
CHAFFER 9. FILE QUERY CAPABILITIES.

Section 1. CUPS DATA BASE INVENTORIES.

9-1. CHECK PROGRAM.

a. Description and Use of Program.

(1) Description. The CHECK program produces an inventory report of all project numbered files residing in a specific CUPS library. This program also provides a list of diagnostics identifying inconsistencies in file status, if they exist. Totals for each of the project numbered files are also shown on the CHECK report.

(2) Use. The CHECK report provides the user with a listing of all project numbered files in their library at the time of program execution. The report is also used by the field offices for designating old or inactive project numbered files to be removed by Headquarter's Housing personnel. The CHECK program is also used by Headquarter's Housing personnel for informational and maintenance purposes.

b. Input Required. Only the run statement "RUN CHECK" is required for execution.

c. Organizational Use.

- (1) Area Office Multifamily Housing Technicians;
- (2) Multifamily Service Office Housing Technicians;
- (3) Headquarter's Housing Production and Program Technicians.

d. Sample CHECK Report. See Figure 9-1.

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9-2

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9-2. CATALOG PROGRAM.

- a. General Description and Use. The CATALOG Program produces a list of selected or all active file names within a CUPS Field Office library for verification of their existence and, if requested, their attributes.
- b. Input and Options. After the run command, the program will provide three options as listed below.
 - (1) OPTION 1 allows up to ten file names to be entered for verification of their existence.
 - (2) OPTION 2 allows up to nine file names or carriage return for all file names for verification of their existence and a list of file attributes. The attributes shown are Date of Last Reference, Date Created, Type of File, Work-Size of File, and Number of Times the File has been referenced.
 - (3) OPTION 3 prints the entire list of active CUPS files for a Field library.
- c. Organizational Use.

- (1) Area Office Multifamily Housing Technicians;
- (2) Multifamily Service Office Housing Technicians;
- (3) Headquarter's Housing Production and Program Technicians.

d. Sample CATALOG Report. See Figure 9-2.

9-3

11/80

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FIGURE 9-2 (1 of 2)

CATALOG REPORT
(SAMPLE)

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9-4

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FIGURE 9-2 (2 of 2)

(SAMPLE)

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11/80

9-5

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Section 2. CUPS PROCESSING DATA FILES.

9-3. PROJECT T-FILE.

a. File Description. The T-File contains the data from the Form HUD-92013, Application for Project Mortgage Insurance. Every project T-File is identified by the letter T followed by the five-digit project number (e.g., T35001). The T-File record length is variable and determined by the number of different types of units and the number of different types of structures.

b. File Access.

(1) Processing Programs. The T-File is created, updated or read by the P2013M, C2013M, C2264M and P2325T programs. It is also read by the SEARCH, P2264M - OPTION 1 and X2328 Programs.

(2) File Listing. The READDT Program produces a

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11/80

9-9

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FIGURE 9-3 (4 of 4)

(SAMPLE)

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9-10

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9-4. PROJECT U-FILE.

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11/80

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9-12

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FIGURE 9-4 (2 of 5)

(SAMPLE)

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11/80

9-13

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FIGURE 9-4 (3 of 5)

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11/80

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9-20

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FIGURE 9-5 (4 of 5)

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11/80

9-21

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FIGURE 9-5 (5 of 5)

(SAMPLE)

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11/80

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9-22

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9-6. PROJECT Z-FILE.

- a. File Description. The Z-File contains the data for the Form FHA-2264, Project Income Analysis and Appraisal and Form FHA-2264A, Supplement entered during Option 1 (new processing) and Option 4 (Mortgage Credit Processing) of the P2264M program. Every project Z-File is identified by the letter Z followed by the five-digit project number (e.g., Z35001). The Z-File record length is variable and determined by the amount of processing completed on a project.
- b. File Access.
 - (1) Processing Program. The Z-File is created,

updated and read by the P2264M, P2325T and C2326 (Section G) programs.

(2) File Listing. The READZM Program produces a project Z-File listing. After entering the program run command, the program will prompt for the five-digit project number for the Z-File to be printed. The READZM listing will show the data value, variable and data name for all items contained in the Z-File. A project Z-File listing is also available by entering a CUPS LIST command followed by the Z-File name (e.g., LIST Z35001). However, this listing will show only the data values.

c. Sample Z-File Listing. See Figure 9-6.

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FIGURE 9-6 (1 of 6)

Z-FILE

(SAMPLE)

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9-7. PROJECT D-FILE.

- a. File Description. The D-File contains the face sheet data for the Form FHA-2664, Project Income Analysis and Appraisal, entered via the P2013M Program. Every project D-File is identified by the letter D followed by the five-digit project number (e.g., D35001). The D-File record length is variable and determined by the number of different types of units and the number of structure types.
- b. File Access.
 - (1) Processing Program. The D-File is created, updated and read by the P2264M and C2264M Programs.
 - (2) File Listing. The READDT Program produces a project D-File listing. After entering the program run command, the program will first prompt for the five-digit project number and then for the file to be printed (D or T). The READDT listing will show the data value, variable and data name for all items contained in the D-File. A project D-File listing is also available by entering a CUPS LIST command followed by the D-File name (e.g., LIST D35001). However, this listing will show only the data values.
- c. Sample D-File Listing. See Figure 9-7.

