

Volume No. 3—Automated Systems Application	TOPIC NO.	70720
Function No. 70700 — Financial Information Downloading System	TOPIC	FINDS:
	DOWNLOADING CIPPS REPORT DATA	
	DATE	October 2001

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CIPPS Report Downloads

Introduction Build report download requests by specifying which data (data field selection) will be downloaded from which available report(s) (report selection). The selected data fields come directly from the specified report(s). Report and data field selections must be entered each time the download is executed; report requests cannot be saved as templates and re-executed following nightly data refreshing.

Selecting a CIPPS Report From the CIPPS Downloading Main Menu, enter your control agency code and an 'X' next to the selected report (10, U033, or U060). Then execute Function 6 or press Enter to display the Report Selection Screen for the selected report. The report selection screens display the most recent reports that were refreshed and are available for download.

Note on Procedures In the procedures that follow, detailed procedures and function descriptions are presented only for the Report 10 screens since the functions are identical for all reports within the CIPPS Reports Data Group.

Field Name Cross Reference While CIPPS-FINDS Data Field Selection Screen field names generally conform to CIPPS screen and report field names, there are some variations. The procedures for each Data Field Selection screen that follows include a detailed cross reference table between CIPPS-FINDS Data Field Selection Screen field names and CIPPS Report field names. CIPPS-FINDS Download field names, which will appear as column header names on downloaded data to facilitate data identification, are also included.

Field Name	Description
CIPPS-FINDS Data Field Selection Screen	In some cases, CIPPS-FINDS combines several CIPPS Report Field names together on the screen displays. If selected, all fields included in combined fields are downloaded. Data Fields designated as "KEY" are pre-selected and are included in all downloads executed for the respective CIPPS report.
CIPPS-FINDS Download	Due to field length limitations, CIPPS-FINDS Download Field names do not match the CIPPS field name or the Data Field name as it appears on the CIPPS-FINDS Data Selection screens.
CIPPS Report	The CIPPS Report Field name corresponding to the CIPPS-FINDS Data Field.

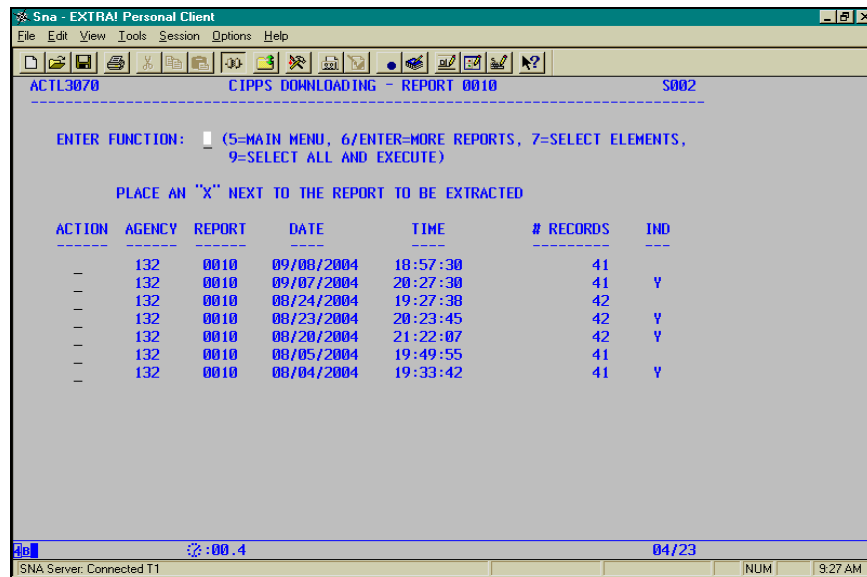
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CIPPS Report Downloads, Continued

Report 10 - Report Selection

Selecting CIPPS Report 10 displays the CIPPS Downloading Report 0010 screen. The report 10 selection screen includes the "IND" column, which distinguishes between edit (scrub – no checks) and pay (certified – checks) report 10s. A 'Y' indicates an edit report, a blank indicates a pay report:



FUNCTION Enter applicable function:

Function	Description
5=Main Menu	Returns user to Main Menu, cancels request.
6/Enter=More Report	Displays more available reports.
7=Select Elements	Displays the Data Field Selection screen.
9 = Select All and Execute	Selects all the Data Field Selections and executes the request.

ACTION Enter 'X' next to the desired report(s) to make selection. Remember, the reports available are contingent on the designated Data Refresh option.

