p>|------- PERMLRG Hold File ------|
|                                |
|  SELECT:  2. EDIT            |
|             2. BROWSE          |
|             3. PRINT           |</p>
<table>
<thead>
<tr>
<th>4. DOWNLOAD</th>
</tr>
</thead>
</table>

4. Below is an example of the file generated. If desired, you can print or download the file by placing your cursor over the word OPTIONS and pressing the enter key. After viewing, press F3 to exit.
Using Hold Files

**Editing Hold Files**

The edit option can be used to modify a hold file before it is printed or downloaded. Note: Adding or deleting columns of data cannot be done on files that will be used again in FOCUS. This is because FOCUS creates a master file description each time a hold file is created. If fields are added or removed, the file would not match the master file description that FOCUS created and FOCUS would not be able to process the file.

**To edit a hold file:**

1. Press the F11 key from the main menu.

```
F1=Status  F2=New  F3=Exit  F4=Locate  F5=Sort  F6=Swap Lib
F7=Up  F8=Down  F9=Search  F10=Results  F11=HoldFile  F12=Extract
```

2. At the pop-up menu, type your selection at the prompt and press enter.

```
|---------- Hold Files ----------|
|                                |
|  SELECT:  1                    |
|  1. PERMLRG                     |
|                                |
|                                |
|                                |
```

3. At the next menu, type a 1 as the option and press the enter key.

```
|------- PERMLRG Hold File ------|
|                                |
|  SELECT:  1                    |
|  1. EDIT                       |
|  2. BROWSE                    |
|  3. PRINT                     |
|  4. DOWNLOAD                  |
```

4. Below is an example of the file generated. Changes to the data can be made using the line commands (e.g., adding or deleting lines) or by simply typing over the data. After editing, press F3 to save and exit.

```
EDIT      PD_CSUCFOC.RPTUSER.PERMLRG.UUSER      Columns 000001 000072
Command ===>                                         Scroll ===> PAGE
****** ****************************************** Top of Data ******************************************************
000001 “BEAR, PAUL” ”,”2354”, .400, 1064.00
000002 “COUGAR, CHRIS” ”,”2358”, .400, 2654.40
000003 “FROG, VIRGINIA” ”,”2355”, .250, 227.25
000004 “LLAMA, WILLIAM” ”,”0440”, 1.000, 3121.00
000005 “NEWT, KATHY” ”,”3306”, 1.000, 9563.00
```
Printing Hold Files

Hold files can be printed to verify the data. If any changes are needed, the edit option can be used to modify the data. Note: If the width of your hold file exceeds 132 characters, the lines will wrap when printed.

To print a hold file:

1. Press the F11 key from the main menu.

   F1=Status  F2=New  F3=Exit  F4=Locate  F5=Sort  F6=Swap Lib
   F7=Up      F8=Down   F9=Search  F10=Results  F11=HoldFile  F12=Extract

2. At the pop-up menu, type your selection at the prompt and press enter.

<p>|---------- Hold Files ----------|
|                                |
|  SELECT:  1                    |
|  1. PERMLRG                    |
|  2. PERMSML                    |</p>
<table>
<thead>
<tr>
<th>3. PERMRPT</th>
</tr>
</thead>
</table>

3. At the next menu, type a 3 as the option and press the enter key.

<p>|------- PERMLRG Hold File ------|
|                                |
|  SELECT:  3                    |
|  1. EDIT                       |
|  2. BROWSE                     |
|  3. PRINT                      |</p>
<table>
<thead>
<tr>
<th>4. DOWNLOAD</th>
</tr>
</thead>
</table>

4. At the printer options menu, change the default settings, if needed and press enter.

   |------------------Printer Options-------------------|
   | SELECT PRINTER, COPIES, LINES TO PRINT:          |
   | PRINTER: 1  COPIES: 1  LINES FROM: 000001        |
   |                        LINES TO : 999999            |
   |  1. XXTN8003  2. XXTN8004                      |
   |                        ENTER TO PRINT - PF3 TO CANCEL|

5. A message will display indicating the report was sent to the printer. Press enter to clear the message.

   PRINTING  PD.CSUFOC.RPTUSER.PERMLRG.UUSER  XXTN8003  1
   ***
Using Hold Files

Downloading Hold Files

Note: This workbook will only discuss how to download using the emulation software installed on the PC’s used for training. If your software is different, refer to that documentation for instructions.

To download a hold file:

1. Press the F11 key from the main menu.

2. At the pop-up menu, type your selection at the prompt and press enter.

3. At the next menu, type a 4 as the option and press the enter key.

4. Read the instructions on the download screen and copy the name of the file to be downloaded. Do not make any entries at the download screen. When ready, type GO at the command line.
5. At the TSO command processor screen, open the file transfer program on your PC by clicking on the toolbar icon.

```
--- TSO COMMAND PROCESSOR -------
USING YOUR EMULATION SOFTWARE START FILE TRANSFER:
Transfer program:  IND$FILE
Transfer type: GET (RECEIVE)
File to transfer: 'PD.CSUCFOC.RPTUSER.PERMRLG.userid'

The data below is for information only.
Your emulation software settings:
  Transfer type:
  Type match:
  Transfer name:
  Name match:
```

6. At the transfer file screen, make the entries and selections indicated below then click the ADD TO LIST button.

- Host Filename: ‘PD.CSUCFOC.RPTUSER.PERMRLG.userid’
- PC Filename: C:\CIRS\PERMLRG.XLS
- Host Type: TSO
- Scheme: Text Default

7. If prompted to save the transfer list, click NO.
8. Click on the TRANSFER button to begin the download process. If displayed, un-check any other download profile.

9. After starting the file transfer, the TSO command processor screen will display a message indicating the name of the file along with the transfer settings. This screen is for informational purposes only. Press the F3 key to return to the hold file menu.

-------------- TSO COMMAND PROCESSOR ---------------

Transfer program:  IND$FILE
Transfer type: GET  (RECEIVE)
File to transfer: 'PD.CSUCFOC.RPTUSER.PERMLRG.userid'

==> IND$FILE  GET 'PD.CSUCFOC.RPTUSER.PERMLRG.userid' ASCII CRLF

The data below is for information only.
Your emulation software settings:
  Transfer type: GET
    Type match: YES
    Transfer name: 'PD.CSUCFOC.RPTUSER.PERMLRG.userid'
    Name match: YES
Module 7

10. When the file transfer is complete, open the Excel program first, then locate and open the downloaded file on the PC.

![Excel screenshot]

11. The Text Import Wizard will automatically appear. Use the wizard to import the downloaded file. At the first step, select delimited to describe your file and click NEXT.

![Text Import Wizard screenshot]
12. At the second step of the import wizard, select ‘Comma’ as the delimiter to set the columns and click NEXT.

13. For the third step, format the columns (if needed). By default, all columns are formatted as ‘General’, which will convert numeric values to numbers, date values to dates and all remaining data as text. To change the format, select a column by clicking on it and then click on the column data format. When all columns have been formatted, click on FINISH.
Module 7

Practice

1. Pick one report request in your library.
2. Add the commands to hold data to one of your hold files.
3. Execute the report request.
4. Browse the data contained in your hold file before downloading.
5. Download the file.
6. If desired, open the downloaded file in the appropriate software program.

What You Have Learned

In this module you learned to:

- Create hold files
- Edit hold files
- Browse hold files
- Print hold files
- Download hold files
Module 8

Customizing Printed Reports

In this module you will learn how to:

- Add headings and footings
- Change column titles
- Change field formats and justification
- Add totals

Supporting Files/Documents:

- FOCUS Documentation
- Active Current Status File
Headings and Footings

The HEADING command is used after the TABLE FILE command and allows you to supply text that will appear at the top of every page of a report. The syntax is:

```
HEADING or HEADING CENTER
" text"
```

The FOOTING command is used before the END command and allows you to supply text that will appear at the bottom of every page of a report. The syntax is:

```
FOOTING or FOOTING CENTER
" text"
```

- Each line of text can be up to 128 characters in length - including the two double quotes.
- A single report can contain up to 57 lines of text.
- The optional command CENTER will center the text per the report output, not on the page.
- The command FOOTING will automatically give you one blank line after the report data.
- Use a spot-marker to insert blank lines, (e.g., “</2”) or to embed the value for a data element (e.g., “DATA AS OF: <AC:DAO”).
- The system variable for the current date can be supplied in headings or footings (e.g., “GENERATED: &DATE”).
**Report Request**

---

```plaintext
/* ALPHA LIST OF ACTIVE/ONLEAVE EMPLOYEES
EX AC
TABLE_FILE AC
HEADING CENTER
"THE CALIFORNIA STATE UNIVERSITY"
"ACTIVE/ONLEAVE EMPLOYEES AS OF <AC:DAO"
""
PRINT AC:CLASS
AC:FTE
AC:SALARY
BY AC:WNAME
BY AC:SSA NOPRINT
IF RECORDLIMIT EQ 10
FOOTING
"</1"
"REPORT RUN ON - &DATE"
"CREATED BY JANE GARCIA - PERSONNEL </1"
"CONFIDENTIAL DATA - PLEASE HANDLE ACCORDINGLY"
/*ON TABLE HOLD AS PERMLRG FORMAT LOTUS
END
```

---

**Report Generated**

---

**THE CALIFORNIA STATE UNIVERSITY**
ACTIVE/ONLEAVE EMPLOYEES AS OF 01/27/2006

<table>
<thead>
<tr>
<th>WNAME</th>
<th>CLS</th>
<th>FTE</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARDVARK, CINDY A</td>
<td>3306</td>
<td>1.00</td>
<td>$10,041.00</td>
</tr>
<tr>
<td>BEAR, CLARK F</td>
<td>2358</td>
<td>.200</td>
<td>$1,275.00</td>
</tr>
<tr>
<td>FROG, NANCY B</td>
<td>3312</td>
<td>1.00</td>
<td>$6,346.00</td>
</tr>
<tr>
<td>KOALA, JOHN L</td>
<td>2358</td>
<td>.600</td>
<td>$3,276.00</td>
</tr>
<tr>
<td>LLAMA, JOAN M</td>
<td>2360</td>
<td>1.00</td>
<td>$5,248.00</td>
</tr>
<tr>
<td>MONKEY, RON J</td>
<td>1038</td>
<td>1.00</td>
<td>$2,917.00</td>
</tr>
<tr>
<td>O’HARE, JUSTIN J</td>
<td>2354</td>
<td>.267</td>
<td>$713.33</td>
</tr>
<tr>
<td></td>
<td>2354</td>
<td>.057</td>
<td>$197.01</td>
</tr>
<tr>
<td>PENGUIN, ROSS</td>
<td>6526</td>
<td>1.00</td>
<td>$4,211.00</td>
</tr>
<tr>
<td>YAK, SAMUEL C</td>
<td>3312</td>
<td>1.00</td>
<td>$6,776.00</td>
</tr>
</tbody>
</table>

REPORT RUN ON - 02/01/2006
CREATED BY JAN GARCIA - PERSONNEL
CONFIDENTIAL DATA - PLEASE HANDLE ACCORDINGLY
Module 8

Creating New Column Titles

Default column titles can be changed to a title you supply using the AS command. The syntax is:

```
fieldname AS 'new, title'
```

- **fieldname** Can be a sort field, display (verb) field, column total or row total
- **title** Is the new column title enclosed in single quotation marks

- To eliminate column titles use AS '' (two single quotes without a space between). For example, PRINT AC:WNAME AS ''
- Column titles can have up to five lines of text (four commas).
- The AS command can be used to increase or decrease the width of your column titles.

