

## Chapter 3

### DATA PREPARATION

#### A. Edit Specifications

EIAS/EDS has developed edit specifications that the district data must pass. A list of these specifications may be found in Appendix N for Student data, Appendix O for Staff data and Appendix P for Finance data. The edit specifications explain the edits performed on each field within a particular reporting format or between fields on the same or different formats. For each reporting format the edit specifications are divided into categories of errors: **rejects**, **state validations** and **exceptions**.

Data errors that violate the edit specifications have different effects on the record submitted according to the category of the error involved. Some errors result in the immediate rejection of the record (i.e., the record is not loaded into the data base). State validation edits indicate records that have errors that will not be eligible for funding calculations if not corrected by the end of the edit processing cycle or that will cause them to be excluded from Final Reports. Exception edits simply show records with data that look suspicious. They may or may not be in error but you should review them.

#### B. Downloading Programs and JCL From the DPS Library

In preparation for Survey Week and for data collection, and in an effort to assist the districts in attaining accurate and error-free data in a timely manner, EIAS/EDS has made available to every district the edit programs that EIAS/EDS intends to run to verify district data. This will ensure the most accurate reporting possible. It is recommended that the districts run these edit programs at least two times during the two weeks between the end of the Survey Week and the day that the data are due at NWRDC (see Appendix B). These programs are written in OS/MVS ANSI standard COBOL LE and may be compiled and executed with little or no modification.

This section details the information needed to:

- 1) obtain the COBOL LE source code and the OS/MVS JCL needed to execute the programs, and
- 2) make the necessary source code modifications.

#### How to Obtain State Edit Programs and OS/MVS JCL

- 1) Programs  
The COBOL LE source code resides in a library at the Northwest Regional Data

Center (NWRDC) named DPS.DISTRICT.SOURCE.Yyyyy. The members are listed in Appendix E. (yyyy is the current fiscal or school year)

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The source data can be transferred to your district using data transfer techniques discussed in detail in Chapter 4. For your particular job setup please read Chapter 4 carefully and follow the instructions therein.

```
* $$ JOB JNM=jobname,XDEST=NWR,LDEST=NNN.RYY,PWD=PPPP
//ACCTRJE JOB (ACCT),'YOUR NAME',TIME=(,10) (Valid NWRDC JOB Card)
//PROCLIB DD DSN=DPS.DISTRICT.PROCLIB,DISP=SHR
//*
//* JOB EXECUTED AT NWRDC TO SEND LE 80 CHAR DATA
//* OR 133 CHAR LISTINGS TO THE DISTRICTS
// EXEC NWRRJE
//XMIT.SYSUT1 DD DSN=DPS.DISTRICT.SOURCE.Yyyyy(PSGQ01),DISP=SHR
/*
* $$ EOJ
```

A valid NWRDC JOB card is defined in Chapter 4.

Please note that the example is for a district with a Power Network (PNET) node connection. You must refer to Appendix G for the job setup that is appropriate for your district's type of network connection.

## 2) JCL

The JCL needed to execute the edit programs has also been provided and is located in DPS.DISTRICT.JCL.Yyyyy. The members are listed in Appendix E.

An example of the JCL needed (at OS/MVS/JES2 sites) to run the Student Course edit has been included in Appendix F. The Demographic, Teacher Course and all other edit JCL's are similar.

This is an example of the JCL needed for RJE transfer of OS/MVS JCL from NWRDC to the district site. For your particular job setup please read Chapter 4 carefully and follow the instructions therein.

```
//ACCTRJE JOB (ACCT),'YOUR NAME',TIME=(,10) (Valid NWRDC JOB Card)
//PROCLIB DD DSN=DPS.DISTRICT.PROCLIB,DISP=SHR
/*
```

```

/* JOB EXECUTED AT NWRDCDC TO SEND LE 80 CHAR DATA
/*          OR 133 CHAR LISTINGS TO THE DISTRICTS
// EXEC NWRRJE
//XMIT.SYSUT1 DD DSN=DPS.DISTRICT.JCL.Yyyyy(GQAA),DISP=SHR
/*
* $$ EOJ

```

A valid NWRDC JOB card is defined in Chapter 4.

Please note that the example is for a district with a PNET node connection. You must refer to Appendix G for the job setup that is appropriate for your district's type of network connection.