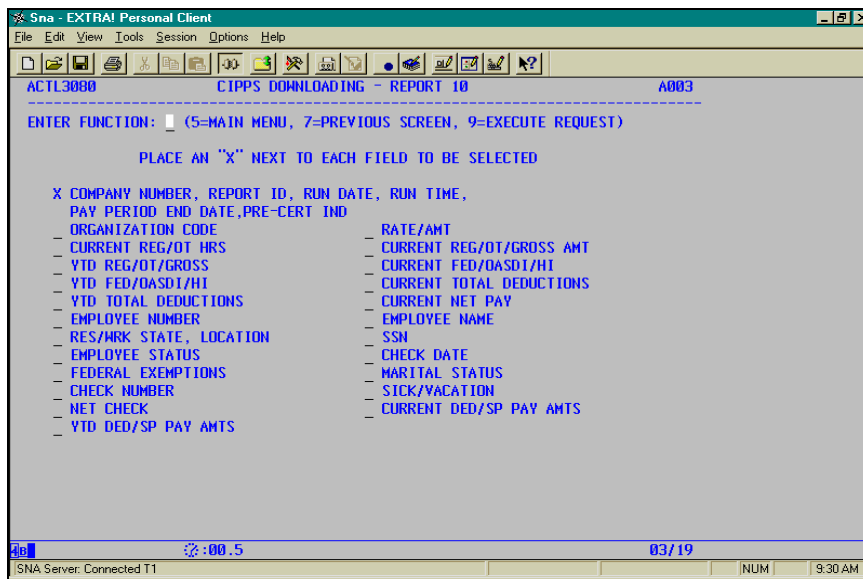
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Report 10 - Data Field Selection

Use Data Field Selection screens to select which report data fields to include in the download. Any number of fields may be selected, but at least one data field must be selected for a successful download.



FUNCTION Enter applicable function following entry of data field selections:

Function	Description
5=Main Menu	Cancels request, returns user to the Main Menu.
7=Previous Screen	Displays Report Selection screen, deleting any data field selections.
9=Execute Request	Begins download, displays Dataset Information screen.

FIELD Enter 'X' next to the Data Field to be included in the download.

CIPPS-FINDS		CIPPS Report Field
Data Field	Download Field	
Company Number, Report ID, Run Date, Run Time, Pay Period End Date, Pre-cert IND – KEY (pre-selected)	CMP	Company Number
	RNUM	Report ID
	RUNDATE	Run Date
	RUNTIM	Run Time
	PPEREDAT	Pay Period End Date
	P	Pre-Cert IND

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Report 10 - Data Field Selection (continued)

CIPPS-FINDS		CIPPS
Data Field	Download Field	Report Field
Organization Code	ORGCODE	Organization Code
Rate/Amt	RATEAMOUNT	Rate/Amt
Current REG/OT HRS	CREHE	Current Reg Hrs
	COVHR	Current OT Hrs
Current REG/OT/Gross	CUREGAMT	Current Reg Amt
	CUROVEAMT	Current OT Amt
	CURGROSPAY	Current Gross Amt
YTD REG/OT/Gross	YTDREGAMT	YTD Reg
	YTDOVEAMT	YTD OT
	YTDGROSPAY	YTD Gross
Current FED/OASDI/HI	CURRTEDER	Current Fed
	CURRENT OASD	Current OASDI
	CURRENT HI	Current HI
YTD FED/OASDI/HI	YTDFEDERAL	YTD Fed
	YEARTODAOASDI	YTD OASDI
	YEARTODAH	YTD HI
Current Total Deductions	CURRTOTDEDUC	Current Total Deductions
YTD Total Deductions	YTDTOTDEDUCT	YTD Total Deductions
Current Net Pay	CURRNETPAY	Current Net Pay
Employee Number	EMPLOYEEENUM	Employee Number
Employee Name	EMPLOYEEENAME	Employee Name
RES/WRK State, Location	RS	RES State
	RLO	RES Location
	WS	Work State
	WLO	Work Location
SSN	SOCSECNUMB	SSN
Employee Status	S	Employee Status
Check Date	CHCKDATE	Check Date
Federal Exemptions	FEDEX	Federal Exemptions
Marital Status	M	Marital Status
Check Number	CHECKNUMBR	Check Number

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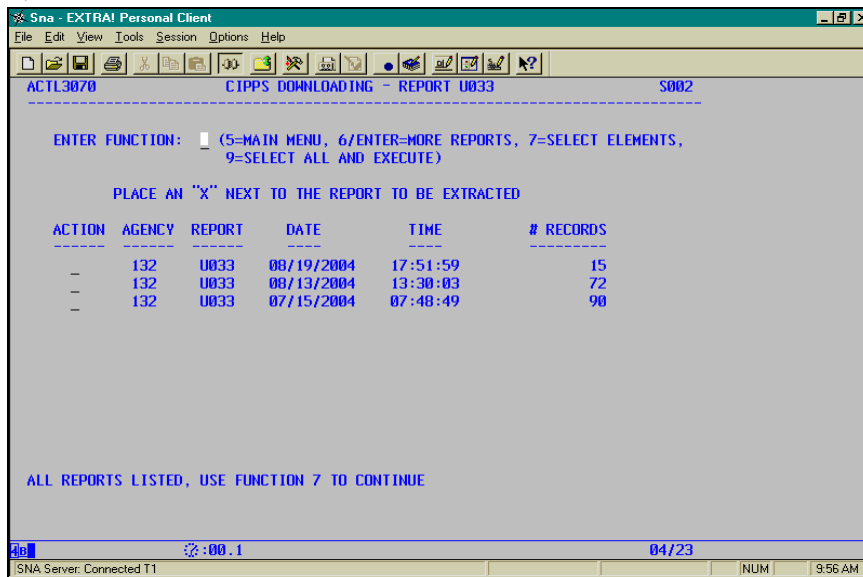
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Report 10 - Data Field Selection (continued)

