

Instructions for creating file for CPI

This must be done IMMEDIATELY after your PAYMRG4 as it is checking history for the current date.

In TSO

Submit job CPIFILE

No changes required

Will take a little while to run as it reads all history

Creates a dataset to transfer

Creates a report showing the records that have been pulled

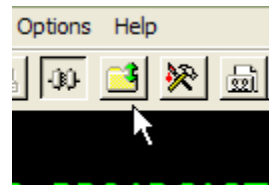
When the job finishes

Check the report totals against your 2H2H or register totals

F3 back to the ready prompt

```
_____1_____2_____3_____4_____5_____6
CICM.CICM.TSU29204.D0000103.? was preallocated (no free was SC
READY
===>
```

Click on the file transfer icon



Select CPIFILE from the dropdown list

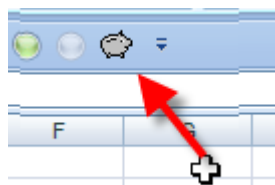
Click transfer

The file will transfer to a folder on your computer that was specified in the transfer.

In Excel

Office 2007 users

Click CPI icon on quick access tool bar



Save the file in your CPI folder. Make sure the file type is .xls.

File name:	athens 081223.xls	▼
Save as type:	Excel 97-2003 Workbook (*.xls)	▼



Include the date in the filename.

Eg CPI 090123.xls

Office 2003 Users

Click on the Happy Face!

Save the file in your CPI folder. Make sure the file type is .xls.

File name:	athens 081223.xls	▼
Save as type:	Excel 97-2003 Workbook (*.xls)	▼



Include the date in the filename.

Eg CPI 090123.xls

Online

CPI website

Follow CPI instructions to transmit the file you just saved.

If you do not run the job the same day as the merge, please contact a Cyborg consultant for assistance.