**Report Request:**

```
EX AC
TABLE FILE AC
SUM AC:FTE AS 'TOTAL,FTE'
BY AC:SEX AS 'S,E,X'
BY AC:WNAME AS 'EMPLOYEE'
IF RECORDLIMIT EQ 5
END
```

**Report Generated:**

```
S       TOTAL   FTE
E       --------  ----
X       EMPLOYEE  ------
         FROG, NANCIE L  1.000
         MONKEY, GINA S  .600
M       BEAR, CLARK  1.000
         LLAMA, ROLAND J  1.000
         PENGUIN, RICHARD R  1.000
```
Changing Column Formats and Title Justification

FOCUS enables you to change the length of the fields and to specify whether column titles are left justified, right justified, or centered. By default, column titles for alphanumeric fields are left justified and column titles for numeric and date fields are right justified. The syntax is:

```
fieldname / justification / format
```

- **fieldname** Can be a sort field, display (verb) field, column total or row total.
- **justification** Can be the command R for right justification. L for left justification and C for centered.
- **format** Is an optional format specification only for display and row total fields. If used, the type (A, D, I, P,) must remain the same, but the length can be changed.

- For ACROSS fields, data values, not column titles, are justified as specified.
- Display fields and row totals can be increased or decreased by specifying a new format length.

**Report Request:**

```
EX AC
TABLE FILE AC
SUM AC:FTE/P6.2
BY AC:SEX
BY AC:WNAME/C
IF RECORDLIMIT EQ 5
END
```

**Report Generated:**

```
SEX   AC:WNAME          AC:FTE
F     FROG, NANCIE L   1.00
      MONKEY, GINA S   .60
M     BEAR, CLARK      1.00
      LLAMA, ROLAND J  1.00
      PENGUIN, RICHARD R 1.00
```
Module 8

Column Totals and Row Totals

FOCUS enables you to summarize numeric information and produce totals for columns or rows of numbers in your reports. The syntax is:

```
ON TABLE COLUMN-TOTAL [AS 'name']
ON TABLE ROW-TOTAL [AS 'name']
```

- When you are summing fields with different formats, the default format is D12.2, otherwise, the format of the total field is the same format of the field.

- COLUMN-TOTAL and ROW-TOTAL can be used together to form a matrix. If used together, COLUMN-TOTAL must be first.

- Only verb fields are included in the column total.

Report Request:

```
EX AC
TABLE FILE AC
COUNT AC:POSITION
BY AC:CBID
BY AC:CLASS
ACROSS AC:SEX
IF AC:CBID EQ M80
ON TABLE COLUMN-TOTAL ROW-TOTAL
END
```

Report Generated:

<table>
<thead>
<tr>
<th>CBID</th>
<th>SEX</th>
<th>F</th>
<th>M</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>M80</td>
<td>F</td>
<td>5</td>
<td>6</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>16</td>
<td>13</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>44</td>
<td>37</td>
<td>81</td>
</tr>
</tbody>
</table>
Customizing Printed Reports

Subtotals

The command SUBTOTAL generates a subtotal on all numeric verb fields whenever the sort field changes value. The syntax is:

\[
\text{BY fieldname SUBTOTAL MULTILINES}
\]

- The command SUB-TOTAL (with a hyphen) can be used to produce a subtotal for the BY field and any higher-level sort fields when their values change.
- The MULTILINES command suppresses a subtotal line if there is only one value at a sort break and will automatically skip a line between rows.
- The default (fieldname) subtotal title can be changed by using the AS 'text' command.
- A grand total is automatically generated at the end of the report.

Report Request:

EX AC
TABLE FILE AC
PRINT AC:FTE
BY AC:WNAME
BY AC:SSA SUBTOTAL MULTILINES AS ' TOTAL FOR:'
IF RECORDLIMIT EQ 5
END

Report Generated:

<table>
<thead>
<tr>
<th>AC:WNAME</th>
<th>AC:SSA</th>
<th>AC:FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROG, CHRISTOPHER</td>
<td>001-00-1111</td>
<td>1.000</td>
</tr>
<tr>
<td>GIRAFFE, RICHARD B</td>
<td>003-00-3333</td>
<td>.917</td>
</tr>
<tr>
<td></td>
<td></td>
<td>.083</td>
</tr>
<tr>
<td>TOTAL FOR:</td>
<td>003-00-3333</td>
<td>1.000</td>
</tr>
<tr>
<td>HIPPO, CHARITY B</td>
<td>004-00-4444</td>
<td>1.000</td>
</tr>
<tr>
<td>MOUSE, NORMA K</td>
<td>002-00-2222</td>
<td>.440</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>3.400</td>
</tr>
</tbody>
</table>
Sample Report Request

The report request below illustrates all the commands covered in this module. Note that these commands are only useful for printed reports and will be ignored if the data is held to a hold file for downloading.

Report Request

"** ALPHA LIST OF ACTIVE/ONLEAVE EMPLOYEES
EX AC
TABLE FILE AC
HEADING CENTER
"THE CALIFORNIA STATE UNIVERSITY"
"ACTIVE/ONLEAVE EMPLOYEES AS OF <AC:DAO"
""
PRINT AC:WNAME/C/A25 AS 'EMPLOYEE'
AC:CLASS AS 'CLASS'
AC:FTE AS 'FTE'
AC:SALARY/P8.2M AS 'SALARY'
BY AC:WNAME NOPRINT
ON TABLE COLUMN-TOTAL
FOOTING
"</1"
"REPORT RUN ON - &DATE"
"CREATED BY JANE GARCIA - PERSONNEL </1"
"CONFIDENTIAL DATA - PLEASE HANDLE ACCORDINGLY"
END

Report Generated

THE CALIFORNIA STATE UNIVERSITY
ACTIVE/ONLEAVE EMPLOYEES AS OF 01/27/2006

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>CLASS</th>
<th>FTE</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARDVAR, CINDY A</td>
<td>3306</td>
<td>1.00</td>
<td>$10,041.00</td>
</tr>
<tr>
<td>BEAR, CLARK F</td>
<td>2358</td>
<td>.200</td>
<td>$1,275.00</td>
</tr>
<tr>
<td>FROG, NANCY B</td>
<td>3312</td>
<td>1.00</td>
<td>$6,346.00</td>
</tr>
<tr>
<td>KOALA, JOHN L</td>
<td>2358</td>
<td>.600</td>
<td>$3,276.00</td>
</tr>
<tr>
<td>LLAMA, JOAN M</td>
<td>2360</td>
<td>1.00</td>
<td>$5,248.00</td>
</tr>
<tr>
<td>MONKEY, RON J</td>
<td>1038</td>
<td>1.00</td>
<td>$2,917.00</td>
</tr>
<tr>
<td>O’HARE, JUSTIN J</td>
<td>2354</td>
<td>.267</td>
<td>$713.33</td>
</tr>
<tr>
<td>O’HARE, JUSTIN J</td>
<td>2354</td>
<td>.057</td>
<td>$197.01</td>
</tr>
<tr>
<td>PENGUIN, ROSS</td>
<td>6526</td>
<td>1.00</td>
<td>$4,211.00</td>
</tr>
<tr>
<td>YAK, SAMUEL C</td>
<td>3312</td>
<td>1.00</td>
<td>$6,776.00</td>
</tr>
</tbody>
</table>

TOTAL 7.124 $41,000.34

REPORT RUN ON - 02/01/2006
CREATED BY JAN GARCIA - PERSONNEL

CONFIDENTIAL DATA - PLEASE HANDLE ACCORDINGLY
**Practice**

Modify the programs in your library as follows:

1. Add headings that provide a description of the report data.
2. Add footings containing reference data (e.g., report request name, contact information, etc.).
3. Change the default column titles to ‘reader friendly’ titles.
4. Eliminate excess space between the data columns by changing the column length.
5. Add totals (where applicable).
6. Add a small record limit (100 records or less) to your reports if needed.

After you have modified your reports, execute them using either online or batch execution.
Module 8

What You Have Learned

In this module, you have learned how to customize printed reports by:

- Adding headings and footings
- Changing column titles
- Changing field formats and justification
- Adding column totals, row totals and subtotals
Module 9

Using Joined Files

In this module you will learn:

- What joined files are
- The different type of joins
- How to use fields from joined files

Supporting Documents/Files:

- FOCUS Documentation
- CIRS Data Element Dictionary
- Active Current Status File
- Degree Level File
- Job Code File
- Pay Scales File
What Are Joined Files

JOIN is a FOCUS command that allows you to link related files by a common field. Joined files act as a single integrated data structure allowing you to report on two or more files as if they are a single file.

Due to security issues, this command has been turned off for CIRS users. However, to assist your report writing, HR-ISA has developed automatic joins and pre-programmed joins.

To merge data from two or more files that are not automatically joined or that do not have a pre-programmed join, use the MATCH command. Refer to your FOCUS documentation for information.
Using Joined Files

Automatic Joins

All of the current status files (i.e., AC, SAC, AN and SAN) have fields that are linked to fields in cross-referenced files. Cross-referenced files are single segment files that primarily contain information for coded fields in the main file.

