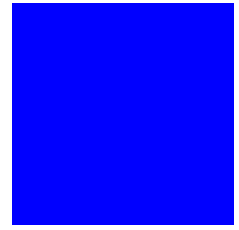


# **CIMS Lab, Inc.**

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## **CIMS Server**

### **Administrator's Guide**

**Version 3.3**

CIMS Lab Publication Number: CS-ADM-330-01

Published 04/05/04

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# Preface

As companies continue to integrate computer technology into their business operations, it becomes increasingly important to properly administer the IT function, particularly with respect to performance and cost.

CIMS Server provides an essential component of an effective financial management system. The technology behind CIMS Server is based on CIMS Lab's many years of experience in the development and implementation of Resource Accounting, Capacity Planning and IT Chargeback products.

## About CIMS Lab

Founded in 1974, CIMS Lab has focused on meeting the financial and resource reporting requirements of Information Services Departments. CIMS has evolved with corporate IT management requirements. Focused commitment to client service and support sets CIMS apart from competing products. Our goal is to provide the best chargeback and resource reporting software in the world at the lowest possible cost to our customers.

CIMS Lab strongly believes in and executes the concept of continuous product improvement. Customers have access to CIMS product development personnel to ensure that customer feedback and other critical issues are incorporated into the next release of the product.

## **Contacting CIMS Lab**

To contact CIMS Lab with questions, comments or problems, please use one of the following methods:

**For product assistance or information:**

USA & Canada, toll free - (800) 283-4267

International - (916) 783-8525

FAX - (916) 783-2090

**World Wide Web** - <http://www.cimslab.com>

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## About This Guide

This guide describes the installation procedures and administration functions and features of CIMS Server.

The following table describes the chapters in this guide. If you are installing and setting up CIMS Server for the first time, you should begin with *Chapter 1, About CIMS Server* and then continue to *Chapter 2, Installing CIMS Server and Getting Started* before continuing to the other chapters in the guide.

Ch. No.	Chapter Name	Content Description
1	<i>About CIMS Server</i>	Describes the overall structure and feature set of the CIMS Server system.
2	<i>Installing CIMS Server and Getting Started</i>	Discusses the installation of the CIMS Server system components and provides a Getting Started section.
3	<i>Setting Up the System</i>	Explains how to configure the various components of the system.
4	<i>Database Administration</i>	Describes how to use CIMS Server Administrator to create and administer CIMS Server databases.
5	<i>Processing Data</i>	Provides an overview of the data processing cycle and components and describes how to use CIMS Server Administrator to set processing options.
6	<i>Troubleshooting and Additional Information</i>	Describes problems you may encounter while setting up and using the CIMS Server system and how to solve them.
A	<i>Database Tables</i>	Describes the layout of key database tables used by CIMS Server.
B	<i>File Layouts</i>	Describes the file layout of important files used by the CIMS Server system.
C	<i>Scripts</i>	Describes the scripts that are included in the CIMS Server installation.
D	<i>Control and Processing Statements</i>	Describes the control and processing statements used by CIMS Processing Engine.

## Conventions

Some or all of the following conventions appear in this guide:

Symbol or Type Style	Represents	Example
<a href="#">Alternate color</a>	(online help only) hyperlinked cross-references to other sections in this guide; if you are viewing this guide online, you can click the cross-reference to jump directly to its location	...see <a href="#">Data Migration</a> .
<i>Italic</i>	words that are emphasized	...the entry <i>after</i> the current entry...
	a new term	...called a <i>source object</i> .
	the titles of other manuals	<i>CIMS Server Web Reporting User's Guide</i>
	variables in file names or system names	<i>IUSR_computername</i> <i>AcctExcp-yyyyymmdd.txt</i>
<b>Bold</b>	names of interface items such as tabs, boxes, buttons, lists, and check boxes.	Select the <b>Use Calendar</b> check box Enter the path in the <b>Process Definition Path</b> box
Monospace	directories, file names, command names, computer code, computer screen text, system responses, command line commands, what the user types	Processes <b>folder</b> BatchReport.wsf <b>script</b> Type CIMS <b>S</b> erver
< >	the name of a key on the keyboard	Press <Enter>
▶	navigating a menu or a folder	File ▶ Import ▶ Object

## Terminology: Reports, Spreadsheets, and Graphs

For simplicity, in this guide, the term “report” refers to reports, spreadsheets, and graphs.

## Related Publications

As you use this guide, you might find it helpful to have these additional guides available for reference:

- *CIMS Server Web Reporting User's Guide*
- *CIMS Data Collectors for Microsoft Windows Installation and User Guide*



---

# About CIMS Server

This chapter describes the overall structure, benefits and features of the CIMS Server system.

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## What Is CIMS Server?

CIMS Server is a full-featured resource accounting and chargeback system that enables users to consolidate accounting data from multiple IT resources into a common output format for costing and reporting. This output may then be used for Web-based or static invoicing and other reporting or as a feed to existing financial systems.

CIMS Server tracks usage data associated with:

- Operating systems
- Databases
- Network systems
- Storage systems
- Internet systems
- E-mail systems
- E-commerce systems
- Other applications or monitors that create usage metering data

As shown in [Figure 1-1](#) on page 1-3, it is useful to think of CIMS Server as a funnel that accepts usage data and returns organized information that can help IT managers and staff to track and allocate resources.

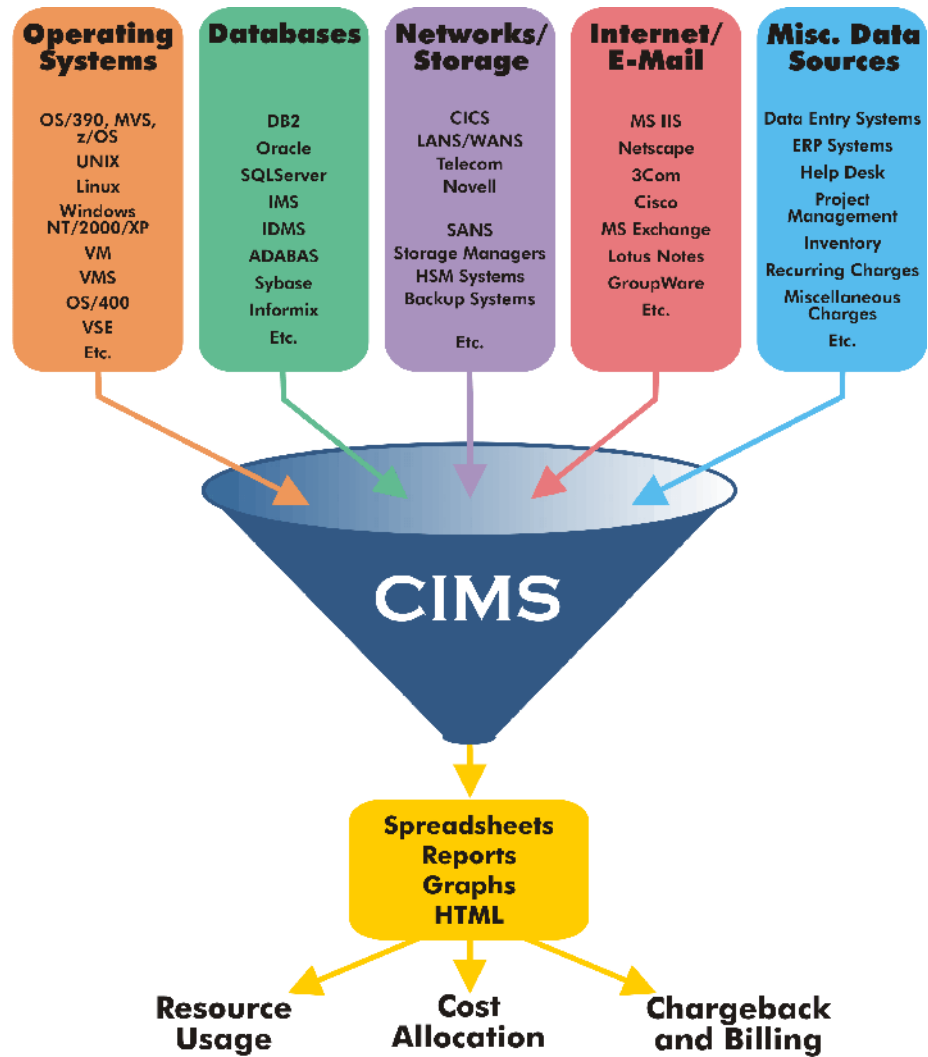


Figure 1-1 • CIMS Server Collects Usage Data and Organizes It As Reporting Information

CIMS Server runs on the Windows 2000 Server, Windows Server 2003, or Windows XP operating system with a Microsoft SQL Server or Microsoft Desktop Engine (MSDE) database (see *Database Server* on page 1-9) and a Microsoft Internet Information Services (IIS) Web server.

## Benefits of CIMS Server

Keeping track of IT usage can be a formidable task for any organization. Most sizable enterprises consist of many platforms, systems, and subsystems, each costly to own, maintain and operate. In addition, each component has its own unique record format and metrics.

With CIMS Server, you can process, access, and analyze IT resource usage metrics from many IT resources and view the results right in your Web browser. CIMS Server helps you to better understand who is using IT resources and how the resources are being used.

The following are just a few of the benefits of CIMS Server:

- **Enterprise-wide cost analysis of IT systems.** CIMS Server enables enterprise-wide cost analysis of IT systems. CIMS Server allows you to allocate, distribute, or charge IT costs to users, cost centers, and organizations in a manner that is fair, understandable, reproducible, and easy to administer.
- **Centralized data processing.** CIMS Server centralizes the processing of your accounting data on one computer and allows you to view the data on the Web via extensive customizable reporting features. It is possible to view both high-level and detailed information with a few clicks of a mouse.
- **Full data access and reporting capabilities.** CIMS Server integrates Crystal Reports with any *ODBC*-compliant database to give your enterprise full data access and reporting capabilities.

## System Features

CIMS Server features include:

- Report, spreadsheet, and graph generation and viewing via the Web
- Batch report generation as well as ad hoc reporting
- Crystal Reports integration
- Multi-level drill down capabilities to view detailed invoice and usage information (including OS/390 data)
- Integration with CIMS Data Collectors for Windows, UNIX, Linux, Oracle, and mainframe systems
- Up to 128-byte account code with powerful account code conversion
- Batch processing capabilities via Windows Script and defined Component Object Model (*COM*) objects

## CIMS Data Collectors

CIMS Data Collectors are easy-to-use tools that enable you to easily collect and reformat usage data from any system for input into CIMS Server. CIMS Data Collectors collect usage data from your enterprise and convert it to an input format called the CIMS Server Resource File. This file contains CIMS Server Resource Records and is used as input to CIMS Server. (See *CIMS Server Resource File* on page B-2 for the CIMS Server Resource Record format).

CIMS Data Collectors are available for the following platforms: Microsoft Windows, UNIX, Linux , Oracle, and Mainframe Systems.

The CIMS Server installation includes the option of installing CIMS Data Collectors for the Windows platform. (Contact CIMS Lab for licensing requirements.) These collectors collect usage data from Windows operating systems, databases such as Microsoft SQL Server, Oracle, and DB2, and applications such as Microsoft Exchange Server, IIS, Windows Files Systems (NTFS), and others. Refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide* for more information.

CIMS Server also accepts feeds from the CIMS UNIX and Mainframe collectors. For information about these collectors, refer to the CIMS UNIX and mainframe documentation.

## CIMS Server System Components

The CIMS Server system is composed of the following components:

- The CIMS Server application server
- A database server
- A Web server

The following sections describe each of the CIMS Server system components.

## **CIMS Server Application Server**

The CIMS Server application server contains the following key components:

- CIMS Processing Engine
- CIMS Server Administrator
- CIMS Server Web Reporting

### **CIMS Processing Engine**

CIMS Processing Engine is a fast, efficient data processing engine capable of handling large volumes of data. CIMS Processing Engine consists of multiple programs. The four main programs are CIMSACCT, CIMSSORT, CIMSBILL, and CIMSAdminLib:

- CIMSACCT processes the input sources provided by CIMS Data Collectors (see *CIMS Data Collectors* on page 1-5) and performs functions such as account code conversion. CIMSACCT produces an output file containing records that are properly formatted for input into CIMSBILL.
- CIMSSORT converts output from CIMSACCT and produces a sorted version that is ready to be processed by CIMSBILL. CIMSSORT also combines multiple files into one file. For example, you can use CIMSSORT to combine CIMSACCT output from three different data input types into one file.
- CIMSBILL processes the output from CIMSACCT and builds output files that contain the billing information that is used to generate invoices and reports.
- CIMSAdminLib contains the class CCIMSCBSLoad that loads the output files from CIMSACCT and CIMSBILL into the CIMS Server database. CIMSAdminLib is the central controlling library for all Windows-based CIMS Server functions. It contains all the COM objects used to manipulate CIMS data.

For more information about CIMS Processing Engine, see *Chapter 5, Processing Data*.

With powerful data processing capabilities, CIMS Server provides all the data needed to produce complete, detailed reports, spreadsheets, and graphs. The actual generation of reports, however, is completed by Crystal Reports (see *CIMS Server Web Reporting* on page 1-8).

## CIMS Server Administrator

CIMS Server Administrator is the administration tool for the CIMS Server system. This Windows-based GUI application allows the system administrator and CIMS Server administrators to configure and maintain the information contained in the CIMS Server database such as rates, users and groups, clients, system configuration settings, and processing and reporting settings. CIMS Server Administrator also enables administrators to perform real-time processing.

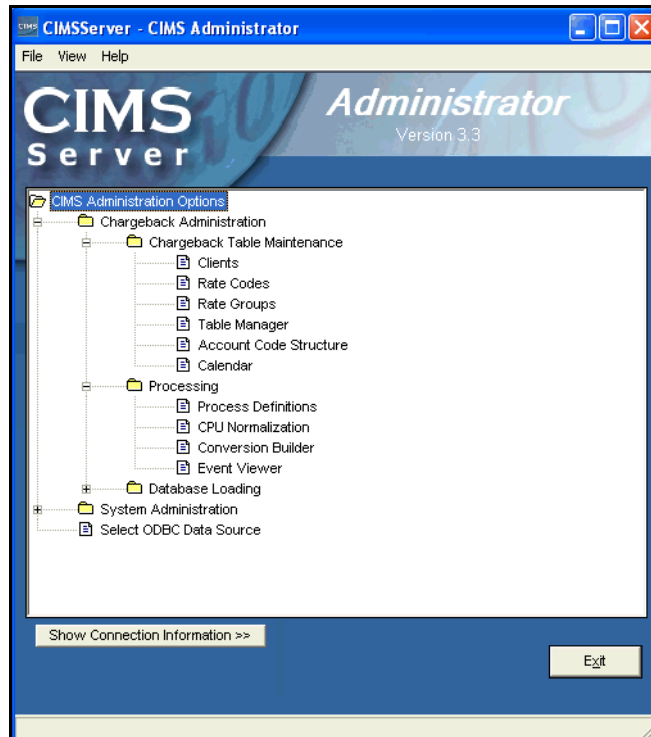


Figure 1-2 • CIMS Server Administrator Main Window

The following table shows the administrative tasks performed by the system administrator and the CIMS Server administrator.

System Administrator Tasks	CIMS Server Administrator Tasks
<ul style="list-style-type: none"> <li>■ Defining and configuring the CIMS Server database</li> <li>■ Selecting the Open Database Connectivity (ODBC) data source</li> <li>■ Creating, adding, and dropping database tables</li> <li>■ Creating, adding, and dropping database objects</li> <li>■ Performing database backup procedures</li> <li>■ Defining and categorizing input sources</li> <li>■ Scheduling input selection</li> </ul>	<ul style="list-style-type: none"> <li>■ Defining account code structures</li> <li>■ Creating and maintaining rate, client, and calendar definitions</li> <li>■ Defining CIMS Server users and groups</li> <li>■ Setting reporting options</li> <li>■ Configuring the CIMS Server system settings</li> <li>■ Loading and exporting data to and from the database</li> <li>■ Setting processing options</li> <li>■ Executing processing jobs</li> <li>■ Setting CIMSACCT and CIMSBILL options</li> </ul>

## **CIMS Server Web Reporting**

Using Crystal Reports as the report writer, the CIMS Server Web Reporting application provides chargeback and resource accounting reporting data to end users. This data is available in the form of reports, spreadsheets, and graphs. When viewing an invoice (and many other reports) the user can drill down within the data to view detailed information.

CIMS Server Web Reporting users can set up their own list of favorite reports, spreadsheets, and graphs.

CIMS Server includes standard reports that your Crystal Reports developer can use as templates to create custom reports for your organization. These reports are referred to as “custom reports” in this guide to differentiate them from the standard reports that are provided with CIMS Server.

For more information about CIMS Server Web Reporting, including descriptions of the standard reports that are provided with CIMS Server, refer to the *CIMS Server Web Reporting User’s Guide*.



## Database Server

The database stores administration information as well as the Ident, Detail, and Summary records that are produced by CIMS Processing Engine (see [Chapter 5, Processing Data](#), for more information about these records). These records are used by Crystal Reports to provide robust Web reporting.

The Database Management System ([DBMS](#)) that you can use with CIMS Server depends on the edition of CIMS Server that you are using as discussed in the following sections.

### CIMS Server Enterprise Edition

If you are using CIMS Server Enterprise Edition, you can use either Microsoft SQL Server 2000 or 7.0 or MSDE 2000. MSDE 2000 is included with the CIMS Server installation. However, the use of MSDE has some disadvantages as discussed in [CIMS Server Professional Edition](#).

---

**Note** • Support is being added for other DBMS platforms such as Oracle and DB2 on Unix and z/OS.

---

### CIMS Server Professional Edition

CIMS Server Professional Edition requires MSDE 2000. The use of MSDE provides the following advantages and disadvantages:

#### *Advantages*

- No additional cost—MSDE 2000 is included with the CIMS Server installation
- Easy upgrade path from MSDE to Microsoft SQL Server 2000

#### *Disadvantages*

- Limit of 2 GB of storage
- Limit of two processors per computer
- Limited administrative tool

## Web Server

The Web server provides the components needed for CIMS Server Web Reporting: IIS and Crystal Reports.

## CIMS Server System Architecture Diagram

Figure 1-3 illustrates the relationship of the CIMS Server system components.

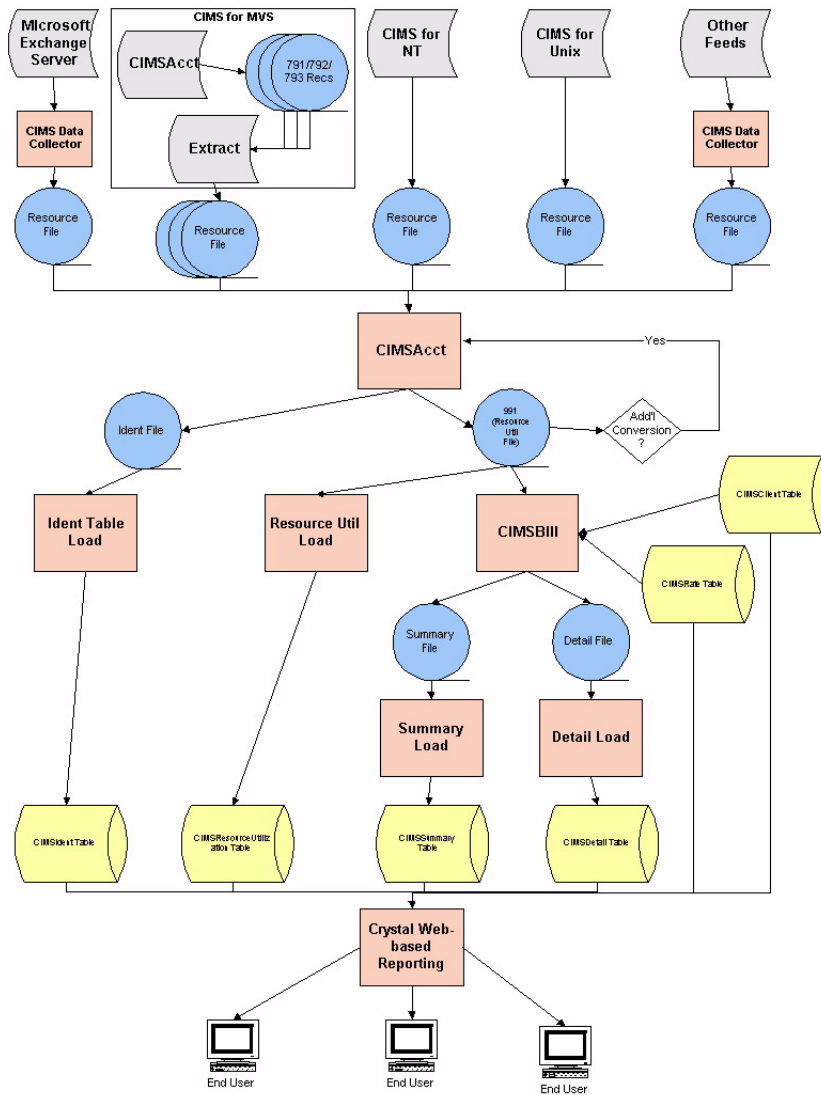


Figure 1-3 • Architecture of the CIMS Server system

# Installing CIMS Server and Getting Started

This chapter provides installation, configuration, and upgrade procedures for the CIMS Server system. This chapter also provides a Getting Started section to help you to quickly set up the system.

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## CIMS Server System Components

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**Note** • For an overview of the architecture of the CIMS Server system, see [Chapter 1, About CIMS Server](#).

---

The CIMS Server system is composed of the following hardware/software components:

- **CIMS Server application server.** Contains the CIMS Server application (includes the Processing Engine, Administrator, and Web Reporting components).
- **Database server.** Contains Microsoft SQL Server 2000 or a similar DBMS.
- **Web server.** Contains Microsoft IIS and Crystal Reports.

You can install all components on one server or on separate servers. In general, a configuration involving multiple servers might offer users superior performance.

In addition, the system might include multiple clients containing the CIMS Server Administrator application, terminal emulation software such as Microsoft Terminal Services, or both.

If you have questions regarding setting up and configuring the CIMS Server system for your organization, contact CIMS Lab (see [Contacting Technical Support](#) on page 6-7).

## Suggested Software and Hardware

CIMS Lab recognizes that different organizations have unique existing enterprise systems in place. As a result, *this section describes suggested specifications, not absolute, rigid system requirements*. It is possible that CIMS Server can be run on components not matching these suggestions, although the system was developed with these specifications in mind.

If you have any questions regarding compatibility of your existing system with CIMS Server, contact CIMS Lab.

### Server Specifications

The following are the suggested server specifications for the CIMS Server system. Note that the hard drive, processor, and memory specifications reflect CIMS Server, the database server, and the Web server on one computer.

- Microsoft Windows 2000 Server or Windows Server 2003 with the latest service pack
- Microsoft SQL Server 2000 with the latest service pack (SQL Server 7.0 is also acceptable) or MSDE 2000 (see *Database Server* on page 1-9)
- Microsoft IIS 5.0 or later (included with Windows 2000 Server and Windows Server 2003)
- Crystal Reports 9 Advanced Edition with Crystal Enterprise 9 Report Application Server Edition (both provided by CIMS Lab, see *Installing Crystal Reports* on page 2-12)  
or  
Crystal Reports Developer Edition 8.5
- Microsoft .NET Framework 1.1
- 80 GB available hard drive space, depending on particular data requirements
- 1 GHz processor or faster
- 1 GB of memory

## Client Specifications

The following sections provide the specifications for CIMS Server system and reporting components installed on a client.

### For Installing CIMS Server Administrator

CIMS Server Administrator is a Windows-based GUI application that enables administrators to create and maintain the administrative and processing settings for CIMS Server. Administrators can access CIMS Server Administrator remotely using terminal emulation software to connect to the application on the server (recommended) or directly by installing CIMS Server Administrator on a client.

The following are the suggested specifications for installation on a client:

- Microsoft Windows NT 4.0/2000/2003/XP with the latest service pack. Although not recommended, it is also possible to use Windows 98.
- 40 MB available hard drive space
- 400 MHz processor or faster
- 128 MB of memory

You can also install and run CIMS Processing Engine on a client. However, if possible, it is recommended that you run CIMS Processing Engine on the server using terminal emulation software to connect to the engine.

### For Designing Custom Reports

The following are the suggested specifications for computers used to design custom Crystal reports for use with CIMS Server:

- Microsoft Windows 98/NT 4.0/2000/2003/XP
- 30 MB hard drive space minimum
- 128 MB of memory

### For Viewing Reports

The following requirements apply to computers used to view reports in CIMS Server Web Reporting:

- Internet Explorer 5.5 or later (if you are using Netscape Navigator, contact CIMS Lab [see *Contacting Technical Support* on page 6-7]).
- Internet or network access with necessary security permissions

## Pre-Installation Setup

Before you install CIMS Server, you should review the following sections to make sure that you have all required third-party software licenses and have your system set up correctly (including set up for internationalization if needed).

### Third-Party Software Licensing Requirements

In addition to licensing CIMS Server, your organization must obtain the appropriate licenses for the following products. These products are integral to the CIMS Server system:

- Microsoft SQL Server 2000 or 7.0 (note that this is not applicable if you are using MSDE)
- Crystal Reports 9 Advanced Edition (CIMS Lab provides the appropriate licensing)
- Microsoft Windows 2000 Server or Windows Server 2003

---

**Note** • Use of Crystal Reports may require specific licensing based on the number and type of users. For more information or clarification about licensing issues, contact CIMS Lab (see [Contacting Technical Support](#) on page 6-7).

---



## System Setup Checklist

Before installing CIMS Server, make sure that you have installed and configured the components in the following list. Note that the Web server, database server, and CIMS Server application server may be on one computer.

### On the Web Server

- Windows 2000 Server or Windows Server 2003.
- IIS 5.0 or later (included with Windows 2000 Server and Windows Server 2003).
- Crystal Reports 9 Advanced Edition with Crystal Enterprise 9 Report Application Server Edition (both provided by CIMS Lab) or Crystal Reports Developer Edition 8.5.

See *Installing Crystal Reports* on page 2-12 for the steps required to install Crystal Reports 9 for CIMS Server.

- Open Web access (and FTP access if necessary). Server must have Port 80 open for HTTP access by other client computers in the organization.

### On the Database Server

- Microsoft SQL Server 2000/7.0 or MSDE 2000.
- Available SQL Server user ID (login) that has permission to create tables, views, stored procedures, and indices.

### On the CIMS Server Application Server

- Windows 2000 Server or Windows Server 2003.
- Microsoft .NET Framework 1.1.

You can install the .NET Framework during the installation of CIMS Server (see [page 2-15](#)) or you can download it from the Microsoft Web site, <http://v4.windowsupdate.microsoft.com/en/default.asp>.

If you download the .NET Framework, on the Windows Update page, click **Pick updates to install** and then click your operating system. Microsoft .NET Framework 1.1 appears in the **Recommended Updates** list if it is not installed on your system.

## ■ Installing CIMS Server and Getting Started

---

### Pre-Installation Setup

#### On All Servers

- Terminal emulation software such as Microsoft Terminal Services or physical access to the server.
- Servers are connected to the network and are visible to each other—preferably on the same Windows *domain*.
- User has administrative access to the servers.
- File share enabled (preferred) or FTP access to all servers.
- If z/OS is needed, FTP access from the servers to the z/OS computer and vice versa.

#### On All Clients Accessing CIMS Server Web Reporting

- Internet Explorer 5.5 or later.

#### On All Clients Running CIMS Server Administrator

- Administrative authority on the client to install CIMS Server Administrator.

#### On All Clients Running Terminal Emulation Software

- Authority for the client computer and client user ID to access the servers via terminal emulation software.

#### Other Tasks

- Obtain the CIMS Server license key provided by CIMS Lab. You will need to enter the license key in CIMS Server Administrator after installation.

If you do not have your license key, contact CIMS Lab (see *Contacting Technical Support* on page 6-7).

## Internationalization Setup

You can localize the following features in CIMS Server to reflect the language required for your organization (the default is US English).

- Date and numeric formatting (such as numbers and currency) that appear in:
  - The CIMS Server Web Reporting Web site
  - CIMS Server Administrator
  - Reports
- Headers and footers that appear in reports

You cannot localize the text that appears in CIMS Server Administrator or the Help text in CIMS Server Administrator and CIMS Server Web Reporting. In addition, it is not recommended that you change the text that appears on the CIMS Server Web Reporting Web site. Changing this text requires changes to the Active Server Pages (*ASP*) and JavaScript code that runs the Web site.

### Setting Up Your System for Internationalization

The language used by CIMS Server is determined by the following settings:

- The regional settings for the Web site user.
- The regional settings for the user logged on to the server running CIMS Server Administrator.
- The language specified for the database ODBC Data Source used by CIMS Server.
- The regional settings for the user using CIMS Server Web Reporting from a client.

The following sections provide the steps required to configure these settings for your organization. *In most cases, you will already have these settings set to the correct language.*

#### Select the Web Site User's Regional Settings on the Web Server

The date, time, and numeric formats shown in CIMS Server Web Reporting and reports are dependent on the regional settings for the Web site user. When setting up the CIMS Server Web Reporting Web site, you can choose one of the following users:

- An anonymous user (*IUSR\_computername*, where *computername* is the name of the computer running the CIMS Server Web Reporting Web site)
- A Windows authenticated user

For more information, see [Set the User Authentication Method for the CIMS Server Web Reporting Web Site](#) on page 2-36.

You need to set the regional settings for the user as follows:

- 1 Log on to the server as the user (either `IUSR_computername` or the Windows authenticated user).
- 2 Click **Start** ▶ **Settings** ▶ **Control Panel**.
- 3 Double-click **Regional Options**.  
The Regional Options dialog box appears.
- 4 On the **General** tab, click the language that you want from the list.
- 5 Click **OK** to save the change and close the dialog box.

---

**Note** • The regional settings change will not appear in the Web site or reports until you restart IIS. (To restart IIS, see [page 6-4](#).)

---

#### Select the CIMS Server Administrator User's Regional Settings

You need to select the regional settings for the user logged on to the server running CIMS Server Administrator. To select the regional settings for the user, follow the steps in [Select the Web Site User's Regional Settings on the Web Server](#) beginning with [Step 2](#).

#### Select the Language for the ODBC Data Source

In the Windows ODBC Data Source Administrator, you need to select the language for each ODBC Data Source used by CIMS Server. The steps for configuring a data source for CIMS Server are provided in [Select and Configure the Database As an ODBC Data Source](#) on page 2-24.

---

**Note** • The change to the language source will not appear in reports until you restart IIS. (To restart IIS, see [page 6-4](#).)

---

#### Select the CIMS Server Web Reporting User's Regional Settings on the Client

You need to set the correct regional setting for the user on each client that is using CIMS Server Web Reporting. This enables Microsoft Excel to display dates, times, currency, and numbers in the correct format when you view a report as a spreadsheet.

To select the regional settings for the user, follow the steps in [Select the Web Site User's Regional Settings on the Web Server](#) beginning with [Step 2](#)

### **Change the Report Headers and Footers (Optional)**

CIMS Server includes a variety of standard reports that you can use as templates to create custom reports. These reports are in C:\Program Files\CIMSLab\Server\Reports\Standard if you installed CIMS Server in the default location. You can change the headers and footers that appear in these reports as follows:

- 1** In Crystal Reports, open the report that you want to change.
- 2** Right-click the text that you want to change, and then click **Edit Text Option**.
- 3** Save the report using the same file name in the Custom reports folder.

## Installing Crystal Reports

---

**Note** • The installation procedures in this section apply to Crystal Reports 9. For information regarding installation of Crystal Reports 8.5, see [page 6-8](#).