CIPPS-FINDS		CIPPS Report Field
Data Field	Download Field	
Sick/Vacation	SLVTODATE	Sick
	VLTDODATE	Vacation
Net Check	NETCHECK	Net Check
Current DED/SP Pay Amts	DEDHEAD, DEDUCTAMT	Current Deduction Amt
YTD DED/SP Pay Amt	YTDDEDAMT	YTD Deduction Amt

Report U033 - Report Selection

Selecting CIPPS Report U033 displays the CIPPS Downloading Report U033 screen:



FUNCTION Enter applicable function:

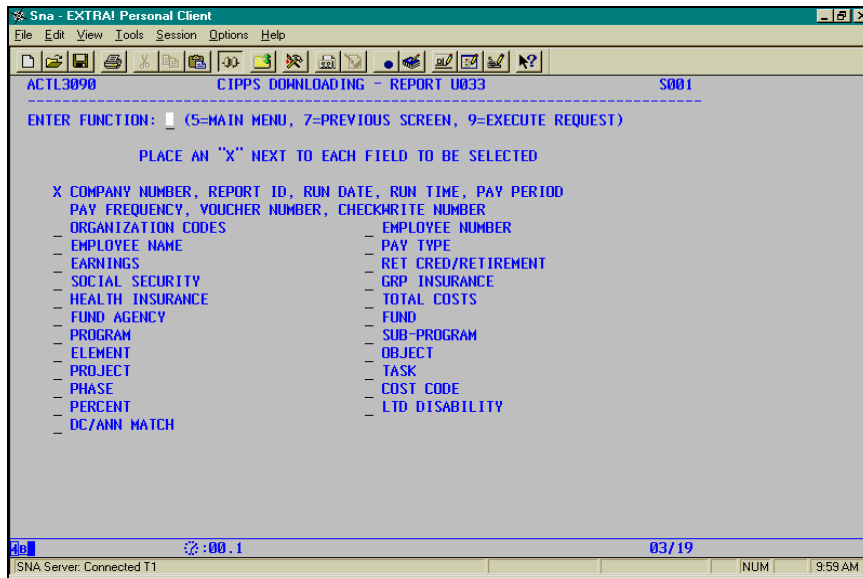
Function	Description
5=Main Menu	Returns user to Main Menu, cancels request.
6/Enter=More Report	Displays more available reports.
7=Select Elements	Displays the Data Field Selection screen.
9 = Select All and Execute	Selects all the Data Field Selections and executes the request.

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Report U033 - Data Field Selection - Select data fields to include in the download:



CIPPS-FINDS		CIPPS Report Field
Data Field	Download Field	
Company Number, Report ID, Run Date, Run Time, Pay Period, End Date, Frequency, Voucher Number, Checkwrite - KEY (pre-selected)	CMP	Company Number
	RNUM	Report ID
	RUNDATE	Run Date
	RUNTIM	Run Time
	PAYPERID	Pay Period
	FRQ	Pay Frequency
	VOUCHNO	Voucher Number
	CHKWRT	Checkwrite Number
Organization Codes	ORGCODE	Organization Codes
Employee Number	EMPLOYEEENUM	Employee Number
Employee Name	EMPLOYEEENAME	Employee Name
Pay Type	PTYP	Pay Type
Earnings	EARNING	Earnings
Ret Crd	RETCRD	Ret Crd
Retirement	RETIRE	Retirement

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Report U033 - Data Field Selection (continued)