For example, AC:DEGLEV in the Active Current Status file is linked to DEGLEV in the Degree Level file. Similarly, AC:JOBCODE is linked to JC:JOBCODE in the Job Code file. Refer to the file descriptions in the CIRS Data Element Dictionary to identify files automatically joined.

To use an automatic join:

If the file you are using is automatically joined to a file containing the needed data, simply use the fieldname in your report request. Cross-referenced files are automatically allocated when any other file is selected for Online or Batch execution.

For example:

```
EX AC
TABLE FILE AC
COUNT AC:POSIT16
BY DEGREE
END
```
Pre-programmed Joins

A series of pre-programmed joins are available to link frequently used combination of files. All of the major files in CIRS have pre-programmed joins to other files. A complete list of pre-programmed joins is available in the CIRS Data Element Dictionary. The naming convention for all pre-programmed joins is shown below.

```
J A C P S
Join Host File Cross-Referenced File
```

When a pre-programmed join is executed, it links the files and executes the standard defines for the joined files. For example, the join: JACPS links records in the Active Current Status file to records in the Pay Scales file by Class and Range Code, and executes the defines for both files.

```
-*EXAMPLE OF A JOIN
EX JACPS
TABLE FILE AC
JOIN CLEAR
JOIN AC:CLASSRNG IN AC TO PS:CLASSRNG IN PS AS JACPS
EX AC
EX PSFLDS FILENM=AC
```

To use a pre-programmed join:

Execute the join name in place of the standard defines. The file name specified for the TABLE FILE command is the HOST file. Be sure to use the correct file prefix when specifying fieldnames in the joined file. When executing the report request, you must select the major file(s) specified in the join. Any cross-referenced files included in the join will be automatically allocated when the other files are selected.

For example:

```
EX JACPS
TABLE FILE AC
COUNT AC:POSIT16 BY PS:TITLE
END
```
Using Joined Files

Practice

Modify the practice report requests from Module 3 and execute the reports in the Online FOCUS environment to generate data. Be sure to include record limits in your requests.

1. Modify practice report TRAIN1 to include **abbreviated class title**. Format per the sample below.

   **Report Generated:**

<table>
<thead>
<tr>
<th>AC:WNAME</th>
<th>CLS</th>
<th>TITLE</th>
<th>AC:FTE</th>
<th>AC:Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEAR, CLARK F</td>
<td>2358</td>
<td>LECTURER, D AY</td>
<td>.200</td>
<td>$1,275.00</td>
</tr>
<tr>
<td>FROG, NANCY B</td>
<td>3312</td>
<td>ADMIN IIA</td>
<td>1.000</td>
<td>$6,346.00</td>
</tr>
<tr>
<td>LLAMA, JOAN M</td>
<td>2360</td>
<td>PROFESSOR, AY</td>
<td>.500</td>
<td>$3,492.00</td>
</tr>
<tr>
<td>MONKEY, RON J</td>
<td>1038</td>
<td>AA/S-12MO-NE</td>
<td>1.000</td>
<td>$2,917.00</td>
</tr>
</tbody>
</table>

2. Modify practice report TRAIN2 to sort the report by CBID code and by CBID name (abbreviated). Format per the sample below.

   **Report Generated:**

<table>
<thead>
<tr>
<th>CBID</th>
<th>CBID NAME</th>
<th>AC:POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>C99</td>
<td>CONF. CLASS</td>
<td>3</td>
</tr>
<tr>
<td>E99</td>
<td>EXCLUDED</td>
<td>11</td>
</tr>
<tr>
<td>M90</td>
<td>MPP</td>
<td>50</td>
</tr>
<tr>
<td>R01</td>
<td>PHYSICIANS</td>
<td>1</td>
</tr>
<tr>
<td>R03</td>
<td>FACULTY</td>
<td>334</td>
</tr>
</tbody>
</table>

3. Modify practice report TRAIN3 to include the employees’ **abbreviated job code title**. Format per the sample below.

   **Report Generated:**

<table>
<thead>
<tr>
<th>AC:EMPDATE</th>
<th>AC:WNAME</th>
<th>JOB CODE</th>
<th>ABBREVIATED JOB CODE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/03/1997</td>
<td>KANGAROO, MARY E</td>
<td>M113</td>
<td>MGR, LIB. CIRCUTAION</td>
</tr>
<tr>
<td>08/24/1979</td>
<td>CAMEL, JAMES J</td>
<td>M092</td>
<td>DN, CVC</td>
</tr>
<tr>
<td>09/01/1983</td>
<td>ADVARK, DIANNE T</td>
<td>L025</td>
<td>FACULTY RES &amp; DEV SUP 2</td>
</tr>
<tr>
<td>08/07/1989</td>
<td>NEWT, GRACE P</td>
<td>N062</td>
<td>ASSOC DEAN, COLL OF BUS</td>
</tr>
<tr>
<td>01/08/1990</td>
<td>WHALE, PETER A</td>
<td>Z244</td>
<td>SW HUMAN RES ADMIN PRO 1</td>
</tr>
</tbody>
</table>
Module 9

What You Have Learned

In this module you have learned:

- The difference between automatic joins and pre-programmed joins
- How to include fields in your report requests from cross-referenced files
- How to include fields in your report requests using pre-programmed joins
- How to select files for joined files
Module 10

Creating Temporary Fields

In this module you will learn:

- Overview of temporary fields
- Syntax for computed fields
- General syntax for defined fields
- Syntax for decode expression

Supporting Documents/Files:

- CIRS Data Element Dictionary
- FOCUS Documentation
Temporary Fields Overview

A variety of temporary fields can be created from existing fields in the database by using the \texttt{COMPUTE} and \texttt{DEFINE} commands. The maximum number of fields, both real and defined, that can be referenced in a report request is 256.

The major difference between \texttt{COMPUTE} and \texttt{DEFINE} is the point of calculation.

Computed fields are calculated on the results of a \texttt{SUM}, \texttt{PRINT}, or \texttt{COUNT} command after all records have been selected, sorted, and summed.

Defined fields are calculated after records are selected per the screening criteria, but before the sorts and display commands are applied.
Creating Temporary Fields

Syntax For Computed Fields

Temporary fields created by the COMPUTE command, are calculated on the table results after all records have been selected, sorted, and summed. The syntax is:

```
TABLE FILE filename
  display command
  COMPUTE newfield [/format] = expression;
  END
```

- **filename**: Any database available in CIRS.
- **display command**: Is PRINT, SUM OR COUNT followed by fieldname(s). Also referred to as the verb phrase.
- **newfield**: New name for the field being created. The name can contain up to 12 characters without blanks. Special characters allowed are the dollar sign ($), colon (:), underscore (_) and pound sign (#).
- **/format**: Optional command to specify the format type, length and edit options for the values of the new field.
- **= expression;**: Expression establishing the value of the new field.

- Specify the COMPUTE command after the display command inside the TABLE request.
- Computed fields are only available for the specified report request.
- Optionally, a field can be referred to by its report column position (C1 for the first column, C2 for the second, etc). BY fields are not counted.
- Only 256 fields may be defined for a single file and the total length of all defined fields and real fields cannot exceed 12,288 characters.
- The computed field can be used in subsequent screening statements, but cannot be used as sort fields.
**Compute Example**

The report example below uses the `COMPUTE` command to determine the new salary rate for employees after receiving a 3 percent increase.

**Report Request:**

```plaintext
-* EMPLOYEE SALARY INFO
EX AC
TABLE FILE AC
PRINT AC:CLASS AC:BASEPAY
COMPUTE NEWSAL = AC:BASEPAY * 1.03;
BY AC:WNAME
END
```

**Report Generated:**

<table>
<thead>
<tr>
<th>WNAME</th>
<th>CLS</th>
<th>BASEPAY</th>
<th>NEWSAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUGAR, CHRIS</td>
<td>2358</td>
<td>$6,278.00</td>
<td>6,569.34</td>
</tr>
<tr>
<td>FROG, NANCY L</td>
<td>3306</td>
<td>$9,375.00</td>
<td>9,656.25</td>
</tr>
<tr>
<td>LION-JUGUAR, ANN</td>
<td>2355</td>
<td>$800.00</td>
<td>824.00</td>
</tr>
<tr>
<td>MONKEY, GORDON S</td>
<td>2360</td>
<td>$6,868.00</td>
<td>7,074.04</td>
</tr>
<tr>
<td>NEWT, KATHERINE</td>
<td>2358</td>
<td>$4,110.00</td>
<td>4,233.30</td>
</tr>
</tbody>
</table>
Creating Temporary Fields

**Compute Practice**

Modify your report request named TRAIN4 to include an annual salary rate. Use the **COMPUTE** command to determine the annual rate.

**Report Generated:**

<table>
<thead>
<tr>
<th>AC: SALARY</th>
<th>ANNUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,664.00</td>
<td>43,968.00</td>
</tr>
<tr>
<td>$2,865.00</td>
<td>35,380.00</td>
</tr>
<tr>
<td>$7,259.00</td>
<td>87,108.00</td>
</tr>
<tr>
<td>$5,281.00</td>
<td>63,372.00</td>
</tr>
<tr>
<td>$3,371.00</td>
<td>40,452.00</td>
</tr>
</tbody>
</table>

**Report Request:**

-----------------
**Syntax For Defined Fields**

Temporary fields can be created using the DEFINE command. The calculation is performed on each record retrieved per the screening statements. The result of the expression is treated as though it is a real field stored in the database. The syntax is:

```
DEFINE FILE filename ADD
newfield/format = expression;
END
```

- **filename**: Any database available in CIRS.
- **newfield**: New name for the field being created. The name can contain up to 12 characters without blanks. Special characters allowed are the dollar sign ($), colon (:), underscore (_) and pound sign (#).
- **/format**: The type, length and edit options for the new field values. Valid types are A (alphanumeric), D (floating-point double-precision), F (floating-point single-precision), I (integer), P (packed decimal), and D, W, M, Q, or Y used in a valid combination (date). The length of the format cannot exceed 8 characters.
- **= expression;**: Expression establishing the value of the new fieldname.
  
  Note: There are several types of expressions. This workbook will only discuss DECODE expressions. For information on the other expressions, refer to your FOCUS documentation.