---

CIMS Lab provides Crystal Reports 9 Advanced Edition. This edition includes Crystal Enterprise 9 Report Application Server Edition. You need to install both of these components and Crystal Reports 9 Service Pack 2 in the following order:

- 1 Crystal Reports 9 Advanced Edition (provided on the CD labeled Crystal Reports)
- 2 Crystal Enterprise 9 Report Application Server Edition (provided on a separate CD labeled Crystal Enterprise Report Application Server)

---

**Note** • Make sure that you install the Report Application Server Edition. Crystal Reports 9 Advanced Edition also includes a Crystal Enterprise 9 Standard Edition CD. Do not install the Standard Edition.

---

- 3 Crystal Reports 9 Service Pack 2

### **To install Crystal Reports 9 Advanced Edition:**

- 1 Log on to Windows as a user in the Administrators group.
- 2 Do one of the following:
  - If you are installing from the installation CD, insert the Crystal Reports CD. If the CD does not start automatically, browse to your CD-ROM drive and double-click Setup.exe.
  - If you are installing from another location, for example from a network drive, double-click Setup.exe.
- 3 Click **Install** and follow the instructions in the Installation Wizard. CIMS Lab recommends that you select the **Typical** installation in the Select Installation Type dialog box.

### **To install Crystal Enterprise 9 Report Application Server Edition:**

Follow the same steps provided for installing Crystal Reports. However, install Crystal Enterprise Report Application Server Edition rather than Crystal Reports. CIMS Lab recommends that you select the **Full** installation in the Installation Type dialog box.

### **To install Crystal Reports 9 Service Pack 2:**

Crystal Reports 9 Service Pack 2 is available on the CIMS Lab FTP site (<ftp://ftp.cimslab.com>) and CIMS Product CD. The path on both the FTP site and CIMS Product CD is CIMS\Server\CystalPatches\Cystal 9 Patches\cr90win\_en\_sp2.exe).

Double-click cr90win\_en\_sp2.exe and follow the instructions in the InstallShield wizard.

## Installing CIMS Server

This section describes the steps required to install CIMS Server. (Before you begin the installation, make sure that you have installed and configured the components described in *System Setup Checklist* on page 2-7.)

---

**Note** • You can install the CIMS Server Administrator component of CIMS Server on a client or clients (see *Client Specifications* on page 2-5) in addition to installation on the server. You can also install CIMS Processing Engine on a client. However, if possible, it is recommended that you install and CIMS Processing Engine on the server.

---

### To begin the CIMS Server installation:

- 1 Log on to Windows as a user in the Administrators group.
- 2 Click the Windows **Start** button, and then click **Run**.
- 3 Enter the path to the CIMS Server setup program (*Setup.version&release.exe*), and then click **OK**. (The path depends on the location of the setup program, i.e., CIMS Product CD, network drive, etc. For example, if you are installing from the CIMS Product CD on drive D, the path is D:\CIMSServer\Setup.version&release.exe.)
- 4 Follow the steps provided in the InstallShield Wizard as described in the following sections. The steps differ depending on whether you are performing a new installation or modifying an existing installation.

## Performing a New Installation or Upgrade

Follow the steps in the InstallShield Wizard to complete a new CIMS Server installation or to upgrade to a new CIMS Server version or release.

---

**Important!** • If you are performing an upgrade (not a new installation), you should first back up the CIMS Server *Collectors* and *Scripts* folders. If you have made changes to files in these folders and have not renamed these files, the files will be overwritten when you upgrade to a new version or release of CIMS Server.

You should also confirm that your regular backup of the database and the folder that contains your process definitions is working. This folder is referred to as *Processes* in this guide.

---

### Choose the Destination Location

Choose the default location for installation (C:\Program Files\CIMSLab) or click **Browse** to choose another location. Click **Next** after making your selection.

### Select the Features That You Want to Install

Select the CIMS Server components that you want to install or clear the components that you do not want to install. For a detailed description of these components, see [Chapter 1, About CIMS Server](#).

- **CIMS Administrator.** This option installs CIMS Server Administrator. CIMS Server Administrator is a graphical interface that enables you to create and maintain administrative and processing settings.
- **CIMS Processing Engine.** This option installs CIMS Processing Engine components including CIMSACCT.dll, CIMSBILL.dll, CIMSSORT.dll, and CIMSAdminLib.dll. These components process the CIMS Server Resource Files and load the output into the CIMS Server database. This option also installs CIMS Aggregation Engine (CIMSAggregation.dll) used by CIMS Data Collectors.
- **CIMS Web Reporting.** This option installs the CIMS Server Web Reporting component, which allows end users to view reports from a Web browser.
- **CIMS Web Reporting—Advanced Spreadsheets.** This option installs a beta version of CIMS Advanced Spreadsheets, an application for creating spreadsheet reports. For more information about CIMS Advanced Spreadsheets, see [Set Up CIMS Advanced Spreadsheets \(Optional\)](#) on page 2-40.

CIMS Advanced Spreadsheets is designed to work with a SQL Server database. If you are using a MSDE database, contact CIMS Lab technical support for assistance (see [Contacting Technical Support](#) on page 6-7).

- **Scripts.** This option installs scripts that can be used to automate tasks in CIMS Server. For example, scripts used by CIMS Data Collectors, scripts that enable batch reporting, etc. For a description of these scripts, see [Appendix C, Scripts](#).
- **CIMS Conversion Engine.** This option installs CIMS Conversion Engine. CIMS Conversion Engine is a utility that converts data collected by CIMS Universal Data Collector and converts it into CIMS Server Resource Files. For more information about CIMS Conversion Engine and the CIMS Universal Data Collector, refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide*.
- **CIMS Collectors & Processors.** This option installs the collector and process components of CIMS Data Collectors. These components enable you to gather usage data from many different sources such as operating systems, databases, and applications for input into CIMS Server.

By default, the **CIMS Collectors & Processors** check box is selected and all individual collectors other than the Windows Print Usage collector are selected. CIMS Lab recommends that you use the Windows Event Log collector to collect print usage data.

To install individual collectors and processes, expand **CIMS Collectors & Processors**, and then select the collectors that you want.



- **MSDE—Microsoft SQL Server 2000 Desktop Data Engine.** This option installs MSDE 2000. In a production environment, it is strongly recommended that you use Microsoft SQL Server instead of MSDE to manage your database. However, in other situations, MSDE might meet your requirements. For more information, see *CIMS Server Professional Edition* on page 1-9.

Click **Next** after you have made your selections.

### Select the Program Folder

Choose the program folder. Use the default (CIMS Server), type a new program folder name, or select one from the list. Click **Next** when you are finished.

### Start Copying Files

Click **Next** to begin copying program files to your system. If IIS is running, a message appears asking you to confirm that is okay to shut down the program. Click **Yes** to quit IIS. Note that the installer restarts IIS before finishing installation.

At this point, the remaining steps in the installation differ depending on the options that you are installing and whether you have the Fujitsu COBOL Workstation Run-time program installed (for example, you are upgrading to a new version or release of CIMS Server and the Fujitsu Run-time is already installed).

If the CIMS Server installation setup is complete, follow the instructions in the Setup Complete—Reboot Required dialog box, and then click **Finish**.

If you are prompted to install additional programs, continue to the next appropriate section.

If you are prompted to enter an IIS Web user name, continue to *Enter the IIS Web User Name* on page 2-17.

### Install Fujitsu COBOL Workstation Run-time (If Applicable)

The InstallShield Wizard for the Fujitsu COBOL Workstation Run-time program appears. This program is necessary for execution of the key processing programs CIMSACCT and CIMSBILL. Click **Next**, and then click **Install**. When the installation is complete, click **Finish**.

If the CIMS Server installation setup is complete, follow the instructions in the Setup Complete—Reboot Required dialog box, and then click **Finish**. Otherwise, complete the installation as described in the following steps.

### Install Microsoft .NET Framework 1.1 (If Applicable)

If you have not installed Microsoft .NET Framework 1.1, you can install it at this point. Follow the instructions in the Microsoft .NET Framework 1.1 Setup. Click **OK** when the installation is complete.

---

**Note** • If the message **Files In Use** appears during the installation, click **Ignore**. The .NET Framework will continue to install.

---

#### **Install CIMS Windows Process Collector (If Applicable)**

If you are installing the CIMS Windows Process collector and want to collect process usage data from this server, you can install the executable and administrative programs for the collector as shown in the following steps. If you do not want to collect process data from this server, click **Cancel** and then click **Yes**.

---

**Note** • The following instructions are also applicable if you are installing the Windows Print Usage collector. By default, the Windows Print Usage collector option is not selected and you will not be prompted to install the collector.

---

- 1 Accept the default selection for the collector, **Service Collector**, and then click **Next**. Do not select the other components.
- 2 Choose the default location for installation (C:\Program Files\CIMSLab) or click **Browse** to choose another location. Click **Install** after making your selection.
- 3 Click **Close** when the installation of the collector is complete.
- 4 If the CIMS Server installation setup is complete, follow the instructions in the Setup Complete—Reboot Required dialog box, and then click **Finish**. Otherwise, complete the InstallShield Wizard as described in the following steps.

CIMS Lab provides a separate setup program for installing the CIMS Windows Process collector on other computers. For more information, refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide*.

#### **Install CIMS Advanced Spreadsheets (If Applicable)**

If you are installing CIMS Advanced Spreadsheets, the AdvSpreadSheets Setup Wizard appears. Click **Next** and complete the wizard as follows:

- 1 Leave all options at the default settings.
- 2 Click **Next** and then click **Next** again to confirm the installation.
- 3 Click **Close** when the installation is complete.

## Enter the IIS Web User Name

There are two options for controlling user access to the CIMS Server Web Reporting Web site: anonymous access and Windows authenticated access. Anonymous access allows remote access by the IUSR\_*computername* account. IIS user access is described in detail in [Set the User Authentication Method for the CIMS Server Web Reporting Web Site](#) on page 2-36.

The InstallShield Wizard allows you to enter the IUSR\_*computername*. This name is used for granting security permissions for CIMS Server folders as described in [Assign CIMS Server Folder Security Permissions](#) on page 2-38.

In most situations, the IUSR\_*computername* account that appears is correct and you can click **Next** to continue. If you want to confirm that it is correct, follow the instructions in [To set anonymous access](#): on page 2-37 to locate the IUSR\_*computername*. If the IUSR\_*computername* is not correct (for example, you changed your computer name after installing IIS), you can change it here and then click **Next**.

If you do not enter the correct IUSR\_*computername* here, you can assign the required folder privileges manually (see [page 2-38](#)). A series of error messages will appear. Click **OK** for each message.

## Complete the Installation

Follow the instructions in the Setup Complete—Reboot Required dialog box, and then click **Finish**.

## Modifying an Existing Installation

Follow the steps in this section to modify an existing installation. For example, you have already installed certain CIMS Data Collectors but now want to install others.

- 1 Start the InstallShield Wizard from the setup program or Windows Control Panel.
- 2 Click **Modify**, and then click **Next**.
- 3 Select the components that you want to install. (For a description of all components, see [Performing a New Installation or Upgrade](#) on page 2-13.)
- 4 Follow the instructions presented in the wizard to complete the installation.

# Getting Started

This section takes you through the steps required to set up and use CIMS Server. You should follow these steps in the order presented.

To help you to get started quickly, this section does not contain the detailed information found in other chapters in this guide. Where applicable, references to more detailed information are provided.

Before getting started, make sure that you have installed the system components required by CIMS Server as shown in *System Setup Checklist* on page 2-7.

## About the Configuration of Microsoft SQL Server and IIS for the CIMS Server Web Reporting Web Site

The CIMS Server Web Reporting Web site is an ASP application that runs under IIS and uses an SQL Server database. The database and IIS may be on one server or on separate servers. To set up SQL Server and IIS for CIMS Server Web Reporting, you must configure user access for both the SQL Server database and IIS.

The user access methods that you can use for the database and IIS are described in the following sections.

### SQL Server Database User Access

There are two options for controlling user access to the SQL Server database. These options are set in SQL Server Enterprise Manager as described in *Creating User Logins for the Database* on page 2-22.

- **Windows authentication.** Windows authentication verifies the database user using the Windows user account.
- **SQL Server authentication.** SQL Server authentication verifies the database user using the SQL Server login ID and password.

The user authentication method that you should use is dependent on the IIS and SQL Server configuration for your organization as shown in *Table 2-1* on page 2-20.

## IIS Web Site User Access

There are two options for controlling user access to the CIMS Server Web Reporting Web site. These options are set in Internet Information Services Manager as described in [Set the User Authentication Method for the CIMS Server Web Reporting Web Site](#) on page 2-36.

- **Anonymous access.** Anonymous access allows remote access by the user ID `IUSR_computername`. Users can connect to the CIMS Server Web Reporting Web site without a Windows user name or password.
- **Authenticated access.** Authenticated access uses the current Windows user information on the client computer to allow users to connect to the Web site.

If you are using a MSDE database, you need to use authenticated access.

If you are using a SQL Server 2000 database, you can use anonymous access or authenticated access depending on the IIS and SQL Server configuration for your organization as shown in [Table 2-1](#) on page 2-20.

### Features Not Available with Anonymous Access

If you use anonymous access, you cannot use the auto log on feature for CIMS Server Web Reporting. In addition, if you use anonymous access and are using the transaction audit feature, the user ID associated with the transaction will not reflect the actual user who made the change.

The auto log on feature enables end users to use CIMS Server Web Reporting without entering a CIMS user ID and password on the Login page. To enable this feature, see [Web Settings](#) on page 3-49.

The transaction audit feature enables CIMS Server administrators to track miscellaneous, recurring, and credit transactions created in CIMS Server Web Reporting. (For more information about transactions, refer to the *CIMS Server Web Reporting User's Guide*). To enable transaction audits and other audits such as client and rate, see [Table Audit Settings](#) on page 3-53.

**User Access Requirements by IIS and SQL Server Configuration**

The user authentication that you can use for IIS and the SQL Server database is dependent on whether you have IIS and SQL Server running on one server or separate servers and whether CIMS Server Web Reporting is running on an Internet or intranet site.

An intranet site is accessible only to computers connected to an organization’s internal network. An Internet site is accessible to all computers connected to the Internet.

Table 2-1 shows the allowed user authentication options by the different IIS and SQL Server configurations your organization might have.

IIS and SQL Server Configuration	Required IIS User Authentication	Required SQL Server User Authentication
IIS and SQL Server on the same server. CIMS Server Web Reporting on an intranet site.	Authenticated access	Windows authentication
	Or	
	Authenticated access	SQL Server authentication
IIS and SQL Server on the separate servers. CIMS Server Web Reporting on an intranet site.	Or	
	Anonymous access	SQL Server authentication
IIS and SQL Server on same or separate servers. CIMS Server Web Reporting on an Internet site.	Anonymous access	SQL Server authentication

**Table 2-1 • IIS and SQL Server User Authentication Requirements**

The steps required to configure user access for the database and IIS are provided in the following sections:

- *Creating User Logins for the Database* on page 2-22. Note that this is not required if you are using an MSDE database.
- *Select and Configure the Database As an ODBC Data Source* on page 2-24.
- *Set the User Authentication Method for the CIMS Server Web Reporting Web Site* on page 2-36.

It is important that review the information in these sections carefully to set the best user access options for your organization.

## Create a Database

The following sections provide steps for creating a database in MSDE 2000 or Microsoft SQL Server 2000.

---

**Note** • You can use more than one database with CIMS Server. For example, you might have a production database and a development database. For more information about creating multiple databases and configuring the databases as ODBC data sources, see *Chapter 4, Database Administration*.

---

### Creating an MSDE 2000 Database

When you install MSDE 2000, a default master database (master.mdf) is created. You can use this database “as is”.

The master database is created in C:\Program Files\Microsoft SQL Server\MSSQL\Data (if you installed CIMS Server, including MSDE, in the default location). You should include the Data folder in your backup schedule.

### Creating a Microsoft SQL Server 2000 Database

You can create a database using SQL Server Enterprise Manager or the OSQL or ISQL command-line interface. The following are the steps needed to create a database using Enterprise Manager:

- 1 In Windows, click **Start** ▶ **Programs** ▶ **Microsoft SQL Server** ▶ **Enterprise Manager**.
- 2 In the Tree window, under **Console Root**, navigate to **Microsoft SQL Server** ▶ **SQL Server Group** ▶ **Computername** ▶ **Databases**.
- 3 Right-click the **Databases** folder, and then click **New Database**.
- 4 In the Database Properties dialog box, enter the configuration information for the new database as follows:
  - On the **General** tab, type a name for the database. The name `CIMSServer` is used in this guide, but you can use any name.
  - Unless you need to change the default settings for the database, you do not need to reset values in the **Data File** or **Transaction Log** tabs.
- 5 Click **OK** when you are finished.

#### Creating User Logins for the Database

There are two types of CIMS Server users: the CIMS Server administrator or administrators and CIMS Server Web Reporting end users. After you create the database, you need to create a database login for these users as described in *To create a user login:* on page 2-23.

The user login includes the user authentication method for the database (Windows authentication or SQL Server authentication). When creating a login, consider the following when choosing the authentication method:

- Windows authentication verifies the SQL Server user using the Windows user account. If the user is the CIMS Server administrator, SQL Server uses the account on the computer running CIMS Server Administrator.
- SQL Server authentication verifies the user using the SQL Server login ID and password. Using this authentication method, you could create a single login for all CIMS Server administrators, a login for all CIMS Server Web Reporting end users, or a login for both administrators and end users.

---

**Note** • CIMS Server provides an optional table audit feature that enables you to track changes that have been made to the data in certain database tables (see *Table Audit Settings* on page 3-53). This information includes the user ID of the person who made the change. If you use SQL Server authentication for multiple users, you will not be able to identify the actual user who made the change.



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- You need to set up an ODBC data source for the database (see *Select and Configure the Database As an ODBC Data Source* on page 2-24). If you have a database that has a Windows authentication and SQL Server authentication login (for example, the CIMS Server administrator uses Windows authentication and the CIMS Server Web Reporting end users use SQL Server authentication), you need to create two data sources.



**To create a user login:**

**Note** • The following steps reflect creating a separate user login for CIMS Server administrators and CIMS Server Web Reporting end users.

- 1** In the SQL Server Enterprise Manager, right-click the `CIMSServer` database.
- 2** Click **New ▶ Database User**.  
The Database User Properties—New User dialog box appears.
- 3** In the **Login name** box, click **<new>**.  
The SQL Server Login Properties—New Login dialog box appears.
- 4** On the **General** tab, do the following:
  - In the **Name** box, do one of the following:
    - To use Windows user authentication, enter the user name. To browse for a user, click the **Browse** button .
    - To use SQL Server user authentication, type a user login name, for example `CIMSAdmin` or `CIMSUser`.
  - In the **Authentication** area, click either **Windows Authentication** or **SQL Server Authentication**. If you select **SQL Server Authentication**, type a password.
  - In the **Defaults** area, enter the `CIMSServer` database in the **Database** box.
- 5** If you are creating a login for a CIMS Server administrator, on the **Server Roles** tab, select the **System Administrators** check box.
- 6** On the **Database Access** tab, select the **Permit** check box for the `CIMSServer` database.  
A list of database permits appears with the **public** check box selected.
- 7** Leave the **public** check box selected and do one of the following:
  - If you are creating a login for a CIMS Server administrator, select the **db\_owner** check box, and then click **OK**.
  - If you are creating a login for CIMS Server Web Reporting end users, select the **db\_datareader** and **db\_datawriter** check boxes, and then click **OK**.
- 8** If you selected SQL Server authentication, in the **Confirm Password** dialog box, type the login password again, and then click **OK**.
- 9** Click **OK** to close the SQL Server Login Properties—New Login dialog box, and then click the **Close** button  to close the Database User Properties—New User dialog box.

To confirm that the user login has been added, expand the database and click **Users**.

## Set Up CIMS Server

Follow the steps in this section to set up CIMS Server.

### Select and Configure the Database As an ODBC Data Source

**Note** • If you are using MSDE, start CIMS Server Administrator (Start ▶ Programs ▶ CIMS Server ▶ Administrator if you installed CIMS Server in the default location). Make sure that the default CIMSServer data source is selected and click OK to close the Select ODBC Data Source dialog box. Keep CIMS Server Administrator open, and continue to *Initialize the Database* on page 2-26.

To access the CIMSServer database, you need to select and configure the ODBC data source for the database as follows:

**Note** • If the database has a Windows authentication login and a SQL Server authentication login (for example, the CIMS Server administrator uses Windows authentication and the CIMS Server Web Reporting end users use SQL Server authentication), you need to set up two data sources for the database.

- 1 Start CIMS Server Administrator (Start ▶ Programs ▶ CIMS Server ▶ Administrator if you installed CIMS Server in the default location).

The Select ODBC Data Source dialog box appears as shown in example [Figure 2-1](#). (If this box does not appear automatically, click Select ODBC Data Source.)

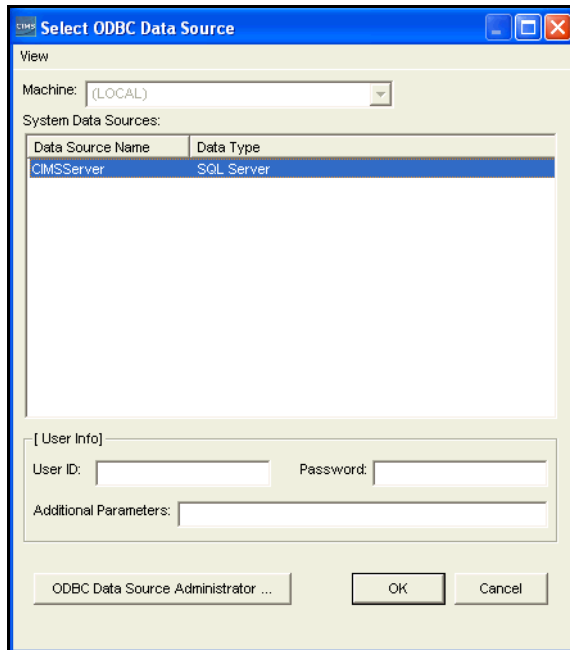


Figure 2-1 • Select ODBC Data Source Dialog Box

- 2 If you enabled SQL Server authentication for the database user login in *Creating User Logins for the Database* on page 2-22, make sure that the CIMSServer data source is selected and type the SQL Server user ID and password in the **Login ID** and **Password** boxes. If you enabled Windows authentication, leave these boxes blank.
- 3 Double-click the CIMSServer data source.
- 4 The DSN configuration wizard appears. Follow the steps provided in the wizard to point to the CIMSServer database. Consult your SQL Server DBA to determine the settings that you should select in the wizard. Note the following:
  - The wizard prompts you with the following: **How should SQL Server verify the authenticity of the login ID?** Click the correct authentication method (Windows or SQL Server). If you select SQL Server authentication, enter the SQL Server user ID and password in the **Login ID** and **Password** boxes.
  - **For Internationalization Only.** To select the language for the data source other than the default language, select the **Change Language of SQL Server Messages** to check box and click the language that you want from the list.

---

**Important!** • Do not select the **Use regional settings when outputting currency, numbers, dates, and times** check box (the default for this check box is unselected). CIMS Server does not support this option. Regional settings are supplied by the regional options for the user logged on to the computer (see *Internationalization Setup* on page 2-9).

---

- 5 When the wizard completes, click **Test Data Source** to make sure that the configuration was successful, and then click **OK** until the wizard closes.
- 6 Click **OK** to close the Select ODBC Data Source dialog box. Keep CIMS Server Administrator open and complete the steps shown in the following sections.

## Using Data Source UIDs

If you created separate SQL Server database logins for the CIMS Server administrator and CIMS Server Web Reporting end users in *Creating User Logins for the Database* on page 2-22, you need to create a unique identifier (UID) for the database data source that the Web end user will use to access the database. This may be the same data source used by the administrator or a different data source as noted in *Select and Configure the Database As an ODBC Data Source* on page 2-24. For more information, including the steps required to create the UID, see *Setting a Unique Identifier for an ODBC Data Source* on page 4-7.

### Initialize the Database

Initializing the database performs the following tasks:

- Creates new database tables
- Populates these tables with an initial set of data
- Creates necessary database objects

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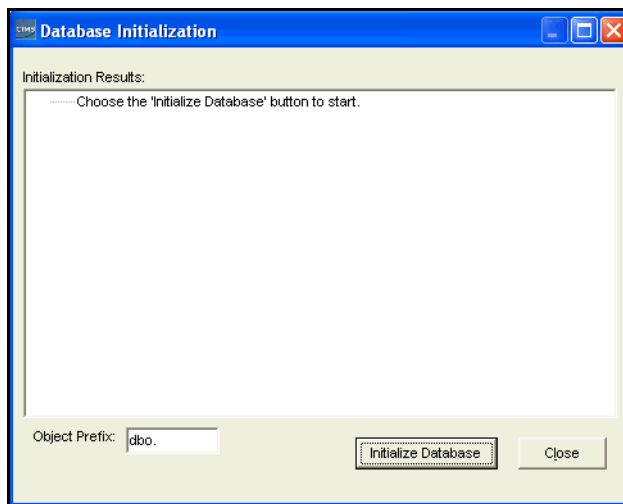
**Note** • Initializing the database should be performed only after installing CIMS Server for the first time. Do not initialize the database after performing an upgrade—initializing will overwrite your existing data.

---

To initialize the database:

- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Database** ▶ **Initialize Database**.

The Database Initialization dialog box appears as shown in [Figure 2-2](#).



**Figure 2-2 • Database Initialization Dialog Box**

CIMS Lab strongly recommends that you leave `dbo.` in the **Object Prefix** box. This prefix sets the owner of CIMS Server database objects to `dbo` in SQL Server allowing any authorized database user to view the objects. For more information about CIMS Server database objects, see [Chapter 4, Database Administration](#).

- 2 Click **Initialize Database** to populate the database with the necessary defaults.

---

**Note** • If the SQL Server user ID that you are using to access the database does not have sufficient system administration authority, CIMS Server might not be able to create database objects or to create objects with the appropriate permissions during database initialization. In this situation, a warning message appears recommending that you contact your database administrator or CIMS Lab before continuing.

---

- 3 In the Select Crystal Reports Version dialog box, click the version of Crystal Reports that you are using for Web reporting, and then click **OK**.
- 4 Click **OK** when the initialization is complete.

### Create a Processes Folder

In Windows, rename and/or move the `Sample Processes` folder. This folder is in `C:\Program Files\CIMSLab` if you installed CIMS Server in the default location.

CIMS Lab recommends that you rename this folder `Processes` and move it to a location where you keep data. However, you can give this folder any name and move it to any location. This folder is referred to as `Processes` in this guide.

The `Processes` folder is used to store process definitions. A process definition is a folder that contains the files required to process usage data from a particular source such as a database, operating system, or application. For more information about process definitions, see *CIMS Server Administrator Processing* on page 5-17.

Note that the `Processes` folder contains sample process definitions. These process definitions contain sample CIMS Server Resource Files that you can process and load into the CIMS Server database. *Process a Sample CIMS Server Resource File (Optional)* on page 2-33 provides the steps for processing these CIMS Server Resource Files.

## Enter CIMS Server Configuration Settings

You need to set the configuration settings for CIMS Server in CIMS Server Administrator. To configure the settings:

- 1 In the main window, click **System Administration** ▶ **Configuration Information**.

The Configuration dialog box appears.

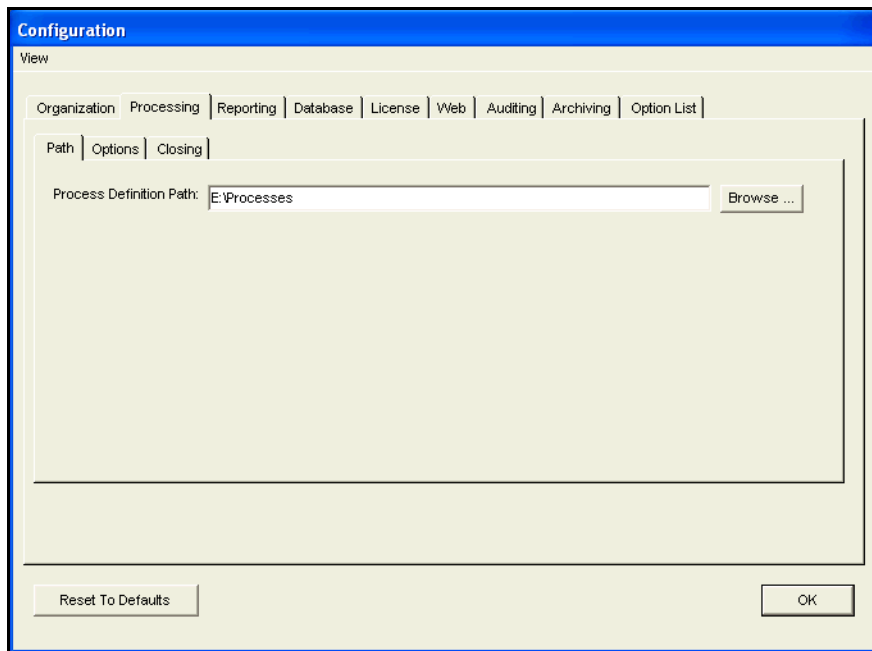
- 2 For the purpose of getting started, complete the **Organization**, **Processing**, **Reporting**, and **License** tabs as shown in the following sections. For information about the remaining tabs, see *Configuring System Settings* on page 3-42.

### Organization Tab

Enter your organization name and address (maximum of 255 characters in each line). This information appears on the standard invoices that are provided with CIMS Server.

### Processing Tab

In the **Process Definition Path** box, enter the path to the Processes folder as shown in example *Figure 2-3*.



**Figure 2-3 • Configuration Dialog Box—Processing Tab**

For more information about the Processing tab, see *Processing Settings* on page 3-44.

## Reporting Tab

The **Reporting** tab contains the settings for CIMS Server Web Reporting. The **Paths** subtab contains the paths to the following report folders:

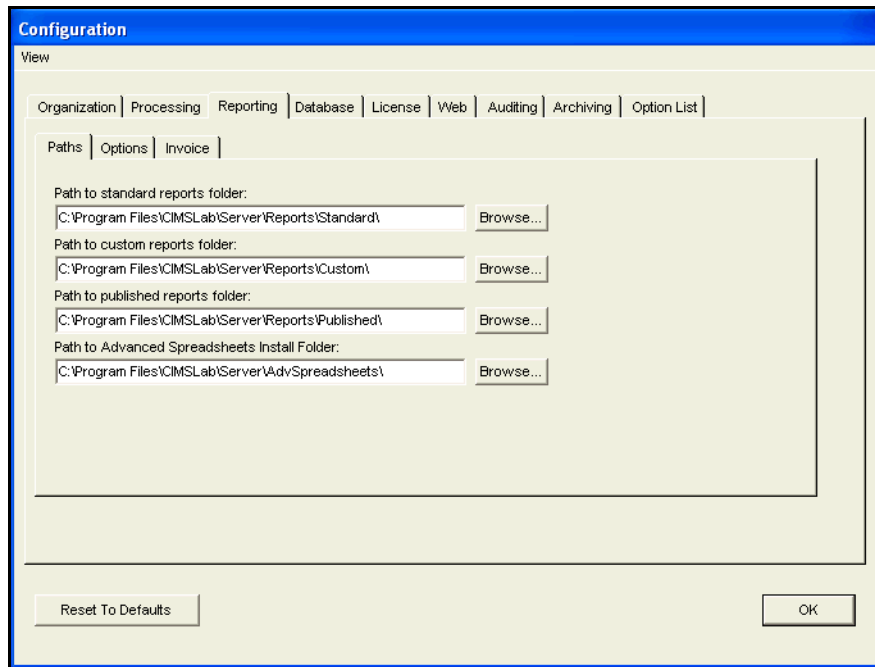
- **Standard.** CIMS Server produces chargeback and resource accounting reports based on IT usage data from your organization. This folder contains a variety of standard reports that you can use as templates to create custom reports for your organization. For a description of each of the standard reports, refer to the *CIMS Server Web Reporting User's Guide*.
- **Custom.** This folder contains custom reports. Custom reports are those that your Crystal Reports developer creates either independently or from the standard reports.
- **Published.** This folder contains published reports. Once a report is generated, it can be published. Publishing a report enables other CIMS Server Web Reporting users to view the report with the data as it appeared at the time the report was generated.
- **AdvSpreadsheets.** This folder contains XML definition files for CIMS Advanced Spreadsheets. The XML files for the standard advanced spreadsheets provided by CIMS Lab are contained in the **Standard** subfolder. You can modify the standard XML files to create custom spreadsheets for your organization.