## How to Modify State Edit Programs

### 1) Student Demographic Data

The student demographic editing process is as follows:

- a) Sort the input in district-of-instruction, year, survey, student-id and transaction code sequence.
- b) Execute PSGQ04 to identify and remove duplicates.
- c) Sort the resultant output in district-of-enrollment, school-of-enrollment, student-id district-of-instruction, year and survey sequence.
- d) Execute PSGQ01 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGQ01 and PSGQ04.
- b) PSGQ01 reads the Master School Id File in paragraphs  
0-Mainline  
1501-Check-Id-File.

These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C, which have been commented out. You will need to replace them with opens, reads and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGQ01 will not detect errors which depend on the file.

- c) The programs use System time and date. You may need to replace these with your institution's standard.

The output files from the GQAA job stream are as follows:

Edit Error Report	- F60780
Duplicate Report	- F60805
Records with Errors	- F60786
Records that would be loaded	- F60787

## 2) Student Course Data

The student course editing process is as follows:

- a) Sort the input in student-id sequence.
- b) Execute PSQ215 to perform edit 19 of the Student Course edit specifications.
- c) Sort the input in school-of-instruction, district-of-instruction, year, survey, course, section, period, student-id, and transaction code sequence.
- d) Execute PSGQ02 to identify all edit errors and duplicates.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGQ02.
- b) PSGQ02 reads the Master School Id File and the Course Code Directory in paragraphs  
2100-New-School  
7400-Val-Schl-Enrl  
7430-Val-Course.

These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C which have been commented out. You will need to replace them with opens, reads and closes to your own copies of these files. If your district does not have automated copies of these files, leave the program unmodified. It will still execute, but PSGQ02 will not detect errors which depend on these files.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQAB job stream are as follows:

Edit Error Report	- F60781
Duplicate Report	- F60806
Records with Errors	- F60783
Records that would be loaded	- F60784

### 3) Teacher Course Data

The teacher course editing process is as follows:

- a) Sort the input in school-of-instruction, district-of-instruction, year, survey, course, section, period, certificate, and transaction code sequence.
- b) Execute PSGQ03 to identify all edit errors including duplicates.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGQ03.
- b) PSGQ03 reads the Master School ID File and the Course Code Directory in paragraphs  
2100-New-School  
7410-Val-Course.

These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C which have been commented out. You will need to replace them with opens, reads and closes to your own copies of these files. If your district does not have automated copies of these files, leave the program unmodified. It will still execute, but PSGQ03 will not detect errors which depend on these files.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQAC job stream are as follows:

Edit Error Report	- F60782
Duplicate Report	- F60807
Records with Errors	- F60789
Records that would be loaded	- F60790

### 4) Federal/State Indicators

The Federal/State Indicator editing process is as follows:

- a) Sort the input in district-of-enrollment, year, survey, student-id and transaction code sequence.
- b) Execute PSGQ13 to identify and remove duplicates.
- c) Sort the resultant output in district-of-enrollment, year, survey, school-of-enrollment and student-id sequence.
- d) Execute PSGQ11 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGQ11 and PSGQ13.
- b) PSGQ11 reads the Master School ID File in paragraphs
  - 0-Mainline
  - 1501-Check-Id-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C which have been commented out. You will need to replace them with opens, reads and closes to your own copies of these files. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGQ11 will not detect errors which depend on the file.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQDB job stream are as follows:

Edit Error Report	- F61372
Duplicate Report	- F61110
Records with Errors	- F61072
Records that would be loaded	- F61373

## 5) Exceptional Student Data

The Exceptional student editing process is as follows:

- a) Sort the input in district-of-instruction, year, survey, student-id and transaction code sequence.
- b) Execute PSGQ87 to identify and remove duplicates.