**END**: Required to end the DEFINE.

- Specify the DEFINE command after executing the standard defines for the file and before beginning the TABLE request.
- ADD must be part of the syntax to add the new FIELDNAME(s) to the automated DEFINES for the database.
- Once a new FIELDNAME is defined, it is available for the entire FOCUS session and can be used in verb phrases, sort phrases, screening statements or in another define expression.
- Only 256 fields may be defined for a single file and the total length of all defined fields and real fields cannot exceed 12,288 characters.
- Alpha (A) values and Smart Dates must be enclosed in single quotes.
Creating Temporary Fields

**Decode Expression**

The decode expression can be used to create new file values for existing values when there is a one-to-one relationship. The syntax is:

```plaintext
DEFINE FILE filename ADD
  new_field/format = DECODE fieldname
  (value 'new value'
    value 'new value');
END
```

- All values containing special characters or blanks must be enclosed in single quotes (including negative numbers).
- Alphanumeric or numeric values can be decoded.
- The decode expression cannot be used for 'AND' or 'OR' conditions.
- By default, alphanumeric field values that are not explicitly listed will be assigned a blank value. Integer fields will be assigned a numeric zero (0).

**Define Example**

**Report Request:**

```plaintext
EX AC
DEFINE FILE AC ADD
  GENDER/A6 = DECODE AC:SEX
    (F FEMALE
      M MALE);
END
TABLE FILE AC
COUNT AC:SSA
BY GENDER
ON TABLE COLUMN-TOTAL
END
```

**Report Generated:**

<table>
<thead>
<tr>
<th>GENDER</th>
<th>COUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>FEMALE</td>
<td>1855</td>
</tr>
<tr>
<td>MALE</td>
<td>1419</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3275</td>
</tr>
</tbody>
</table>
Module 10

Define Practice

Modify your report named TRAIN5 so that the values ‘female’ and ‘male’ are displayed instead of the characters ‘F’ and ‘M’. Use the DECODE expression to define the new values.

Report Generated:

<table>
<thead>
<tr>
<th>SEX</th>
<th>FEMALE</th>
<th>MALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC:ETHNICGRP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMI</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>ASN</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td>BLK</td>
<td>11</td>
<td>16</td>
</tr>
<tr>
<td>HSP</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>N/A</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>WHT</td>
<td>211</td>
<td>208</td>
</tr>
</tbody>
</table>

Report Request:
What You Have Learned

In this module you learned:

- Overview of temporary fields
- Syntax for computed fields
- General syntax for defined fields
- Syntax for decode expression
Module 11

Common Library

In this module you will learn:

- Common library procedures
- How to access the common library
- How to find reports in the common library
- How to execute reports in the common library
- How to copy programs to and from the common library

Supporting Documents/Files:

- CIRS User Manual
Common Library Procedures

The common library is where all users and HR-ISA staff can share report requests. Common library members can be used 'as is' or can be copied to your library and modified. Be aware that changes an owner makes to her/his member could impact your use of the report request or define. To avoid this, we recommend copying the needed report request to your own library.

The procedures for the common library are as follows:

- Never edit a report request in the common library unless you are the owner. To prevent accidentally changing a report request, use the browse command when viewing report requests in the common library.
- Never place confidential information (e.g., SSN's) in the common library.
- All report requests in the common library must contain a comment line with the text 'OWNER USERID:' followed by a space and your userid.
- As a courtesy to others using the common library, report requests should contain statements that identify the purpose of the request, the files used and any special instructions needed. Refer to AAUSER in the common library for suggested comment lines.
- Report requests placed in the common library on a permanent basis must be listed in the index named AAINDEX.
- Any report request not listed in AAINDEX will be deleted on a monthly basis on the first calendar day of each month.
Accessing The Common Library

All the navigation options, maintenance commands and execution commands available for your personal library are also available for the common library.

1. To swap your personal library with the common library, press the F6 key from the main menu.

2. You will receive a screen indicating the common library is loading.

3. After it has finished loading, the common library will display. To return to your personal library, press the F6 key again.

4. If you know the name of the report request in the common library, you can locate it quickly by pressing the F4 key and typing the name and pressing the enter key.
Finding Report Requests

There are two methods of finding report requests in the common library that meet your reporting needs. You can either browse the common library index (AAINDEX) and/or use the search function (F9).

To browse the index:

The common library member AAINDEX is a user maintained list of programs, defines and instructions that are intended to be used and/or copied by all CIRS users. Items listed in the index are retained in the common library on a permanent basis.

1. Type a B at the command line to the left of the report request AAINDEX and press enter.

```
<table>
<thead>
<tr>
<th>Cmds</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>AAINDEX</td>
<td>INDEX OF ALL FOCUS REQUESTS IN THE COMMON</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2003/07/22</td>
</tr>
<tr>
<td></td>
<td>AAMSG</td>
<td>CONTAINS A 6 MONTH BACKLOG OF MESSAGES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2003/07/23</td>
</tr>
<tr>
<td></td>
<td>AANWHIR3</td>
<td>AFFIRMATIVE ACTION NEWHIRES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2003/07/29</td>
</tr>
<tr>
<td></td>
<td>AAPGRP</td>
<td>NO DESCRIPTION FOUND.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1999/03/15</td>
</tr>
</tbody>
</table>
```

2. All the members in the index are listed in alphabetical order and provide the file(s) used along with a brief description.

```
** PLEASE PLACE NEW ENTRIES IN ALPHABETIC ORDER BY REPORT NAME **

<table>
<thead>
<tr>
<th>Report</th>
<th>File(s)</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACUST25</td>
<td></td>
<td>CUSTOM FILE INFO FOR FRESNO</td>
</tr>
<tr>
<td>AACUST30</td>
<td></td>
<td>DEPT DECODE FILE INFO FOR CAMPUS HUMBOLDT</td>
</tr>
<tr>
<td>AACUST60</td>
<td></td>
<td>CUSTOM FILES FOR CAMPUS SACRAMENTO</td>
</tr>
<tr>
<td>AAMSG</td>
<td></td>
<td>MESSAGES ON CIRS MESSAGE BOARD</td>
</tr>
<tr>
<td>AAPGRP</td>
<td>AC,PS</td>
<td>CSUS AFFIRMATIVE ACTION JOB GROUPS</td>
</tr>
</tbody>
</table>
```

3. To find a report, scroll through the list using the F7 and F8 keys or enter FIND 'string' at the command line.

```
** PLEASE PLACE NEW ENTRIES IN ALPHABETIC ORDER BY REPORT NAME **

<table>
<thead>
<tr>
<th>Report</th>
<th>File(s)</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACUST25</td>
<td></td>
<td>CUSTOM FILE INFO FOR FRESNO</td>
</tr>
<tr>
<td>AACUST30</td>
<td></td>
<td>DEPT DECODE FILE INFO FOR CAMPUS HUMBOLDT</td>
</tr>
<tr>
<td>AACUST60</td>
<td></td>
<td>CUSTOM FILES FOR CAMPUS SACRAMENTO</td>
</tr>
<tr>
<td>AAMSG</td>
<td></td>
<td>MESSAGES ON CIRS MESSAGE BOARD</td>
</tr>
<tr>
<td>AAPGRP</td>
<td>AC,PS</td>
<td>CSUS AFFIRMATIVE ACTION JOB GROUPS</td>
</tr>
</tbody>
</table>
```

5. After identifying a report, note the name and press F3 to exit and return to the library.
To use the search function:

1. Press the F9 key from the main menu

2. At the search menu, type the search string (1-15 characters) and press the enter key. Note: If the search string contains a space, quotes are not needed. For example:

```
<p>|---------- Search Common Library ----------|</p>
<table>
<thead>
<tr>
<th>ENTER SEARCH STRING: daily</th>
</tr>
</thead>
</table>
```

3. While the system is searching the library, a message will display indicating the number of matching members found.

```
<p>|------Searching Personal Library-----|</p>
<table>
<thead>
<tr>
<th>MATCHING MEMBERS FOUND: 5</th>
</tr>
</thead>
</table>
```

4. When the search has completed, the system will display the matching report requests and the number of members (rows) found will be shown in the upper right corner.

```
RESULTS OF PERSONAL LIBRARY SEARCH = FACULTY

Cmds B Browse C Copy D Delete E Edit ROWS
P Print R Rename S Submit Batch O Online Execution

<table>
<thead>
<tr>
<th>Cmd</th>
<th>Name</th>
<th>Description</th>
<th>Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDAILY</td>
<td>CHICO: REPORT OF STUDENT ASSISTANT</td>
<td>2003/08/13</td>
<td></td>
</tr>
<tr>
<td>CPDAILY</td>
<td>DAILY PAYROLL REPORT (FY FILE)</td>
<td>2003/08/13</td>
<td></td>
</tr>
<tr>
<td>DAILY</td>
<td>CREATES 4 REPORTS FOR VERIFYING DAILY</td>
<td>2003/08/13</td>
<td></td>
</tr>
<tr>
<td>DAILYPAY</td>
<td>DAILY PAYROLL REPORT-PAGE BREAKS BY PIP</td>
<td>2003/08/13</td>
<td></td>
</tr>
<tr>
<td>FRDAILYAC</td>
<td>FY DAILY REPORT FOR ACCTNG SVCS</td>
<td>2003/08/13</td>
<td></td>
</tr>
</tbody>
</table>

************************* Bottom of data *************************
```

- If desired, you can perform another search within the results of the previous search by pressing the F9 key and entering another search string. When the F3 key is pressed, you will be returned to the main menu.
- If the system does not find any report requests that contain the search string, a message will display in the upper right corner indicating there were no matches. To initiate another search, press the F9 key again.
Module 11

Executing Report Requests

Report requests in the common library can be executed either online or through batch using the same commands as those used in your library. Note: Reports may contain text or screening statements specific to a particular campus.