Note that if the CIMS Advanced Spreadsheets application is not installed, the **AdvSpreadsheets** folder is not created and the folder path does not appear on the **Paths** subtab.

CIMS Lab recommends that you keep the **Standard** and **AdvSpreadsheets\Standard** folders in their default locations because standard reports and spreadsheets might be updated and/or added with a new version or release of CIMS Server. (A list of new and updated reports and spreadsheets is included in the release notes that accompany the new CIMS Server version or release. You can also view all of the available standard reports and spreadsheets at <http://www.cimsserver.com>.)

You can keep the **Custom** and **Published** report folders in the default location or you can rename and/or move the folders to any location. The reports in the **Custom** and **Published** report folders are not overwritten when you upgrade to a new version or release of CIMS Server.

Enter the paths for storing your reports (or accept the default locations). Example **Figure 2-4** on page 2-30 shows the default locations if you installed CIMS Server in the default location.



**Figure 2-4 • Configuration Dialog Box—Reporting Tab**

For more information about the **Reporting** tab, see *Reporting Settings* on page 3-45.

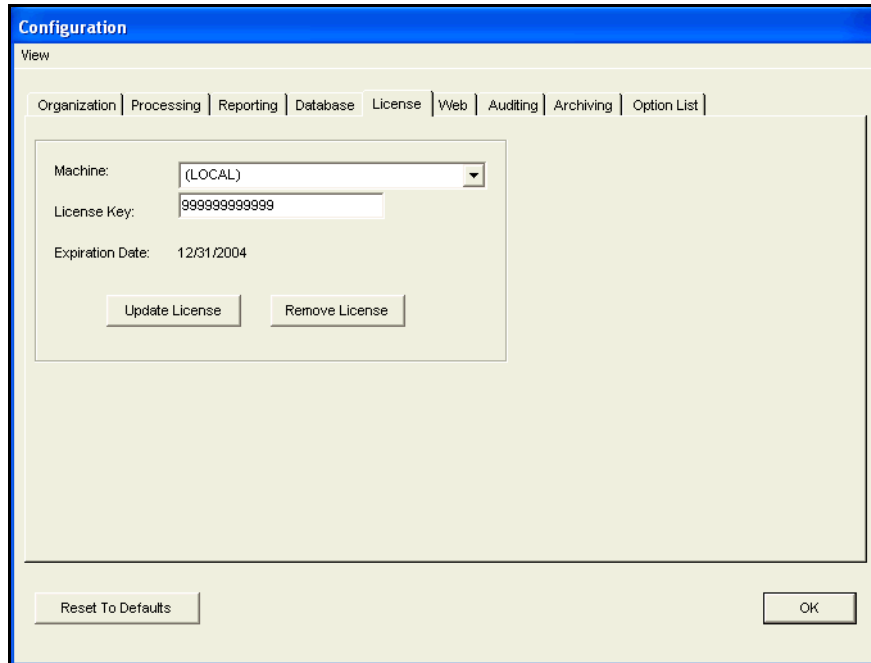


## License Tab

CIMS Server requires a license key that is provided by CIMS Lab. If you do not have your license key, contact CIMS Lab (see *Contacting Technical Support* on page 6-7).

To enter licensing information:

- 1 Click the appropriate workstation (machine) and enter the license key as shown in example [Figure 2-5](#).



**Figure 2-5 • Configuration Dialog Box–License Tab**

- 2 Click Update License.

## Set the Account Code Structure

CIMS Server uses an account code to identify entities for billing and reporting. This code determines how CIMS Server interprets and reports input data. The account code structure defines the account code levels that appear on invoices and other reports. For more information about defining account codes, see [Setting Up the Account Code Structure](#) on page 3-3.

To define the account code structure:

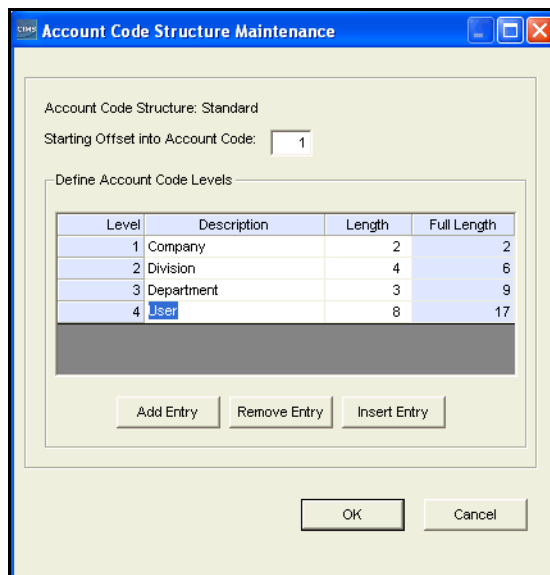
- 1 Click **Chargeback Administration** ▶ **Chargeback Table Maintenance** ▶ **Account Code Structure**.

The Account Code Structure List Maintenance dialog box appears.

- 2 Click **Edit**.

The Account Code Structure Maintenance dialog box appears.

- 3 Define your account codes (lengths and descriptions) as shown in example [Figure 2-6](#), and then click **OK**.



**Figure 2-6 • Account Code Structure Maintenance Dialog Box**

## Process a Sample CIMS Server Resource File (Optional)

**Note** • This is an optional step intended to provide a quick introduction to processing CIMS Server Resource Files. For more information about processing CIMS Server Resource Files, see [Chapter 5, Processing Data](#).

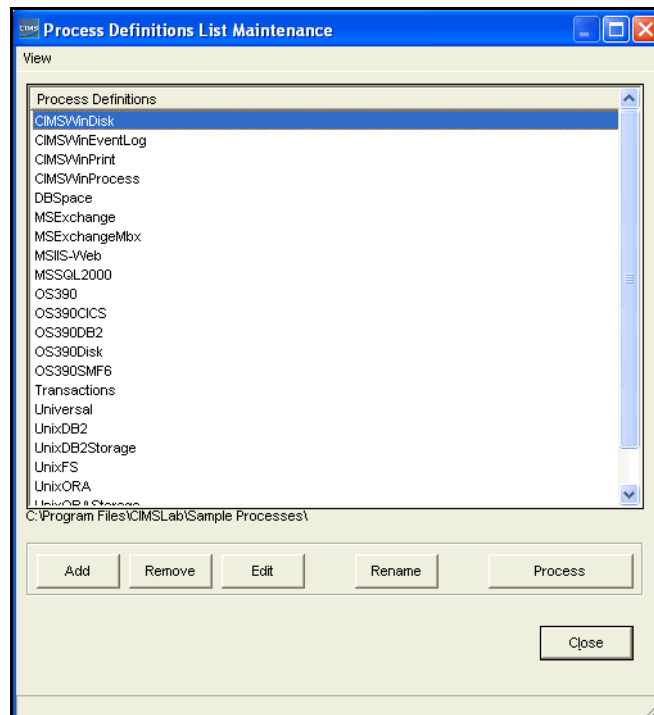
The primary method for input into CIMS Server is the CIMS Server Resource File. If you are using CIMS Data Collectors to collect usage data for input into CIMS Server, the CIMS Server Resource File is created as part of the collection process.

CIMS Server includes sample CIMS Server Resource Files from different databases, operating systems, and applications. The files are contained in process definition subfolders within the Processes folder that you created in [Create a Processes Folder](#) on page 2-27.

To process a sample CIMS Server Resource File:

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ► **Processing** ► **Process Definitions**.

The Process Definitions List Maintenance dialog box appears as shown in [Figure 2-7](#).



**Figure 2-7 • Process Definitions List Maintenance Dialog Box**

- 2 Click the process definition that contains the CIMS Server Resource File that you want to process, and then click **Process**.

- 3 If processing is successful, the data loads to the database and the **Process CIMS was successful** message appears. Click **Yes** to view the event log (the Event Viewer appears showing the files processed) or **No** to skip the event log.

To view the processing results, make sure that the process definition is selected, and then click **Edit**. Click the **Process Results** tab to view the results. (For more information, see *Process Results Tab* on page 5-31).

### **If You Are Installing CIMS Server on Multiple Computers**

If you install CIMS Server components on multiple computers (server or client) and the CIMS Server Administrator application on each computer points to the same database, you should use Universal Naming Convention (**UNC**) names for the Processes and Reports folder path (see *Enter CIMS Server Configuration Settings* on page 2-28). The use of logical drive names is not recommended when using multiple computers.

Note that if you are running CIMSACCT or CIMSBILL on a client and the database is on a server, the data is stored in the database but physical processing occurs on your computer. This can result in slower performance because large amounts of data need to be transferred over the network during processing. Therefore, it is recommended that you perform all CIMSACCT or CIMSBILL processing directly on the server using terminal emulation software.

## **Increase the Event Viewer Maximum Log Size**

CIMS Server logs all events (successful and unsuccessful) to the Windows Event Viewer. To accommodate the large number of data loads generated by CIMS Server, you need to increase the maximum log size in the Event Viewer as shown in the following steps. (Note that these steps are for the Microsoft Windows Server 2000 operating system. If you are using another operating system, refer to the Microsoft documentation if needed.)

- 1 In Windows, click **Start** ▶ **Settings** ▶ **Control Panel**.

- 2 Double-click **Administrative Tools** ▶ **Event Viewer**.

The Event Viewer window appears.

- 3 Right-click **Application**, and then click **Properties**.

The Application Properties dialog box appears.

- 4 On the **General** tab, increase the **Maximum log size** to at least 16000 KB.

- 5 Choose one of the following options under **When maximum log size is reached**:

- Click **Overwrite events older than** and enter 45 days.
- Click **Do not overwrite events**. This option requires that you clear the log manually rather than automatically when the log is full.

To avoid deleting older events, do not click **Overwrite events as needed**.

- 6 Click **OK** when you are finished.

## Set Up the Web Server

Follow the steps in this section to set up the Web server. The Web server may reside on the same server as the CIMS Server application server or on a separate server. Note that these steps are for IIS 5.1 on the Microsoft Windows 2000 Server operating system. If you are using another operating system, refer to the Microsoft documentation or contact CIMS Lab (see *Contacting Technical Support* on page 6-7).

### Install CIMS Server Administrator and Web Reporting on the Web Server (If Using a Separate Server)

---

**Note** • If the Web server (IIS) resides on the same server as the CIMS Server application server, skip this section.

---

If you are installing the Web server on a separate server than the CIMS Server application server, you need to install the CIMS Server Administrator and CIMS Server Web Reporting components on the Web server.

To install CIMS Server Administrator and CIMS Server Web Reporting, run the CIMS Server setup program and choose the **CIMS Administrator** and **CIMS Web Reporting** options (see *Performing a New Installation or Upgrade* on page 2-13).

When installation is complete, start CIMS Server Administrator, click **Select ODBC Data Source**, and point to the CIMSServer database.

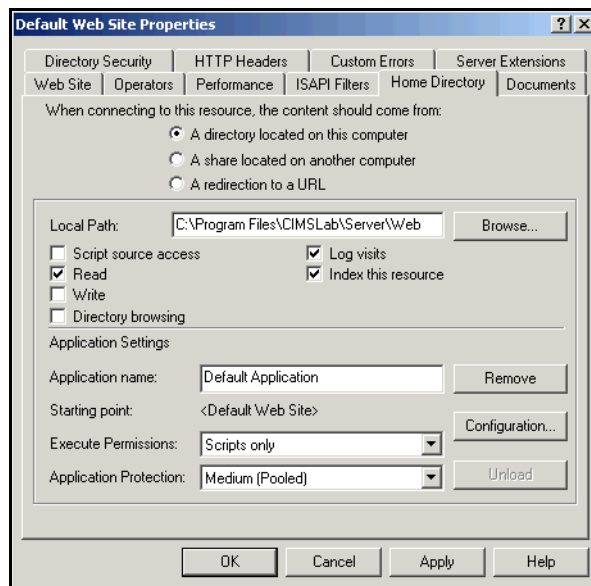
### Set the Home Directory for the CIMS Server Web Reporting Web Site

This section provides steps for setting the home directory for the CIMS Server Web Reporting Web server. For further assistance, consult your IIS administrator.

- 1 Click **Start** ▶ **Settings** ▶ **Control Panel**.
- 2 Double-click **Administrative Tools** ▶ **Computer Management**.
- 3 Double-click **Services and Applications** and navigate to **Internet Information Services** ▶ **Default Web Site**.
- 4 Right-click **Default Web Site**, and then click **Properties**.

The Default Web Site Properties dialog box appears.

- 5 Click the **Home Directory** tab (see *Figure 2-8* on page 2-36).



**Figure 2-8 • Default Web Site Properties Dialog Box—Home Directory Tab**

- 6 Enter the CIMS Server Web Reporting path in the **Local Path** box (or accept the default), and then click **Apply**. If you installed CIMS Server in the default location, the location is `C:\Program Files\CIMSLab\Server\Web`. You can also enter a UNC name (`\\Servername\Sharename`).
- 7 Leave the Default Web Site Properties dialog box open and continue to the next section.

### **Set the User Authentication Method for the CIMS Server Web Reporting Web Site**

There are two options for controlling user access to the CIMS Server Web Reporting Web site: anonymous access and authenticated access. Anonymous access allows remote access by the `IUSR_computername` account. Users can connect to the CIMS Server Web Reporting Web site without a user name or password. Authenticated access uses the current Windows user information on the client computer to allow users to connect to the Web site.

If you are using a MSDE database, you need to use authenticated access.

If you are using a SQL Server 2000 database, you can use anonymous access or authenticated access depending on the IIS and SQL Server configuration for your organization as shown in [Table 2-1](#) on page 2-20.

If you use anonymous access and are using the transaction audit feature, the user ID associated with the transaction will not reflect the actual user who made the change.

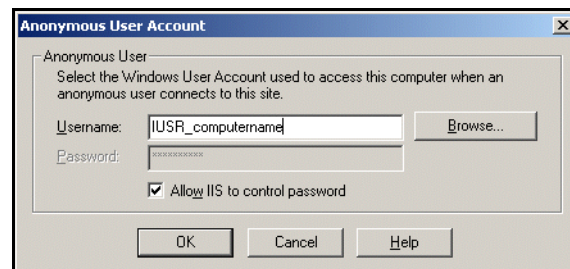
The auto log on feature enables end users to use CIMS Server Web Reporting without entering a CIMS user ID and password on the Login page. To enable this feature, see [Web Settings](#) on page 3-49.

The transaction audit feature enables CIMS Server administrators to track miscellaneous, recurring, and credit transactions created in CIMS Server Web Reporting. (For more information about transactions, refer to the *CIMS Server Web Reporting User's Guide*). To enable this feature, see [Table Audit Settings](#) on page 3-53.

The following sections provide the steps required to enable both authentication types.

#### To set anonymous access:

- 1 In the Default Web Site Properties dialog box, click the **Directory Security** tab.
- 2 In the **Anonymous access and authentication control** area click **Edit**. The Authentication Methods dialog box appears
- 3 Click the **Anonymous access** check box and clear all other check boxes.
- 4 Click **Edit** and do the following in the Anonymous User Account dialog box:
  - If `IUSR_computername` appears in the **Username** box, click **OK** (see [Figure 2-9](#)). If the IUSR name does not appear, click **Browse** to find the name.
  - Select the **Allow IIS to control password** check box. CIMS Lab recommends this option because it enables IIS to change the password for each access to the CIMS Server Web Reporting Web site.



**Figure 2-9 • Anonymous User Account Dialog Box**

- 5 Click **OK** until the Default Web Site Properties dialog box closes.
- 6 Restart IIS (see [page 6-4](#)).

#### To set authenticated access:

- 1 In the Default Web Site Properties dialog box, click the **Directory Security** tab.
- 2 In the **Anonymous access and authentication control** area click **Edit**. The Authentication Methods dialog box appears
- 3 Select the **Integrated Windows authentication** check box and clear all other check boxes.
- 4 Click **OK** until the Default Web Site Properties dialog box closes.
- 5 Restart IIS (see [page 6-4](#)).

### Assign CIMS Server Folder Security Permissions

The CIMS Server Web Reporting users must have the following security permissions for the CIMS Server folders shown. If you installed CIMS Server in the default location, the folders are in C:\Program Files\CIMSLab.

Folder	Required Permissions
Server	Read & Execute
Server/Web/temp	Full Control
Server/Reports/Published	Read & Execute, Write

If you selected anonymous access for IIS on page [page 2-37](#), the user is IUSR\_computername and that user name must be provided with these permissions. If you selected Windows authenticated access, each Windows user that will be accessing the CIMS Server Web Reporting Web site must be provided with these permissions.

---

**Note** • If the user is IUSR\_computername and you entered the correct IUSR\_computername account during installation, CIMS Server automatically sets the folder security permissions for the user. See [Enter the IIS Web User Name](#) on page 2-17.

---



## Enable Secure Sockets Layer (SSL) for the CIMS Server Web Reporting Web Site (Optional)

CIMS Server provides an optional auto log on feature that enables users to access the CIMS Server Web Reporting Web site without entering a user ID and password (see [page 3-49](#)). If you use this feature, Secure Sockets Layer (SSL) is not needed.

If you do not use the auto log on feature, you can enable SSL to protect the user ID and password needed to access the Web site. SSL is a protocol for ensuring security and privacy in internet communications via encryption. When SSL is enabled, `https://` rather than `http://` appears in the URL when a user accesses the Login page of the CIMS Server Web Reporting Web site.

To set up and enable SSL for the Web site, you need to first obtain a SSL certificate from a third-party certificate authority and install the certificate for the site. For the steps required to obtain and install the certificate, refer to the Microsoft Knowledge Base Article—298805.

Once you have installed the SSL certificate, complete the following steps to enable SSL for the login ID and password and then restart IIS. (To restart IIS, see [page 6-4](#).)

### *In the IIS Manager Window:*

- 1 Navigate to **Default Web Site** and expand it.
- 2 Right-click the **Secure** folder, and then click **Properties**.
- 3 On the **Directory Security** tab, click **Edit** in the **Secure communications** area.
- 4 In the **Secure Communications** dialog box, select the **Require secure channel (SSL)** check box, and then click **OK**.

### *In CIMS Server Administrator:*

- 1 Click **System Administration** ▶ **Configuration Information** ▶ **Web tab** ▶ **General subtab**.
- 2 Select the **Secure Login** check box.
- 3 If you are using an SSL port other than the default port 443 for the Web site, type the port number in the **Secure Port** check box.
- 4 Click **OK** when you are finished.

### Set Up CIMS Advanced Spreadsheets (Optional)

---

**Note** • If you did not install CIMS Advanced Spreadsheets, skip this section.

---

CIMS Server includes a variety of standard spreadsheets that are created in Crystal Reports. In addition to these standard spreadsheets, which are installed by default, you can choose to install CIMS Advanced Spreadsheets.

The CIMS Advanced Spreadsheets application enables you to build spreadsheets without Crystal Reports. These spreadsheets have more advanced features such as drilldown and sorting. CIMS Advanced Spreadsheets uses the Microsoft .NET Framework. CIMS Advanced Spreadsheets is described in detail in the *CIMS Server Web Reporting User's Guide*.

---

**Note** • CIMS Advanced Spreadsheets is designed to work with a SQL Server database. If you are using a MSDE database, contact CIMS Lab technical support for assistance (see *Contacting Technical Support* on page 6-7).

---

To enable CIMS Advanced Spreadsheets, you need to do the following:

- Install CIMS Advanced Spreadsheets during the CIMS Server installation or as a separate install (see *To Install CIMS Advanced Spreadsheets As a Stand-Alone Application (Optional)* on page 2-43). The following sections assume that you installed CIMS Advanced Spreadsheets when you installed CIMS CIMS Server.
- Follow the steps in this section to set up CIMS Advanced Spreadsheets.
- Enable CIMS Advanced Spreadsheets in the CIMS Server Administrator Configuration dialog box (see *Options Subtab* on page 3-46).

#### Create an IIS Application for Advanced Spreadsheets

---

**Note** • The following steps are for IIS 5.1 on the Microsoft Windows 2000 Server operating system. If you are using another operating system, refer to the Microsoft documentation or contact CIMS Lab (see *Contacting Technical Support* on page 6-7).

---

- 1 Click **Start** ▶ **Settings** ▶ **Control Panel**.
- 2 Double-click **Administrative Tools** ▶ **Computer Management**.
- 3 Double-click **Services and Applications** and navigate to **Internet Information Services** ▶ **Default Web Site**.
- 4 Expand **Default Web Site**.
- 5 Right-click the **AdvSpreadsheets** folder, and then click **Properties**.

The AdvSpreadsheets Properties dialog box appears.

- 6 On the **Directory** tab, click **Create** and then click **OK**.

## Create a SQL Server Login for the ASPNET User (If You Are Using Windows Authentication)

**Note** • If you are using SQL Server authentication for the CIMSServer database, the following steps are not required. Continue to [Set Up Folder Permissions](#) on page 2-42.

Microsoft .NET pages run under the *computername*/ASPNET login by default, where *computername* is the name of the computer running SQL Server. If you are using Windows authentication for the CIMSServer database, add the *computername*/ASPNET user to the database as follows:

- 1 In Windows, click **Start** ▶ **Programs** ▶ **Microsoft SQL Server** ▶ **Enterprise Manager**.
- 2 In the Tree window, under **Console Root**, navigate to **Microsoft SQL Server** ▶ **SQL Server Group** ▶ **Computername** ▶ **Databases**.

3 Expand **Databases**.


- 4 Right click the CIMSServer database, and then click **New** ▶ **Database User**.

The Database User Properties—New User dialog box appears.

- 5 In the **Login name** box, click <new>.

The SQL Server Login Properties—New Login dialog box appears.


- 6 On the **General** tab, do the following:

- Enter the *computername*/ASPNET user in the **Name** box. To browse for the user, click the **Browse** button .
- In the **Defaults** area, enter the CIMSServer database in the **Database** box.

- 7 On the **Database Access** tab, select the **Permit** check box for the CIMSServer database.

A list of database permits appears with the **public** check box selected.

- 8 Leave the **public** check box selected, select the **db\_owner** check box, and then click **OK**.

- 9 Click **OK** to close the SQL Server Login Properties—New Login dialog box, and then click the **Close** button  to close the Database User Properties—New User dialog box.

### Set Up Folder Permissions

The CIMS Advanced Spreadsheets application must have permission to write and modify the AdvSpreadsheets folder. This folder is in C:\Program Files\CIMSLab\Server\Web if you installed CIMS Server in the default location. To assign the required permissions:

- 1 Right-click the AdvSpreadsheets folder, and then click **Properties**.  
The AdvSpreadsheets Properties dialog box appears.
- 2 On the **Security** tab, click **Add**.
- 3 Type *computername*\ASPNET, where *computername* is the name of the computer running the CIMS Server Web Reporting Web site, and then click **OK**.
- 4 Click the **Full Control** check box for the user.
- 5 Click **OK** when you are finished.

### Set Folder Location (If Not the Default Location)

---

**Note** • If you installed CIMS Advanced Spreadsheets in the default location (C:\Program Files\CIMSLab\Server\Web\AdvSpreadsheets), the following steps are not required.

---

- 1 In the AdvSpreadsheets folder, open the Web.config file in any text editor.
- 2 Under <appSettings>, change the spreadsheetlocation key value to the correct path.
- 3 Save the updated file and restart IIS. (To restart IIS, see [page 6-4](#)).

### Set Up Internationalization (Optional)

You can localize CIMS Advanced Spreadsheets to reflect culture-specific information for your organization as follows:

- 1 In the AdvSpreadsheets folder, open the Web.config file in any text editor.
- 2 Under <appSettings>, change the charset key value to the applicable code. The default is en-us (US English).

The Microsoft Web site contains a list of valid codes ( <http://msdn.microsoft.com/library/default.asp?url=/library/en-us/cpref/html/frlrfSystemGlobalizationCultureInfoClassTopic.asp>).

- 3 Save the updated file and restart IIS. (To restart IIS, see [page 6-4](#)).

## To Install CIMS Advanced Spreadsheets As a Stand-Alone Application (Optional)

If you installed CIMS Server in the default location, the CIMS Advanced Spreadsheets install program, `CIMSSpreadsheet.msi`, is in `C:\Program Files\CIMSLab\Server\AdvSpreadsheets`.

The following are the suggested system specifications for the stand-alone CIMS Advanced Spreadsheets application:

- Microsoft Windows 2000 Server or Windows Server 2003 with the latest service pack
- Microsoft SQL Server 2000 with the latest service pack (SQL Server 7.0 is also acceptable)
- Microsoft .NET Framework 1.1

### *To install CIMS Advanced Spreadsheets as a stand-alone application:*

- 1 Log on to Windows as a user in the Administrators group.
- 2 Click the Windows **Start** button, and then click **Run**.
- 3 Enter the path to the CIMS Advanced Spreadsheets install program, `CIMSSpreadsheet.msi`, and then click **OK**.
- 4 Follow the steps provided in the install wizard.

## Start CIMS Server Web Reporting

- 1 In the Web browser, enter the URL for the server running CIMS Server Web Reporting. This is the server that you set up in *Set Up the Web Server* on page 2-35. If you are running the browser on the same computer as the Web server, enter the URL `http://localhost`.
- 2 Click **Login** to open the Login page.
- 3 Type the user ID `admin` and the password `password`, and then click **OK**. This is a default user and password created by CIMS Server (see *About Users and Groups* on page 2-45).

---

**Note** • You can enable the auto log on feature that allows users to access CIMS Server Web Reporting without entering a user ID and password. For more information, see [page 3-49](#).

---

If you have successfully loaded sample data from the `Processes` folder, you should be able to create reports from the **Reports** ▶ **Run Reports** menu (see [Figure 2-10](#)). For instructions, refer to the *CIMS Server Web Reporting User's Guide*.

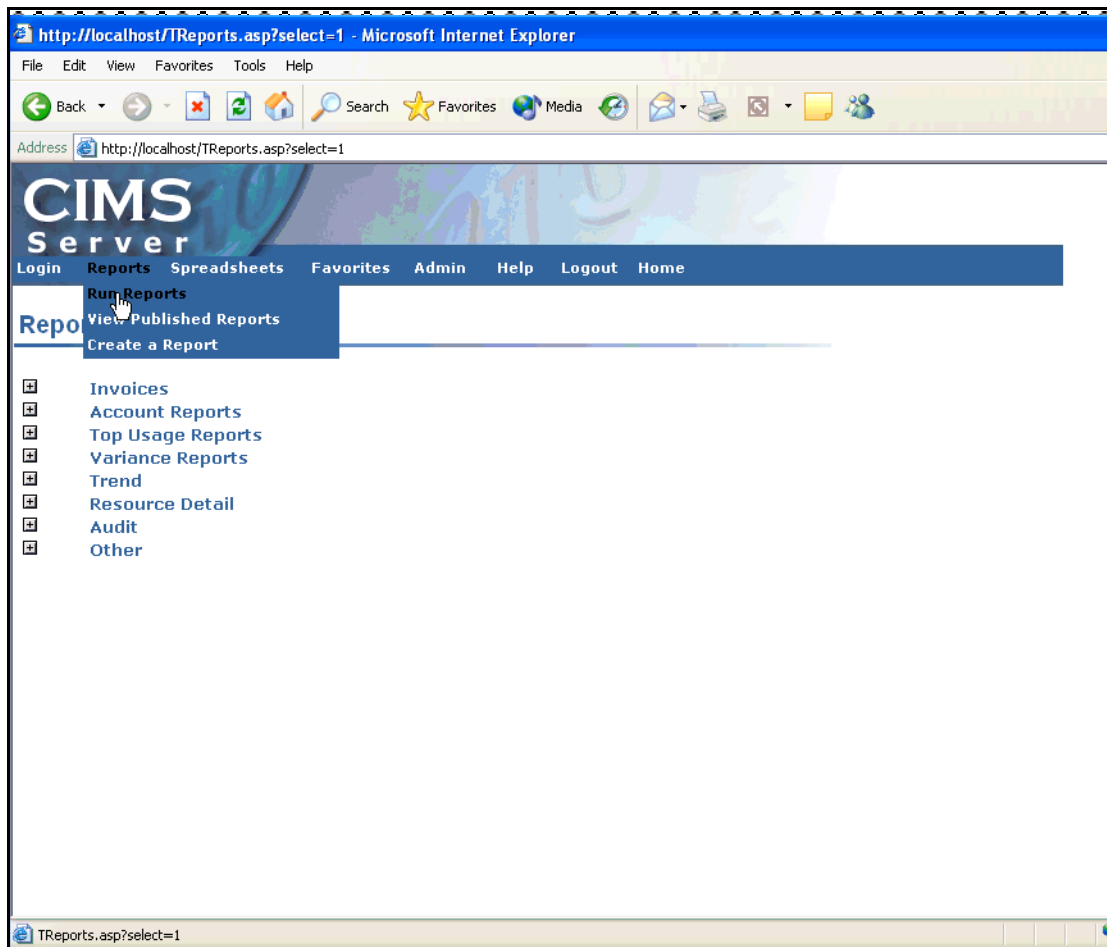


Figure 2-10 • CIMS Server Web Reporting—Reports Menu

---

**Note** • You can select the Crystal Report viewer that you want to use to view reports. When you install CIMS Server, the default viewer is HTML (see [Web Settings](#) on page 3-49).

If you select the ActiveX or Java viewer, you will receive a warning message asking if you want to install and run Crystal Smart Viewer for ActiveX or Java when you attempt to run a report after installing CIMS Server for the first time. Click Yes. It is also advisable that you select the Always trust content from Crystal Decisions, Inc check box.

---

## About Users and Groups

A user is an individual with access rights to CIMS Server Web Reporting. Each user can belong to only one user group. Users are granted the rights and privileges granted to the group. This system of users and groups allows you to control which reports a user can access, the clients that the user can view in reports, and the administrative privileges for the user.

When you initialized the database (see [page 2-26](#)), CIMS Server added the default administrator user `admin` that belongs to the user group `Admin`. The group `Admin` has administrative privileges in CIMS Server Web Reporting and can view all reports and clients.

For instructions on how to create users and groups, see [Working with Users and Groups](#) on page 3-25.

## Troubleshooting

For troubleshooting information, see [Chapter 6, Troubleshooting and Additional Information](#).

## Moving and Resizing Dialog Boxes

You can move and resize the dialog boxes in CIMS Server Administrator. To move a dialog box, simply drag the box. To resize the box, point to the horizontal or vertical edge of the box. When the double arrow appears, click the edge of the box and drag it to the size that you want.

To return a dialog box to its original position and size, click **View ▶ Reset Form Position to Default** where this command is available. Where this command is not available, the dialog box returns to its original location and size when it is closed and reopened.

## Viewing Online Help

To view context-sensitive online help in CIMS Server Administrator, press <F1>.

## **Downloading Product Updates**

You can download product updates by visiting the CIMS Lab Web site (<http://www.cimslab.com>) and clicking **Customer Area ▶ Product Updates**. Note that you need to provide your CIMS Server license key as a password.



# Setting Up the System

This chapter describes how to use CIMS Server Administrator to set up the CIMS Server system, including defining the account code structure, entering rates and rate groups, creating users and groups, and setting reporting options.

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## Setting Up the Account Code Structure

CIMS Server uses an account code to identify entities for billing and reporting. This code determines how CIMS Server interprets and reports input data.

One of the first steps in implementing CIMS Server is defining the account code structure. This structure defines the account code levels that appear on invoices and other reports.

For more information about account codes, see [Setting Up Account Codes and Performing Account Code Conversion](#) on page 5-33.