- c) Sort the resultant output in school-of-enrollment, student-id district-of-enrollment, year and survey sequence.
- d) Execute PSGQ42 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGQ42 and PSGQ87.
- b) PSGQ42 reads the Master School Id File in paragraphs  
4000-Main-Logic-Processing  
4210-Check-id-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C, which have been commented out. You will need to replace them with opens, reads and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGQ42 will not detect errors which depend on the file.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQDE job stream are as follows:

Edit Error Report	- F61034
Duplicate Report	- F61116
Records with Errors	- F61374
Records that would be loaded	- F61035

## 6) Exceptional Program Data

The Exceptional Program editing process is as follows:

- a) Sort the input in district-of-enrollment, year, survey, student-id, FEFP program number and transaction code sequence.
- b) Execute PSGQ79 to identify and remove duplicates.
- c) Sort the resultant output in school-of-enrollment, student-id, FEFP program number, district-of-enrollment, year and survey sequence.
- d) Execute PSGQ78 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGQ78 and PSGQ79.
- b) PSGQ78 reads the Master School Id File in paragraphs  
4000-Main-Logic-Processing  
4210-Check-Id-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C, which have been commented out. You will need to replace them with opens, reads and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGQ78 will not detect errors which depend on the file.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQEB job stream are as follows:

Edit Error Report	- F61662
Duplicate Report	- F61663
Records with Errors	- F61638
Records that would be loaded	- F61661

## 7) School Environmental Safety Data

The Student School Environmental Safety editing process is as follows:

- a) Sort the input in reporting-district, year, survey, school-of-occurrence and incident-identifier sequence.
- b) Execute PSQ217 to identify all edit errors, including duplicates.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSQ217.
- b) PSQ217 reads the Master School ID File in paragraphs  
MSID-Read  
2000-Main-Processing

These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C which have been commented out. You will need to replace them with opens, reads and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSQ217 will not detect errors which depend on these files.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQDC job stream are as follows:

Edit Error Report	- F62949
Duplicate Report	- F62950
Records with Errors	- F62948
Records that would be loaded	- F62947

## 8) End of Year Status Data

The End of Year Status editing process is as follows:

- a) Sort the input file in district-of-enrollment, year, survey, student-id, grade level, and transaction code sequence.
- b) Execute PSGQ58 to identify and remove duplicates
- c) Sort the resultant output in district-of-enrollment, year, survey, school-of-enrollment, and student-id sequence.
- d) Execute PSGQ41 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGQ58 and PSGQ41.
- b) PSGQ41 reads the Master School ID File in paragraphs

0-Mainline  
1501-Check-ID-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C, which have been commented out. You will need to

replace them with opens, reads, and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGQ41 will not detect errors which depend on the file.

- c) The programs use the System time and date. You may need to replace these with your institutions standard.

The Output files from the GQAU job stream are as follows:

Edit Error Report	- F60983
Duplicate Report	- F61146
Records with Errors	- F60981
Records that would be loaded	- F60982

#### 9) Student Disciplinary/Referral Action Data

The Student Disciplinary Action editing process is as follows:

- a) Sort the input in district-of-enrollment, year, survey, student-id, discipline-action, discipline-school, incident-date sequence
- b) Execute PSQ116 to identify and remove duplicates.
- c) Sort the resultant output in school-of-enrollment, student-id, discipline-action, discipline-school, district-of-enrollment, year and survey sequence.
- d) Execute PSGQ44 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGQ44
- b) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQBA job stream are as follows:

Edit Error Report	- F60987
Duplicate Report	- F61147
Records with errors	- F60985
Records that would be loaded	- F60986

## 10) Vocational Student Course Data

The Vocational Student Course Edit process is as follows:

- a) Sort the input in district-of-instruction, year, survey, school-of-instruction, student-id, course, section, begin-period, end-period sequence
- b) Execute PSGB47 to identify all edit errors including duplicates

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGB47.
- b) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from GBDR job stream are as follows:

Edit Error Report	- F61001
Duplicate Report	- F61002
Records with Errors	- F60999
Records that would be loaded	- F61000

## 11) Vocational/Adult General Education Teacher Course

The Vocational/Adult General Education Teacher Course edit process is as follows:

- a) Sort the input in district-of-instruction, year, survey, school-of-instruction, course, section, begin-period, end-period, and certificate sequence.
- b) Execute PSGB33 to identify all edit errors including duplicates.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGB33.
- b) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GBDU job stream are as follows:

Edit Error Report	- F61087
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Duplicate Report	- F61088
Records with Errors	- F61085
Records that will be loaded	- F61086

## 12) Vocational Student Characteristics Data

The Vocational Student Characteristics edit process is as follows:

- a) Sort the input file in district-of-instruction, year, survey, student-id, and transaction code sequence.
- b) Execute PSGB39 to identify and remove duplicates.
- c) Sort the resultant output in district-of-instruction, year, survey, district-of-enrollment, school-of-enrollment, and student-id sequence.
- d) Execute PSGB38 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGB39 and PSGB38.
- b) PSGB38 reads the Master School ID File in paragraphs

0-Mainline  
1501-Check-ID-File

These reads, and their opens and closes, are made using calls to modules SA250, SA25K, SA25C, which have been commented out. You will need to replace them with opens, reads, and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGB38 will not detect errors which depend on the file.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GBDX job stream are as follows:

Edit Error Report	- F61091
Duplicate Report	- F61092
Records with Errors	- F61089
Records that would be loaded	- F61090

### 13) Federal/State Compensatory Data

The Federal/State Compensatory editing process is as follows:

- a) Sort the input in district-of-instruction, year, survey, school-of-instruction, student-id, subject-area sequence.
- b) Execute PSGQ40 to identify all edit errors including duplicates.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGQ40.
- b) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQAR job stream is as follows:

Edit Error Report	- F60979
Duplicate Report	- F61148
Records with Errors	- F60977
Records that would be loaded	- F60978

### 14) Adult General Education Student Course Data

The Adult General Education Student Course editing process is as follows:

- a) Sort the resultant output in district-of-instruction, year, survey, district-of-enrollment, school-of-enrollment, and student-id sequence.
- b) Execute PSGQ55 to identify and remove duplicates.
- c) Execute PSGQ29 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGQ55 and PSGQ29.
- b) PSGQ29 reads the Master School ID File in paragraphs

0-Mainline  
1501-Check-ID-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA26K, SA25C, which have been commented out. You will need to replace them with opens, reads, and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGQ29 will not detect errors which depend on the file.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQDR job stream are as follows:

Edit Error Report	- F61080
Duplicate Report	- F61081
Records with Errors	- F61077
Records that would be loaded	- F61079

#### 15) Statewide Assessment Program

The Statewide Assessment Program process is as follows:

- a) Sort the input in district of enrollment, year, survey, student id and transaction code sequence.
- b) Execute PSGQ50 to identify and remove duplicates.
- c) Sort the resultant output in school of enrollment, student id, district of enrollment, year, and survey sequence.
- d) Execute PSGQ49 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGQ49 and PSGQ50.
- b) PSGQ49 accesses the Master School ID File in paragraphs.

0-Mainline  
1501-Check-ID-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA26K, SA25C, which have been commented out.

You will need to replace them with opens, reads, and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGQ49 will not detect errors which depend on the file.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQAG job stream are as follows:

Edit Error Report	- F62209
Duplicate Report	- F62211
Records with Errors	- F62210
Records that would be loaded	- F62212

#### 16) Limited English Proficient Information

The Limited English Proficient Information process is as follows:

- a) Sort the input in district of enrollment, year, survey, student id and transaction code sequence.
- b) Execute PSGQ38 to identify and remove duplicates.
- c) Sort the resultant output in school of enrollment, student id, district of enrollment, year, and survey sequence.
- d) Execute PSGQ36 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGQ36 and PSGQ38.
- b) PSGQ36 accesses the Master School ID File in paragraphs

0-Mainline  
1501-Check-ID-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA26K, SA25C, which have been commented out. You will need to replace them with opens, reads, and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGQ36 will not detect errors which depend on the file.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQAI job stream are as follows:

Edit Error Report	- F62234
Duplicate Report	- F62236
Records with Errors	- F62235
Records that would be loaded	- F62237

## 17) Dropout Prevention Program Evaluation

The Dropout Prevention Program Evaluation process is as follows:

- a) Sort the input in district of instruction, year, survey, school of instruction, student id, Dropout Prevention Program, term sequence.
- b) Execute PSGQ85 to identify and remove duplicates.
- c) Sort the resultant output in district of instruction, year, survey, school of instruction, student id, Dropout Prevention Program, term sequence.
- d) Execute PSGQ66 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGQ66 and PSGQ85.
- b) PSGQ66 accesses the Master School ID File in paragraphs

0-Mainline  
1501-Check-ID-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA26K, SA25C, which have been commented out. You will need to replace them with opens, reads, and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGQ66 will not detect errors which depend on the file.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQBP job stream are as follows:

Edit Error Report	- F62244
Duplicate Report	- F62246
Records with Errors	- F62245
Records that would be loaded	- F62247

#### 18) Student Attendance Evaluation

The Student Attendance Program Evaluation editing process is as follows:

- a) Sort the input in order of district of enrollment, school year, survey, school of enrollment, student id, entry date.
- b) Execute PSQ174 to identify and remove duplicates.
- c) Sort the resultant output in order of district of enrollment, school year, survey, school of enrollment, student id, entry date.
- d) Execute PSQ175 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSQ174 and PSQ175.
- b) PSQ175 accesses the Master School ID File in paragraphs

0-Mainline  
4210-Check-ID-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA26K, SA25C, which have been commented out. You will need to replace them with opens, reads, and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSQ175 will not detect errors which depend on the file.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQGE job stream are as follows:

Edit Error Report	- F62432
Duplicate Report	- F62433
Records with Errors	- F62431
Records that would be loaded	- F62430

## 19) Student Transcript Information

The Student Transcript Information editing process is as follows:

- a) Sort the input in district of enrollment, survey, school of enrollment, student id, year, grade, term, course and course sequence number order.
- b) Execute PSQ173 to identify and remove duplicates.
- c) Execute PSQ170 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSQ173 and PSQ170.
- b) PSQ170 accesses the Master School ID File in paragraphs

0-Mainline

1501-Check-ID-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA26K, SA25C, which have been commented out. You will need to replace them with opens, reads, and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSQ175 will not detect errors which depend on the file.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GQGB job stream are as follows:

Edit Error Report	- F62414
Duplicate Report	- F62426
Records with Errors	- F62425
Records that would be loaded	- F62427

## 20) Staff Demographic Data

The Staff Demographic editing process is as follows:

- a) Sort the input in district of service, year, survey, social security number, and transaction code sequence.
- b) Execute PSGU02 to identify and remove duplicates.

- c) Sort the resultant output in school, social security number and transaction code sequence.
- d) Execute PSGU01 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGU01 and PSGU02.
- b) PSGU01 reads the Master School ID File in paragraphs  
0-Mainline  
1501-Check-Id-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C which have been commented out. You will need to replace them with opens, reads and closes to your own copies of these files. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGU01 will not detect errors which depend on the file.

- c) PSGU01 reads the Job Code Title File paragraph 7170-REJ-Jobcode. You will need to insert your own logic to open, read and close this file.
- d) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GUAA job stream are as follows:

Edit Error Report	- F61163
Duplicate Report	- F61164
Records with Errors	- F61162
Records that would be loaded	- F61161

## 21) Staff Salary Supplement Data

The Salary Supplement edit process is as follows:

- a) Sort the input in social security number, district of service, year, survey, supplement-type sequence.
- b) Execute PSGU03 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGU03.
- b) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GUAB job stream are as follows:

Edit Error Report	- F61167
Duplicate Report	- F61168
Records with Errors	- F61166
Records that would be loaded	- F61165

## 22) Staff Payroll Data

The Staff Payroll editing process is as follows:

- a) Sort the input in social security number, district of service, year, survey, and primary job code.
- b) Execute PSGU06 to identify and remove duplicates.
- c) Sort the resultant output in school, social security number, district of service, year, survey, and primary job code.
- d) Execute PSGU05 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGU05 and PSGU06.
- b) PSGU05 reads the Master School Id File in paragraphs
  - 0-Mainline
  - 1501-Check-Id-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C which have been commented out. You will need to replace them with opens, reads and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGU05 will not detect errors which depend on these files.

- c) PSGU05 reads the Job Code Title File paragraph 7060-REJ-Jobcode. You will need to insert your own logic to open, read and close this file.

- d) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GUAC job stream are as follows:

Edit Error Report	- F61171
Duplicate Report	- F61172
Records with Errors	- F61170
Records that would be loaded	- F61169

### 23) Staff Additional Job Assignment Data

The Additional Job Assignment editing process is as follows:

- a) Sort the input in social security number, district of service, year, survey, and additional job code sequence.
- b) Execute PSGU08 to identify and remove duplicates.
- c) Sort the resultant output in school, social security number, district of service, year, survey, and additional job code sequence.
- d) Execute PSGU07 to identify all edit errors including duplicates.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGU07.
- b) PSGU07 reads the Master School Id File in paragraphs  
0-Mainline  
1501-Check-Id-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C which have been commented out. You will need to replace them with opens, reads and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGU07 will not detect errors which depend on these files.