1. To execute a report, type your selection (S or O) at the prompt to the left of the name and press enter.

<table>
<thead>
<tr>
<th>Cmds</th>
<th>Name</th>
<th>Description</th>
<th>Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CDAILY</td>
<td>CHICO: REPORT OF STUDENT ASSISTANT AND STUDENT</td>
<td>2003/08/13</td>
</tr>
<tr>
<td></td>
<td>CPDAILY</td>
<td>DAILY PAYROLL REPORT (PY FILE)</td>
<td>2003/08/13</td>
</tr>
<tr>
<td></td>
<td>DAILY</td>
<td>CREATES 4 REPORTS FOR VERIFYING DAILY PAYROLL</td>
<td>2003/08/13</td>
</tr>
<tr>
<td></td>
<td>DAILYPAY</td>
<td>DAILY PAYROLL REPORT-PAGE BREAKS BY PIPE, A54,</td>
<td>2003/08/13</td>
</tr>
<tr>
<td></td>
<td>FRODAILYAC</td>
<td>FY DAILY REPORT FOR ACTING SVCS</td>
<td>2003/05/14</td>
</tr>
</tbody>
</table>

2. With either method of execution, the required file(s) will automatically be selected. If the file confirmation panel is turned on, confirm the selections and press enter to submit.

| --------------- Confirm Batch FOCUS File Selections --------------- |
| . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  |
| REPORT REQUEST : DAILY                                   |
| . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  |
| DIRECT OUTPUT TO: 1 1=REPORT FILE 2=PRINTER             |
| . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  |
| CAMPUS FILES (FILE SELECTION = X)                       |
| _ AC ACTIVE CURRENT STATUS . X FY PAYMENT HISTORY EXTRACT|
| _ AN CURRENT STATUS 10/31/__ . _ PHS PAYMENT DATA SUMMARY|
| _ A54 TRANSACTION DATA . _ SN SENIORITY POINTS          |
| _ CH CAMPUS HEADER . _ SP SEPARATED CURRENT STATUS      |
| _ EH EMPLOYMENT HISTORY EXTRACT . _ ST STUDENT ASSISTANT|
| _ LV LEAVE FILES (ALL) . _ TR TRANSACTION DATA          |
| _ PH PAY DATA FY 02/03 . _ UI UNEMPLOYMENT DATA         |
| _ PH PAY DATA PRIOR MONTH .                              |
| SYSTEMWIDE FILES (FILE SELECTION = X)                   |
| _ PS PAY SCALES . _ SAN CURRENT STATUS 10/31/__         |
| _ SAC ACTIVE CURRENT STATUS . _ STR TRANSACTION DATA    |
| ENTER TO CONTINUE = F3 TO CANCEL                         |

3. If executed online (without errors), and records were retrieved, the results will display in the hot screen. If submitted through batch, confirm the job has completed by pressing the F1 key. After confirming the job completed, press the F10 key to access your batch results.
## Copying From The Common Library

If you find a member in the common that you would like to use, you can copy it to your library and make any changes needed.

**Reminder! Never edit a report request in the common unless you are the owner of that report.**

1. From the common library, type a C at the command line to the left of the report request and press enter.

<table>
<thead>
<tr>
<th>RESULTS OF PERSONAL LIBRARY SEARCH</th>
<th>FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cmds</strong></td>
<td>B Browse</td>
</tr>
<tr>
<td><strong>Cmd</strong></td>
<td><strong>P Print</strong></td>
</tr>
<tr>
<td>C DAILY</td>
<td>CHICO: REPORT OF STUDENT ASSISTANT AND STUDENT</td>
</tr>
<tr>
<td>C CPDAILY</td>
<td>DAILY PAYROLL REPORT (PY FILE)</td>
</tr>
<tr>
<td>C DAILY</td>
<td>CREATES 4 REPORTS FOR VERIFYING DAILY PAYROLL</td>
</tr>
<tr>
<td>C DAILYPAY</td>
<td>DAILY PAYROLL REPORT-PAGE BREAKS BY PIP, A54,</td>
</tr>
<tr>
<td>C FRDAILYAC</td>
<td>PY DAILY REPORT FOR ACCTNG SVCS</td>
</tr>
</tbody>
</table>

2. At the confirm copy screen, the name of the report being copied is automatically supplied as the name of the report in the destination library. To accept the default name, press enter.

| ------- Confirm Copy ------- |
| COPY DAILY OF COMMON LIBRARY TO DAILY OF PERSONAL LIBRARY |
| ENTER TO CONTINUE - F3 TO CANCEL |

3. The message COPIED will appear in the upper right corner of the screen. To clear the message, press enter. To return to your library, press F3.

<table>
<thead>
<tr>
<th>RESULTS OF PERSONAL LIBRARY SEARCH</th>
<th>FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cmds</strong></td>
<td>B Browse</td>
</tr>
<tr>
<td><strong>Cmd</strong></td>
<td><strong>P Print</strong></td>
</tr>
<tr>
<td>C DAILY</td>
<td>CHICO: REPORT OF STUDENT ASSISTANT AND STUDENT 2003/08/13</td>
</tr>
<tr>
<td>C CPDAILY</td>
<td>DAILY PAYROLL REPORT (PY FILE) 2003/08/13</td>
</tr>
<tr>
<td>C DAILY</td>
<td>CREATES 4 REPORTS FOR VERIFYING DAILY PAYROLL 2003/08/13</td>
</tr>
<tr>
<td>C DAILYPAY</td>
<td>DAILY PAYROLL REPORT-PAGE BREAKS BY PIP, A54, 2003/08/13</td>
</tr>
<tr>
<td>C FRDAILYAC</td>
<td>PY DAILY REPORT FOR ACCTNG SVCS 2003/05/14</td>
</tr>
</tbody>
</table>

******************************************************************************Bottom of data****************************
Module 11

Copying To The Common Library

If you have a member in your library that you would like to share with others, you can copy it to the common library. When it is copied to the common using the method below, the system will automatically insert a line that identifies you as the owner. Do not move, modify or delete this line.

Reminder! If your program is not added to AAINDEX in the common library, or if it does not have an owner userid on the 2nd line of the owner statement, it will be deleted at the close of the calendar month.

1. From your personal library, type a C at the command line to the left of the report request and press enter.

   CIRS PERSONAL LIBRARY
   
<p>| Cmds | B Browse | C Copy | D Delete | E Edit | Row 1 of 17 |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>AAREPORT</td>
<td>ANNUAL AFFIRMATIVE ACTION REPORT</td>
</tr>
<tr>
<td>_</td>
<td>EMPHIST</td>
<td>EMPLOYMENT HISTORY REPORT</td>
</tr>
<tr>
<td>1</td>
<td>EMPLIST</td>
<td>EMPLOYEE LIST - RUN QUARTERLY</td>
</tr>
</tbody>
</table>

2. At the confirm copy screen, press the F6 key to change the destination library to the common library (if needed). To accept the default name, press enter.

<p>|------------------ Confirm Copy -----------------------|
|                                                       |
|         COPY EMPLIST  OF PERSONAL LIBRARY             |
|           TO EMPLIST  OF COMMON LIBRARY               |
|                                                       |</p>
<table>
<thead>
<tr>
<th>ENTER TO CONTINUE F3=CANCEL F6=CHANGE COPY-TO LIBRARY</th>
</tr>
</thead>
</table>

3. The message COPIED will appear in the upper right corner of the screen. To clear the message, press enter.

   CIRS PERSONAL LIBRARY
   
<p>| Cmds | B Browse | C Copy | D Delete | E Edit | Row 1 of 17 |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>AAREPORT</td>
<td>ANNUAL AFFIRMATIVE ACTION REPORT</td>
</tr>
<tr>
<td>_</td>
<td>EMPHIST</td>
<td>EMPLOYMENT HISTORY REPORT</td>
</tr>
<tr>
<td>1</td>
<td>EMPLIST</td>
<td>EMPLOYEE LIST - RUN QUARTERLY</td>
</tr>
</tbody>
</table>
Practice

1. Find a report request in the common library that seems useful.
2. Execute the report request in the common library.
3. Copy the report request from the common library to your library.
4. Copy a report request from your library to the common library. Name the request in the common library as follows: AAA + your userid.
Module 11

What You Have Learned

In this module you have learned:

- Common library procedures
- How to access the common library
- How to find reports in the common library
- How to execute reports in the common library
- How to copy programs to and from the common library
Module 12

Employment History Files

In this module you will learn:

- The information contained in the Transaction Data (TR) file
- The information contained in the Employment History (EH) file
- The differences between the TR and EH files
- How to create an Employment History Extract file

Supporting Documents/Files:

- CIRS User Manual
- Transaction Data File
- Employment History Extract File
**Employment History Files Overview**

CIRS has two files that contain Personnel/Payroll Transaction (PPT) data from 1976 forward for your faculty and staff. The files are: Transaction Data (TR), the Systemwide Transaction Data (STR) and Employment History Extract (EH).

Refer to the chart below for a summary of the file differences:

<table>
<thead>
<tr>
<th>Item</th>
<th>Transaction Data (TR) &amp; Systemwide Transaction Data (STR)*</th>
<th>Employment History Extract (EH)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Timeframe</strong></td>
<td>Transactions effective from January 1, 1976 forward</td>
<td>Same as TR. Transactions can optionally be selected based on key entry date</td>
</tr>
<tr>
<td><strong>Records</strong></td>
<td>Excludes Deleted, Voided, Fixed, Eliminated, A54 and Student transactions</td>
<td>Deleted, Voided, Fixed, Eliminated and A54 transactions can optionally be included**</td>
</tr>
<tr>
<td><strong>Data Elements</strong></td>
<td>Selected fields on PPT. STR does not include SSN and Name.</td>
<td>Most fields on PPT</td>
</tr>
<tr>
<td><strong>Common Use</strong></td>
<td>These files could be used to obtain transaction counts and for historical reporting.</td>
<td>This file could be used to generate Employment History Summaries, to verify keying and to create a 'point in time' file</td>
</tr>
<tr>
<td><strong>Update Schedule</strong></td>
<td>Daily</td>
<td>The source file for the EH extract function is updated immediately upon entry of a PPT</td>
</tr>
<tr>
<td><strong>Additional Info</strong></td>
<td>Fields not found in the TR or STR file may be available in the EH file</td>
<td>The EH file must be created with specified parameters before using</td>
</tr>
</tbody>
</table>

*The Systemwide Transaction Data (STR) file provides access to all campus data for selected fields (Excludes SSN and Name).

**Student transactions will be included in the EH extract file unless a position sequence is supplied with the SSN.
Employment History Files

TR File Practice

1. Identify employees permanently appointed (Transaction code = A50) in the last 6 months. Print their name, position number, and CBID. Sort the report by effective date.