### Account Code Structure Example

An account code can contain up to 128 bytes. The structure of the account code reflects the chargeback hierarchy for your organization arranged from highest to lowest level (e.g., company, division, department). You can define as many account code levels as necessary within the maximum available 128-byte field length.

For example, the following 17-byte account code contains four levels:

AABBBBCCCDDDDDDDD

Level 1, AA

Full Length = 2 bytes

Description = Company

Level 2, AABBBB

Full Length = 6 bytes

Description = Division

Level 3, AABBBBCCC

Full Length = 9 bytes

Description = Department

Level 4, AABBBBCCCDDDDDDDD

Full Length = 17 bytes

Description = User

To see how you would define this account code for CIMS Server, see [Figure 3-3](#) on page 3-6.

## Defining the Account Code Structure

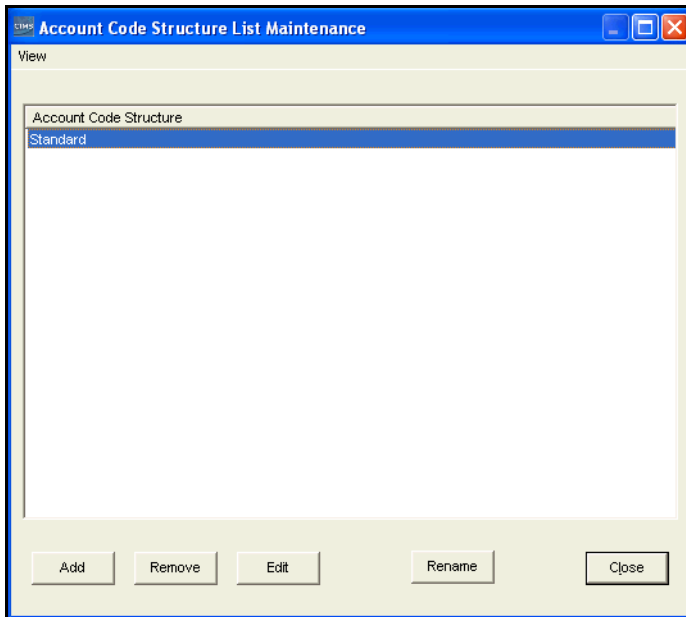
CIMS Server includes a default account code structure called Standard. Use this structure to define your account code.

If you need to create additional account code structures for reporting, see [Defining Alternate Account Code Structures](#) on page 3-8.

### **To create account code levels:**

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Chargeback Table Maintenance** ▶ **Account Code Structure**.

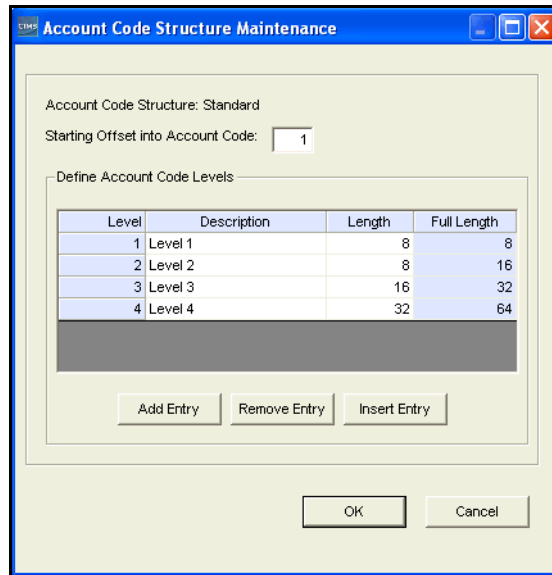
The Account Code Structure List Maintenance dialog box appears as shown in [Figure 3-1](#).



**Figure 3-1 • Account Code Structure List Maintenance Dialog Box**

**2** Click **Edit**.

The Account Code Structure Maintenance dialog box appears as shown in [Figure 3-2](#).



**Figure 3-2 • Account Code Structure Maintenance Dialog Box**

- 3** In the **Starting Offset into Account Code** box, accept the default to begin reporting from the first account code level or enter another starting position to begin reporting at another level (see [To set the starting offset number:](#) on page 3-7).
- 4** In the **Description** and **Length** boxes, edit the sample description and length for each level of the account code (maximum of 128 levels where each level is a length of 1). To add a level to the end of the account code structure, click **Add Entry**. To add a level above an existing level, click the level, and then click **Insert Entry**.

For example, the account codes structure shown in [Account Code Structure Example](#) on page 3-3 is entered as shown in [Figure 3-3](#) on page 3-6.

## ■ Setting Up the System

### Setting Up the Account Code Structure

Level	Description	Length	Full Length
1	Company	2	2
2	Division	4	6
3	Department	3	9
4	User	8	17

**Figure 3-3 • Example Account Code Structure**

Note the difference between the length and full length. The length is the number of bytes representing the specific entity. For example, the 4-byte BBBB in Level 2 represents the division.

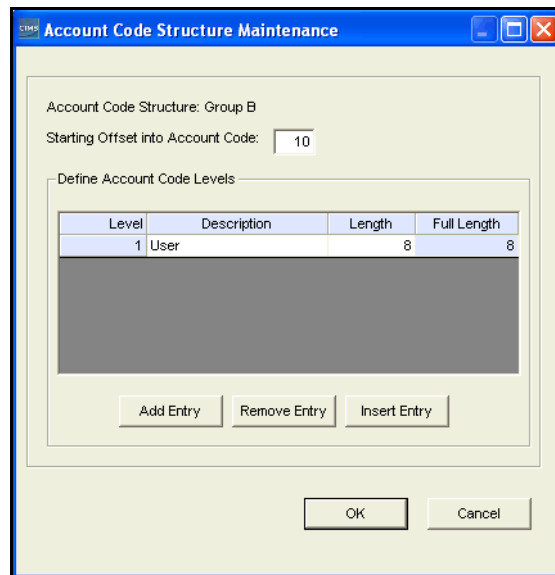
The full length is automatically calculated and represents the total number of bytes for the level. For example, Level 2 includes 2 bytes for the company and 4 bytes for the division for a total of 6 bytes.

- 5 Click **OK** when you are finished.

**To set the starting offset number:**

The starting *offset* number determines the account code levels that are presented in reports. If you want to begin reporting from a level other than Level 1, enter the offset position for the level at which you want to begin reporting.

For example, if you have two user groups and one group wants to begin reporting at the User level shown in [Figure 3-3](#) on page 3-6, you could set up a second account code structure with one level for User and an offset of 10 (the position where the User level begins in the account code structure) as shown in [Figure 3-4](#).



**Figure 3-4 • Adding a Second Account Code Structure with Different Starting Offset**

Note that in this situation, users in groups using this account code structure cannot view any report levels other than User in CIMS Server Web Reporting (see [Working with Reports](#) on page 3-34). To avoid this restriction, you could create a report for the User level in Crystal Reports rather than create an additional account code structure. For more information, contact CIMS Lab (see [Contacting Technical Support](#) on page 6-7).

**To remove an account code level:**

Click the level, and then click **Remove Entry**.

## Defining Alternate Account Code Structures

If needed, you can create additional account code structures. For example, you may need account codes with different levels or different offset positions.

---

**Note** • If you have alternate account code structures, you need to choose the correct structure when you create CIMS Server user groups. The account code structure defaults to Standard (see *Working with Reports* on page 3-34).

---

### **To add an alternate account code structure:**

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Chargeback Table Maintenance** ▶ **Account Code Structure**.

The Account Code Structure List Maintenance dialog box appears.

- 2 Click **Add**.

- 3 In the Add Account Code Structure dialog box, enter the name of the new account code structure (maximum of 32 characters), and then click **OK**.

The Account Code Structure Maintenance dialog box appears.

- 4 In the **Starting Offset into Account Code** box, accept the default or enter a starting offset number (see *To set the starting offset number:* on page 3-7).
- 5 Click **Add Entry** to add each level. (To add a level above an existing level, click the level, and then click **Insert Entry**).
- 6 Click **OK** when you are finished.

### **To rename an alternate account code structure:**

- 1 Click the structure, and then click **Rename**.
- 2 In the Change Account Code Structure Name dialog box, enter the new name of the account code structure, and then click **OK**.

### **To remove an alternate account code structure:**

Click the structure, and then click **Remove**.



## Working with Rates

CIMS Server uses a rate to calculate a cost for each resource being reported. Rates are organized by rate codes, tables, and groups as described in the following sections.

### Defining Rate Codes

The rate code represents the resource units being reported (e.g., CPU time, transactions processed, or lines printed). The rate code includes the value for the resource and other rate processing information.

Rate codes are contained in rate tables. CIMS Server includes a default STANDARD table that contains sample rate codes. You can modify, delete, or add rate codes in this table to reflect the rate codes in your CIMS Server Resource Files. You can also create additional tables for differential costing (see *Defining Alternate Rate Tables* on page 3-13).

Each rate code belongs to one rate group. Rate groups are logical groups that are used for grouping resources on invoices and other reports and for drill down (detailed) reporting. For more information about rate groups, see *Defining Rate Groups* on page 3-14.

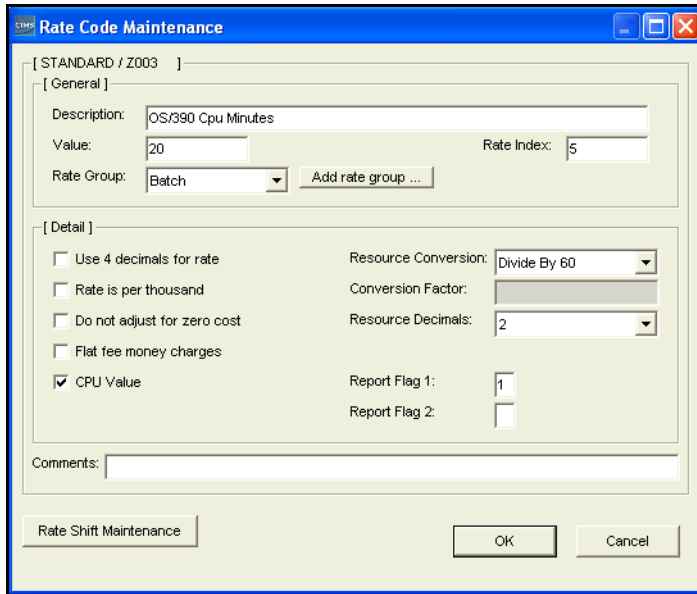
#### *To add a rate code:*

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Chargeback Table Maintenance** ▶ **Rate Codes**.

The Rate Code List Maintenance dialog box appears.

- 2 If the **Rate Table** list contains multiple tables, click the rate table that you want to add the rate to. (If there are multiple tables, **All** appears in the **Rate Table** list by default.)
- 3 Click **Add Rate**.
- 4 In the Add New Rate Code dialog box, enter the new rate code (maximum of eight characters), and then click **OK**.

The Rate Code Maintenance dialog box appears as shown in example *Figure 3-5* on page 3-10.



**Figure 3-5 • Rate Code Maintenance Dialog Box**

**5** Edit the rate code settings as follows:

- **Description.** Enter a meaningful description of the rate code (maximum of 40 characters). The description appears on reports, graphs, and spreadsheets.
- **Value.** Enter the amount to be charged for the consumption of the resource represented by this rate code. Keep in mind:
  - Rate value corresponds to the specified rate code.

---

**Note •** The following currency values are for example purposes only. CIMS Server supports all currencies.

---

- \$25 is input as 25.
- \$1.25 is input as 1.25.
- Negative values are preceded by a minus (e.g., -1).
- Maximum Rate is 9999999v99999999.
- The value is multiplied by the resource amount contained in matching CIMS Server Resource Files. For example, if the rate code value is 25 and a matching resource file contains a value of 5 hours, then the total charge would be \$125.
- **Rate Index.** The rate index defaults to the order in which the rate code appears in reports. You can change the order; however, you cannot enter an index number that is already in use.

- **Rate Group.** Click the rate group for the rate code or click **Add rate group** to create a new rate group. All rate codes must be assigned to a group.

---

**Note** • You can also create rate groups and assign rate codes using the **Rate Group Maintenance** dialog box (see *Defining Rate Groups* on page 3-14).

---

- **Use 4 decimals for rate.** This option determines the number of decimal digits that appear in the rate value in reports. If this check box is selected, the rate value includes four decimal digits. If this check box is not selected, the rate value includes eight decimal digits.
- **Rate is per thousand.** Select this check box to change the rate in reports from per resource unit to per thousand units.
- **Do not adjust for zero cost.** Select this check box if you do not want the associated rate code to be included in zero cost calculations.

#### *About Zero Costing*

It is possible within CIMS Server Web Reporting to enter a *target* recovery amount for the billing period. (See the *CIMS Server Web Reporting User's Guide* for information about the CIMS Server Zero Cost Center Invoice). CIMS Server then makes the appropriate adjustments to recover the targeted amount rather than the amount reflected by the standard multiplication of rate by resource units. This zero costing allows IT departments to recover a specified amount each billing period rather than show a profit or loss.

It is not always desirable to apply zero costing to all rates. Often, fixed cost items such as leased line charges, delivery services, or license fees are excluded from zero costing. The cost of these items is used as part of the overall calculation, but the specific rate is not adjusted.

- **Flat fee money charges.** Select this check box if the resource units for the rate code are considered a monetary amount rather than units of utilization. When this check box is selected, the rate value entered in the **Value** box is ignored.
- **CPU Value.** Select this check box to normalize CPU usage for this rate (see *Normalizing CPU Values* on page 5-49).
- **Resource Conversion.** You can adjust the total resource units value in reports using the following conversion factors:
  - **Default.** No conversion is performed.
  - **Divide By or Multiply By.** The total resource units are divided or multiplied by a set conversion factor (e.g., Divide by 1000, Multiply by 60, etc.).
  - **Multiply By Conversion Factor.** The total resource units are multiplied by the factor in the **Conversion Factor** box.

- **Conversion Factor.** This box is available only when **Multiply By Conversion Factor** is selected in the **Resource Conversion** box. Type a number by which you would like to multiply the total resource units for the rate code. This factor can be up to 16 digits including a decimal.
- **Resource Decimals.** This option determines the number of decimal digits that appear in the resource units value in reports (e.g., 0= 99, 4 = 99.9999). The default is two decimal digits.
- **Report Flag 1 and 2.** These boxes allow you to enter a one-character value that you can use in custom reports. The values for these flags are user-specified.
- **Comments.** Enter any comments regarding the rate code.

**6** Click **OK** when you are finished.

You cannot add duplicate rate codes to a rate table. Each rate code in a table must be unique. If you want to use the same rate code more than once, e.g., you charge different clients different rates for the same resource, you must create separate tables (see *Defining Alternate Rate Tables* on page 3-13).

---

**Note** • Rates in the Rate Code List Maintenance dialog box are sorted by the index number. To sort the rates by rate code, rate group, description, etc., click the appropriate column header. To reverse the sort order, click the column header again.

---

#### **To edit a rate code:**

**1** Double-click the code, or click the code and then click **Edit Rate**.

The Rate Code Maintenance dialog box appears.

**2** Follow the steps in *To add a rate code*: beginning with **Step 5** on page 3-10.

#### **To remove a rate code:**

Click the rate code, and then click **Remove Rate**.

## **Setting Rate Shifts**

Rate shifts allow you to set different rates based on the time of day. For example, if a user is using a computer's resources at 4 a.m., you might charge the user less than if he uses these resources at 1 p.m. By default, every rate code has one shift. If your CIMS Server Resource Files contain multiple shift codes, you can define up to eight additional rate shifts for a total of nine shifts.

#### **To set rate shifts:**

**1** Click the rate code for which you would like to set rate shifts.

**2** Click **Edit Rate Shifts**.

The Rate Shift Maintenance dialog box appears.

- 3 To enter a rate shift, click the **Rate Value** box next to the shift number and enter a monetary value. In the adjacent **Description** box, enter an optional short description of the rate shift. See example [Figure 3-6](#) on page 3-13.

	Rate Value	Description
Shift #2	.75	Night
Shift #3	.5	Swing
Shift #4	0	
Shift #5	0	
Shift #6	0	
Shift #7	0	
Shift #8	0	
Shift #9	0	

Keyboard Usage: Press the Enter key to edit a cell. Use the arrow keys to navigate between cells.

**Figure 3-6 • Rate Shift Maintenance Dialog Box**

- 4 Click **OK** when you are finished.

## Defining Alternate Rate Tables

If needed, you can create additional rate tables. For example, you might have clients who are charged different rates for the same resource usage (the Finance department is charged \$20 per hour of CPU usage while the Marketing department is charged \$5 per hour). In this case, you can have two tables with the same rate codes but different values.

### To add a rate table:

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Chargeback Table Maintenance** ▶ **Rate Codes**.

The Rate Code List Maintenance dialog box appears.

- 2 Click **Add Table** at the top of the dialog box.
- 3 In the Add New Rate Table dialog box, enter a name (maximum of eight characters), and then click **OK**.

The new rate table appears in the Rate Code List Maintenance dialog box.

- 4 To add rates to the table, follow the steps for adding a rate code in [To add a rate code:](#) on page 3-9.

#### **To duplicate a rate table:**

- 1 Click a table in the **Rate Table** list, and then click **Duplicate Table**.
- 2 In the Duplicate Rate Table dialog box, enter a name (maximum of eight characters), and then click **OK**.

The new rate table appears in the Rate Code List Maintenance dialog box. The new table contains all of the rate codes contained in the original rate table.

- 3 To edit the rates in the table, double-click the code, or click the code and then click **Edit Rate**, and follow the steps in *To add a rate code*: beginning with **Step 5** on page 3-10.

#### **To remove a rate table:**

Click the table in the **Rate Table** list, and then click **Remove Table**.

**WARNING** • When you remove a rate table, you lose all rate codes with their associated rates specific to that table.

## Defining Rate Groups

---

**Tip** • When working with rate groups, you can access commands for an item by clicking the appropriate button, or you can access the same commands by right-clicking the item.

---

Creating and using rate groups lets you create rate subtotals in reports, graphs, and spreadsheets. Grouping rates such as CPU charges, Windows charges, and UNIX charges allows reports to be summarized in a way that is meaningful. It also allows users to create reports based on grouping rates that have the same *identifier* or identifiers.

All rate codes must be assigned to a group. For more information, see *Adding an Unassigned Rate Code to a Rate Group* on page 3-16.

---

**Note** • It is recommended that you *do not* assign rate codes with different identifiers to the same rate group. Combining rate codes with different identifiers within the same group results in reporting anomalies.

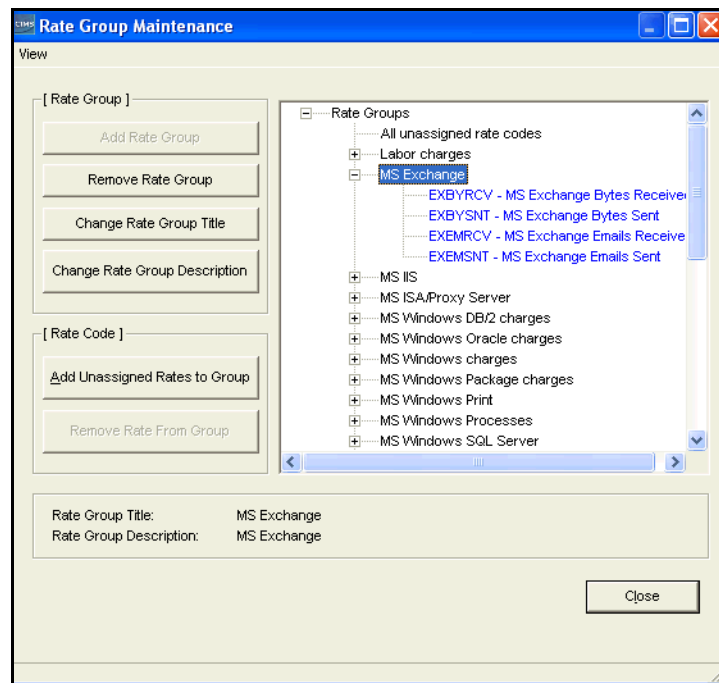
**Suggestion:** Create a separate rate group for each resource file type. For example a Unix charges group for Unix resource files with the same identifiers. This ensures that the rate codes within the group have the same identifiers.

---

#### **To add a rate group:**

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Chargeback Table Maintenance** ▶ **Rate Groups**.

The Rate Group Maintenance dialog box appears displaying an expandable hierarchy of existing rate groups. Individual rate codes appear within each rate group. See example *Figure 3-7* on page 3-15.



**Figure 3-7 • Rate Group Maintenance Dialog Box**

- 2 Click **Rate Groups** at the top of the group list, and then click **Add Rate Group**.
- 3 In the **Add Rate Group** dialog box, enter a description of the rate group (maximum of 32 characters), and then click **OK**.

#### **To remove a rate group:**

Click the rate group, and then click **Remove Rate Group**. If the rate group contains rate codes, you must delete the codes before you can delete the group.

### **Changing the Rate Group Description and Title**

When you add a rate group, the description and title default to the description that you assigned to the group. You can change both the description and title of the rate group. In most cases you do not need to change the title unless you require a shorter field length for custom reports. Standard reports show the description field, not the title field.

#### **To change the rate group description:**

- 1 Click the group and click **Change Rate Group Description**.
- 2 In the **Change Rate Group Description** dialog box, enter the new description of the rate group (maximum of 255 characters), and then click **OK**.

### *To change the rate group title:*

- 1 Click the group and click **Change Rate Group Title**.
- 2 In the Change Rate Group Title dialog box, enter the new title of the rate group (maximum of 32 characters), and then click **OK**.

## **Adding an Unassigned Rate Code to a Rate Group**

### *To add an unassigned rate code to a rate group:*

- 1 Click the group, and then click **Add Unassigned Rates to Group**.  
The Select Rate Code dialog box appears.
- 2 Choose the code or codes that you want to add, and then click **OK**.

---

**Note** • In most cases, rate codes are assigned to a rate group when the rate code is added (see *Defining Rate Codes* on page 3-9).

---

## **Moving an Assigned Rate Code to Another Rate Group**

To move a rate code from one group to another, click the rate code that you want to move and drag it to the desired rate code description.

## **Removing a Rate Code from a Rate Group**

To remove a rate code from a rate group, click the rate code, and then click **Remove Rate From Group**.

# **Working with Clients**

Once you have created the account code structure (see *Setting Up the Account Code Structure* on page 3-3), you can assign descriptions for the clients represented by your structure. These descriptions appear in place of the client's account code in invoices and other reports. For example, if account code ABBBBBCCC represents the Marketing department, you might assign the description Marketing Department for this code.

You can also specify the rate table used for the client and set up budget and contact and information.

---

**Note** • CIMS Server provides sample clients. You should remove these sample clients before adding clients for your organization (see *To remove a client:* on page 3-18).

---



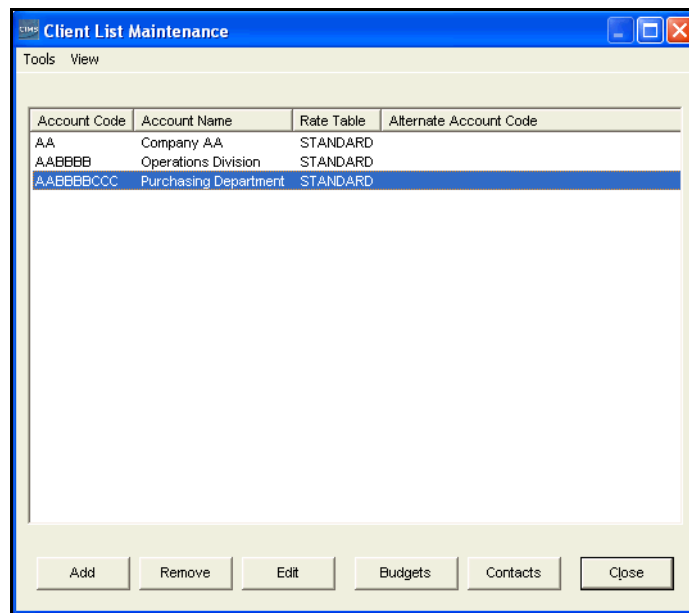
## Defining Clients

### To add a client:

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Chargeback Table Maintenance** ▶ **Clients**.

The Client List Maintenance dialog box appears as shown in example [Figure 3-8](#).

**Note** • Clients in the Client List Maintenance dialog box are sorted by account code. To sort the clients by account name, rate table, etc., click the appropriate column header. To reverse the sort order, click the column header again.



**Figure 3-8 • Client List Maintenance Dialog Box**

- 2 Click **Add**.
- 3 In the Add Account Code dialog box, enter the account code for the client (maximum of 128 characters), and then click **OK**.

The Client Maintenance dialog box appears.

- 4 Edit the client settings as follows:
  - **Account Name.** Enter the name of the client as you want it to appear in invoices and other reports. Maximum of 255 characters.
  - **Alternate Account Code.** Enter an alternate account code if used for reporting to a General Ledger system or other types of reporting where the standard account code is different. Maximum of 128 characters.

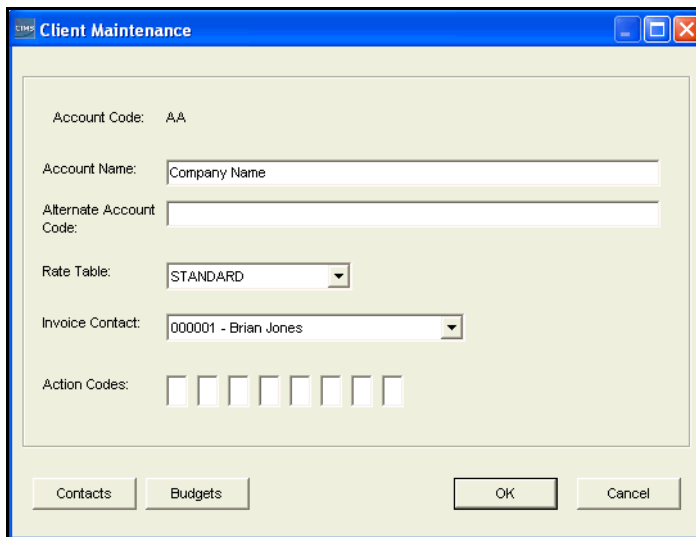
## ■ Setting Up the System

### Working with Clients

- **Rate table.** If other than STANDARD, click the rate table used for calculating the client's charges. Alternate rate tables are used for clients who are charged different rates for the same resource usage. For example, the Finance department is charged \$20 per hour of CPU usage, while the Marketing department is charged \$5 per hour. For more information, see [Defining Alternate Rate Tables](#) on page 3-13.
- **Invoice Contact.** If a contact is available for this client, the contact appears in this list box (see [Defining Client Contacts](#) on page 3-21). If there are multiple contacts for this client, click the appropriate contact from the list.
- **Action Codes.** CIMS Server does not use action codes. These codes are strictly for reporting purposes and can be used in the custom reporting process for selecting data.

5 Click OK when you are finished.

An example of a configured Client Maintenance dialog box is shown in [Figure 3-9](#).



**Figure 3-9 • Client Maintenance Dialog Box**

For information on adding a budget and contact for the client, see [Setting Up Client Budgets](#) on page 3-19 and [Defining Client Contacts](#) on page 3-21.

#### **To edit a client:**

1 Double-click the client or click the client, and then click **Edit**.

The Client Maintenance dialog box appears.

2 Follow the steps in [To add a client](#): beginning with [Step 4](#) on page 3-17.

#### **To remove a client:**

Click the client, and then click **Remove**.

## Setting Up Client Budgets

Using CIMS Server's powerful budgeting feature, you can establish budgets by amount or units for the individual resources used and/or all resources used by a client. These budgets allow users to report on client actual vs. budget information.

CIMS Server includes reports that you can use as templates to create custom account level and resource level budget reports for your organization. For more information about the CIMS Server budget reports, Account Budget for Period and YTD and Line Item Budget, see the *CIMS Server Web Reporting User's Guide*.

### To create a budget:

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Chargeback Table Maintenance** ▶ **Clients**.

The Client List Maintenance dialog box appears.

- 2 Click the client that you want to establish a budget for, and then click **Budgets**.

The Client Budget Maintenance dialog box appears.

- 3 Edit the budget settings as follows:

- **Year.** Click the appropriate year. If the year is not listed, click **Budget** ▶ **Add Year**.
- **Overall Account Budget.** You can set both an overall account budget and budgets for individual resources.

To set an overall budget for an account, click **Overall Account Budget**.

To set a budget for individual resources, click **Budget** ▶ **Add Resource Budget** or right-click **Overall Account Budget**, and then click **Add Resource Budget**. The **Select Rate Codes** dialog box appears. Select the rate code or codes for the resources that you want, and then click OK. The rate codes appear under **Overall Account Budget**.

- **Budget Amount/Budget Units.** You can budget by the monetary amount of consumed resources (**Budget Amount**) or the unit amount of consumed resources (**Budget Units**). You can enter a total budget and a budget for each month (period) within the year.

Enter the total budget amount or budget units for the year in the **Total** box and the budget amount for each period in the **Period** boxes (1 through 12/13). (To use 13 month periods, see [page 3-24](#).)

- **Divide Total (Budget Amount and Budget Units).** Click **Divide Total** to divide the total budget amount of budget units by the number of periods and automatically populate the **Period** boxes with the result. Note that if you change a total, you must perform this step again.

- **Sum Periods (Budget Amount and Budget Units).** Click **Sum Periods** to add the amounts entered in **Period** boxes and automatically enter the sum in the **Budget Amount Total** or **Budget Units Total** boxes. Note that if you change the amount for a period or periods, you must perform this step again.
- 4 Click **Apply** to save the changes or click **OK** to save the changes and close the dialog box.

An example of a configured Client Budget Maintenance dialog box is shown in [Figure 3-10](#).

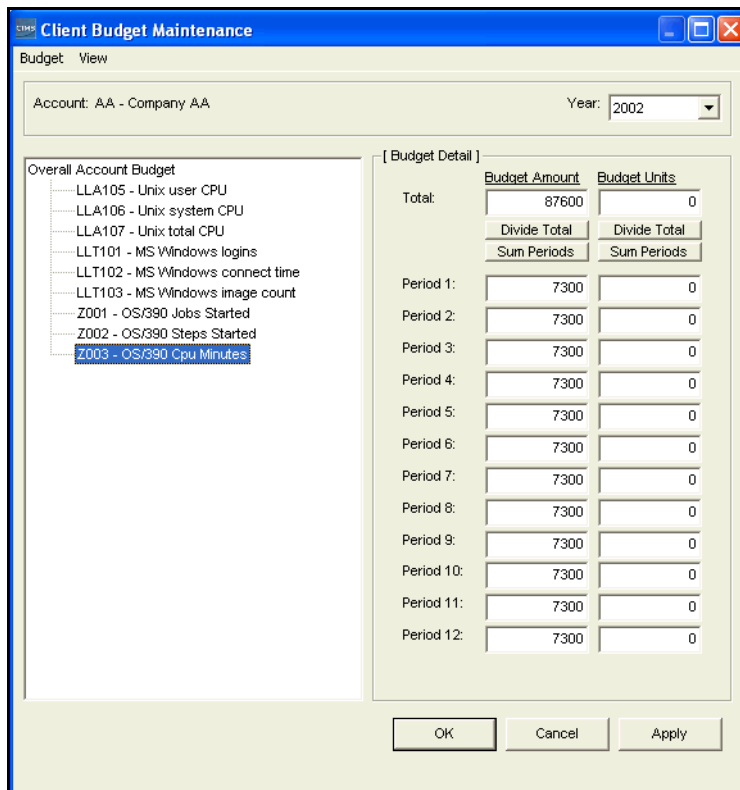


Figure 3-10 • Client Budget Maintenance Dialog Box

#### To remove a budget:

To remove all budget information for a year, click **Budget ▶ Remove Year**. This removes the overall budget and all individual resource budgets for the year selected in the **Year** box.