- c) PSGU07 reads the Job Code Title File paragraph 7060-REJ-Jobcode. You will need to insert your own logic to open, read and close this file.
- d) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GUAD job stream are as follows:

Edit Error Report	- F61175
Duplicate Report	- F61176
Records with Errors	- F61174
Records that would be loaded	- F61173

#### 24) Staff Benefits Data

The Staff Benefits editing process is as follows:

- a) Sort the input in social security number, district of service, year, survey and benefit-type sequence .
- b) Execute PSGU09 to identify all edit errors including duplicates.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGU09.
- b) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GUAE job stream are as follows:

Edit Error Report	- F61179
Duplicate Report	- F61180
Records with Errors	- F61178
Records that would be loaded	- F61177

#### 25) Staff Experience Data

The Staff Experience editing process is as follows:

- a) Sort the input file in fiscal district, social security number, experience type, year and survey sequence .
- b) Execute PSGU44 to identify all edit errors including duplicates.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGU44.
- b) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GUAH job stream are as follows:

Edit Error Report	- F61379
Duplicate Report	- F61380
Records with Errors	- F61381
Records that would be loaded	- F61382

## 26) Staff Fiscal Year Salaries

The Fiscal Year Salaries editing process is as follows:

- a) Sort the input in social security number, district of service, year, survey, and additional job code sequence.
- b) Execute PSGU105 to identify and remove duplicates.
- c) Sort the resultant output in school, social security number, district of service, year, survey, and additional job code sequence.
- d) Execute PSGU104 to identify all edit errors including duplicates.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district name in PSGU104.
- b) PSGU104 reads the Master School Id File in paragraphs  
0-Mainline  
1501-Check-Id-File

These reads, and their opens and closes, are made using calls to modules SA250, SA25K, SA25C which have been commented out. You will need to replace them with opens, reads and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGU104 will not detect errors which depend on these files.

- c) PSGU104 reads the Job Code Title File paragraph 7060-REJ-Jobcode. You will need to insert your own logic to open, read and close this file.
- d) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GUFA job stream are as follows:

Edit Error Report	- F63314
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Duplicate Report	- F63316
Records with Errors	- F63315
Records that would be loaded	- F63323

27) Staff Fiscal Year Benefits Data

The Staff Fiscal Year Benefits editing process is as follows:

- a) Sort the input in social security number, district of service, year, survey and benefit-type sequence.
- b) Execute PSGU106 to identify all edit errors including duplicates.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGU106.
- b) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GUFB job stream are as follows:

Edit Error Report	- F63319
Duplicate Report	- F63321
Records with Errors	- F63320
Records that would be loaded	- F63324

28) Staff Multidistrict Employee Data

The Multidistrict Employee editing process is as follows:

- a) Sort the input file in district, social security number, assignment-id, multidistrict district number, year and survey sequence.
- b) Execute PSGU04 to identify all edit errors including duplicates.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGU04.
- b) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GUAJ job stream are as follows:

Edit Error Report	- F61384
Duplicate Report	- F61383
Records with Errors	- F61385
Records that would be loaded	- F61386

## 29) Summer Salary

The summer salary editing process is as follows:

- a) Sort the input file in the social security number, district of service, year, survey, job code sequence.
- b) Execute PSGU65 to identify and remove duplicates.
- c) Sort the resultant output in school, social security number, district of service, year, survey, and job code sequence.
- d) Execute PSGU68 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGU65 and PSGU68.
- b) PSGU68 reads the Master School ID File in paragraphs  
0-Mainline  
1501-Check-ID-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C, which have been commented out. You will need to replace them with opens, reads, and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGU68 will not detect errors which depend on the file.