2. Count the number of campus retirements (Transaction code = S70) during the last 5 calendar years. Sort the report across years. Note that an employee in two or more positions may have two or more retirement transactions counted.
2. Count the number of system wide retirements (Transaction code = S70) during the last 5 calendar years. Sort the report by campus across years.
Employment History Files

Employment History Extract Process

The Employment History Data Base (EHDB), contains all Personnel/Payroll Transactions (PPT’s) keyed by your campus from 1976 through the current date.

The CIRS Employment History Extract process allows you to extract data from the EHDB and build an Employment History (EH) file by specifying the following parameters:

- SSN Group
- Date Type/Range
- File Type
- Output File
Module 12

To create an EH file for ad hoc reporting:

1. From the main menu, press the F12 key.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>F1=Status</td>
<td>F2=New</td>
<td>F3=Exit</td>
<td>F4=Locate</td>
<td>F5=Sort</td>
<td>F6=Swap Lib</td>
</tr>
<tr>
<td>F7=Up</td>
<td>F8=Down</td>
<td>F9=Search</td>
<td>F10=Results</td>
<td>F11=HoldFile</td>
<td>F12=Extract</td>
</tr>
</tbody>
</table>

2. Select option 1 at the extract data menu and press enter.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Extract Data</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>SELECT</td>
<td>1. EH - EMPLOYMENT HISTORY EXTRACT FILE</td>
<td>2. PY - EMPLOYMENT HISTORY EXTRACT FILE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. EMPLOYMENT VERIFICATION REPORT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>------------------</td>
</tr>
</tbody>
</table>

3. Make an entry in each section of the Employment History Extract Process screen before pressing enter.
4. Select additional options, if needed, and confirm the selections. Press enter to confirm and submit the job.

<table>
<thead>
<tr>
<th>EH ADDITIONAL OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N (Y OR N) INCLUDE A98 TRANSACTIONS FOR SSN’S SUPPLIED</td>
</tr>
<tr>
<td>N (Y OR N) INCLUDE VOIDS, FIXES, DELETES, ELIMINATES</td>
</tr>
<tr>
<td>N (Y OR N) INCLUDE A54 TRANSACTIONS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CURRENT SELECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN OPTION: ALL SSN</td>
</tr>
<tr>
<td>DATE TYPE: EFFECTIVE</td>
</tr>
<tr>
<td>FROM ------ TO -------</td>
</tr>
<tr>
<td>FILE TYPE: ABSOLUTE</td>
</tr>
<tr>
<td>ENTER TO SUBMIT - PF3 TO CANCEL</td>
</tr>
</tbody>
</table>

5. When you receive a message indicating the job was submitted, make a note of the job number and press enter to clear the message.

```
JOB CTEUXABC(JOB12345) SUBMITTED
***
```

6. From the main menu, check status (F1 key) to confirm the extract completed before using the file.

```
F1=Status  F2=New  F3=Exit  F4=Locate  F5=Sort  F6=Swap Lib
F7=Up  F8=Down  F9=Search  F10=Results  F11=HoldFile  F12=Extract
```

**Extract Verification**

After creating your extract file, you should test the file for employees with data overflow. Data overflow occurs when the volume of history extracted for an individual employee exceeds the maximum record length allowed (31748 bytes). Typically, this occurs when you are extracting history for a large range of dates.

Employees with data overflow will have a value of X for the field: EH:OVERFLOW. To test the EH file, execute the following commands:

```
EX EH
TABLE FILE EH
PRINT EH:SSA EH:WNAME EH:OVERFLOW
IF EH:OVERFLOW EQ X
END
```

If you identify an employee with data overflow, generate another EH file for that social security number and select a smaller timeframe.
Module 12

EH File Practice

1. Identify employees permanently appointed (Transaction code = A50) during the prior 6 months. Print their name, position number, CBID and probation code end date. Sort the report by appointment effective date.

Extract Process Selections:

SSN Option - ____________________________________________
Date Type & Range - _______________________________________
File Type - _____________________________________________
Additional Options - _______________________________________

Report Request:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
EH File Practice con’t,

2. Extract all employment history data for yourself (supply a range of dates appropriate) and use report requests in the common library to generate an employment history summary report.

- Make the selections indicated below at the Employment History Extract screen, and press the enter key:

<table>
<thead>
<tr>
<th>SSN Option</th>
<th>SSN’S IN LIBRARY MEMBER (HISTORY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Type &amp; Range</td>
<td>EFFECTIVE DATES FROM -? TO -?</td>
</tr>
<tr>
<td>File Type</td>
<td>ABSOLUTE</td>
</tr>
<tr>
<td>Additional Options</td>
<td>none</td>
</tr>
</tbody>
</table>

- Enter your social security number in your library member named HISTORY. When you press F3 to save/exit, you will receive a message indicating the extract job was submitted.

```plaintext
EDIT PD.CSUFCOC.UUSER(HISTORY) - 01.01 Columns 00001 00072
Command ===>                               Scroll ===> PAGE
******* **************** Top of Data ***********************
000001 -* ONLY FOR USE WITH EMPLOYMENT HISTORY EXTRACT
000002 -* ENTER 1 SSN PER LINE, WITH OR WITHOUT DASHES
000003 -* AFTER ENTERING SSN(S), PRESS F3 TO SUBMIT.
000004 -*
000008 123-45-3789
```

- Check your job’s status from the main menu (F1 key) to confirm the extract completed successfully. Be sure to note if any records have data overflow.

```plaintext
F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract
```

- Navigate to the common library (F6 key). Locate and execute the report request named HSTSUMRY. Alternately, you can execute PIMSSCRN.
Module 12

**EH File Practice con’t**

3. Obtain a count of active positions at your campus, excluding E99 students, as of March 1, __________. Sort the report by CBID and job family name. Include a grand total on your report.

**Report Generated:**

<table>
<thead>
<tr>
<th>CBID</th>
<th>JOB FAMILY NAME</th>
<th>POSITION</th>
<th>COUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>E99</td>
<td>EXCLUDED OR UNKNOWN</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>M80</td>
<td>EXECUTIVE, ADMINISTRATIVE, MANAGEMENT</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>R03</td>
<td>FACULTY</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**Extract Process Selections:**

- **SSN Option** - 
- **Date Type & Range** - 
- **File Type** - 
- **Additional Options** -

**Report Request:**

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________
What You Have Learned

In this module you have learned:

- The information contained in the Transaction Data (TR) file
- The information contained in the Employment History (EH) file
- The differences between the TR, STR and EH file
- How to create an Employment History Extract file
Module 13

Payment History Files

In this module you will learn:

- The types of payment files available
- The data contained in the payment files
- How to generate Payment Extract files
- How to verify a successful extract

Supporting Documents/Files:

- CIRS Data Element Dictionary
- Payment Data File
- Payment History Extract File
- Pay History Summary File
## Payment History Files Overview

The Pay Data, Payment History Extract and the Pay Data Summary files each contain payment information on your employees. However, the files vary in the time frame, data elements and records they contain. Refer to the chart below for a summary of the file differences.

<table>
<thead>
<tr>
<th>Item</th>
<th>Pay Data (PH)</th>
<th>Payment History Extract (PY)</th>
<th>Pay Data Summary (PHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeframe</td>
<td>Data by fiscal year from 01/84 forward -or- the prior business month</td>
<td>Data for the last 36 business months - and/or- the current business month</td>
<td>Data for the current and 5 prior fiscal years through the prior business month</td>
</tr>
<tr>
<td>Records</td>
<td>All payments issued to your faculty, staff and students, including those issued by other campuses</td>
<td>Payments issued to your faculty, staff and students by your campus</td>
<td>Payments issued to your faculty, staff and students by your campus</td>
</tr>
<tr>
<td>Data</td>
<td>Payments and Deductions</td>
<td>Payments and Deductions</td>
<td>Selected fields for Payments only</td>
</tr>
<tr>
<td>Common Use</td>
<td>Reporting on payments and deductions for the entire fiscal year or prior business month</td>
<td>Reporting on payments and deductions issued in the current business month</td>
<td>Reporting on payments for multiple fiscal or calendar years</td>
</tr>
<tr>
<td>Update Schedule</td>
<td>The PH file is refreshed at the close of the calendar month and is available on the first working day of the new calendar month</td>
<td>The source file for the PY extract function is updated after every payroll cycle. Refer to the DED for the dates the current business month file is emptied</td>
<td>The PHS file is refreshed at the close of the calendar month and is available on the second working day of the new calendar month</td>
</tr>
<tr>
<td>Additional Information</td>
<td>Prior FY data is only available through Batch Check for summarized records</td>
<td>The PY file must be created with specified parameters before using</td>
<td>Only available in Batch Check for summarized records</td>
</tr>
</tbody>
</table>
PH File Practice

1. Write a report reflecting total overtime wages (Payment Type: 1) paid at your campus for the previous fiscal year. Sort the data by pay period. Provide a subtotal for each pay period.

2. Identify employees who had a deferred compensation deduction (Deduction Type: TD) for the prior pay period. Display the employee names in alphabetical order by reporting unit.
Payment History Extract Process

Information from the online payment history file (HIST) is available from the last daily payroll cycle to the prior 36 months of payments.

The CIRS Payment History Extract process allows you to extract data from HIST and build a Payment History Extract (PY) file by specifying the following parameters:

- SSN Option
- Date Type/Range
- File Source
- Output File
To create a PY file for ad hoc reporting:

1. From the main menu, press the F12 key.

2. Select option 2 at the extract data menu and press enter.

3. Make an entry in each section of the Payment History Extract Process screen before pressing enter.
Module 13

To create a PY file for ad hoc reporting - con’t

4. Confirm the selections and press enter to confirm and submit job.

```
<table>
<thead>
<tr>
<th>CURRENT SELECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN OPTION: ALL SSN</td>
</tr>
<tr>
<td>DATE TYPE: CYCLES</td>
</tr>
<tr>
<td>FROM 2001/07/02 TO 2001/07/15</td>
</tr>
<tr>
<td>FILE TYPE: CURRENT MONTH</td>
</tr>
<tr>
<td>OUTPUT FILE: PY</td>
</tr>
<tr>
<td>ENTER TO SUBMIT</td>
</tr>
</tbody>
</table>
```

5. When you receive a message indicating the job was submitted, make a note of the job number and press enter to clear the message.

```
JOB CTPUXAB (JOB12345) SUBMITTED
***
```

6. Check STATUS to confirm a successful completion before using the file.

```
Status Download
PAYMENT HISTORY EXTRACT PROCESS
```

Extract Verification

After creating your extract file, you should test the file for employees with data overflow. Data overflow occurs when the volume of history extracted for an individual employee exceeds the maximum record length allowed (31748 bytes). Typically, this occurs when you are extracting history for a large range of dates.