To remove an individual resource budget, click the budget, and then click **Budget ▶ Remove Resource Budget**, or right-click the budget, and then click **Remove Resource Budget**. *The budget is removed from all years.*

## Defining Client Contacts

You can create contact information (e.g., name, street and e-mail addresses, phone numbers, and department) for each client. This information appears on CIMS Server standard invoices.

### *To add a contact:*

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Chargeback Table Maintenance** ▶ **Clients**.

The Client List Maintenance dialog box appears.

- 2 Click the client that you want to establish a contact for, and then click **Contacts**.

The Client Contact List Maintenance dialog box appears.

- 3 Click **Add**.

- 4 In the Client Contact Maintenance dialog box, edit the contact settings as follows:

- **Address tab.** Enter the contact's name and company and e-mail addresses. You can enter the street address on any address line or lines. However, if want to use the View Address Map button to view a map for the address, you need to enter the address in the following order:
  - Address Line 1: Street Address
  - Address Line 3: City, State, Zip
- **Phone tab.** Enter the contact's phone numbers.
- **Other tab.** Enter other contact information such as department, comments, and Web site URL.

- 5 Click **OK** when you are finished. Note that the contact will not appear in the **Invoice Contact** drop-down box until you close and re-open the Client Maintenance dialog box.

### *To edit a contact:*

Click the contact, and then click **Edit**.

### *To remove a contact:*

Click the contact, and then click **Remove**.

## Importing and Exporting Client Data

Client information is contained in the CIMS Client table. You can load and unload data to/from the CIMS Client table via a number of custom scripts that are provided with CIMS Server. For more information, see [Appendix C, Scripts](#) or contact CIMS Lab (see [Contacting Technical Support](#) on page 6-7).

## Setting Up a Calendar

The calendar is an optional feature that is particularly useful for organizations that do not want to run billings on standard monthly/yearly periods. CIMS Server supports up to 13 periods per year (see [page 3-24](#)). Organizations using standard monthly/yearly periods do not need to use the calendar feature.

When using the calendar, you can use the CURRENT or PREVIOUS keywords in both CIMSACCT and CIMSBILL to indicate that you want to process records that contain end dates in the current or previous period. For more information, see [Chapter 5, Processing Data](#).

## Setting Up Calendar Information

### *To set CIMS Server to use the calendar:*

- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Configuration Information**.

The Configuration dialog box appears.

- 2 Click the **Processing** tab.
- 3 On the **Options** subtab, select the **Use Calendar** check box, and then click **OK**.

### *To set calendar information:*

- 1 Click **Chargeback Administration** ▶ **Chargeback Table Maintenance** ▶ **Calendar**.

The Setup Calendar dialog box appears as shown in example [Figure 3-11](#).

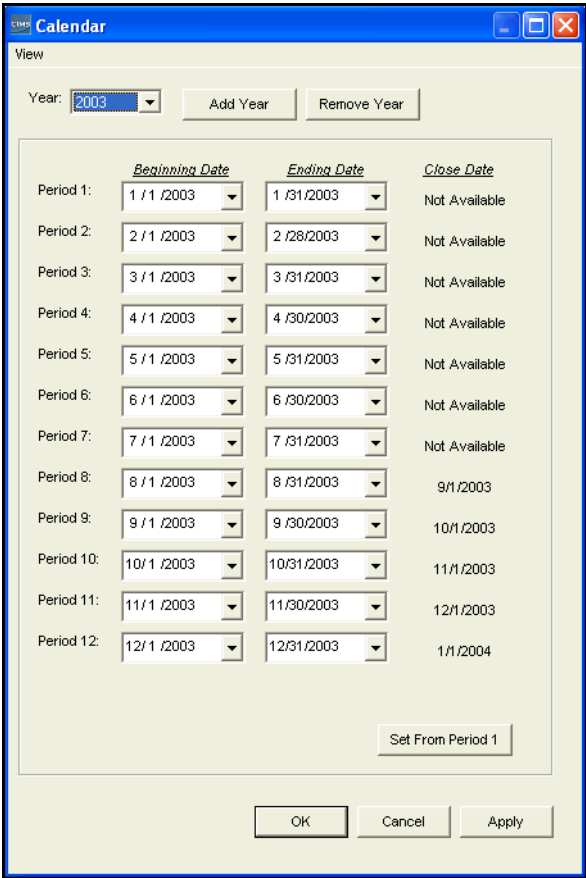


Figure 3-11 • Setup Calendar Dialog Box

- 2 Edit the calendar as follows:
  - In the **Year** list, click the appropriate year.
  - Set the **Beginning Date** and **Ending Date** for each period as needed.
  - To have all periods proceed sequentially from the first period, click **Set From Period 1**.
  - To add a new year, click **Add Year**.
  - To remove the currently displayed year, click **Remove Year**.

Note that the **Close Date** for the period appears if a close date has been set (see [page 3-44](#)). The close date appears for the period in which it was set, the previous period, and future periods. In example [Figure 3-11](#) on page 3-23, a first of the month close date was set in Period 9 (September). Therefore Period 8 and all future periods show a close date.

- 3 Click **Apply** to save the changes or click **OK** to save the changes and close the dialog box.

### Using 13 Accounting Periods

If your organization uses 13 accounting periods, you can set this calendar format as follows:

- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Configuration Information**.
- 2 In the Configuration dialog box, click the **Processing** tab.
- 3 On the **Options** subtab, select the **Use 13 Periods** check box, and then click **OK**. Note that the **Use Calendar** check box must also be selected.

### Calendar Considerations

- The maximum entries that CIMSACCT or CIMSBILL reads from the CIMS Calendar table is 52. (See [page A-13](#) for more information about the CIMS Calendar table.) Therefore, you need to delete periods from previous years as they pass.
- The periods for a particular year must be entered in date sequence.
- The CIMS Calendar table must have the current and previous periods defined.



## Working with Users and Groups

A user is an individual with access rights to CIMS Server Web Reporting. Each user can belong to only one user group. Users are granted the rights and privileges granted to the group.

This system of users and groups allows you to control the following:

- The reports that a user can access in CIMS Server Web Reporting. A user can access only those reports that are assigned to the user's group.
- The clients (account codes) that a user can view in reports. A user can view only those clients that are assigned to the user's group.
- The administrative privileges for a user. A user assigned to a group with administrative privileges can update configuration and other information in CIMS Server Web Reporting.

### Default Administrator User and Group

When you initialize the database during the setup process (see [Initialize the Database](#) on page 2-26), CIMS Server adds a default user and user group. This group has administrative privileges in CIMS Server Web Reporting and can view all reports and clients.

The ID for the default user is `admin` and the password is `password`. The ID for the default user group is `Admin`.

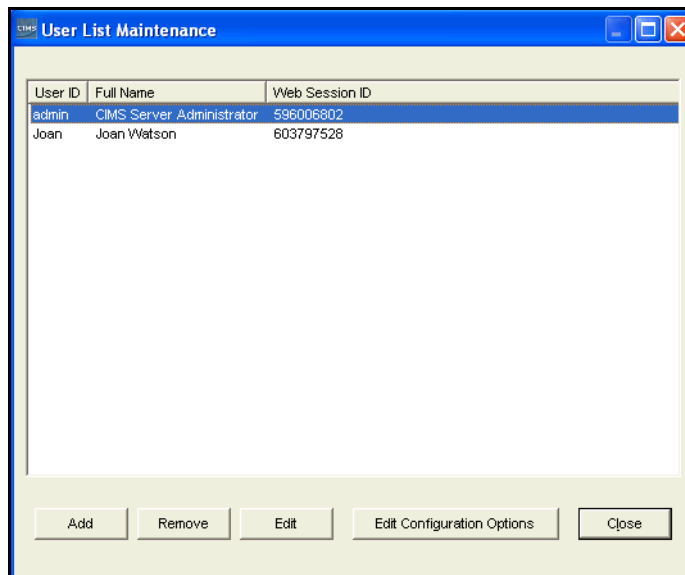
### Defining Users

You can use CIMS Server Administrator to create and maintain user information such as ID, password, and other user-specific options used for CIMS Server Web Reporting.

#### *To add a user:*

- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Users and Groups** ▶ **Users**.

The User List Maintenance dialog box appears as shown in example [Figure 3-12](#) on page 3-26.



**Figure 3-12 • User List Maintenance Dialog Box**

- 2 Click **Add**.
- 3 In the Add New User dialog box, enter an ID for the user (maximum of eight characters) and the click **OK**. The User Maintenance dialog box appears.
- 4 Edit the user settings as follows.
  - **Full Name.** Enter the user's full name.
  - **Display full path on Favorites page.** Select this check box to display the full path for favorite reports on the Favorites page of CIMS Server Web Reporting. For more information, refer to the *CIMS Server Web Reporting User's Guide*.
  - **Display full path on Published Reports page.** Select this check box to display the full path for published reports on the Published Reports page of CIMS Server Web Reporting. For more information, refer to the *CIMS Server Web Reporting User's Guide*.
  - **Crystal Viewer.** This setting determines the Crystal viewer used for this user of CIMS Server Web Reporting. (To set this option for all users, see [Web Settings](#) on page 3-49.) You can choose one of the following:
    - **Default.** This option uses the viewer set on the **Web** tab of the Configuration dialog box (see [page 3-49](#)).
    - **ActiveX.** This option works only in Internet Explorer.
    - **Java using Browser JVM.** This option works in Internet Explorer or Netscape Navigator.
    - **HTML.** This option works in Internet Explorer or Netscape Navigator.

- **Group.** Click the group that you want to add the user to or accept the default Admin group. Note that if you need to add a new group for the user, you can create the group and add the user as described in *Defining User Groups* on page 3-29.
- **Configuration Options Maintenance.** When you click this button, the User Configuration Options List Maintenance dialog box appears. You can add user configuration options that can be used for custom reports and Web pages in this dialog box. See *To add configuration options:* on page 3-54.

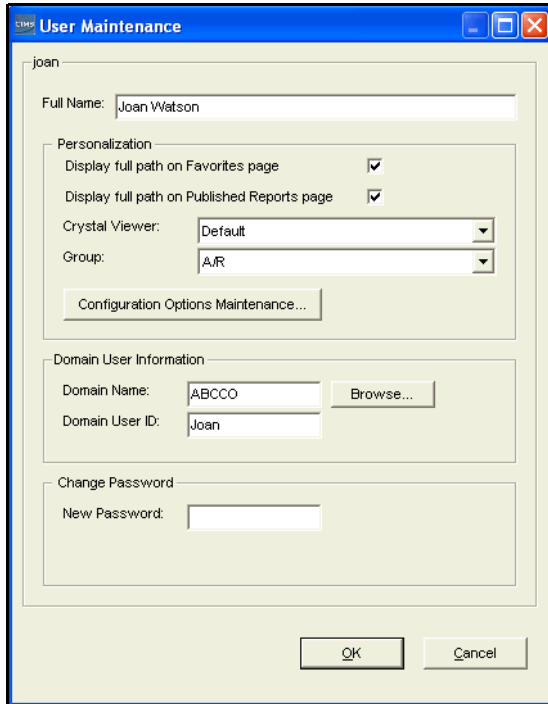
CIMS Lab recommends that you consult technical support for assistance in adding user configuration options (see *Contacting Technical Support* on page 6-7).

- **Domain Name/Domain User ID.** CIMS Server Web Reporting provides an automatic log on feature. To enable a user to use this feature, you need to enter the user's Windows domain name and user ID. You also need to enable auto log on (see *page 3-49*) and set IIS security for the CIMS Server Web Reporting Web site to Integrated Windows authentication (see *page 2-37*).

You can click **Browse** to select the domain and user from the Select Domain Name and User ID dialog box. To find a domain and user in the **Select Location** and **Select User** lists:

- a Type a complete or partial value in the text box and then click **Find** or use the scroll bar.
  - b Click **OK** when you are finished.
- **New Password.** If you are not using the automatic log on feature for CIMS Server Web Reporting, use this box to enter a password for the user or to change an existing password as follows:
    - a Type the password. The password is alphanumeric and case-sensitive and can be a maximum of 16 characters.
    - b Click **OK**.
    - c In the Confirm New Password dialog box, type the password again, and then click **OK**.
    - d Click **OK** to confirm that the password has been changed.
- 5 Click **OK** when you have finished editing the user settings.

An example of a configured User Maintenance dialog box is shown in [Figure 3-13](#).



**Figure 3-13 • User Maintenance Dialog Box**

***To edit a user:***

- 1 Click the user, and then click **Edit**.

The User Maintenance dialog box appears.

- 2 Follow the steps in [To add a user:](#) beginning with [Step 4](#) on page 3-26.

***To remove a user:***

Click the user, and then click **Remove**.

## Defining User Groups

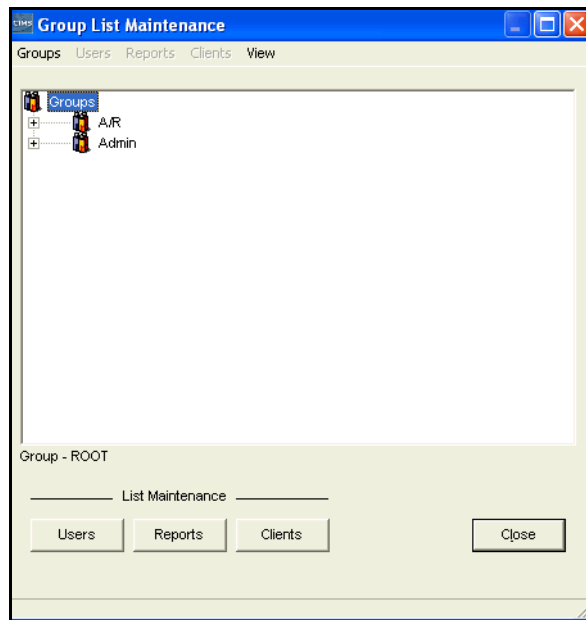
You can use CIMS Server Administrator to create and maintain user groups including adding users to groups and assigning group access to reports and clients.

**Tip** • When working with groups, you can access commands for an item from the menu bar, or you can access the same commands by right-clicking the item.

**Note** • A user can belong to only one group. If you need to place a user in more than one group, create a new group for the user. For example, a user who needs access to the reports assigned to Group A and Group B should be assigned to Group C that has access to the combined reports of Group A and Group B. Assigning a user to only one group makes it easier to determine the user's full access rights.

### To add a group:

- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Users and Groups** ▶ **Groups**. The Group List Maintenance dialog box appears as shown in example [Figure 3-14](#).



**Figure 3-14** • Group List Maintenance Dialog Box

- 1 Click **Groups** ▶ **Add Group** on the menu bar.
- 2 In the Add Group dialog box, enter an ID for the group (maximum of eight characters), and then click **OK**.

The Group Maintenance dialog box appears.

#### 3 Edit the group settings as follows:

- **Description.** Use this box to change the description of the group (the default is the group ID followed by "Group"). Note that if you add a description, the description rather than the group ID appears in the Group List Maintenance dialog box.
- **Account Code Structure.** If there are multiple account code structures, click the account structure for the group.
- **Allow Transaction Maintenance.** Select this check box to allow the users within this group to perform transaction maintenance in CIMS Server Web Reporting. For more information, refer to the *CIMS Server Web Reporting User's Guide*.
- **Administrative Access.** Select this check box to give the users within this group administrative configuration options in CIMS Server Web Reporting. For more information, refer to the *CIMS Server Web Reporting User's Guide*.
- **Split Account Code on Transaction Entry.** If this check box is selected (the default), users within this group are allowed to enter account codes by levels when adding account codes in the Miscellaneous, Recurring, and Credit Transaction pages in CIMS Server Web Reporting. Users can either type the account code in the box for each level or select the code if an accompanying select box is available. The following option, **Max Levels of Account Code to Display**, determines the number of account code levels that include a select box.

The account code levels displayed are dependent on the levels defined in the account code structure selected for the group.

For more information about using transactions in CIMS Server Web Reporting, refer to the *CIMS Server Web Reporting User's Guide*.

- **Max Level of Account Code to Display.** If the **Split Account Code on Transaction Entry** check box is selected, type the number of levels that you want to include select boxes for. For example, if you have five account code levels, but only want to include select boxes for the three highest levels, type 3 in this box. The remaining two levels will have a text box in which users can type the account code, but no select box to browse for the account code.

The data loaded in the select boxes is pulled from the CIMS Client table. If the CIMS Client table is large, the transaction page can take more time to load if multiple select boxes are included. Limiting the number of select boxes can reduce the amount of time required for the transaction page to load.

The default, 0, specifies that *all* account code levels include select boxes.

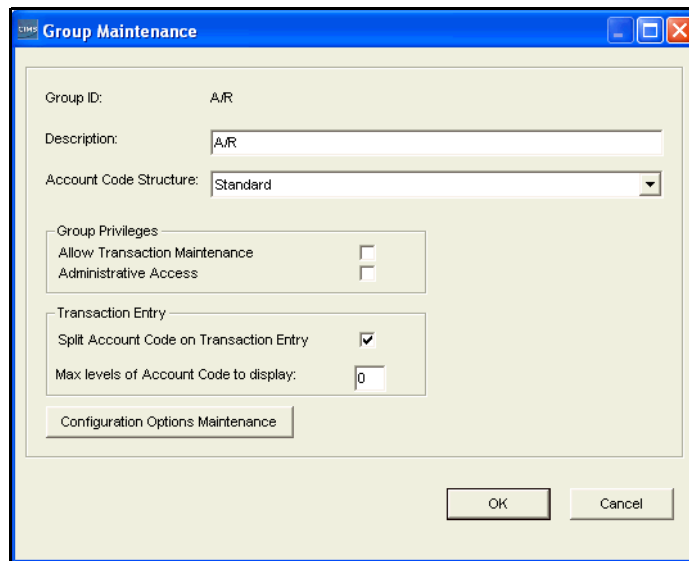
- **Configuration Options Maintenance.** When you click this button, the Group Configuration Options List Maintenance dialog box appears. This dialog box contains entries for some of the group configuration options that you have set. For example, the option **TransSplitAccountCode** represents the **Split Account Code on Transaction Entry** check box. *Do not delete these entries.*

You can add group configuration options that can be used for custom reports and Web pages in this dialog box. See *To add configuration options:* on page 3-54.

CIMS Lab recommends that you consult technical support for assistance in adding group configuration options (see *Contacting Technical Support* on page 6-7).

- 4 Click **OK** when you are finished editing the group settings.

An example of a configured Group Maintenance dialog box is shown in [Figure 3-15](#). In this example, transaction maintenance and administrative privileges are not enabled.



**Figure 3-15 • Group Maintenance Dialog Box**

### *To edit a group:*

- 1 Click the group and click **Groups ▶ Edit** on the menu bar.

The Group Maintenance dialog box appears.

- 2 Follow the steps in *To add a group:* beginning with [Step 3](#) on page 3-30.

#### **To add a user to a group:**

- 1 Click the group, and then click **Groups ▶ Add User** on the menu bar.

The Select User dialog box appears.

- 2 Choose the user or users, and then click **OK**.

---

**Note** • You can edit a user's settings by double-clicking the user in the Group List Maintenance dialog box.

---

#### **To remove a user from a group:**

Click the user, and then click **Users ▶ Remove** on the menu bar.

#### **To remove a group:**

Click the group, and then click **Groups ▶ Remove** on the menu bar.

### **Adding or Removing Report Access to/from a Group**

Users that belong to a group that has administrative access enabled have access to all reports. By default, new users are added to the Admin group, which has administrative access enabled and full access to all reports. If you want to restrict user access to reports, you need to do *both* of the following:

- Select the **Use Report Access Security** check box on the Configuration dialog box **Reporting/Options** subtab (see [page 3-45](#)). If this check box *is not* selected, all users can access all reports regardless of whether administrative access is enabled for their group.
- Create a group or groups that *do not* have administrative access enabled (the **Administrative Access** check box is not selected) and add the appropriate users.

---

**Note** • If you change the Use Report Access Security option (i.e., you select the check box or clear it), the change will not take effect in CIMS Server Web Reporting until you click **Upgrade Configuration** on the Edit Configuration page *or* restart IIS.

---

The following steps for adding or removing report access are only applicable if both of the preceding requirements are met.

#### **To add access to reports:**

- 1 Expand the group and click **Reports Allowed**.

- 2 Click **Reports ▶ Add** on the menu bar.

The Select Report dialog box appears.

- 3 Choose the report or reports that you want to add, and then click **OK**.

- 4 Expand **Reports Allowed** to view the reports that you added.



**To remove access to a report:**

- 1 Expand **Reports Allowed**.
- 2 Click the report, and then click **Reports ▶ Remove** on the menu bar.

**Adding or Removing Client Access to/from a Group**

You can add access to clients to each group. This allows members of the group to see these client account codes in reports. For more information about clients, see *Working with Clients* on page 3-16.

**To add access to clients:**

- 1 Expand the group, click **Clients Allowed**, and do one of the following:
  - To allow all clients, click **Clients ▶ Allow All Clients** on the menu bar.
  - To allow certain clients, click **Clients ▶ Add** on the menu bar. In the **Select Client** dialog box, choose the client or clients that you want to add, and then click **OK**.
- 2 Expand **Clients Allowed** to view the clients that you added.

Note that the account code structure selected for the group might have an offset position greater than 1. However, client access is always determined by the first position in the account code, regardless of the offset position. The clients that you add will contain the full account code as assigned for the clients in the CIMS Client table.

Although the full account code appears for the clients in the **Clients Allowed** list for the group, the users assigned to the group will be able to view data for only the account code level(s) specified by the offset.

For example, assume that you have the following account codes:

AABBB  
AACCC

In the account code structure selected for the group, the first level of the account code is defined as a length of 2 and the second level is defined as a length of 3. The offset position for the account code is 3, which determines that users assigned to the group can view data for clients **BBB** and **CCC** only. However, the complete client account codes **AABBB** and **AACCC** appear in the **Clients Allowed** list.

For more information about the account code structure, see *Setting Up the Account Code Structure* on page 3-3.

**To remove access to clients:**

- 1 Double-click **Clients Allowed**.
- 2 Click the client, and then click **Clients ▶ Remove** on the menu bar.

**Accessing User, Report, and Client Lists**

You can edit user, report, and client settings by clicking **Users**, **Reports**, or **Clients** in the Group List Maintenance dialog box.

## Working with Reports

Web-based reporting is a key feature of CIMS Server. You can use CIMS Server Administrator to configure several reporting options for CIMS Server Web Reporting including defining the reports that users can access and grouping these reports by report groups.

For more information about using Web-based reporting, refer to the *CIMS Server Web Reporting User's Guide*.

## Adding Reports to the Reports List

The report list in conjunction with report groups (see *Defining Report Groups* on page 3-36) determines the reports that users can access in CIMS Server Web Reporting. By default, the report list contains the CIMS Server standard reports. If you are using custom reports, you can remove the standard reports (see *To remove a report:* on page 3-35). If a standard report is in a report group, you must first remove the report from the group (see *To remove a report from a report group:* on page 3-37).

### To add a report:

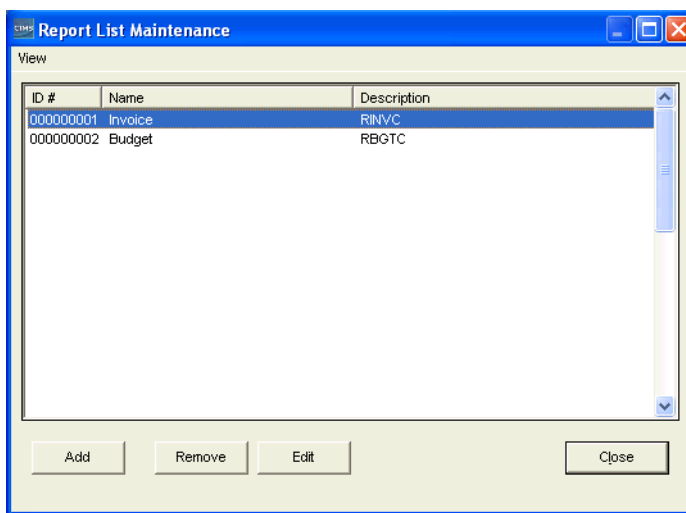
- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Reporting** ▶ **Reports**.

The Reports List Maintenance dialog box appears as shown in example [Figure 3-16](#).

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**Note** • Reports in the Report List Maintenance dialog box are sorted by ID number. To sort the reports by name or description, click the appropriate column header. To reverse the sort order, click the column header again.


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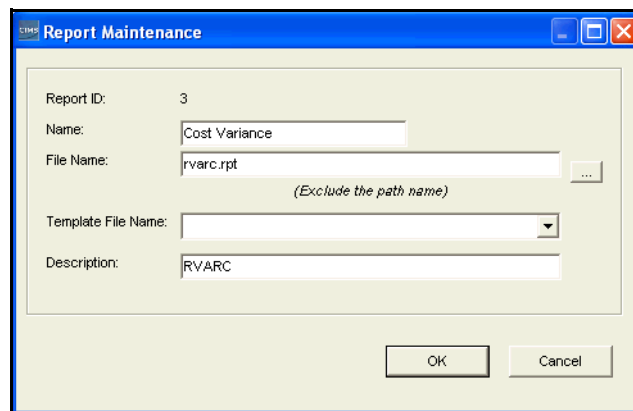
**Figure 3-16 • Reports List Maintenance Dialog Box**

- 2 Click **Add**.
- 3 In the Add New Report dialog box, enter the name of the report (e.g., Cost Variance), and then click **OK**. Maximum of 32 characters.

The Report Maintenance dialog box appears.

- 4 Enter the report settings as follows:
  - **Name**. Use this box to change the name of the report.
  - **Filename**. The name of the report file *without the path*. To browse for a report file, click the Browse button . Maximum of 255 characters.
  - **Template File Name**. Consult CIMS Lab before using this option (see [Contacting Technical Support](#) on page 6-7).
  - **Description**. Enter a description of the report. Maximum of 255 characters.
- 5 Click **OK** when you are finished.

An example of a configured Report Maintenance dialog box is shown in [Figure 3-17](#).



**Figure 3-17 • Report Maintenance Dialog Box**

### **To edit the settings for a report:**

- 1 Click the report, and then click **Edit**.

The Report Maintenance dialog box appears.

- 2 Follow the steps in [To add a report](#): beginning with [Step 4](#).

### **To remove a report:**

Click the report, and then click **Remove**. If the report is in a report group, you must first remove the report from the group (see [To remove a report from a report group](#): on page 3-37).

## Defining Report Groups

**Tip** • When working with report groups, you can access commands for an item from the menu bar, or you can access the same commands by right-clicking the item.

Report groups are useful in CIMS Server Web Reporting because they allow you to categorize related reports in a single group. For example, you might create groups by report type (e.g., invoice, variance, account) or by data type (e.g., CPU, UNIX, Windows).

There are two type of report groups:

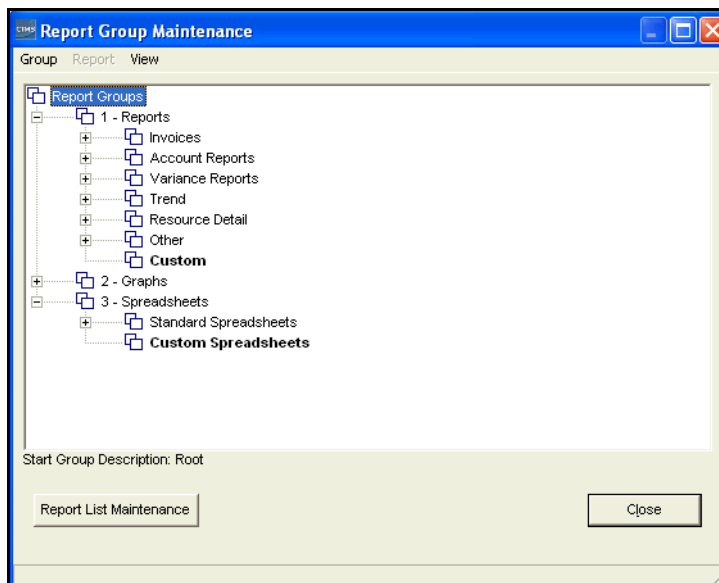
- **Start Groups.** These are the larger groups that contain other groups.
- **Groups.** These are the standard report groups that are contained in a Start Group. Groups contain reports.

There are three default Start Groups: Reports, Graphs, and Spreadsheets. Although you can add other Start Groups, only the default groups appear in CIMS Server Web Reporting. To use Start Groups other than the default groups, you need to create a customized Web site.

The default Start Groups (Reports, Graphs, and Spreadsheets) are required for CIMS Server Web Reporting and must be ordered 1, 2, and 3 as shown [Figure 3-18](#). Do not remove, rename, or reorder these groups.

### *To add a report group:*

- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Reporting** ▶ **Report Groups**. The Report Group Maintenance dialog box appears as shown in example [Figure 3-18](#).



**Figure 3-18 • Report Group Maintenance Dialog Box**

2 Do one of the following:

- To add a Start Group, click **Group ▶ Add Start Group** on the menu bar. In the Add Start Group dialog box, enter the name of the Start Group, and then click **OK**.
- To add a group to a Start Group, click the Start Group, and then click **Group ▶ Add Group** on the menu bar. In the Add Group dialog box, enter the name of the group, and then click **OK**.

**To add a report to a report group:**

1 To add a report to a report group, click the group, and then click **Group ▶ Add Report** on the menu bar. Note that you cannot add a report to a Start Group.

The Select Report dialog box appears.

2 Choose the report or reports that you want to add, and then click **OK**.

To view the reports that you added, double-click the group.

---

**Note** • Report groups that do not contain at least one report will not appear on the Reports page in CIMS Server Web Reporting.

---

**To remove a report from a report group:**

Click the report, and then click **Report ▶ Remove Report from Group** on the menu bar.

---

**Note** • Removing a report deletes the report from the report group, *not from the system*.

---

**To remove a report group:**

Click the group, and then click **Group ▶ Remove Group** on the menu bar. Note that you cannot remove a report group that contains other groups or reports.

### Other Report Group Options

Once you have created a report group, you can:

- Rename the group or change its description
- Re-sort the group or report display order
- Make a group the default group for user-defined reports

#### *To rename a report group or change its description:*

- 1 Click the group, and then click **Group ▶ Change Group Name** or **Change Group Description** on the menu bar.
- 2 In the Change Group Name/Description dialog, box enter the new name or description. Note that the default description is the group name.

#### *To re-sort the group or report display order:*

- 1 Click the group that contains the groups or reports that you want to re-sort, and then click **Group ▶ Change Group Display Order** or **Change Report Display Order** on the menu bar.

The Report Group/Report Display Sequence dialog box appears.

- 2 Click a group/report, and then click the up or down arrow to reposition the item.
- 3 Click **OK** when you are finished.

#### *To set the default group for user-defined reports:*

In CIMS Server Web Reporting, end users can create reports using the standard *templates* provided with CIMS Server or custom templates developed by your Crystal Reports developer. For more information about user-defined reports and descriptions of the standard templates, refer to the *CIMS Server Web Reporting User's Guide*.

To make a group the default group for reports or spreadsheets created by end users, click the group, and then click **Group ▶ Default Report/Spreadsheet Group** on the menu bar. On the Reports or Spreadsheets page of CIMS Server Web Reporting, the user-defined reports or spreadsheets appear in the group selected as the default group.

The default group appears bold and is designated by **\*Reports/Spreadsheet Default** in the lower left corner of the Report Group Maintenance dialog box.

The default group for user-defined reports is **Custom** and the default group for user-defined spreadsheets is **Custom Spreadsheets**.

## Using Web Reporting Headlines

Headlines are links that appear in the home page of the CIMS Server Web Reporting Web site. A headline can link to any URL. This feature has many uses including displaying announcements such as the latest CIMS chargeback data is available, a new report is available, etc.

### To add a headline:

- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Reporting** ▶ **Web Reporting Headlines**.

The Web Reporting Headline Maintenance dialog box appears.

- 2 Click **Add**.