(SAMPLE)

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11/80

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9-34

4050.3

9-8. PROJECT I-FILE.

- a. File Description. The I-File contains the data for the unaccepted Form FHA-2328, Contractor's and/or Mortgagor's Cost Breakdown. This file is purged by the X2328 Program when the Form FHA-2328 data are accepted for Cost Data purposes. Every project I-File is identified by the letter I followed by the five-digit project number (e.g., I35001). The I-File record length is a fixed 102 lines per structure type.
- b. File Access.
 - (1) Processing Programs. The I-File is created, updated and read by the X2328 Program.
 - (2) File Listing. A project I-File listing is available by entering a CUPS LIST command followed by the I-File name (e.g., LIST I35001). This listing shows the data values. Data name fields are the

same as the project F-File.

c. Sample I-File Listing. See Figure 9-8.

9-35

11/80

4050.3

FIGURE 9-8 (1 of 2)

I-FILE

(SAMPLE)

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11/80

9-36

4050.3

FIGURE 9-8 (2 of 2)

(SAMPLE)

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b. File Access.

- (1) Processing Programs. The R-File is created, updated, and read by the CERT program.
- (2) File Listing. A project R-File listing is available by entering a CUPS LIST command followed by the R-File name (e.g., LIST R35001). This listing will only show the dollar values entered from the Form HUD-92330-A.

c. Sample R-File Listing. See Figure 9-10.

11/80

9-40

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FIGURE 9-10

R-FILE
(SAMPLE)

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11/80

9-41

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9-11. PROJECT H-FILE (HISTORY).

- a. File Description. The H-File is a project history file that is created by the initial execution of the P2013M program. Each project history file is updated by the various processing programs and provides a chronological order of processing events and conclusions for the project by time and date. The history file may be used by the Field Office for processing purposes or by Headquarters for monitoring. In order to reduce on-line data storage, the project history files are rolled out monthly to off-line tape storage.
- b. File Access.
 - (1) By Program. The HISTORY program is a report generator program which will recall a project history file from tape storage, combine the file with any history data that may still be online, and redirect the listing to the PRTLST. After entering the CUPS program run command, the program will prompt for the following information.
 - (a) Region. Enter a two-digit number in NN format for the Region. For example, Region 1 would be entered as 01.
 - (b) Office Code. Enter the three-digit Field Office code in NNN format. This code should be the same as the UBW number entered in response to the CUPS LOGON prompt.
 - (c) Project Number(s). Enter the five-digit project number in NNNNN format. The program will accept a maximum of six projects, one per line. When the last requested project number is entered, depress the carriage return in response to the next system prompt.
 - (2) By Listing. If the entire project history file is still online, a listing is available by entering a CUPS LIST command followed by the H-File name (e.g., LIST H35001).
- c. Sample H-File Listing. See Figure 9-11.

change a project number(s) or a two-position number series within the Valuation F184, F2275, and F2410 files.

- b. Input Required. These programs require the old numbers and the new numbers as input during execution. Detailed execution instructions are contained in Handbook 2361.13, Paragraph 3-50, 3-51 and 3-52.
- c. Organizational Use.
 - (1) Area Office Multifamily Housing Technicians, and
 - (2) Multifamily Service Office Housing Technicians.

11/80

9-46

4050.3

9-13. PRJCHG PROGRAM.

- a. Description and Use. The PRJCHG Program allows the user to change a specified project number for a project processed on CUPS.
- b. Input and Options. The program will prompt for the old project number and the new project number.
- c. Organizational Use.
 - (1) Area Office Multifamily Housing Technicians, and
 - (2) Multifamily Service Office Housing Technicians.

9-47

11/80

4050.3

9-14. PRJREM PROGRAM.

- a. Description and Use. the PRJREM program allows the user to remove a processing project(s) file from the Field Office data base. The program will make an entry in the project history file whenever the file removal transaction is performed.
- b. Input Required. The program prompts for an option and project numbers. Options available are as follows.

- (1) Option 1 is used to delete a project(s) from only the 2013 - Initial Application (T) file.
- (2) Option 2 is used to delete a project(s) from only the 2326 - Commissioners Estimate (U) file.
- (3) Option 3 is used to delete a project(s) from only the 2328/CERT - Contractors Estimate (F) file.
- (4) Option 4 is used to delete a project(s) from only the 2264 - Valuation (D and Z) files. If the project(s) exists on only one of the files, that file will be deleted and the terminal operator will receive a message that it does not exist on the other file.
- (5) Option 5 is used to delete a project(s) from all processing files (Processing files are B, C, D, F, I, R, T, U, W, Z, and individual entries in the INDXI and COMPAR files).
- (6) Option 6 is used to exit the PRJREM program when processing is completed.