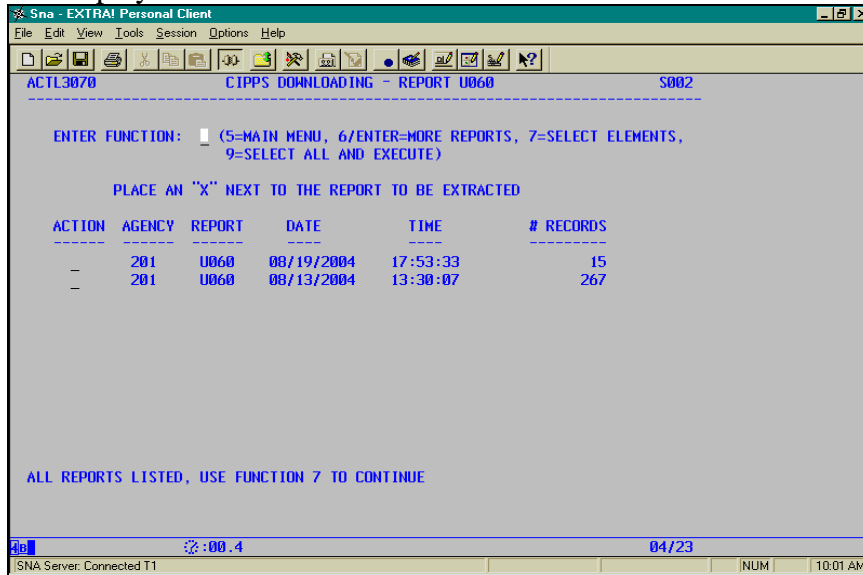
CIPPS-FINDS		CIPPS Report Field
Data Field	Download Field	
Social Security	FICA	Social Security
Grp Insurance	GRPINS	Grp Insurance
Health Insurance	HLTHNS	Health Insurance
Total Costs	TOTCOST	Total Costs
Fund Agency	FAG	Fund Agency
Fund	FUND	Fund
Program	PGM	Program
Sub-Program	SP	Sub-Program
Element	EL	Element
Object	OBJT	Object
Project	PRJCT	Project
Task	TK	Task
Phase	PH	Phase
Cost Code	CCD	Cost Code
Percent	P	Percent
DC/ANN Match	DCANN	DC Match AN Match
LTD Disability	LTDDISCOS	LT DISAB

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Report U060 - Report Selection When CIPPS Report U060 is selected, the CIPPS Downloading Report U060 screen is displayed:



FUNCTION Enter applicable function:

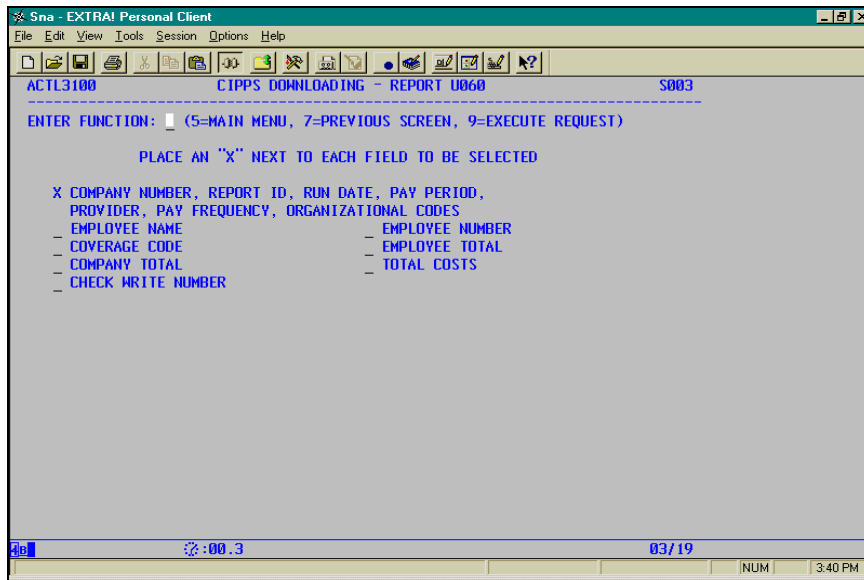
Function	Description
5=Main Menu	Returns user to Main Menu, cancels request.
6/Enter=More Report	Displays more available reports.
7=Select Elements	Displays the Data Field Selection screen.
9 = Select All and Execute	Selects all the Data Field Selections and executes the request.

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Report U060 - Data Field Selection Select data fields to include in the download:



CIPPS-FINDS		CIPPS Report Field
Data Field	Download Field	
Company Number, Report ID, Run Date, Run Time Pay Period End Date Provider Code, Provider Name, Frequency, Organization Code – KEY (pre-selected)	CMP	Company Number
	RNUM	Report ID
	RUNDATE	Run Date
	RUNTIM	Run Time
	PAYPERID	Pay Period
	PC	Provider Code
	PROVIDER NAME	Provider Name
	FRQ	Pay Frequency
	ORGCODE	Organization Codes
Employee Name	EMPLOYEE NAME	Employee Name
Employee Number	EMPLOYEE NUM	Employee Number
Coverage Code	CC	Coverage Code
Employee Medical	EMPMED	Employee Medical
Company Medical	AGYMED	Company Medical
Total Costs	TOTCOST	Total Costs
Check Write Number	CHWNUM	N/A

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Contacts

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Subject Cross References

References None