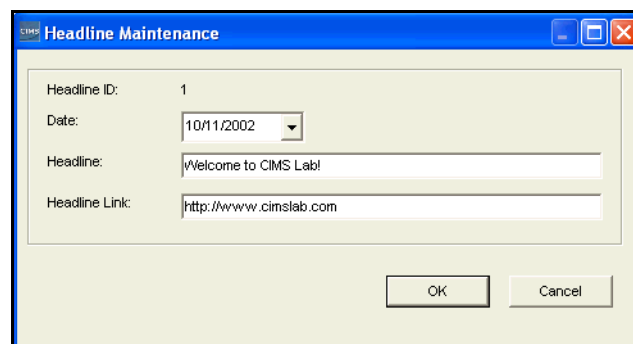
The Headline Maintenance dialog box appears.

- 3 Enter the headline settings as follows:

- **Date.** Click the date that you want to assign to the headline. Note that this is not the date that the headline appears on the Web site—the headline appears as soon as it is created.
- **Headline.** Enter the text of the headline.
- **Headline Link.** Enter the URL for the headline (the headline appears as a link).

- 4 Click **OK** when you are finished.

An example of a configured Headline Maintenance dialog box is shown in [Figure 3-19](#).



**Figure 3-19 • Headline Maintenance Dialog Box**

#### **To edit a headline:**

- 1 Click the headline and in the Web Reporting Headline Maintenance dialog box, and then click **Edit**.

The Headline Maintenance dialog box appears.

- 2 Follow the steps in *To add a headline*: beginning with **Step 3** on page 3-39.

#### **To remove a headline:**

Click the headline in Web Reporting Headline Maintenance dialog box, and then click **Remove**.

## Maintaining Identifiers

When you process a CIMS Server Resource File, the identifiers within that file are stored in the CIMS Ident table. You can perform the following maintenance tasks for these identifiers:

- **Add a description for the identifier.** By default, the identifier description is the same as the identifier name. For reporting purposes, you can add detailed descriptions for identifiers that appear as alphanumeric strings. In some reports, these descriptions appear in the **Identifier** list to enable drill down of units or rates by identifier.
- **Remove unused identifiers.** You can remove any unused identifiers from the CIMS Ident table. Unused identifiers are those that are not contained in an CIMS Detail Ident table. For more information about the CIMS Ident and CIMS Detail Ident tables, see *Appendix A, Database Tables*.
- Enable options for custom reporting. You set options for each identifier, such as flags, for custom reporting.

#### **To add an identifier description:**

- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Identifiers Maintenance**. The Identifier List Maintenance dialog box appears.

- 2 Click the identifier that you want to edit, and then click **Edit**.

The Identifier Maintenance dialog box appears.

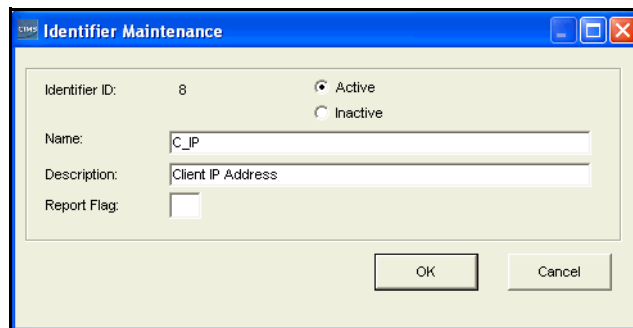
- 3 Enter the identifier settings as follows:

- **Name.** This is the name of the identifier as it appears in the CIMS Server Resource File. Do not change the name unless you want to assign a new identifier to the same description. For example, the identifier ABC has been changed to ABCD. The identifier name has changed, but the description remains the same.
- **Description.** Enter a description for the identifier (maximum of 255 characters).



- **Active/Inactive.** These options are available for custom reports. The use of these options is user-specified.
- **Report Flag.** This box allows you to enter a one-character value that you can use in custom reports. The value for this flag is user-specified.

An example of a configured Identifier Maintenance dialog box is shown in [Figure 3-20](#).



**Figure 3-20 • Identifier Maintenance Dialog Box**

***To remove unused identifiers:***

Click Remove Unused Identifiers.

## Configuring System Settings

You can configure the following system settings using CIMS Server Administrator:

- **Organization information.** Name and address of your organization.
- **Processing settings.** Global processing settings for the system such as the path to the Processes folder and whether the CIMS Calendar table and/or a close date are used for processing.
- **Reporting settings.** Report-related settings such as file location, invoice numbering, and security.
- **Database settings.** Database-related settings such as time-out period and load priority.
- **License information.** Product license key.
- **Web settings.** Web site settings for CIMS Server Web Reporting.
- **Table audit settings.** Table audit options.
- **Database load archive settings.** Settings for archiving database loads.
- **Configuration options.** Additional settings for custom reports and Web pages.

---

**Important!** • If you change any of these settings in CIMS Server Administrator, the changes will not take effect in CIMS Server Web Reporting until you click Upgrade Configuration on the Edit Configuration page *or* restart IIS.

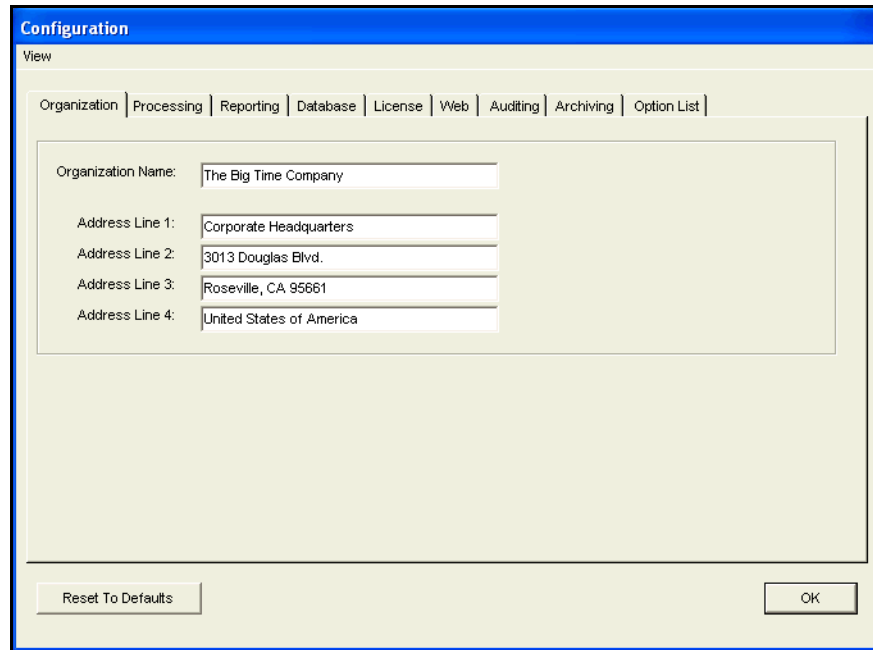
In addition, some of these settings can be configured in CIMS Server Administrator or CIMS Server Web Reporting. If CIMS Server Web Reporting is open when you make these changes, click Refresh before you click Upgrade Configuration. This ensures that the settings are populated with the values that you set in CIMS Server Administrator.

---

**To configure the system settings:**

- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Configuration Information**.

The Configuration dialog box appears as shown in example [Figure 3-21](#).



**Figure 3-21 • Configuration Dialog Box**

- 2 Complete the tabs in the dialog box as shown in the following sections, and then click **OK** to save the settings and close the dialog box.

---

**Note •** To return the settings in *all* tabs to the original default settings, click **Reset To Defaults**.

---

## Organization Information

Use the **Organization** tab to type the name and address of your organization (maximum of 255 characters in each line), and then click **OK**. This information appears on the standard invoices that ship with CIMS Server.

You can also type this information on the Edit Configuration page in CIMS Server Web Reporting.

## Processing Settings

Use the **Path**, **Options**, and **Closing** subtabs on the **Processing** tab to set the processing settings for CIMS Server.

### Path Subtab

- **Process Definition Path.** Enter the path for the process definitions (maximum of 255 characters). For more information about process definitions, see [CIMS Server Administrator Processing](#) on page 5-17.

### Options Subtab

- **Use 13 Periods.** Select this check box if your organization uses 13 accounting periods. For more information, see [Using 13 Accounting Periods](#) on page 3-24. If you select this check box, you must also select **Use Calendar**.
- **Use Calendar.** Select this check box to set the system to work with the CIMS Calendar table. The calendar is an optional feature that is particularly useful for organizations that do not want to run billings on standard monthly/yearly periods. Organizations using standard monthly/yearly periods do not need to use the calendar feature. For more information, see [Setting Up a Calendar](#) on page 3-22.

### Closing Subtab

- **Close Date.** You can set an optional close date for processing input file records. Records that contain dates before or after this date are processed as described in [How Accounting Dates are Calculated](#) on page 5-15. You can also set close dates for an individual process definition or definitions (see [page 5-26](#)). If you set a close date for an individual process definition, it overrides the date that you set here.

Click one of the following:

- **No Close Date.** No close date is set.
- **Use Specific Date.** Enter a specific close date.
- **Use Day Of Month.** Click the day of the month that you want to set as the close date. For example, click 15 if you want a close date of the fifteenth of each month.

## Reporting Settings

Use the **Paths**, **Options**, and **Invoice** subtabs on the **Reporting** tab to set the report settings for CIMS Server Web Reporting.

---

**Note** • You can also enter some of these settings on the **Edit Configuration** page in CIMS Server Web Reporting.

---

### Paths Subtab

- **Path to standard reports folder.** Enter the path for standard reports (maximum of 255 characters). Standard reports are those that are provided with CIMS Server. In most cases, standard reports require customizing for your organization.

CIMS Lab recommends that you keep the *Standard* folder in the default location because standard reports may be updated and/or added with a new version or release of CIMS Server.

- **Path to custom reports folder.** Enter the path for custom reports (maximum of 255 characters). Custom reports are those that your Crystal Reports developer creates either independently or from the standard reports provided with CIMS Server. Custom and standard (if applicable) reports are available to users via the **Reports or Spreadsheets** page of CIMS Server Web Reporting.

- **Path to published reports folder.** Enter the path for published reports (maximum of 255 characters). Once a report is generated, it can be published. Publishing a report enables other CIMS Server Web Reporting users to view the report with the data as it appeared at the time the report was generated. Published reports can be created via an automatic batch process on a regular basis (see *Batch Reporting Scripts* on page C-14).

Published reports are available via the **Published Reports** page of CIMS Server Web Reporting.

---

**Note** • End user access to published reports is dependent on the security permissions for the published reports folder. Be sure that the folder permissions shown in *Assign CIMS Server Folder Security Permissions* on page 2-38 are assigned for the appropriate users.

---

- **Path to Advanced Spreadsheet Install folder.** Enter the path for CIMS Advanced Spreadsheets (maximum of 255 characters). Note that if the CIMS Advanced Spreadsheets application is not installed, this folder is not created and the folder path does not appear in this box.

The *AdvSpreadsheets* folder contains a *Standard* subfolder to store the standard spreadsheets that are provided with CIMS Server. CIMS Lab recommends that you keep the *Standard* subfolder in the default location because standard spreadsheets may be updated and/or added with a new version or release of CIMS Server.

#### Options Subtab

- **Last Reporting Date.** Enter the last reporting date for reports that CIMS Server Web Reporting users who do not have administrative privileges can view. For example, if you do not want non-administrator users to view reports for dates after March 2004, enter 03/31/2004. Users with administrative privileges can view reports for any date.
- **Rate Drilldown Report Name.** This setting defaults to the file name for the Multilevel Drilldown on Rate report (IINXC006). This report enables you to drill down on up to five identifiers concurrently when you drill down on the units for a rate in a Web report. If you are using a custom version of this report, enter the file name for the custom report.

---

**Note** • Consult CIMS Lab before replacing this report with a custom report (see [Contacting Technical Support](#) on page 6-7). The report must follow certain rules.

---

- **Rate Group Drilldown Report Name.** Type the file name for the Multilevel Drilldown on Rate Group report (IINXC007). This report enables you to drill down on up to five identifiers concurrently when you drill down on the units for a rate group in a Web report. If you are using a custom version of this report, type the file name for the custom report.

---

**Note** • Consult CIMS Lab before replacing this report with a custom report (see [Contacting Technical Support](#) on page 6-7). The report must follow certain rules.

---

- **Report Script Timeout.** Enter the length of time in seconds that the ASP page will allow a script to generate a report before timing out. The default is 900 seconds (15 minutes). The minimum value for this setting is 600 seconds (10 minutes) and the maximum value is 2700 seconds (45 minutes).

---

**Note** • IIS allows you to set the time-out value for ASP scripts. The value set for Report Script Timeout overrides the time set in IIS only for scripts that are generating reports. All other scripts use the time-out value set in IIS.

---

- **Currency Symbol.** The use of this box is user-specified. This box allows you to enter a currency value that you can use in custom reports (maximum of three characters).
- **Currency Description.** The use of this box is user-specified. This box allows you to enter a currency description that you can use in custom reports (maximum of 255 characters).
- **Enable Advanced Spreadsheets.** Select this check box to enable CIMS Advanced Spreadsheets in CIMS Server Web Reporting. Note that IIS and SQL Server must also be configured to enable CIMS Advanced Spreadsheets as described in [Set Up CIMS Advanced Spreadsheets \(Optional\)](#) on page 2-40.
- **Use Report Access Security.** Select this check box to set access to reports by user group (see [Adding or Removing Report Access to/from a Group](#) on page 3-32). If this check box is *not* selected, users within a group can view all reports regardless of whether the report is allowed for the group.

- **Use only 1 Crystal Report License on drilldown reports.** By default, when you open a second window in Crystal Reports (for example, when you drill down on resource units or a rate group in a Web report), a second Crystal Reports license is used.

When this check box is selected, all report information appears in the same window and only one Crystal Reports license is used.

### Invoice Subtab

- **Invoice Number Automation.** When this check box is selected, invoice numbers in CIMS Server Web Reporting increase sequentially from the number set in the **Invoice Number** box. The number in the **Invoice Number** box is then automatically updated to the number of the invoice that was last run.

For example, if the invoice number is initially set to 1, and you run a report that contains 20 invoices by account code, the invoice number will be automatically updated to 20. If you run another report containing 5 invoices, the invoice number will be updated to 25.

When this check box is selected, the parameter **Invoice Number** does not appear as a report parameter in CIMS Server Web Reporting. For more information about Web report parameters, refer to the *CIMS Server Web Reporting User's Guide*.

- **Invoice Number.** If the **Invoice Number Automation** check box is selected, use this box to set the number at which you want invoice numbers to begin. Invoices numbers increase in sequential order from this number. If the **Invoice Number Automation** check box *is not* selected, the invoice number entered as a report parameter in CIMS Server Web Reporting is used.

## Database Settings

Use the **Database** tab to set the following:

- **Connection Timeout (seconds)**. Type the maximum number of seconds (maximum of 9999) that a database may respond to a query before timing out. If this time period is exceeded, CIMS Server Administrator assumes that the database server is not responding and returns an error message.

If you accept the default (0), no time-out period is applied.

- **Database Load—Process Priority Class**. This setting determines the priority in which CIMS Server processes are run (CIMSACCT, CIMSBILL, database loads, etc.). Because these processes can use a large amount of CPU time, CIMS Lab recommends that you accept the default, **Below Normal**, which allows other processes (for example, IIS and SQL Server tasks) to take precedence. Consult CIMS Lab before using a priority other than **Below Normal**.

---

**Note** • **Below Normal will not cause processes to run longer.**

---

- **Database Object Prefix**. CIMS Lab strongly recommends that you do not change the **dbo.**value for this option. This prefix sets the owner of CIMS Server database objects to **dbo** in SQL Server allowing any authorized database user to view the objects.

## License Information

Use the **License** tab to enter the license key provided by CIMS Lab. If you do not have your license key, contact CIMS Lab (see [Contacting Technical Support](#) on page 6-7).

To enter a license:

- 1 Enter the appropriate workstation (machine) and type the license key.
- 2 Click **Update License**.

To remove a license for a workstation:

- 1 Enter the workstation.
- 2 Click **Remove License**.



## Web Settings

Use the **General**, **User Logging**, and **Customization** subtabs on the **Web** tab to set the Web site settings for CIMS Server Web Reporting, including optional custom settings.

### General Subtab

- **Session Timeout Minutes.** Enter the number of minutes of inactivity that are allowed before a CIMS Server Web Reporting user is automatically logged off the system. The minimum is 1 minute and the maximum is 9999 minutes.
- **Display Account Code Selection to Level.** This setting determines the level of account codes that appear in the **Starting Account Code** and **Ending Account Code** parameter lists in CIMS Server Web Reporting. For example, if you enter 1, only the top level account codes appear. However, if you enter 3, the first, second, and third level account codes appear. For more information, about using starting and ending account codes, refer to the *CIMS Server Web Reporting User's Guide*.

You can also enter this setting on the Edit Configuration page in CIMS Server Web Reporting.

- **Crystal Report Viewer.** Click the Crystal viewer used for CIMS Server Web Reporting.

---

**Note** • You can set different viewers for individual users. CIMS Server Web Reporting uses the viewer set for the user if it differs from the viewer set here. To set this option for an individual user, see [page 3-26](#).

---

You can choose the following:

- **Default.** If you are using Crystal Reports 9, the default is the HTML viewer. If you are using Crystal Reports 8.5, the default is the ActiveX viewer.
- **ActiveX.** This option works only in Internet Explorer.
- **Java using Browser JVM.** This option works in Netscape Navigator or Internet Explorer.
- **HTML.** This option works in Internet Explorer or Netscape Navigator.

You can also enter this setting on the Edit Configuration page in CIMS Server Web Reporting.

- **Crystal Release.** Click the Crystal Reports release that you are using for Web reporting: 85 or 90.
- **Port Number.** If SSL is *not* enabled for the CIMS Server Web Reporting Web site and a port other than port 80 is used, type the port number.
- **Secure Port.** If SSL is enabled for the CIMS Server Web Reporting Web site and a port other than port 443 is used, type the port number.

- **Enable Intranet Auto Logon.** Select this check box to enable users to automatically log on to CIMS Server Web Reporting. This feature saves time for users and eliminates the need to maintain user passwords in the CIMS Server database.

To use this feature, the Windows domain name and user ID for the user must be entered in the User Maintenance dialog box (see [page 3-25](#)) and IIS security for the CIMS Server Web Reporting Web site must be set to **Integrated Windows authentication** (see [page 2-37](#)).

- **Secure Login.** Select this check box if SSL is enabled for the CIMS Server Web Reporting Web site. For more information about enabling SSL, see [page 2-39](#).
- **Allow Password Change.** Select this check box to enable users to change their user password on the **CIMS Server Web Reporting** Login page.
- **Display Account Name on Account Code drop downs.** Select this check box to display the account code description in the **Starting Account Code** and **Ending Account Code** parameter lists in **CIMS Server Web Reporting**. If you do not select this check box, the account code description does not appear with the account code.
- **Enable Client Dropdown Exact Length.** When this check box is selected, only account codes of the level set in the **Display Account Code Selection to Level** box appear as parameters in **CIMS Server Web Reporting**.

For example, assume that you have an account code of AABBBCCCC, where AA is level 1, ABBBB is level 2, and AABBBCCCC is level 3. If **Display Account Code Selection to Level** is set to 3, only code AABBBCCCC appears in the **Starting Account Code** and **Ending Account Code** parameter lists in CIMS Server Web Reporting.

Note that if you select this check box and you do not have clients defined in the CIMS Client table for the level set in **Display Account Code Selection to Level**, no account codes will appear in the parameter lists.

### User Logging Subtab

- **Log File.** If you are logging the usage of CIMS Server Web Reporting, enter the path for the log file.
- **Log IP Address To Skip.** If you are logging the usage of CIMS Server Web Reporting, type the IP address of any client that you *do not* want to track in the log file. If you enter only the first number or numbers of an address, any address that begins with the number(s) will not appear in the log file. For example, if you enter 127.0.0, the addresses 127.0.0.0 and 127.0.0.1 are not included.
- **Require Company Name on login.** When this check box is selected, the user must enter a company or organization name when logging on to CIMS Server Web Reporting. A text box for the name appears on the Login page.

## Customization Subtab

CIMS Server enables you to create custom Web site settings for CIMS Server Web Reporting. For example, you might want the Web site to conform to your corporate standards or to use a custom startup ASP page.

You can use the custom settings feature to select the *cascading style sheets*, images, background color, and menu alignment for the Web site.

To use custom Web site settings, you need to first set up the appropriate folders and files in Windows.

### In Windows:

- 1 Make sure that you have a Custom folder in C:\Program Files\CIMSLab\Server\Web. (This is the default location. The location of the Web folder might differ on your system.) The Custom folder should contain an images folder. See example [Figure 3-22](#).

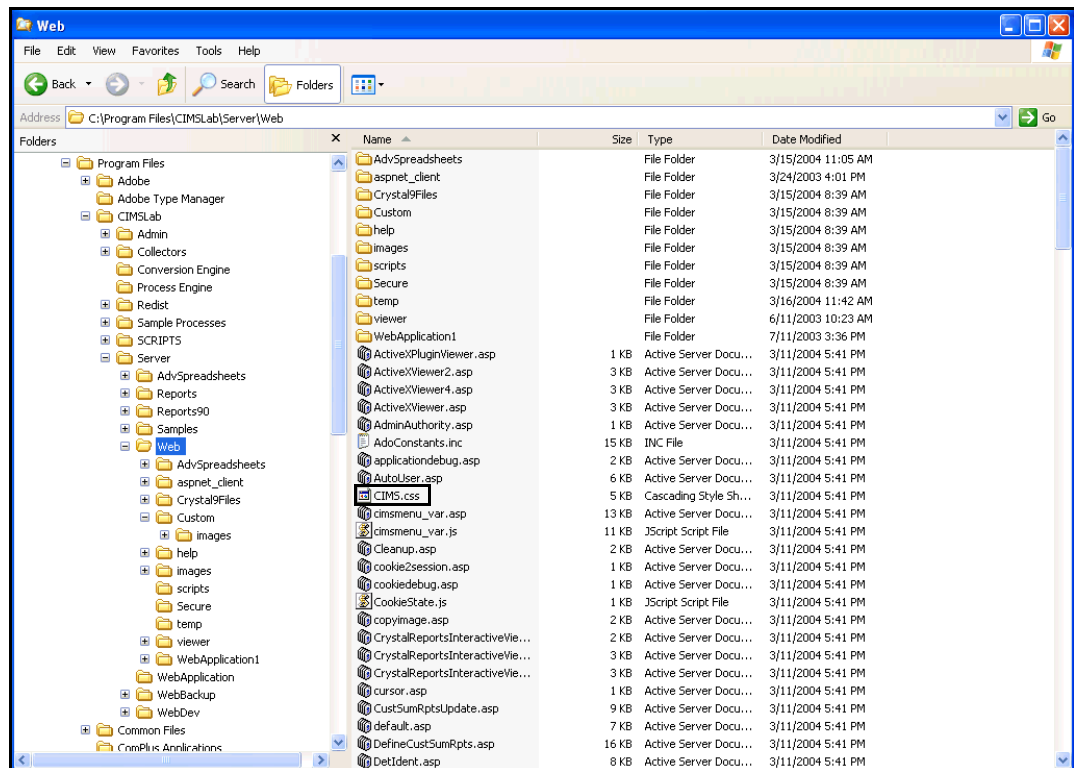


Figure 3-22 • Web Folder Contents

- 2 Copy everything in Web/images to Web/Custom/images. (Click Yes to replace the existing topgraphic.gif file in Custom/images).
- 3 Copy the CIMS.css file from the Web folder to Web/Custom.
- 4 Customize the CIMS.css file in the Custom folder as needed.
- 5 Customize the images in Custom/images as needed.

## ■ Setting Up the System

### Configuring System Settings

---

- 6 In `Web/Custom/images`, replace the `topgraphic.gif` file with your own image. This is the image that appears at the top of all Web pages. The image must be named `topgraphic.gif`, but it can be in the GIF or JPEG format.
- 7 In the `Custom` folder, customize the `default.asp` page. This is the home page.

#### ***In CIMS Server Administrator:***

- 1 On the **Web** tab, click **Custom** in the **Custom Site** box. Edit the following:
  - **Background Color.** Type the hexadecimal number for the background color.
  - **CSS Location.** Type `Custom/CIMS.css` (do not add beginning or ending slashes).
  - **Image Location.** Type `Custom/images` (do not add beginning or ending slashes).
  - **Menu Vertical Start Position.** Enter the start position (in pixels) for the menu. The menu begins at the specified number of pixels from the top of the page. The number of pixels depends on the size of your `topgraphic.gif` image. To determine the number of pixels:
    - a Right-click the `topgraphic.gif` file, and then click **Properties**.
    - b Click the **Summary** tab to get the image height.
- 2 Click **OK** when you are finished.

## Table Audit Settings

---

**Important!** • Auditing a table can degrade the table's performance because the audit feature uses SQL triggers. Do not use this feature for tables that you do not need to audit.

---

Use the **Auditing** tab to audit changes to certain database tables. Auditing tracks changes that have been made to the data in the tables, including the Windows user ID of the person who made the change and the date and time that the change occurred.

---

**Note** • Transaction audits might reflect the SQL Server login ID rather than the Windows user ID. For more information, see [Creating User Logins for the Database](#) on page 2-22.

---

To audit tables, select the appropriate check boxes in the **Select audit types** area. Audit data for a table is stored in an additional table named CIMS Audit <audit type>. For example, the CIMS Audit Rate table tracks changes to the CIMS Rate table.

You can also view changes to the CIMS Client, CIMS Rate, and CIMS Transaction tables via the following standard Web reports.

- Client Audit Report (file name RACLX001.rpt)
- Rate Audit Report (file name RARTX001.rpt)
- Transaction Audit Report (file name RATRX001.rpt)

For more information about these reports, including examples, refer to the *CIMS Server Web Reporting User's Guide*.

---

**Note** • You need to add these reports to the reports list in the Report List Maintenance Dialog box and to a report group in the Report Group Maintenance Dialog box if the reports are not already present (see [Working with Reports](#) on page 3-34).

---

## Database Load Archive Settings

Use the **Archiving** tab to set the archiving options for database loads. Archiving saves selected database loads in a format that you can reload (restore) into the database if the loads are purged.

- **Archive Path.** Enter the path for storing the archived database loads. The default path is `C:\Program Files\CIMSLab\Admin\Archive\DSNname`, where *DSNname* is the name of the data source selected in the Select ODBC Data Source dialog box. If you are using multiple databases with CIMS Server, you should store the archived loads from each database in separate folders. The archived database loads are stored in a Zip file and you cannot determine the data source by the Zip file name.
- **Compression Type.** Click the compression type that you want to use for the archive files or **None**. The default, **Deflate**, is recommended; however, **Deflate64** and **BurrowsWheeler** may be used for Zip tools that support them.
- **Compression Level.** Move the slider to set the compression level. The compression level controls the amount of compression to be applied when compressing data. The greater the amount of compression applied, the greater the time it takes to perform the compression.

For more information about archiving database loads, see [Archiving, Purging, and Restoring Database Loads](#) on page 4-23.

## Configuration Options

Use the **Option List** tab to set additional configuration options that can be used for custom reports and Web pages. CIMS Lab recommends that you consult technical support for assistance in adding configuration settings (see [Contacting Technical Support](#) on page 6-7).

---

**Note** • If you add Web reporting-related options, the change(s) will not take effect until you click **Update Configuration** on the **Edit Configuration** page in CIMS Server **Web Reporting** or restart IIS.

---

### **To add configuration options:**

- 1 Click **Add**.
- 2 In the **Add New Configuration Option** dialog box, enter the name for the new option (maximum of 80 characters), and then click **OK**. The **Configuration Option Maintenance** dialog box appears.
- 3 Enter the following information for the option:
  - **Description.** Enter a description of the setting. Maximum of 80 characters.
  - **Value.** Enter the value for the setting (e.g., a folder path or a flag value). Maximum of 255 characters
  - **Data Type.** Click the data type for the value: **String**, **Integer**, **Floating Point**, or **Date/Time**.

---

# Database Administration

This chapter describes how to use CIMS Server Administrator to create and administer CIMS Server databases.

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## Creating a Database

The database stores administration information as well as the Ident, Detail, and Summary records that are produced by CIMS Processing Engine (see [Chapter 5, Processing Data](#), for more information about these records). These records are used by Crystal Reports to provide robust Web reporting.

You might have already created a database using the steps in [Getting Started](#) on page 2-18. However, you can use more than one database with CIMS Server. For example, you might have a production database and a development database. The following sections provide steps for creating additional databases in Microsoft SQL Server or MSDE.

---

**Note** • Consult your SQL Server DBA for further assistance in creating a database.

---

### Creating a Database in Microsoft SQL Server 2000

To create a database in SQL Server 2000:

- 1 In Windows, click **Start** ▶ **Programs** ▶ **Microsoft SQL Server** ▶ **Enterprise Manager**.
- 2 In the Tree window, under **Console Root**, navigate to **Microsoft SQL Server** ▶ **SQL Server Group** ▶ **Computername** ▶ **Databases**.
- 3 Right-click the **Databases** folder, and then click **New Database**.
- 4 In the Database Properties dialog box, enter the configuration information for the new database as follows:
  - On the **General** tab, type a name for the database.
  - Unless you need to change the default settings for the database, you do not need to reset values in the **Data File** or **Transaction Log** tabs.
- 5 Click **OK** when you are finished.

### Creating User Logins for the Database

There are two types of CIMS Server users: the CIMS Server administrator or administrators and CIMS Server Web Reporting end users. After you create the database, you need to create database logins for these users as described in [To create a user login](#): on page 2-23.



## Creating a Database in MSDE 2000

When you install MSDE 2000, a default master database (`master.mdf`) is created. You can use this database “as is”.

To create additional MSDE databases, use either the OSQL or ISQL command-line interface as follows. Press <Enter> after each command.

- 1 At the command prompt, log on to the database server. For example:

```
osql -S servera-test -E
```

Where `-S servera-test` indicates the server name and `-E` indicates use a trusted connection. Note that there are other switches that you may have to use depending on your environment. For example, you may have to specify the login ID (`-U`) and password (`-P`) switches. To view the OSQL switches, type `osql /?` at the command prompt.

- 2 At the `1>` prompt, type:

```
create database database name
```

Where `database name` is the name that you want to give the database.

- 3 At the `2>` prompt, type:

```
go
```

The following messages appear:

```
The CREATE DATABASE process is allocating 0.63 MB on disk 'database name'.  
The CREATE DATABASE process is allocating 0.49 MB on disk 'database name_log'.
```

- 4 At the `1>` prompt, type:

```
quit
```

The database is created in `C:\Program Files\Microsoft SQL Server\MSSQL\Data` (if you installed CIMS Server, including MSDE, in the default location). This is also the location of the master database. You should include the `Data` folder in your backup schedule.

## Creating a Data Source and Initializing the Database

Once you have created a database, do the following:

- 1 Create an ODBC data source for the new database and select the data source (see [To create a data source](#): on page 4-5).
- 2 Perform the steps in [Set Up CIMS Server](#) on page 2-24 (i.e., initialize the database, enter the configuration settings, etc.).

**WARNING** • Before you initialize the database, make sure that you have selected the correct database by clicking **Show Connection Information** in the CIMS Server Administrator main window. Initializing overwrites any existing data in a database.

## Backing Up and Maintaining Databases

It is extremely important that you back up your CIMS Server database(s) so that you can recover your data in case of media failure or natural disaster. CIMS Lab recommends that you back up your database(s) weekly and that you back up to *a different server at another site*.

CIMS Lab also recommends that you use the Database Maintenance Plan feature included with SQL Server to schedule and perform backup up and maintenance tasks for databases. To use this feature:

- 1 In Windows, click **Start** ▶ **Programs** ▶ **Microsoft SQL Server** ▶ **Enterprise Manager**.
- 2 In the Tree window, under **Console Root**, navigate to **Microsoft SQL Server** ▶ **SQL Server Group** ▶ **Computername** ▶ **Management** ▶ **Database Maintenance Plans**.
- 3 Right-click **Database Maintenance Plans**, and then click **New Maintenance Plan**.
- 4 Follow the steps provided in the Database Maintenance Plan Wizard.

