| Volume No. 3—Automated Systems Application	TOPIC NO.	70730
Function No. 7070 —Financial Information Downloading System	TOPIC	FINDS: EXECUTING REQUESTS AND TRANSFERRING FILES
	DATE	October 2004

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Executing the Request

Naming Datasets

After making the extraction and data field criteria selections the data must be downloaded into datasets. Assign a name to the dataset on the Dataset Information screen, which is displayed after pressing Function 9-Execute Request, from the Data Field Selection screen:
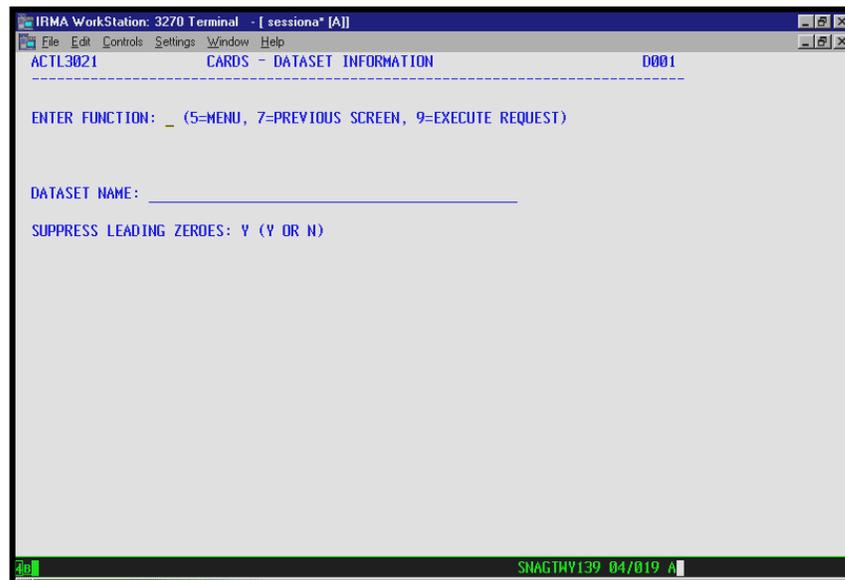
DATASET NAME Enter dataset name.

Note: Names cannot exceed 44 characters, including periods. Names consist of several sections, which consist of sets of 8 or fewer alpha-numeric characters starting with an alpha character and ending with a period (except the last section). The first section must consist of the High Level Index (HLI) consisting of the User ID. Subsequent sections describe the filename. A sample dataset name for user ACT1011 and containing report 10 data for the second payroll processing period follows – ACT1011.RPT10.PAYROLL2

SUPPRESSING LEADING ZEROES Enter value and press PF9 or in the Function field, enter 9 and press Enter:

| Value	Description
N	Numeric fields not containing their maximum number of digits are "padded" with leading zeros.
Y	Leading zeros are eliminated. For example, suppressing the zeros on "000176" yields "176" – System Default

Executing the Request, Continued

Record Length Preview

The Dataset Information screen displays:

- Dataset Name chosen to receive the extracted records
- The number of records CIPPS-FINDS expects to write to this dataset

This preview allows the user to abort the download if the request appears to have extracted too many records. Note that the actual number of lines in the dataset will be one greater than shown since a line of column headers (i.e., Download Field) will be also be written.
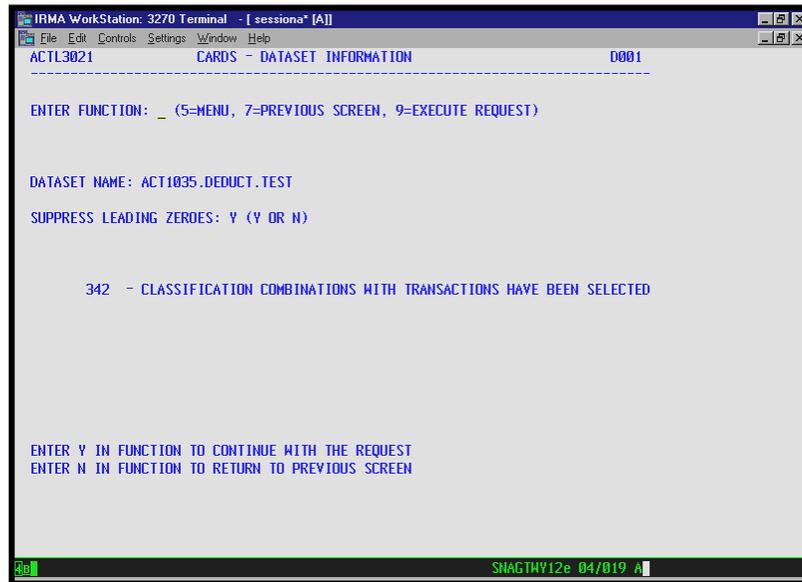
Executing or Aborting the Request

Function 9: Execute Request on this screen does not work in the same manner as previous screens. In order to continue with the request, enter one of the following values in the Function field and press Enter:

Value	Description
Y	The information specified in the request is extracted and written to the specified dataset.
N	Aborts the request and returns to the screen immediately prior to the Dataset Information Screen.