Employees with data overflow will have a value of X for the field: PY:OVERFLOW. To test the PY file, execute the following commands:

```
EX PY
TABLE FILE PY
PRINT PY:SSA PY:WNAME PY:OVERFLOW
IF PY:OVERFLOW EQ X
END
```

If you identify an employee with data overflow, generate another PY file for that social security number with a smaller range of pay periods.
PY File Practice

1. Extract 36 months of payment history data for yourself and use a common library report request to generate a payment history summary report.

- Make the selections below at the Payment History Extract screen and press enter.

  | SSN Option | SSN’S IN LIBRARY MEMBER (PAYMENT) |
  | Date Type & Range | RANGE OF PAY PERIODS |
  | File Type | CURRENT & PRIOR 36 MONTHS |
  | Output Format | PY |

- Enter your social security number in your library member named PAYMENT and press F3 to save/exit. You will receive a message indicating the extract job was submitted.

  `EDIT PD.CSUFCFO.USER(PAYMENT) - 01.01 Columns 00001 00072
  Command ===>                               Scroll ===> PAGE
  ******* **************** Top of Data ***********************
  000001 -* ONLY FOR USE WITH EMPLOYMENT HISTORY EXTRACT
  000002 -* ENTER 1 SSN PER LINE, WITH OR WITHOUT DASHES
  000003 -* AFTER ENTERING SSN(S), PRESS F3 TO SUBMIT.
  000004 -*
  000005 123-45-3789
  
  F1=Status  F2=New  F3=Exit  F4=Locate  F5=Sort  F6=Swap Lib
  F7=Up  F8=Down  F9=Search  F10=Results  F11=HoldFile  F12=Extract`

- Check STATUS to confirm the extract completed successfully. Be sure to note if the status message indicates data overflow.

- Navigate to the common library (F6). Locate and execute the report request named PAYSUMRY. Alternately, you can execute HISTSCRN.
2. Identify payments issued to E99 students in the current business month for the prior pay period. List the students in alphabetical order and display the data per the report sample below.

**Report Generated:**

<table>
<thead>
<tr>
<th>SOC SEC</th>
<th>STUDENT NAME</th>
<th>PAY PRD</th>
<th>AGY/UNIT</th>
<th>WARRANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>333-00-0000</td>
<td>ABBOTT, R</td>
<td>9902</td>
<td>200109</td>
<td>01269888</td>
</tr>
<tr>
<td>111-00-0000</td>
<td>BOOKER, BA</td>
<td>9902</td>
<td>200110</td>
<td>01254000</td>
</tr>
<tr>
<td>222-00-0000</td>
<td>DAWSON, ZK</td>
<td>9902</td>
<td>200114</td>
<td>01254100</td>
</tr>
</tbody>
</table>

**Extract Process Selections:**

- SSN INPUT OPTION - 
- DATE SELECTION - 
- FILE SOURCE - 
- OUTPUT FORMAT - 

**Report Request:**
What You Have Learned

In this module you have learned:

- The types of payment files available
- The data contained in the payment files
- How to generate Payment Extract files
- How to verify a successful extract
Module 14

Employment Verification

In this module you will learn:

- The information contained in, and the purpose of an employment verification report
- How to generate an employment verification report
- How to print an employment verification report

Supporting Documents/Files:

- CIRS User Manual
Module 14

Employment Verification Report Overview

HR-ISA developed the employment verification report as a tool for completing requests from credit lenders to verify your employee’s employment and payment history. By default, the report summarizes payments and employment history for the current and two prior calendar years.

Below is only a partial sample of the generated report:

| 10/23/03 | THE CALIFORNIA STATE UNIVERSITY
|          | EMPLOYMENT VERIFICATION REPORT
|          | PIMS REPORT PDC0016B
|          | ISSUE DATES: 01/01/01- 01/01/03

NAME: ARMADILLO  BEN C  SSN: 000-00-1111

PAYMENT HISTORY INFORMATION:

<table>
<thead>
<tr>
<th></th>
<th>2001</th>
<th>2000</th>
<th>1999</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR</td>
<td>45,086.15</td>
<td>49,205.71</td>
<td></td>
</tr>
<tr>
<td>OVERTIME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHIFT:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER:</td>
<td>3,000.00</td>
<td>7,000.00</td>
<td>600.00</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>48,086.15</td>
<td>56,205.71</td>
<td>600.00</td>
</tr>
</tbody>
</table>

EMPLOYMENT HISTORY INFORMATION:

<table>
<thead>
<tr>
<th>PSN SEP</th>
<th>EFFECT</th>
<th>TRAN</th>
<th>POSITION NUMBER</th>
<th>CLASS TITLE</th>
<th>TIME BASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEQ CODE</td>
<td>DATE</td>
<td>CODE</td>
<td>Position Number</td>
<td>Class Title</td>
<td>Time Base</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>------</td>
<td>-----------------</td>
<td>-------------</td>
<td>-----------</td>
</tr>
<tr>
<td>01 S</td>
<td>06/18/01</td>
<td>A54</td>
<td>000-400-4660-905</td>
<td>SPC CONSULT</td>
<td>INT</td>
</tr>
<tr>
<td>S</td>
<td>06/02/01</td>
<td>A54</td>
<td>000-113-4660-905</td>
<td>SPC CONSULT</td>
<td>INT</td>
</tr>
<tr>
<td>S</td>
<td>01/06/01</td>
<td>A54</td>
<td>000-113-4660-905</td>
<td>SPC CONSULT</td>
<td>INT</td>
</tr>
<tr>
<td>S</td>
<td>01/02/01</td>
<td>A54</td>
<td>000-400-4660-905</td>
<td>SPC CONSULT</td>
<td>INT</td>
</tr>
<tr>
<td>S</td>
<td>06/04/00</td>
<td>A54</td>
<td>000-179-4660-905</td>
<td>SPC CONSULT</td>
<td>INT</td>
</tr>
<tr>
<td>S</td>
<td>06/03/00</td>
<td>A54</td>
<td>000-400-4660-905</td>
<td>SPC CONSULT</td>
<td>INT</td>
</tr>
<tr>
<td>S</td>
<td>05/06/00</td>
<td>A54</td>
<td>000-179-4660-905</td>
<td>SPC CONSULT</td>
<td>INT</td>
</tr>
<tr>
<td>S</td>
<td>05/01/00</td>
<td>A54</td>
<td>000-179-4660-905</td>
<td>SPC CONSULT</td>
<td>INT</td>
</tr>
<tr>
<td>S</td>
<td>04/16/00</td>
<td>A54</td>
<td>000-179-4660-905</td>
<td>SPC CONSULT</td>
<td>INT</td>
</tr>
</tbody>
</table>
Creating an Employment Verification Report

Note: The steps below will only discuss how to create an employment verification report using the default settings.

1. From the main menu, press the F12 key.

2. Select option 3 at the extract data menu and press enter.

3. At the employment verification extract screen, accept the default range settings (option 1) by pressing enter.
Module 14

4. In your library member named VERIFY $, enter one social security number per line. When finished, press F3 to save/exit.

```
EDIT PD.CSUCFOC.UXABC(VERIFY$) - 01.51 Columns 00001 00072
Command ===> Scroll ===> PAGE
****** ******************* Top of Data *******************
000100 111-22-3333
000200 222-11-4444
****** ******************* Bottom of Data *******************
```

5. When you receive a message indicating the extract job was submitted, make a note of the job number and press enter to clear the message.

```
JOB CTVUXABC(JOB1522) SUBMITTED
***
```

6. Check STATUS to confirm a successful completion.

```
Status Report
EMPLOYMENT VERIFICATION

.......................... ..........................
```

Printing an Employment Verification Report

The resulting employment verification report is written to your Batch Report file. You can navigate to the main menu and select your batch report by using the F10 key, or you can use the shortcut available from the employment verification screen.

To print the report using the shortcut:

1. After confirming a successful completion, select REPORT from the employment verification extract screen and press enter.

```
Status Report
EMPLOYMENT VERIFICATION
```

2. Select Option 2 from the pop-up menu and press enter.

```
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. EDIT BATCH REPORT</td>
</tr>
<tr>
<td>2. PRINT BATCH REPORT</td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
</tbody>
</table>
```

2. Make changes, if needed, to the print selections and press enter.

```
Status Report
<p>|------------------ Printer Options ------------------|
| SELECT PRINTER, COPIES, LINES TO PRINT: |
| PRINTER: 2 COPIES: 1 LINES FROM: 000001 |
| LINES TO: 999999 |
| 1. XXTN8003 2. XXTN8004 |</p>
<table>
<thead>
<tr>
<th>ENTER TO PRINT - F3 TO CANCEL</th>
</tr>
</thead>
</table>
```
Module 14

Practice

Generate an Employment Verification report for yourself.

1. Select the extract function from the main menu.
2. Select the employment verification option.
3. Accept the default settings by pressing enter.
4. Enter your social security number at your library member named VERIFY$ and press F3 to save/submit your job.
5. Make a note of the extract job number before clearing the message.
6. Check status to confirm a successful completion.
7. View and/or print your batch report.