## Setting the Database Recovery Model

CIMS Lab recommends that you change the SQL Server recovery model from Full, the default, to Simple.

Full recovery allows the database to be recovered to the point of failure. Simple recovery allows the database to be recovered to the most recent backup. Because any lost data can be recovered and reloaded from the CIMS Server Resource Files, the benefit offered by the Full recovery is not as beneficial as the smaller SQL Server log file size and disk space savings provided by Simple recovery.

### ***To set the database recovery model:***

- 1 In Enterprise Manager, navigate to the database that you want.
- 2 Right-click the database, and then click **Properties**.
- 3 On the **Options** tab, click **Simple** in the **Recovery Model** list.
- 4 Click **OK**.

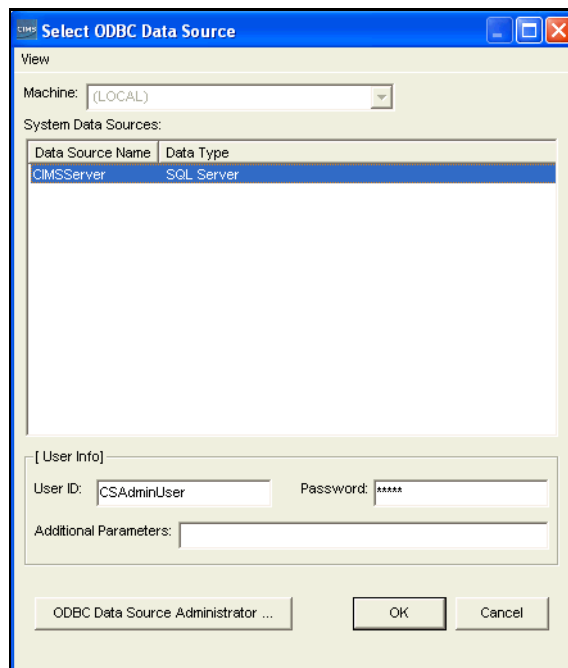
## Managing ODBC Data Sources

To access the databases that you create for CIMS Server, you need to create an ODBC data source for each database. You can then select the database that you want to use for database administration and/or Web reporting by its data source.

### To create a data source:

- 1 In the CIMS Server Administrator main window, click **Select ODBC Data Source**.

The Select ODBC Data Source dialog box appears as shown in example [Figure 4-1](#).



**Figure 4-1 • Select ODBC Data Source Dialog Box**

- 2 Click **ODBC Data Source Administrator**.

The ODBC Data Source Administrator dialog box appears.

- 3 Click the **System DSN** tab.

- 4 Click **Add** and follow the steps provided by the DSN creation wizard to add the data source. Consult your SQL Server DBA to determine the settings that you should select in the wizard. Note the following:
  - The wizard prompts you with the following: **How should SQL Server verify the authenticity of the login ID?** Click the correct authentication method (Windows or SQL Server). If you select SQL Server authentication, enter the SQL Server user ID and password in the **Login ID** and **Password** boxes.

---

**Note** • If you are using a single database with CIMS Server and you select SQL Server user authentication, you also need to enter the SQL Server user ID and password in User ID and Password boxes of the Select ODBC Data Source dialog box (see [Figure 4-1](#) on page 4-5).

If you are using multiple databases with CIMS Server and you select SQL Server authentication for each database, you need to open the Data Source List Maintenance dialog box and create a UID for each database data source (including the data source for your original database) and enter the corresponding SQL Server user ID and password (see [Setting a Unique Identifier for an ODBC Data Source](#) on page 4-7).

---

- **For Internationalization Only.** To select the language for the data source other than the default language, select the **Change Language of SQL Server Messages** to check box and click the language that you want from the list.

---

**Important!** • Do not select the Use regional settings when outputting currency, numbers, dates, and times check box (the default for this check box is unselected). CIMS Server does not support this option. Regional settings are supplied by the regional options for the user logged on to the computer (see [Internationalization Setup](#) on page 2-9).

---

- 5 When the wizard completes, click **Test Data Source** to make sure that the configuration was successful, and then click **OK** until the Select ODBC Data Source dialog box closes. Note that when you add a data source, the database does not appear in the Select ODBC Data Source dialog box until you close and re-open the dialog box.
- 6 Click **Select ODBC Data Source** again, click the new data source, and then click **OK**.
- 7 Perform the steps in [Set Up CIMS Server](#) on page 2-24 (i.e., initialize the database, enter the configuration settings, etc.).

#### **To edit a data source:**

- 1 Double-click the data source.
- 2 Follow the steps in the DSN configuration wizard to edit the data source.
- 3 When the wizard completes, click **Test Data Source**, and then click **OK** until the wizard closes.

**To select a data source:**

In the Select ODBC Data Source dialog box, click the data source, and then click OK.

**To remove a data source:**

---

**Important!** • Before you remove a data source, make sure that the data source is not used for any of the purposes specified in *Setting a Unique Identifier for an ODBC Data Source*. For example, you are using multiple databases for Web reporting.

---

- 1 Follow Steps 1 through 3 in *To create a data source*: on page 4-5.
- 2 Click the data source that you want remove, and then click **Remove**.
- 3 Click **OK** until the Select ODBC Data Source dialog box closes.

## Setting a Unique Identifier for an ODBC Data Source

---

**Note** • This section is applicable only if you are using multiple databases or you are using one database with multiple data sources.

---

Data sources are used by both the CIMS Server Web Reporting Web site and CIMS Data Collectors. If you are using multiple databases with CIMS Server, you need to use a UID to identify each data source in the following situations:

- You want to use multiple data sources for Web reporting (see *Using Multiple Databases for CIMS Server Web Reporting* on page 4-9).
- You have multiple data sources with Windows authentication enabled and you want to run scripts against these databases.
- You have multiple data sources with SQL Server authentication enabled (regardless of whether you are using the data sources for Web reporting or a running scripts against the data sources). In this situation, a UID is required for each data source to store the SQL Server user ID and password for that data source.

If you are using a single data source, a UID is not required. Enter the SQL Server user ID and password in the Select ODBC Data Source dialog box (see *Managing ODBC Data Sources* on page 4-5).

You also need to use a UID if you have a database with separate SQL Server logins for the CIMS Server administrator or administrators and CIMS Server Web Reporting end users. In this situation, you need to create a UID for the data source that the Web end user will use to access the database. This may be the same data source used by the administrator or a different data source as noted in *Select and Configure the Database As an ODBC Data Source* on page 2-24.

#### **To add a data source UID:**

- 1 In the CIMS Server Administrator main window, click **System Administration ▶ Data Sources**.

The Data Source List Maintenance dialog box appears.

- 2 Click **Add**.
- 3 In the Add Data Source dialog box, type a UID for the data source, and then click **OK**. For convenience, you might want to use the data source name as the UID. For example, if the data source name for the database is CSDEV, you can also use CSDEV as the UID.

The Select ODBC Data Source dialog box appears.

- 4 Click the data source that you want to assign the UID to (if the data source does not appear, add the source as shown in *To create a data source:* on page 4-5), and then do one of the following:
  - If the data source *does not* require a SQL Server user ID and password, click **OK**.
  - If the data source *does* require a SQL Server user ID and password, type the ID and password in the **User ID** and **Password** boxes, and then click **OK**.

---

**Note** • If additional parameters are required to enable connection to the database, type the parameters in the **Additional Parameters** box. For more information, consult your SQL Server DBA.

---

- 5 Repeat this procedure for each UID that you want to add. (For an example of a configured Data Source List Maintenance dialog box, see *Figure 4-2* on page 4-9.)

#### **To edit a data source UID, user ID, and password:**

- 1 Click the UID, and then click **Edit**.

The Select ODBC Data Source dialog box appears.

- 2 Edit the data source user ID, password, or parameters or click **ODBC Data Source Administrator** to change the data source configuration settings as shown in *To edit a data source:* on page 4-6.

#### **To remove a data source UID:**

Click the data source UID, and then click **Remove**.

## Using Multiple Databases for CIMS Server Web Reporting

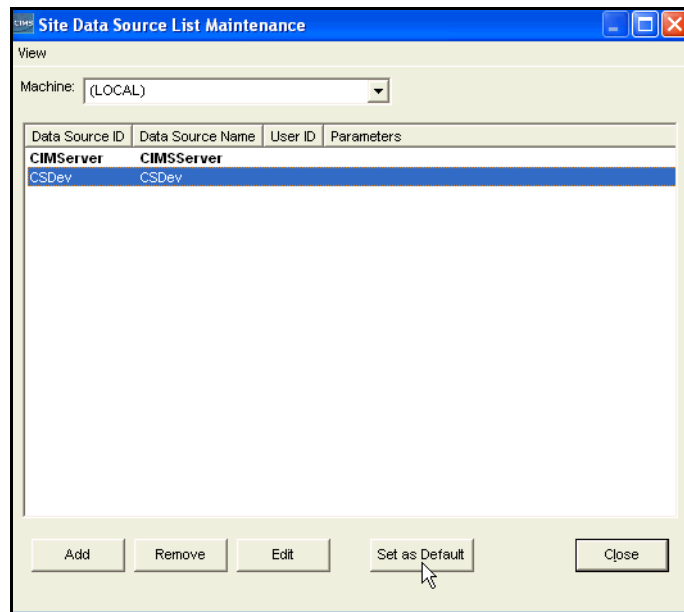
There are two scenarios for using multiple databases for Web reporting:

- One Web server with one virtual directory. This scenario allows you to point your Web site to the default database set in CIMS Server Administrator. You can change the default database as needed and then update CIMS Server Web Reporting to connect that database.
- One Web server with multiple virtual directories. This scenario allows you to access multiple databases without changing the settings in CIMS Server Administrator. You can access multiple databases during a CIMS Server Web Reporting session by creating individual virtual directories for each database other than the default database.

Both scenarios can be used for development, testing, and upgrade purposes. However, the second scenario is more commonly used.

### *To use one Web server and one virtual directory:*

- 1 Click the UID for the database that you want to use, and then click **Set As Default**. See example [Figure 4-2](#).



**Figure 4-2 • Data Source List Maintenance Dialog Box—Set As Default**

- 2 Click **Upgrade Configuration** on the Edit Configuration page of CIMS Server Web Reporting or restart IIS. The correct data source should appear in the **ODBC DSN** field on the Edit Configuration page.
- 3 Repeat this procedure each time you want to use a different database.

#### **To use one Web server and multiple virtual directories:**

A typical configuration for multiple virtual directories is one in which the default directory is pointing to the production database and another directory is created to point to a development database. Using this scenario as an example:

- 1 In CIMS Server Administrator, set the production database as the default data source (see the steps in *To use one Web server and one virtual directory*: on page 4-9).
- 2 In Windows, copy the Web folder and its contents to create a Web site that will point to the development database. If you installed CIMS Server in the default location, the Web folder is in C:\Program Files\CIMSLab\Server.
- 3 In the new folder, open the WebReportingDataSource.asp file and enter the UID for the development Web site as follows:

```
Application("WebSiteUID") = "UID" (where UID is the UID for the development Web site, see To add a data source UID: on page 4-8).
```

- 4 Create a virtual directory that points to the path for the development Web site folder. For assistance, consult your IIS administrator.
- 5 To access the database that you want, enter the Web site address that points to that database in the **Address** bar of the browser used for CIMS Server Web Reporting.



## Managing Database Tables

CIMS Server Administrator includes many powerful tools for managing database tables used with the CIMS Server system. You can easily create, drop, load, export, and view database tables.

### *About Exporting, Loading, Dropping, and Creating Tables*

The following is a description of the drop, create, export, and load functions used for database tables:

- *Exporting* a table from the database creates a comma-delimited text file with the same name as the table, but does not remove the table or its data. Exporting a table is useful as a means of backup.
- *Loading* a table into the database first deletes all data currently in the table and then loads the table file from the file in the directory that you specify. The file must have the same name as the table (e.g., CIMSRate.txt for the CIMS Rate table).

**WARNING • Extreme caution should be used when loading a table. Deleting or overwriting data can cause unexpected results. Be sure a backup exists before performing this procedure.**

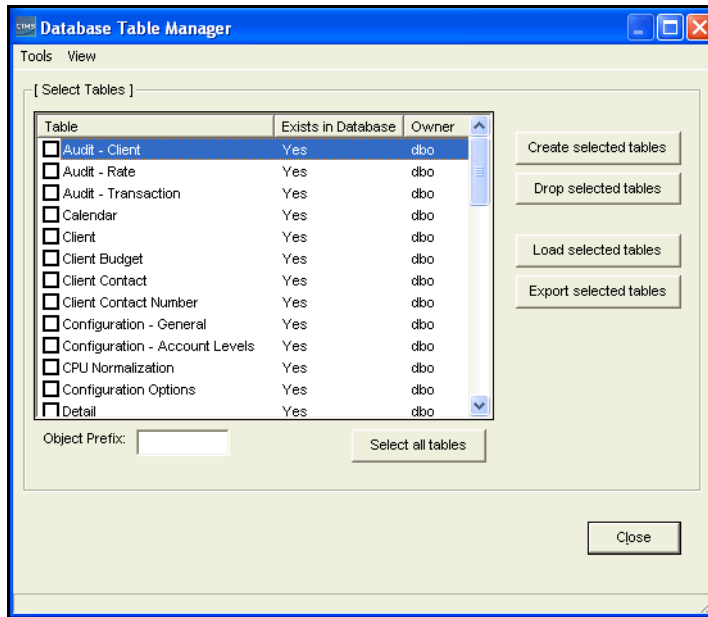
- *Dropping* a table removes the table and its data from the database. You should consult CIMS Lab before dropping a table (see *Contacting Technical Support* on page 6-7).
- *Creating* a table creates the table with no data in the database after the table is dropped.

## Loading and Exporting Tables

*To load or export a table:*

- 1 In the main CIMS Server Administrator window, click **System Administration** ▶ **Database** ▶ **Database Table Manager**.

The Database Table Manager dialog box appears as shown in [Figure 4-3](#).



**Figure 4-3 • Database Table Manager Dialog Box**

---

**Note** • CIMS Lab strongly recommends that you leave `dbo.` in the Object Prefix box. This prefix sets the owner of the tables to `dbo` in SQL Server allowing any authorized database user to view the tables.

---

- 2 To load a table, select it in the list of tables. To select all table check boxes, click **Select all tables**. Note that the ability to select all tables is dependent on the privileges assigned by the SQL Server DBA.
- 3 Click **Load Selected Tables** or **Export Selected Tables**. A dialog box appears, prompting you to select the location that you want to load tables from or export tables to. Select the correct folder, and then click **OK**.

## Loading and Exporting Client and Rate Tables

The most commonly exported and loaded tables are the CIMS Client and CIMS Rate tables and their related tables. You can export and load these tables from the Database Table Manager or you can use the Chargeback Tables dialog box. This dialog box includes only client and rate-related tables.

### To load or export a client or rate table:

- 1 In the main CIMS Server Administrator window, click **Chargeback Administration** ▶ **Chargeback Table Maintenance** ▶ **Table Manager**.

The Chargeback Tables dialog box appears.

- 2 Select the tables that you want to export or load as shown in example [Figure 4-4](#). (Note that if you select **Client** or **Rate**, all related tables are selected by default. You can clear those tables that you do not want.)



**Figure 4-4 • Chargeback Tables Dialog Box**

- 3 Click **Export Selected Tables** or **Load Selected Tables**. A dialog box appears, prompting you to select the location that you want to load tables from or export tables to. Select the correct folder, and then click **OK**.

## Creating and Dropping Tables

### To create or drop a table:

- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Database** ▶ **Database Table Manager**.

The Database Table Manager dialog box appears.

- 2 Select the table(s) you want to create or drop. To select all tables, click **Select all tables**.
- 3 Click **Create Selected Tables** or **Drop Selected Tables**. A confirmation message appears. Click **Yes**.

## Converting Daily Summary Tables to a Monthly Summary Table

You can consolidate your daily CIMS Summary records so that data is stored in an aggregated monthly record. This consolidation minimizes storage (there is typically a 90 percent or greater reduction in records) and decreases the time required to generate monthly reports. A drawback to this consolidation is that you cannot run costed daily reports against the CIMS Summary table.

To perform the consolidation process, use the `ConvertSummaryDailyToMonthly.wsf` script. For more information about this script, see [page C-5](#).

---

**Important!** • You should consult CIMS Lab before using this script (see [Contacting Technical Support](#) on page 6-7).

---

## Purging Data from the CIMS Detail and CIMS Detail Ident Tables

The CIMS Detail and CIMS Detail Ident tables can accumulate a large amount of data. To control the size of these tables, you can specify the number of months of database loads that you want to maintain in the tables. For example, if you specify six months, the data loaded to the database during the current month and the preceding six months is maintained. *All data loaded to the database with load dates prior to the specified number of months is removed permanently, not archived.*

To set the number of months that you want to maintain, use the `PurgeDetail.wsf` script. For more information about this script, see [PurgeDetail.wsf](#) on page C-9.

---

**Important!** • You should consult CIMS Lab before using this script (see [Contacting Technical Support](#) on page 6-7).

---

## Updating the Rate Identifiers Table

A key feature of viewing invoices in CIMS Server Web Reporting is the ability to drill down on the units consumed for a resource by identifier. This feature uses the CIMS Rate Identifiers table, which contains the rate codes that are processed from the input resource file(s) and correlates them to their corresponding identifier names in the CIMS Ident table.

If the identifiers in the CIMS Server Resource File changed and/or a rate code or codes in the input file have changed, the CIMS Rate Identifiers table will retain unused data in addition to the current data. Although this does not cause processing problems, the table can accumulate a large amount of data. To update the table so that it contains only the current data, in the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Database Loading** ▶ **Update Rate Identifiers**.

## Viewing Tables

To view tables, in the CIMS Server Administrator main window, click **System Administration** ▶ **Database** ▶ **Table Viewers** ▶ *Table Name*.

---

**Note** • To view other details about a table, see *Managing Database Objects* on page 4-16.

---

## Managing Database Objects

**WARNING** • Certain reports are dependent on database objects. Dropping or altering database objects could disable these reports.

In addition to tables, there are three types of database objects in CIMS Server:

- **Views.** Each view is essentially a saved SQL statement that performs a query that allows the system to generate a report or reports.
- **Stored Procedures.** Each procedure is set of SQL statements that can perform both queries and actions that allow the system to generate a report or reports. Stored procedures can accept parameters at runtime, whereas views cannot.
- **Indexes.** These are files that contain the SQL statements that define how a table index is created. A table index allows the database program to find data in a table without scanning the entire table. There can be multiple indexes per table or no index at all.

All three types of database objects are *XML* files. The standard database objects that are included with CIMS Server are located in `C:\Program Files\CIMSLab\Admin\DBObjects\Standard` (if you installed CIMS Server in the default location). You can also create custom objects and store them in the `Custom` folder. If you create a custom object with the same name as a standard object, CIMS Server uses the custom object.

## Creating and Dropping Database Objects

You can create or drop (completely remove) standard or custom database objects in the database.

**To create or drop database objects:**

- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Database** ▶ **Database Objects Manager**.

The Database Objects Maintenance dialog box appears as shown in [Figure 4-5](#) on page 4-17.

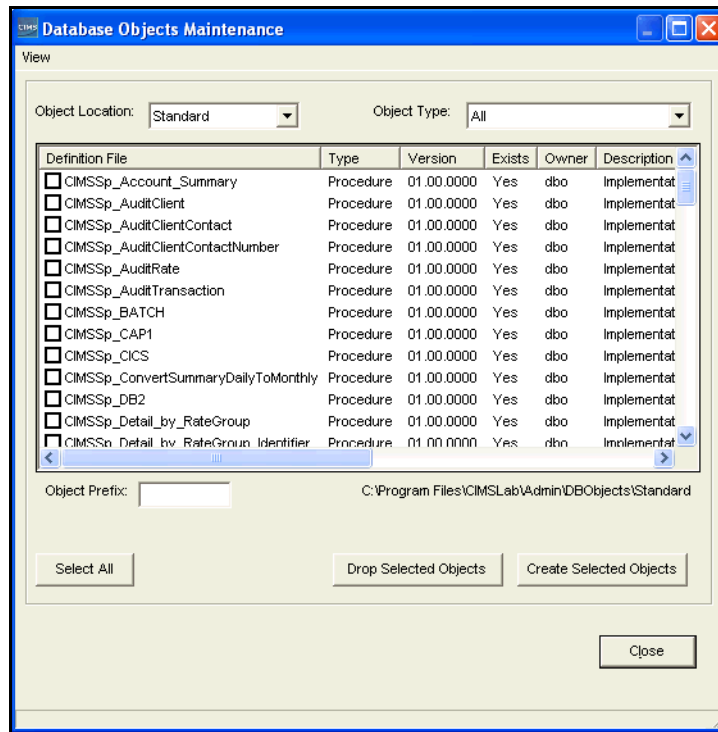


Figure 4-5 • Database Object Maintenance Dialog Box

**Note** • CIMS Lab strongly recommends that you leave `dbo.` in the Object Prefix box. This prefix sets the owner of the objects to `dbo` in SQL Server allowing any authorized database user to view the objects.

- 2 In the **Object Location** list, click the location of the database objects that you want to create or drop (i.e., the `Standard` or `Custom` folder).
- 3 In the **Object Type** list, click the object type (Index, Stored Procedure, or View) or accept the default (`All`).
- 4 Select the object(s) that you want to create or drop. To select all object check boxes, click **Select All**.
- 5 Click **Create Selected Objects** or **Drop Selected Objects**. A confirmation message appears. Click **Yes**.

**Note** • If the user ID that you are using to access the database does not have sufficient system administration authority, you might not be able to create database objects or to create objects with the appropriate permissions. In this situation, a warning message appears recommending that you contact your database administrator or CIMS Lab before continuing.

To confirm that an object exists in the database, make sure that `Yes` appears in the `Exists` column for that object.

## Loading, Archiving, and Purging the Database

This section provides the procedures for loading, archiving, and purging the CIMS Server database using the CIMS Server Administrator. You can also perform the functionality described in this section via batch scripts.

### Loading the Database

You can configure CIMS Server to automatically load process output files at the end of processing (see *CIMS Server Administrator Processing* on page 5-17) or you can load the process output files using the procedures in *Loading from CIMS Server*. In most cases, the latter method is used for testing or debugging purposes only.

You can also load database files from CIMS Desktop and CIMS Mainframe Data Collector and Chargeback System into the CIMS Server database.

---

**Note** • You may receive a warning message verifying that you want to overwrite data. This probably means that you are loading duplicate data. You should delete the previous load immediately after completing the current load (see *Tracking the History of Database Loads* on page 4-26).

---

### Loading from CIMS Server

This section describes how to load process output files into the CIMS Server database. Note that this process is normally not required because the output files are automatically loaded at the end of processing.

#### *To load a database from CIMS Server:*

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Database Loading** ▶ **From CIMS Server**. The CIMS Server File Load dialog box appears as shown in example [Figure 4-6](#).

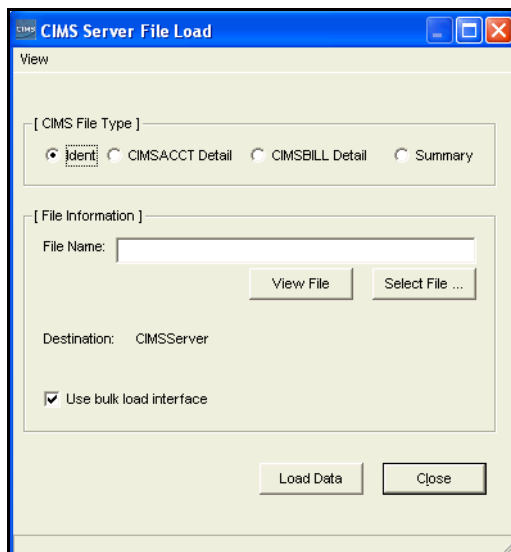


Figure 4-6 • CIMS Server File Load Dialog Box



**2** Complete the dialog box as follows:

- **CIMS File Type.** Click one of the following:
  - **Ident.** This is the identification file that contains fields such as User ID, department code, division code, server name, etc. These fields are used during account code conversion to create your account code structure.
  - **CIMSACCT Detail.** This file is created by CIMSACCT. It provides an account code for each input file record processed. This file is used as an input into CIMSBILL. *You will rarely need to load this file.*
  - **CIMSBILL Detail.** This file is created by CIMSBILL. This file is loaded into the database for use in the drill down reports. This file contains resource utilization data.

The CIMSBILL Detail File differs from the CIMSACCT Detail File in that the CIMSBILL Detail File reflects any proration, CPU normalization, or include/exclude processing that was performed. The CIMSBILL Detail File also includes accounting dates.

- **Summary.** This is a file created CIMSACCT that contains summarized usage records with rates applied to them. You can load any number of summary files individually.

For more information about these files, see [Chapter 5, Processing Data](#).

- **File Name.** Enter the path of the database file that you want to load. To browse for a file, click **Select File**. To view the file in Windows Notepad, click **View File**.
- **Use Bulk Load Interface.** Select this check box to perform a bulk load when loading the database. This option is recommended because it increases the speed of loads. A disadvantage is that if there is an error in the data, a generic rather than specific error message appears. In this case, clear this check box and reload to view the specific error message.

**3** Click **Load Data**.

## Loading from CIMS MVS (OS/390)

**Note** • You should only load a database from a CIMS mainframe summary file if you are instructed to do so by CIMS Lab. This method should only be used if you have run CIMS Mainframe Data Collector and Chargeback System prior to version 11.5; it is not a standard procedure. Loading the mainframe summary file eliminates all drill down reporting capabilities of that loaded file.

This section describes how to load database files from CIMS Mainframe Data Collector and Chargeback System into the CIMS Server database.

### To load a database from CIMS Mainframe Data Collector and Chargeback System:

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Database Loading** ▶ **From CIMS MVS**.

The CIMS MVS File Load dialog box appears as shown in example [Figure 4-7](#).

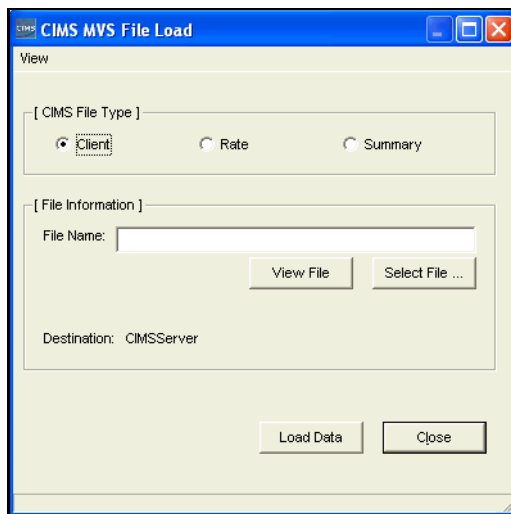


Figure 4-7 • CIMS MVS File Load Dialog Box

- 2 Complete the dialog box as follows:
  - **CIMS File Type.** Click one of the following:
    - **Client.** The Client file from CIMS Mainframe Data Collector and Chargeback System. The Client file contains the formal descriptions for each client represented by your account code structure. For more information, see [Working with Clients](#) on page 3-16. It is recommended that you maintain the Client file in one location on the CIMS Server server, not the mainframe.

- **Rate.** The Rate file from CIMS Mainframe Data Collector and Chargeback System. The Rate file is a list of all rates that have been defined for your installation. CIMS Server uses each rate to calculate a cost for each resource being reported. For more information, see *Working with Rates* on page 3-9. *It is recommended that you maintain the Rate file in one location on the CIMS Server server, not the mainframe.*
- **Summary.** This is a file created by the CIMS Mainframe Data Collector and Chargeback System version of CIMSBILL that contains summarized usage records. You can load any number of Summary files individually. *Note that if you load the CIMS mainframe summary file, end users will lose all drill down reporting capabilities.*
- Enter the path of the database file that you want to load. To browse for a file, click **Select File**. To view the file in Windows Notepad, click **View File**.

### 3 Click Load Data.

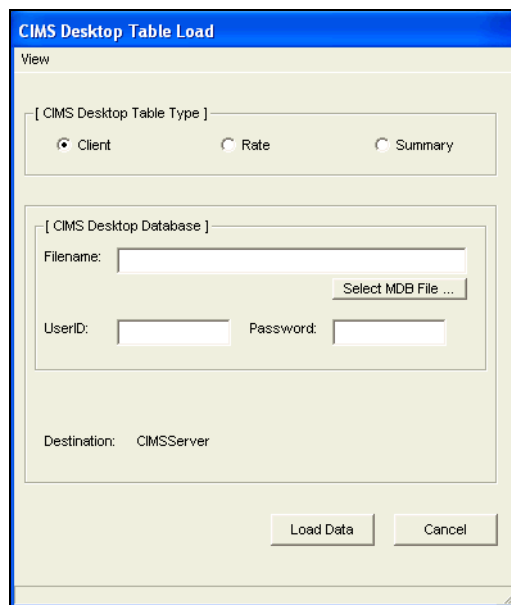
## Loading from CIMS Desktop

This section describes how to load CIMS Desktop database files into the CIMS Server database.

### To load a database from CIMS Desktop:

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Database Loading** ▶ **From CIMS Desktop**.

The CIMS Desktop Table Load dialog box appears as shown in example [Figure 4-8](#).



**Figure 4-8 • CIMS Desktop Table Load Dialog Box**

- 2 Complete the dialog box as follows:
  - **CIMS Desktop Table Type.** Click one of the following:
    - **Client.** The client file from CIMS Desktop. The Client file contains the formal descriptions for each client represented by your account code structure. For more information, see *Working with Clients* on page 3-16.
    - **Rate.** The Rate file from CIMS Desktop. The Rate file is a list of all rates that have been defined for your installation. CIMS Server uses each rate to calculate a cost for each resource being reported. For more information, see *Working with Rates* on page 3-9.
    - **Summary.** This is a file created by the CIMS Desktop version of CIMS BILL that contains summarized usage records. You can load any number of Summary files individually. *Note that if you load the summary file from CIMS Desktop, end users will lose all drill down reporting capabilities.*
  - **File Name.** Enter the path of the database file that you want to load. To browse for a file, click **Select MDB File**.
- 3 Click **Load Data**.

## Archiving, Purging, and Restoring Database Loads

You can archive, purge, and restore database loads. Archive, purge, and restore are defined as follows:

- **Archive.** Saves selected CIMS Summary, CIMSBILL Detail, CIMS Ident, and/or CIMSACCT Detail loads in a format that you can reload (restore) into the database. Archiving does not remove the load from the database.
- **Purge.** Deletes selected loads from the database.
- **Restore.** Reloads selected purged loads into the database. To use this feature, the loads must be archived.

You can archive loads, archive and purge loads, or purge loads without archiving them. To view a history of the loads that have been archived or purged (deleted), see [Tracking the History of Database Loads](#) on page 4-26.

### To archive database loads:

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Database Loading** ▶ **Load Archiving & Purging**.

The Load Archive dialog box appears as shown in example [Figure 4-9](#).