- c) PSGU68 reads the Job Code Title File paragraph 7060-REJ-Jobcode. You will need to insert your own logic to open, read and close this file.
- d) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from GUBN job stream are as follows:

Edit Error Report	- F61409
Duplicate Report	- F61411
Records with Errors	- F61410
Records that would be loaded	- F61615

### 30) Inservice Education

The Inservice Education process is as follows:

- a) Sort the input in district-of-service, year, survey, social security number, component number, and transaction code sequence.
- b) Execute PSGU75 to identify and remove duplicates.
- c) Sort the resultant output in school, social security number, component number, and transaction code sequence.
- d) Execute PSGU73 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGU73 and PSGU75.
- b) PSGU73 accesses the Master School ID File in paragraphs

0-Mainline  
1501-Check-ID-File

These reads, and their opens and closes, are made using calls to modules SA25O, SA26K, SA25C, which have been commented out. You will need to replace them with opens, reads, and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGU73 will not detect errors which depend on the file.

- c) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GUDE job stream are as follows:

Edit Error Report	- F61871
Duplicate Report	- F61873
Records with Errors	- F61872
Records that would be loaded	- F61899

### 31) Inservice Education Component

The Inservice Education Component edit process is as follows:

- a) Sort the input in component number, district-of-service, year, survey and transaction code sequence.
- b) Execute PSGU74 to identify all edit errors including duplicates.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSGU74.
- b) The programs use the System time and date. You may need to replace these with your institution's standard.

The output files from the GUDF job stream are as follows:

Edit Error Report	- F61875
Duplicate Report	- F61877
Records with Errors	- F61876
Records that would be loaded	- F62088

### 32) District Summary Budget Data

The District Summary Budget editing process is as follows:

- a) Sort the input in fund, function, object, operating/nonoperating, district, year and transaction code sequence.
- b) Execute PSEU15 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSEU15.
- b) The program uses system time and date. You may need to replace this with your institution's standard.

The output files from the EUCA job stream are as follows:

Edit Error Report	- F62036
Records with Errors	- F62219
Records that would be loaded	- F62196

### 33) District Summary Millage Data

The District Summary Millage editing process is as follows:

- a) Sort the input in district, year and transaction code sequence.
- b) Execute PSEU41 to identify all edit errors.

Make the following source modifications before compilation:

- a) Replace the value in the district-name field with your district's name in PSEU41.
- b) The program uses system time and date. You may need to replace this with your institution's standard.

The output files from the EUCN job stream are as follows:

Edit Error Report	- F62044
Records with Errors	- F62423
Records that would be loaded	- F62197

### Supplemental Files at NWRDC

The EIAS/EDS has made numerous support files available to all districts. See Appendix T.

The COBOL structures (including descriptions of the fields) that depict the formats of the files listed above are stored in a library (DPS.DISTRICT.FORMAT.Yyyyy) and can be retrieved. See page 3-2. The Library member names are listed in Appendix E. (Yyyyy = the year of the format (i.e. 8889)).

The same procedures may be used to obtain these files as were used to retrieve the error files. Procedure NWRRJE is used for files that are less than or equal to 80 characters. Procedure NWRRJE80 is used for files that are greater than 80 characters long. In either instance, you need to override the input dataset name, the LRECL parameter, and add DISP=SHR. You also need to change the SEGMENT.INPUT DD \* to reflect the correct record length as in the following example:

```
* $$ JOB JNM=jobname,XDEST=NWR,LDEST=NNN.RYY,PWD=PPPP
//jobname JOB (ACCT) (valid NWRDC JOB card and account)
//PROCLIB DD DSN=DPS.DISTRICT.PROCLIB,DISP=SHR
//*
//*      JOB EXECUTED AT NWRDC TO SEND  80 CHAR DATA
/*
```

```
//          EXEC NWRRJE80,LRECL=112
//UNBLOCK.SYSUT1 DD DSN=DPS.DISTRICT.GA.F61297.Y8788,DISP=SHR
//SEGMENT.INPUT DD *
T FIX 0112
/*
* $$ EOJ
```

This procedure uses FIRNU001 to segment the 80 character records of the support file into 80 character units. Once the records arrive on your punch queue they must be rejoined into their original record length and blocking. Use FIRNU002 to accomplish this. See Appendix K for instructions on use of FIRNU002. Remember that FIRNU002 may be obtained from DPS.DISTRICT.SOURCE.Yyyyy(FIRNU002).

Please note that the example is for a district with a PNET node connection. You must refer to Appendix G for the job setup that is appropriate for your district's type of network connection.