Executing the Request, Continued

After executing the request, CIPPS-FINDS returns to the CIPPS-DOWNLOADING Main Menu where the number of records actually written to the output file displays at the bottom of the screen:
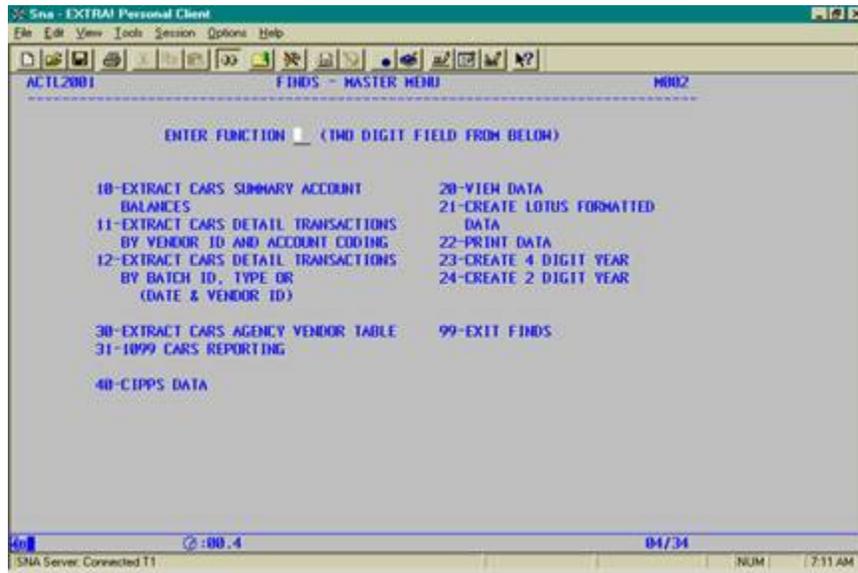

View/Print Data

Return to the FINDS Main Menu (PF5) to view or print the data. Keep in mind, PF21-creates a Lotus file, which can only be used for CARS downloads. Enter one of the following functions and press Enter:

Executing the Request, Continued

Function	Procedures	Description
20 - View Data	Displays a screen with a Dataset Name field. Enter the name of the dataset to be viewed and execute the *List Data Set* function. After viewing, enter END and press Enter to return to the FINDS Master Menu.	Executes ISPF's Browse Feature and displays the contents of the dataset.
22 - Print Data	Displays a screen with four fields. In the first, enter the name of the dataset to print. In the second, enter the remote JES2 name of the printer to be used. In the third, enter the sysout class. Contact your agency PC technical support for the JES2 name or sysout class. In the fourth, enter *1* to print on regular 80-column width paper, or 2 for wider 133-column. Press the *Execute* function to print.	The program returns to the CIPPS-FINDS Master Menu along with a message indicating how many lines were printed.

Transferring Datasets to PC
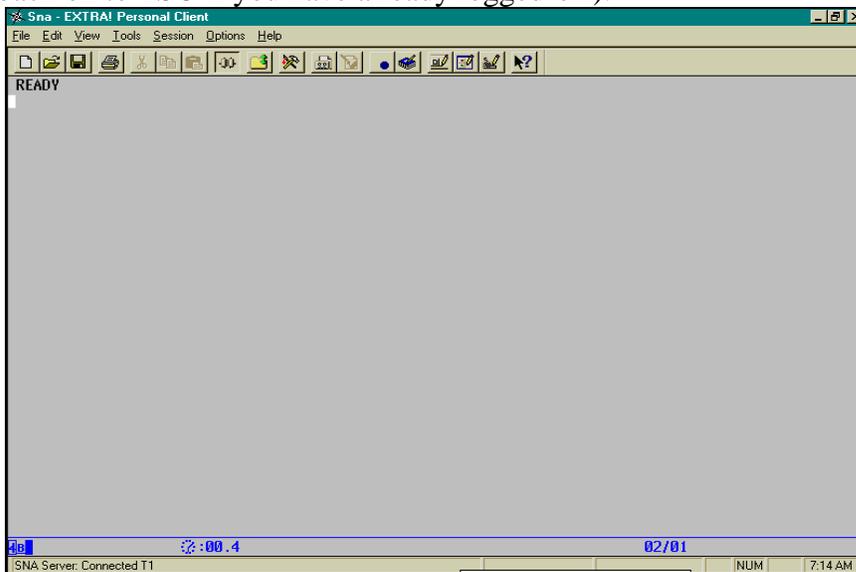
Dataset File Uses

Various uses of the downloaded datasets in conjunction with standard business application software/PC programming languages (e.g. Word, Excel, Access, Visual Basic, Crystal Reports) include:

- Agency specific reporting
- Database queries/forms
- Creation mailing labels
- Retrieval of data specific information
- Payroll Audit Tool Reports (PAT)

However, the data must first be transferred to an agency PC or other system.