What You Have Learned

In this module you have learned:

- The information contained in, and the purpose of an employment verification report
- How to generate an employment verification report
- How to print an employment verification report
Module 15

**Closeout**

- Ad Hoc Report Procedures
- Summary of FOCUS commands
- Recommendations for Successful Reporting
Ad Hoc Report Procedures

When you need data from CIRS, follow these steps:

1. Check the Compendium

   - Reports are pre-generated
   - Hundreds of reports are available for each campus
   - Use of the Compendium is free
   - You don’t need to know FOCUS commands

2. Check the Common Library Index

   - Contains programs written by users at other campuses
   - Programs can be copied into your library and modified
   - Always verify the results before using

If you didn’t find a report or program using steps 1 and 2, then

3. Write an Ad Hoc Report Request

   - Determine the data needed for your report
   - Determine which file(s) contain the data elements identified
   - Write a report to gather and/or format the needed data
   - Test with record limits in the Online FOCUS environment
   - After testing, remove the record limit and execute using Batch
# Summary of FOCUS Commands

<table>
<thead>
<tr>
<th>Syntax</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>-* text*</td>
<td>Comment line</td>
</tr>
<tr>
<td>EX filename or EX joinname</td>
<td>Executes standard defines or pre-programmed join</td>
</tr>
<tr>
<td>DEFINE FILE filename ADD</td>
<td>Begins your defined fields</td>
</tr>
<tr>
<td>newfield/format = expression;</td>
<td>Creates defined field</td>
</tr>
<tr>
<td>END</td>
<td>Ends your define(s)</td>
</tr>
<tr>
<td>TABLE FILE filename</td>
<td>Begins report request</td>
</tr>
<tr>
<td>HEADING &quot; text &quot;</td>
<td>Places heading text at top of every page of report</td>
</tr>
<tr>
<td>verbfieldname fieldname</td>
<td>Verb phrase to display data</td>
</tr>
<tr>
<td>sortfieldname</td>
<td>Sort phrase (s) to sort data</td>
</tr>
<tr>
<td>WHERE fieldname relation value</td>
<td>Screening criteria</td>
</tr>
<tr>
<td>WHERE RECORDLIMIT EQ number</td>
<td>Limits records for testing</td>
</tr>
<tr>
<td>ON TABLE COLUMN-TOTAL ROW-TOTAL</td>
<td>Generates grand totals on table data</td>
</tr>
<tr>
<td>ON TABLE HOLD AS permfile</td>
<td>Places data in a permanent hold file for downloading.*</td>
</tr>
<tr>
<td>FORMAT type</td>
<td></td>
</tr>
<tr>
<td>FOOTING &quot; text &quot;</td>
<td>Places footing text at bottom of every page of report</td>
</tr>
<tr>
<td>END</td>
<td>Ends report request</td>
</tr>
</tbody>
</table>

* Note: Formatting commands (e.g., Headings, Footings, Totals, etc.) are ignored when data is placed in a hold file.
Recommendations for Successful Reporting

- Allow an in-house training period of 2-3 hours per week for 1 month to become comfortable with the system and familiar with basic Ad Hoc report writing.

- Inform staff/managers of Ad Hoc reporting capabilities.

- Develop procedures for requesting, processing and providing Ad Hoc reports.

- Hold regular meetings among Ad Hoc users to share information and promote networking.
# Appendix A, Contacts

## CIRS

<table>
<thead>
<tr>
<th></th>
<th>Technical Support</th>
<th>Hotline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotline</td>
<td>Technical support for CIRS users</td>
<td>916-323-5694 or <a href="mailto:cir@calstate.edu">cir@calstate.edu</a></td>
</tr>
<tr>
<td>Training</td>
<td>Classes for beginner or intermediate CIRS users</td>
<td>916-322-1386</td>
</tr>
<tr>
<td>Website</td>
<td>Online resource for system updates, reporting techniques, training schedule, system information and reference materials</td>
<td><a href="http://www.calstate.edu/hrpims/hrpims">www.calstate.edu/hrpims/hrpims</a></td>
</tr>
<tr>
<td>Data Element Dictionary</td>
<td>Online resource containing all the master file descriptions, fieldname, tables and additional data necessary to use the ad hoc reporting capabilities</td>
<td><a href="http://www.calstate.edu/hrpims/ded">www.calstate.edu/hrpims/ded</a></td>
</tr>
<tr>
<td>FOCUS Documentation</td>
<td>FOCUS for Mainframe, Creating Reports, Version 7.6</td>
<td><a href="http://www.calstate.edu/hrpims/FOCUS_Documentation.htm">www.calstate.edu/hrpims/FOCUS_Documentation.htm</a></td>
</tr>
</tbody>
</table>

## Chancellor's Office

<table>
<thead>
<tr>
<th></th>
<th>HR Administration Policies and procedures</th>
<th>562-951-4411 or <a href="http://www.calstate.edu/hr">www.calstate.edu/hr</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Information Builders

<table>
<thead>
<tr>
<th></th>
<th>FOCUS Documentation or to Request Training from the Software Vendor</th>
<th><a href="http://www.IBI.com">www.IBI.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>IBI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## State Controller's Office

<table>
<thead>
<tr>
<th></th>
<th>To Reset Passwords and Restore Revoked Userids</th>
<th>916-322-8094</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Security Office</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Office Of Technology Services (OTech)

<table>
<thead>
<tr>
<th></th>
<th>To Halt Printing, Line and Equipment Problems, To Install Additional Hardware</th>
<th>916-464-4311</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help Desk</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Appendix B, Campus Codes

<table>
<thead>
<tr>
<th>Campus Name</th>
<th>User Prefix</th>
<th>Campus Prefix</th>
<th>Campus Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BKERSFIELD</td>
<td>UU</td>
<td>H</td>
<td>35</td>
</tr>
<tr>
<td>CHANNEL IS</td>
<td>UL</td>
<td>Y</td>
<td>72</td>
</tr>
<tr>
<td>CHICO</td>
<td>UA</td>
<td>E</td>
<td>20</td>
</tr>
<tr>
<td>CHNCLR OFF</td>
<td>UX</td>
<td>A</td>
<td>01</td>
</tr>
<tr>
<td>DOMINGUEZ</td>
<td>UD</td>
<td>L</td>
<td>55</td>
</tr>
<tr>
<td>EAST BAY</td>
<td>UG</td>
<td>B</td>
<td>05</td>
</tr>
<tr>
<td>FRESNO</td>
<td>UF</td>
<td>F</td>
<td>25</td>
</tr>
<tr>
<td>FULLERTON</td>
<td>UM</td>
<td>K</td>
<td>50</td>
</tr>
<tr>
<td>HUMBOLDT</td>
<td>UH</td>
<td>G</td>
<td>30</td>
</tr>
<tr>
<td>LA</td>
<td>UY</td>
<td>J</td>
<td>45</td>
</tr>
<tr>
<td>LONG BEACH</td>
<td>UW</td>
<td>I</td>
<td>40</td>
</tr>
<tr>
<td>MARITIME</td>
<td>U6</td>
<td>W</td>
<td>07</td>
</tr>
<tr>
<td>MONTEREY</td>
<td>U5</td>
<td>V</td>
<td>06</td>
</tr>
<tr>
<td>NORTHRIDGE</td>
<td>UZ</td>
<td>P</td>
<td>70</td>
</tr>
<tr>
<td>POMONA</td>
<td>UK</td>
<td>C</td>
<td>10</td>
</tr>
<tr>
<td>SACRAMENTO</td>
<td>US</td>
<td>M</td>
<td>60</td>
</tr>
<tr>
<td>SAN BERN</td>
<td>UO</td>
<td>N</td>
<td>63</td>
</tr>
<tr>
<td>SAN DIEGO</td>
<td>UR</td>
<td>O</td>
<td>65</td>
</tr>
<tr>
<td>SAN FRAN</td>
<td>UE</td>
<td>Q</td>
<td>75</td>
</tr>
<tr>
<td>SAN JOSE</td>
<td>UI</td>
<td>R</td>
<td>80</td>
</tr>
<tr>
<td>SAN MARCOS</td>
<td>U3</td>
<td>U</td>
<td>68</td>
</tr>
<tr>
<td>SLO</td>
<td>UP</td>
<td>D</td>
<td>15</td>
</tr>
<tr>
<td>SONOMA</td>
<td>UV</td>
<td>S</td>
<td>85</td>
</tr>
<tr>
<td>STNISLAUS</td>
<td>UJ</td>
<td>T</td>
<td>90</td>
</tr>
</tbody>
</table>
Appendix C, Frequently Used Files

Below is a brief description of the 5 most frequently used ad hoc reporting files. Each of the files contain data for faculty, staff and management employee positions. For complete information about a specific file, refer to its master file description in the CIRS Data Element Dictionary.

Campus Employment Data Files

<table>
<thead>
<tr>
<th>FILE</th>
<th>UPDATED</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Current Status *</td>
<td>Weekly</td>
<td>Snapshot of current transactions for active and on-leave position sequences as of the prior Friday. This file does not include separated positions, student data, or special pay appointments. Use for reporting on current campus population.</td>
</tr>
<tr>
<td>Employment History Extract (EH)</td>
<td>On Demand</td>
<td>Transactions 1976 through the current date for a specified set of SSN’s. May include separated positions, student data, and special pay appointments. Voided, eliminated, fixed or deleted transactions can be optionally selected. Use for employment history summaries and for reports requiring fields not available in the TR file.</td>
</tr>
<tr>
<td>Transaction Data *</td>
<td>Daily</td>
<td>Transactions from 1976 through the prior day for active and separated positions. Only selected fields from each transaction are available. Excludes student and special pay appointments, voids, deletes, fixes and eliminated transactions. Use to get transaction counts and historical data.</td>
</tr>
</tbody>
</table>

* A systemwide version of this file (with confidential data excluded) is also available.

Campus Payment Data Files

<table>
<thead>
<tr>
<th>FILE</th>
<th>UPDATED</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Data (PH)</td>
<td>Monthly</td>
<td>Payments and deductions issued to your employees, including student and special pay appointees, during the prior business month or the current and prior fiscal years back to 01/01/1984. Includes all payments issued to your employees, regardless of the issuing campus. Use to get payment and deduction information for entire campus or employee groups.</td>
</tr>
<tr>
<td>Payment History Extract (PY)</td>
<td>On Demand</td>
<td>Payments and deductions issued to your employees, including student and special pay appointees, during the last 36 months through the last daily cycle for a specified set of SSN’s. Use to report on payments issued in the current business month and for payment history summaries.</td>
</tr>
</tbody>
</table>

Cross Referenced Files

<table>
<thead>
<tr>
<th>FILE</th>
<th>UPDATED</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Scales (PS)</td>
<td>As Needed</td>
<td>Current information for all active and abolished classes. All major files have a pre-programmed join to this file. Use to include Pay Scales information (e.g., Class Title) in reports.</td>
</tr>
</tbody>
</table>