Transferring Datasets To Your PC

To transfer the information contained in your dataset to your PC, follow the file transfer procedures that apply to the emulator software package being used. Two commonly used emulator packages are EXTRA and IRMA. Basic file transfer procedures are presented here for both the EXTRA and IRMA. Consult your agency's computer systems administrator for specific procedures pertaining to your emulator software. Regardless of the emulator used, log-off of CIPPS-FINDS, but remain logged-on to TSO to transfer files (log back on to TSO if you have already logged-off).
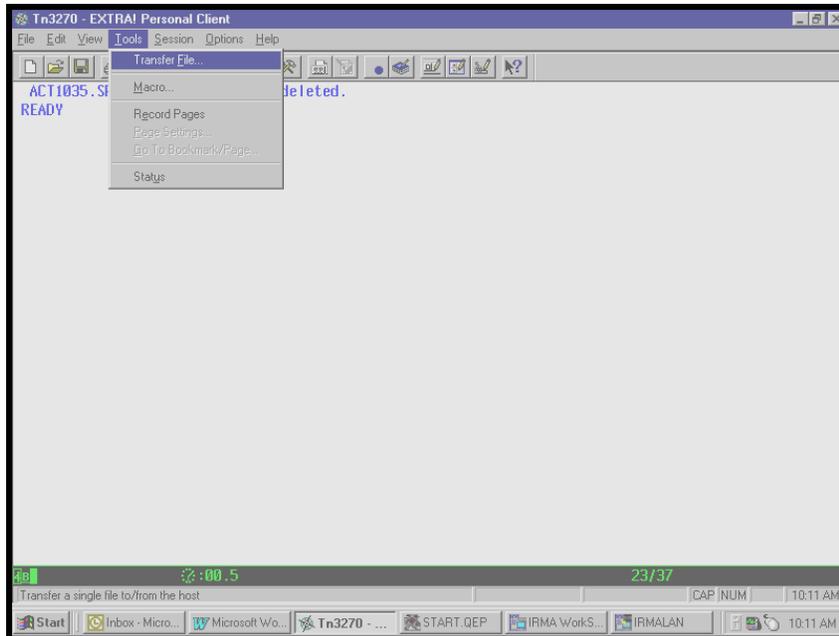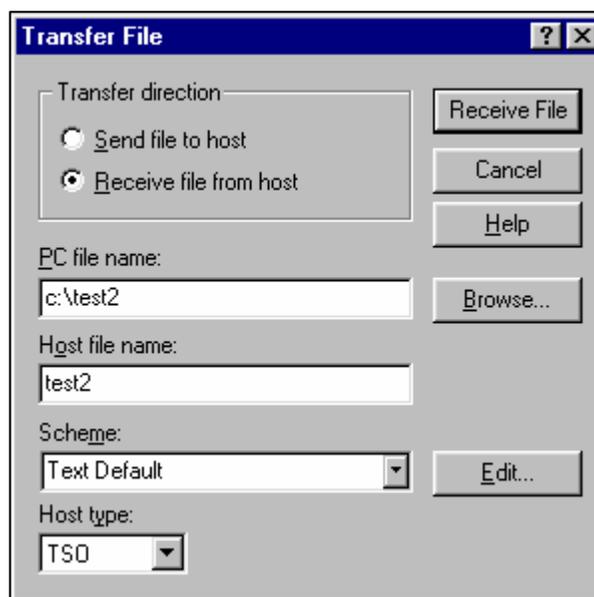
Transferring Datasets to PC, Continued

File Transfer for Extra

Start the file transfer window by selecting the 'Tools' menu item, then click 'File Transfer,' or click the file transfer toolbar button:

The Transfer File option box displays:

## Transferring Datasets to PC, Continued

Set the following option settings to transfer the dataset to your PC.

Options	Enter the following setting:
Transfer Direction	Receive File From Host
PC File Name	Enter the file name where the information will be downloaded or use the 'browse' button to locate an existing file.
Host File Name	The dataset name created from the FINDS download. (e.g. ACT1011.FILENAME)
Scheme	Text Default
Host type	TSO

From the File Transfer option box, click on Receive File to initiate the file transfer. The File Transfer Status box displays during processing:
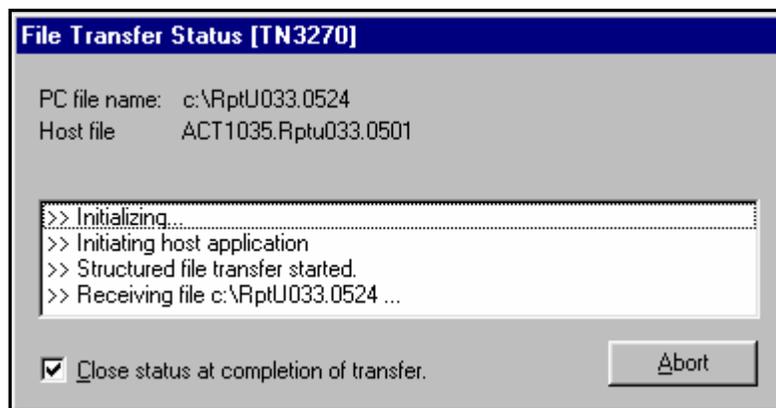
At the completion of the transfer, the File Transfer Status box is automatically closed. The downloaded dataset information now resides in the PC file indicated.

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