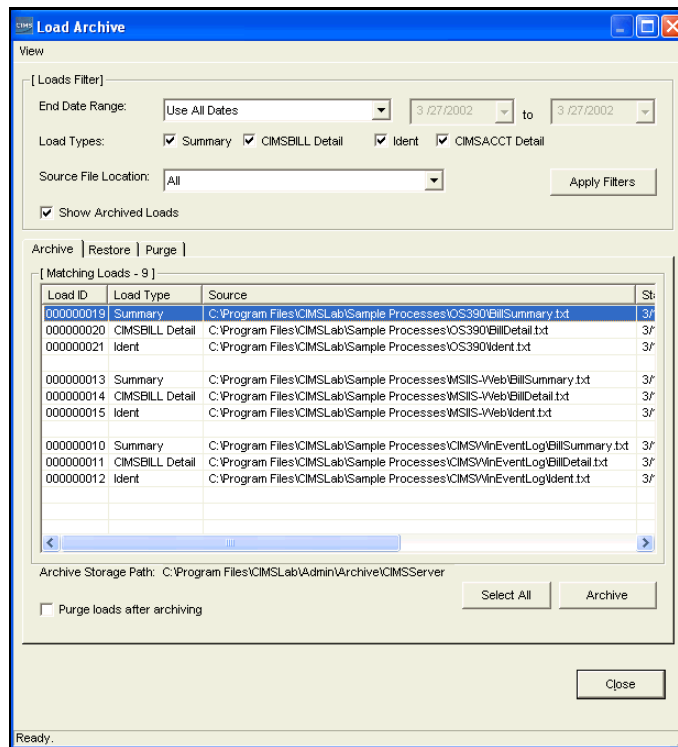


Figure 4-9 • Load Archive Dialog Box

- 2 In the **Loads Filter** area, set the following filters. These filters determine the loads that appear on the **Archive** tab. For example, you can select only CIMS BILL Detail loads or only those loads with end dates that are in a certain date range.
  - **End Date Range.** Loads are selected by the end date stored in the CIMS Load Tracking table. Click **Use All Dates**, **Use Specific Dates**, or a date keyword to select loads with end dates that fall within the specified date range. For example, if you click **Current Month**, loads with end dates in the current month are selected. If you select **Use Specific Dates**, enter the dates in the from/to boxes.
  - **Load Type.** Select the check box or boxes for the load types that you want to archive. These are the loads created by CIMS Processing Engine. For more information, see *Chapter 5, Processing Data*.
  - **Source File Location.** Click **All** to select loads from all applicable process definitions or click a specific process definition (see *CIMS Server Administrator Processing* on page 5-17).
  - **Show archived loads.** Select this check box to show loads that have been archived. This filter appears only when the **Archive** tab is active.
- 3 Click **Apply Filters** to retrieve the loads that match the filter criteria. (Note that you need to click **Apply Filters** each time that you change the filter settings.)
- 4 If you want to purge the loads after they are archived, select the **Purge loads after archiving** check box.
- 5 On the **Archive** tab, click the load or loads that you want to archive or click **Select All**, and then click **Archive**.

The archived loads are stored in a Zip file in the folder specified on the **Archiving** tab of the Configuration dialog box (see *Database Load Archive Settings* on page 3-54). The naming convention for the Zip file is CIMSArchive\_StartDate\_EndDate\_SequenceNumber.zip.

---

**Important!** • If you initialize a database, you should delete any archived files for that database. Errors can occur if you try to reload these files to the originating database or another database.

---

**To purge database loads:**

---

**Important!** • Purging removes database loads from the database. If the loads are not archived before they are purged, you cannot restore the loads to the database.

---

To purge loads automatically after they are archived, click the **Purge loads after archiving** check box on the **Archive** tab.

To purge loads independently of archiving:

- 1 Set and apply the filters for the loads that you want to purge as described in *To archive database loads*: on page 4-23.
- 2 On the **Purge** tab, click the load or loads that you want to purge or click **Select All**, and then click **Purge**.

**To restore database loads:**

- 1 Set and apply the filters for the loads that you want to restore as described in *To archive database loads*: on page 4-23.
- 2 On the **Restore** tab, click the individual load or loads that you want to restore or click **Select All**, and then click **Restore**.

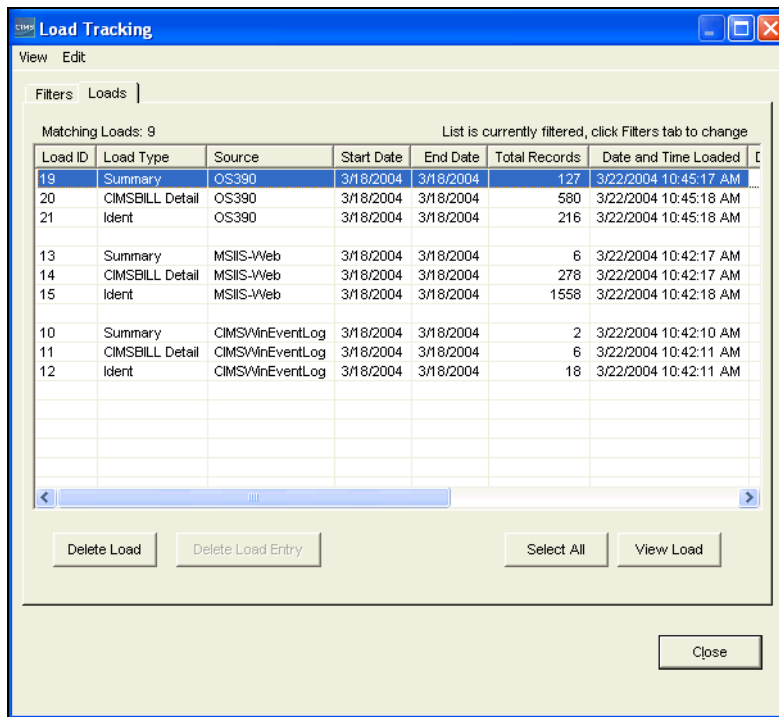
## Tracking the History of Database Loads

You can track the history of CIMS Summary, CIMSBILL Detail, CIMS Ident, and CIMSACCT Detail files that have been loaded to and/or deleted from the database.

### To track loads:

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Database Loading** ▶ **Load Tracking**.

The Load Tracking dialog box appears as shown in example [Figure 4-10](#).



**Figure 4-10 • Load Tracking Dialog Box**

- 2 Use the **Loads** tab to track the files that have been loaded to the database. This tab provides information such as the type of file loaded, the start and end dates in the files, the date the files were loaded to the database, and whether the files have been archived. You can delete and view loads as follows:
  - **Delete Load.** To remove a load or loads from the database, click the load(s) or click **Select All** to select all loads, and then click **Delete Load**.
  - **Delete Load Entry.** To remove a deleted load or loads from the database, click the load(s), and then click **Delete Load Entry**. Deleted loads appear when using the **Show deleted loads** filter on the **Filters** tab.
  - **Select All.** To select all loads, click **Select All**.
  - **View Load.** To view a load, click the load, and then click **View Load**.



- 3 Use the **Filters** tab to determine the loads that appear on the **Loads** tab. For example, you can choose to track only CIMSBILL Detail File loads or only files that were loaded during a certain date range.
  - **Load Type.** Select the check box or boxes for the load types that you want to view. These are the loads created by CIMS Processing Engine. For more information, see *Chapter 5, Processing Data*.
  - **Source File Location.** Click **All** to view loads from all applicable process definitions or click a specific process definition (see *CIMS Server Administrator Processing* on page 5-17).
  - **End Date Range.** Loads are selected by the accounting end date of the data in the loads. (Note that CIMSACCT Detail loads are selected by the usage end date.) Click **Show All Dates**, **Use Specific Dates**, or a date keyword to select loads with end dates that fall within the specified date range. If you select **Use Specific Dates**, enter the dates in the from/to boxes.
  - **Date Loaded Range.** Click **Show All Dates**, **Use Specific Dates**, or a date keyword to select loads that were loaded within the specified date range.
  - **Show deleted loads.** Select this check box to view loads that have been deleted.
  - **Apply Filters.** Click this button to view the loads that match the filter criteria.

## Profiling the Database and Tables

You can view profiles of the database and tables. These profiles provide detailed attributes of the data.

### To view profiles of a database or table:

- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Database** ▶ **Database Profiler**.

The Database Profiler dialog box appears.

- 2 Under **Database**, you can navigate to view attributes of the database. Under **Tables**, you can navigate to a specific table and view **Dates** (created or modified), **Columns**, **Indexes**, or **Properties** information. See [Figure 4-11](#).

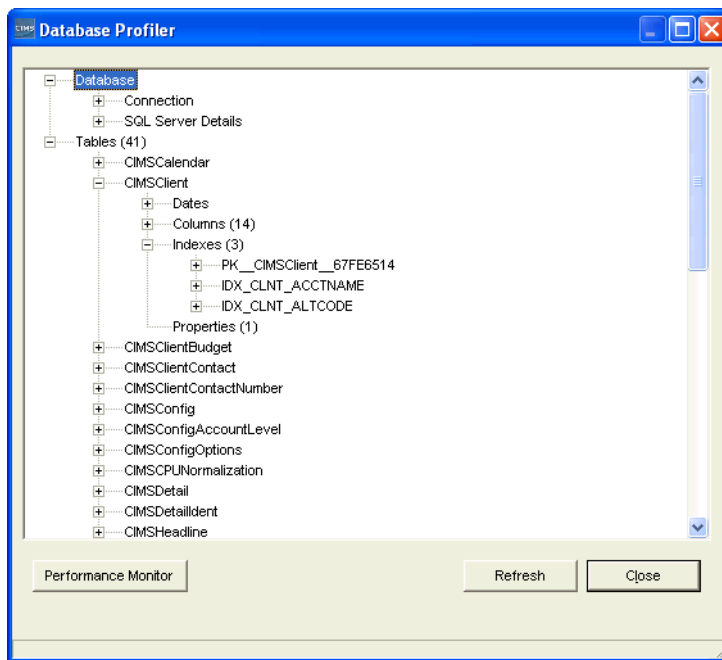


Figure 4-11 • Database Profiler Dialog Box

## Upgrading the Database

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**Important!** • Back up the database or make sure that it has recently been backed up before you upgrade the database.

---

The new version or release of CIMS Server might contain a new database version. In this case, you will receive notification that a database upgrade is available when you start CIMS Server Administrator. Click **Yes**, and then click **Upgrade Database**. If you have more than one database, you will receive this notification each time that you select a database that is not the latest version.

You can also click **System Administration** ▶ **Database** ▶ **Upgrade Database** to view the status of and/or upgrade a database.

---

**Note** • CIMS Lab strongly recommends that you leave **dbo.** in the **Object Prefix** box of the **Upgrade Database** dialog box. This prefix sets the owner of CIMS Server database objects to **dbo** in SQL Server allowing any authorized database user to view the objects.

---



# Processing Data

This chapter provides an overview of the data processing cycle and components and describes how to use CIMS Server Administrator to set processing options.

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## About Processing Data

CIMS Server processes IT resource usage data from any application, system, or operating system on any platform. The primary method for loading this data into CIMS Server is the CIMS Server Resource File. The records in this file contain a header, start and end date and time, shift code, and multiple identifiers and resources (for the record layout, see [page B-2](#)).

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**Note** • Although the CIMS External Transaction File is also supported, CIMS Lab recommends that you use the more flexible and efficient CIMS Server Resource File.

---

The CIMS Data Collector(s) that you are using to collect your system data automate the data processing cycle (see [CIMS Data Collectors](#) on page 1-5). The collectors convert usage metering files created by your system into CIMS Server Resource Files. The collectors then process the data in the files and load the resulting output files into the database using the CIMS Processing Engine components CIMSACCT.d11, CIMSBILL.d11, CIMS SORT.d11, CIMSAdminLib.d11, and CIMSResr1.d11.

CIMS Server Administrator is used to set the processing settings required by the key processing programs, CIMSACCT and CIMSBILL. These programs are responsible for assigning accountability and cost for resources consumed, respectively. The process settings for CIMSACCT and CIMSBILL are described in [CIMS Server Administrator Processing](#) on page 5-17.

Although not intended for daily processing, you can also process CIMS Server Resource Files using CIMS Server Administrator. For example, you can use CIMS Server Administrator to process the sample files that are provided with CIMS Server for demonstration purposes or to process miscellaneous transactions that are not processed by a CIMS Data Collector. To process files using CIMS Server Administrator, see [Processing Data Using CIMS Server Administrator](#) on page 5-31.

### Data Processing Frequency

The preferred method of processing is to run the full data processing cycle as the data becomes available. The data produced by the various operating systems (OS/390, UNIX, Windows, Open VMS, etc.) and applications/databases (CICS, DB2, Oracle, IIS, Exchange Server, etc.) are usually made available for processing on a daily basis. Other feeds such as manpower accounting, voice telephone, dedicated lines, etc., are normally produced on a monthly basis.

There are several advantages to running the full costing cycle on a daily or data availability basis:

- The volume of data created makes it more practical to process daily. A single mid-sized Proxy Server might produce millions of records each day. It is more efficient to process these records each day of the month rather than try to run many millions of records through the processing cycle at month end.
- It is easier to catch processing errors when the data is reviewed on a daily basis. It is more difficult to troubleshoot a problem when it is discovered at month end. If an unusual increase in utilization is observed for a specific resource at month end, the entire month's records must be checked to determine when the increase first took place.

Because there are fewer jobs, transactions, or records to review, the task of determining what caused the utilization spike is much simpler if caught on the day in which it occurred.

- If the program CIMSBILL is run monthly, the start date is the first day of the month and the end date is the last day of the month. Because of this date range, it is not possible to view the CIMS Summary Records for a single day or week. The smallest time range that may be used is the entire month.



## CIMS Processing Engine

CIMS Processing Engine is composed of COM objects. Each object performs particular functions in the processing cycle. [Table 5-1](#) describes the CIMS Processing Engine COM objects in the order that they appear in the processing cycle and the output files created by the objects as applicable.

For a description of the properties and methods of these objects, refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide*.

COM Object	Description	Output Files
CIMSACCT.d11	<p>Performs account code conversion, shift determination, date selection, and identifier extraction on the data contained in the CIMS Server Resource File or other input file. The input file could be the CIMSACCT Detail File previously produced by CIMSACCT.</p> <p>For more information about CIMSACCT, including a description of its input and output files, see <a href="#">page 5-6</a>.</p>	<ul style="list-style-type: none"> <li>■ <b>CIMS Ident.</b> This file is loaded into the database.</li> <li>■ <b>CIMSACCT Detail.</b> This file is input into CIMSSORT or can be reprocessed through CIMSACCT.</li> </ul>
CIMSSORT.d11	<p>Converts the CIMSACCT Detail file and produces a sorted version that is ready to be processed by CIMSBILL.</p> <p>For more information about CIMSSORT, see <a href="#">page 5-10</a>.</p>	<ul style="list-style-type: none"> <li>■ <b>Sorted CIMSACCT Detail.</b> This file is input into CIMSBILL.</li> </ul>
CIMSBILL.d11	<p>Processes the sorted CIMSACCT Detail File from CIMSSORT and performs shift processing, CPU normalization, proration, and include/exclude processing and creates files that contain the billing information used to generate invoices and reports.</p> <p>For more information about CIMSBILL, including a description of its input and output files, see <a href="#">page 5-10</a>.</p>	<ul style="list-style-type: none"> <li>■ <b>CIMSBILL Detail.</b> This file is loaded into the database or can be reprocessed through CIMSBILL.</li> <li>■ <b>CIMS Summary.</b> This file is loaded into the database or can be reprocessed through CIMSACCT.</li> </ul>

**Table 5-1 • CIMS Processing Engine Components**

COM Object	Description	Output Files
CIMSAdminLib.dll	Contains the class CCIMSCBSLoad that loads the output files from CIMSACCT and CIMSBILL into the database.  For more information about CIMSAdminLib, see <a href="#">page 5-14</a> .	
CIMSResr1.dll	Supports CIMSACCT and CIMSBILL.	

**Table 5-1 • CIMS Processing Engine Components (Continued)**

## CIMSACCT

CIMSACCT is the first data processing program that is executed. CIMSACCT processes the records in the input file (see [CIMSACCT Input](#) on page 5-7) and performs the following:

- **Identifier extraction and account code conversion.** CIMSACCT extracts the identifiers from the input file records and creates the CIMS Ident File, which is loaded into the database. It also uses specified identifiers to build the account code and perform account code conversion if required. For more information, see [Setting Up Account Codes and Performing Account Code Conversion](#) on page 5-33.
- **Date selection.** CIMSACCT selects the input file records to be processed based on the specified date range. For more information, see [Date Selection](#) on page 5-22.
- **Shift determination.** CIMSACCT can use the shift code from the input file records or recalculate the shift using the start date/time in the records. For more information, see [Shifts Subtab](#) on page 5-24.

CIMSACCT produces the CIMSACCT Detail File, which contains records that are properly formatted for input into CIMSBILL.

### Reprocessing CIMSACCT and CIMSBILL Output Files

You can reprocess the CIMSACCT Detail File and the CIMS Summary File from CIMSBILL through CIMSACCT. This is usually done to reprocess data for further account code conversion. To reprocess these files during the data collection process, you need to modify the ProcCIMS.wsf script. For assistance, contact CIMS Lab (see [Contacting Technical Support](#) on page 6-7).

## CIMSACCT Input

**Table 5-2** lists the input and processing files used by CIMSACCT. These files are in the process definition subfolders in the Processes folder.

The file names in **Table 5-2** are the default names. Because these file names are referenced in the scripts used by CIMS Server, CIMS Lab recommends that you use these default file names. If you change the file names, you need to change the file names in the applicable scripts.

File Type	File Name	Description
<b>Input Files (CIMSACCT can process usage data from any of the following sources)</b>		
CIMS Server Resource File	CurrentCSR.txt	<p>This is the most commonly used file for processing data through CIMS Server. This file format is produced by all CIMS products for importing data into CIMS Server.</p> <p>To view the CIMS Server Resource File file layout, see <i>CIMS Server Resource File</i> on page B-2.</p>
CIMS External Transaction File	User determined	<p>Although the CIMS External Transaction File is supported, CIMS Lab recommends that you use the CIMS Server Resource File for input into CIMS Server. This format is more flexible and efficient than the CIMS External Transaction File.</p>
CIMSACCT Detail File	Detail.txt	<p>This file is the output from a previous run of CIMSACCT.</p> <p>This file provides an account code for each input file record. This file is input into the CIMSSORT process.</p> <p>When used as input into CIMSACCT, this file is used primarily in the reprocessing of data for date selection or further account code conversion.</p> <p>The records within this file are also referred to as maintenance or 991 records.</p>
CIMS Summary File	BillSummary.txt	<p>This file is the output from a previous run of CIMS BILL. When used as input into CIMSACCT, this file is used primarily for reprocessing data for further account code conversion.</p>

**Table 5-2 • CIMSACCT Input**

File Type	File Name	Description
<b>Processing Files</b>		
Control File	AcctCntl.txt	This file contains the CIMSACCT control statements (see <i>CIMSACCT Control Statements</i> on page D-3).
Account Code Conversion Table	AcctTabl.txt	This optional file contains the account code conversion table (see <i>Creating an Account Code Conversion Table</i> on page 5-38).
Process Control File	ProcessCntl.txt	This file contains the processing statements used by CIMS Server Administrator (see <i>Processing Control Statements</i> on page D-27).

---

**Table 5-2 • CIMSACCT Input (Continued)**

## CIMSACCT Output

**Table 5-3** lists the CIMSACCT output files. These files are in the process definition subfolders in the Processes folder.

The file names in **Table 5-3** are the default names. Because these file names are referenced in the scripts used by CIMS Server, CIMS Lab recommends that you use these default file names. If you change the file names, you need to change the file names in the applicable scripts.

File Type	File Name	Description
CIMSACCT Detail File	Detail.txt	This file provides an account code for each input file record. This file is input into CIMSSORT.
CIMS Ident File	Ident.txt	This file contains all the identifiers (such as user ID, jobname, department code, server name, etc.) that are contained in the input records. These identifiers are used during account code conversion to create your target account code structure.  This file is loaded into the database.
CIMSACCT Message File	AcctMsg.txt	This file contains processing messages related to CIMSACCT.
CIMSACCT Results File	AcctResults.txt	This file contains the CIMSACCT processing results.
Exception File	AcctExcp- yyyymmdd.txt (if the input file is processed using the ProcCIMS.wsf script)  or Exception.txt (if the input file is processed using CIMS Server Administrator)	This is an optional file in CIMS Server Resource File format that contains all records that did not match during account code conversion. These files can be reprocessed through the processing cycle as described in <i>About Exception File Processing</i> on page 5-14.  To produce this file, you must have exception file processing enabled (see <i>page 5-35</i> ).  Note that if the input file was processed through CIMS Server Administrator, you should rename the output exception file so that it is not overwritten if subsequent files are created.
Windows Message Events		Events are written to the Windows Event Viewer when the CIMSACCT process starts and ends and when warnings or errors are encountered while processing.

**Table 5-3 • CIMSACCT Output**

### CIMSSORT

CIMSSORT converts the CIMSACCT Detail File and produces a sorted version that is ready to be processed by CIMSBILL.

CIMSSORT also combines multiple files into one file. For example, you can use CIMSSORT to combine CIMSACCT output from three different data input types into one file. To use this function, you need to create the `CTextFileMergeSort` object rather than `CTextFileSort` in the `ProcCIMS.wsf` script. For more information, contact CIMS Lab (see [Contacting Technical Support](#) on page 6-7).

### CIMSBILL

The cost of information services, and which departments are using the services, is of considerable interest to an organization. When users are made aware of the costs and are held financially responsible for those costs, they are more likely to use the resources in a prudent manner. CIMS Server provides comprehensive computer center billing through the program CIMSBILL.

The primary function of CIMSBILL is to perform cost extensions within CIMS Server and to summarize cost and resource utilization by account code. CIMSBILL uses the rate table assigned to the client (see [Working with Clients](#) on page 3-16) to determine the amount to be charged for each resource consumed. It is possible to have a unique rate table for each client.

There are specific rules that CIMSBILL follows when charging resource consumption:

- If a resource has a corresponding entry with a monetary amount in the rate table, the number of resource units are multiplied by this amount. The result appears in the CIMS Summary Records.
- If a resource has a corresponding entry with no or zero currency amount in the rate table, a zero cost appears in the CIMS Summary Records for that resource.
- If a resource *does not* have a corresponding entry in the rate table, the data for that resource does not appear in the CIMS Summary Records.
- If *none* of the resources in the CIMSBILL input file have a corresponding entry in the rate table, the CIMS Summary File will contain no records. If the **Load Summary records** check box is selected in CIMS Server Administrator (see [page 5-19](#)), the CIMS Ident File, CIMSBILL Detail File, and CIMS Summary File are not loaded to the database—the process fails and a failure message is issued. You must have at least one rate code from the input file in the rate table to produce CIMS Summary Records.

If the **Load Summary records** check box *is not* selected, the CIMS Ident File and CIMSBILL Detail File load to the database if the **Load Ident records** and **Load CIMSBILL Detail records** check boxes are selected.

In addition to standard costing, CIMS BILL also performs the following:

- Processes non-standard costs such as miscellaneous, recurring, and credit transactions. For more information about creating and using transactions, refer to the *CIMS Server Web Reporting User's Guide*.
- Performs proration. See *Prorating Resources* on page 5-43.
- Performs CPU Normalization. See *Normalizing CPU Values* on page 5-49.
- Performs include/exclude processing. See *Include/Exclude Processing* on page 5-52.

## CIMSBILL Input

Table 5-4 lists the input and processing files used by CIMSBILL. These files are in the process definition subfolders in the Processes folder.

The file names in Table 5-4 are the default names. Because these file names are referenced in the scripts used by CIMS Server, CIMS Lab recommends that you use these default file names. If you change the file names, you need to change the file names in the applicable scripts.

File Type	File Name	Description
<b>Input File</b>		
CIMSSORT/ CIMSACCT Detail File	Detail.txt	This is the sorted Detail File from CIMSACCT.
CIMSBILL Detail File	BillDetail.txt	This file is the output from a previous run of CIMSBILL. When used as input into CIMSBILL, this file is used primarily for performing additional proration functions.  To reprocess this file during the data collection process, you need to modify the ProcCIMS.wsf script. For assistance, contact CIMS Lab (see <a href="#">Contacting Technical Support</a> on page 6-7).
CIMS Summary File	BillSummary.txt	This file is the output from a previous run of CIMSBILL. When used as input into CIMSBILL, this file is used primarily for performing additional proration functions.  To reprocess this file during the data collection process, you need to modify the ProcCIMS.wsf script. For assistance, contact CIMS Lab (see <a href="#">Contacting Technical Support</a> on page 6-7).
<b>Processing Files</b>		
Control File	BillCntl.txt	This file contains the CIMSBILL control statements (see <a href="#">CIMSBILL Control Statements</a> on page D-14).
Process Control File	ProcessCntl.txt	This file contains the processing statements used by CIMS Server Administrator (see <a href="#">Processing Control Statements</a> on page D-27).
Proration Table	User determined	This optional file contains the proration table (see <a href="#">To create a proration table</a> : on page 5-44).

Table 5-4 • CIMSBILL Input



## CIMSBILL Output

**Table 5-5** lists the CIMSBILL output files. These files are in the process definition subfolders in the Processes folder.

The file names in **Table 5-5** are the default names. Because these file names are referenced in the scripts used by CIMS Server, CIMS Lab recommends that you use these default file names. If you change the file names, you need to change the file names in the applicable scripts.

File Type	File Name	Description
CIMSBILL Detail File	BillDetail.txt	<p>This file is loaded into the database for use in drill down reports. This file contains resource utilization data.</p> <p>The CIMSBILL Detail File differs from the CIMSACCT Detail File in that the CIMSBILL Detail File reflects any proration, CPU normalization, or include/exclude processing that was performed. The CIMSBILL Detail File also includes accounting dates.</p>
CIMS Summary File	BillSummary.txt	This file is loaded into the database for use in producing reports. This file contains both resource utilization and cost data.
Prorate Report	ProrateRep.txt	This is an optional report that contains the original record and all subsequently-generated prorated records. To enable this report, see <a href="#">page 5-43</a> .
CIMSBILL Message File	BillMsg.txt	This file contains processing messages related to CIMSBILL.
CIMSBILL Results File	BillResults.txt	This file that contains the CIMSBILL processing results.
Windows Message Events		Events are written to the Windows Event Viewer when the CIMSBILL process starts and ends and when and warnings or errors are encountered while processing.

**Table 5-5 • CIMSBILL Output**

## CIMSAdminLib

CIMSAdminLib is the central controlling library for all Windows-based CIMS Server functions. It contains all the COM objects used to manipulate CIMS data. These objects are called from CIMS Server Administrator and Windows Script Host (.wsf) scripts used by CIMS Data Collectors and CIMS Server.

CIMSAdminLib contains the class `CCIMSCBSLoad` that loads the output files from CIMSACCT and CIMSBILL into the database.

## Account Codes and Account Code Conversion

Within chargeback and resource accounting, an account code uniquely identifies an individual, billing, or reporting entity. The actual definition of what the account code represents depends on how CIMS Server is used. For example, an account code can represent an organization, a department in an organization, or an individual.

A key feature of CIMSACCT is its ability to convert the identifier values in the CIMS Server Resource Files into account codes. In some cases, the identifier value in the CIMS Server Resource File is the actual account code. However, in most cases, the identifier value represents the source of the consumed resources (i.e., a user ID, IP address, server name, jobname, transaction ID, terminal ID, etc.).

CIMSACCT uses an account code conversion table to convert identifier values into an account code. For example, an IP address of 10.26.12.255 is converted to the account code for Human Resources while an address of 10.26.12.260 is converted to the account code for Accounts Payable. These departments can then be charged for the consumption of the resources associated with their IP addresses.

For the steps required to set up account code conversion, see [page 5-33](#). For an example of these steps, see [page 5-40](#).

## About Exception File Processing

During account code conversion, CIMSACCT might encounter input file records that do not match any entry in the account code conversion table. CIMSACCT includes an optional exception file processing feature that automatically identifies and removes unmatched records so that they can be reprocessed with the correct accounting information.

When this feature is enabled, all unmatched records are output to an exception file in the process definition subfolder. You can use the exception file to identify the information that needs to be corrected, either in the records in the exception file or in the account code conversion table, and then reprocess the exception file.

To enable the exception file processing feature, see [Setting the Account Code Conversion Options](#) on page 5-35. For assistance in processing exception files, contact CIMS Lab (see [Contacting Technical Support](#) on page 6-7).

## Accounting Dates

CIMS Server input records contain a usage start date and end date that specify the date range in which the resources in the record were consumed. CIMS BILL uses the usage end date to calculate *accounting* start and end dates, which are used for billing and reporting. The accounting start and end dates may be the same as or different than the usage end dates (see *How Accounting Dates are Calculated*).

The accounting start and end dates are stored in the following fields in the CIMS BILL output files:

- **CIMS BILL Detail File.** The accounting dates are in the ACCOUNTING-START-DATE and ACCOUNTING-END-DATE fields (starting positions 159 and 168, respectively).
- **CIMS Summary File.** The accounting dates are in the AccountingFromDate and AccountingToDate fields (starting positions 167 and 175, respectively). The Period and Year fields also reflect the accounting end dates. (These fields are at starting positions 282 and 284, respectively.) For example, if the end date is 20040916 and the date falls within the 9th period in the CIMS Calendar table, the Period field would contain 09 and the Year field 2004.

## About the Close Date

You can set an optional close date for processing input file records. Records that contain usage end dates before or after this date are processed as described in *How Accounting Dates are Calculated*. The close date can be a specific date or a day of the month (the first, fifteenth, thirtieth, etc.). To set a system-wide close date, see [page 3-44](#). To set close dates for an individual process definition or definitions, see [page 5-26](#).

## How Accounting Dates are Calculated

The accounting dates are calculated according to the usage end dates and the close date (see *About the Close Date*). The accounting dates and usage end date are always the *same* in the following situations:

- If no close date is set.
- If both the CIMS BILL run date and the usage end date are in the same period (as set in the CIMS Calendar table), regardless of the close date.
- If the CIMS BILL run date is prior to the close date and the usage end date is in the previous period.
- If the CIMS BILL run date and the usage end date are after the close date.

The accounting dates and usage end date are *different* in the following situations:

- If the CIMS BILL run date is after the close date, but the usage end date is prior to the close date, the accounting dates are set to the previous day from the day CIMS BILL was run.

For example, if the first of each month is your close date and you process an input file with a usage end date of 20030930 (September 30) on October 15, the accounting start and end dates will be 20031014 (October 14).

- If the CIMS BILL run date is prior to the close date and the usage end date is in a period prior to the previous period, the accounting dates are set to the last day of the previous period.

For example, assume that the periods in the CIMS Calendar table are defined as the first day of the month to the last day of the month and that the fifteenth of each month is your close date. If you process an input file with a usage end date of 20030827 (August 27) on November 1, the accounting start and end dates will be 20031031 (October 31). October 31 is the last day of the previous period.

## CIMS Server Administrator Processing

In CIMS Server Administrator, you can set processing definitions that instruct CIMS Server how to execute processing jobs for different types of input resource data. A process definition is a folder that contains the files required to process usage data from a particular source such as a database, operating system, or application.

The settings that you select for the process definition are stored in the `AcctCnt1.txt`, `BillCnt1.txt`, and `ProcessCnt1.txt` files in the process definition folder. `AcctCnt1.txt` and `BillCnt1.txt` contain the CIMSACCT and CIMSBILL control statements, respectively. (For a list of these statements, see [page D-3](#) and [page D-14](#)). `ProcessCnt1.txt` contains process settings used by CIMS Server Administrator (see [page D-27](#)).

You can edit these files using a text editor or through CIMS Server Administrator. For example, if you select the **Perform Account Code Conversion** check box in CIMS Server Administrator (see [page 5-35](#)), the control statement `ACCOUNT CODE CONVERSION` is automatically added to the `AcctCnt1.txt` file.

### Adding Process Definitions

When you add a process definition, CIMS Server Administrator builds a folder within the process definition path (see [Processing Settings](#) on page 3-44) and creates the necessary process definition files within this new folder. The folder shares the name of the process definition.

#### To add a process definition:

- 1 In the main CIMS Server Administrator window, click **Chargeback Administration** ▶ **Processing** ▶ **Process Definitions**. The Process Definitions List Maintenance dialog box appears as shown in example [Figure 5-1](#).

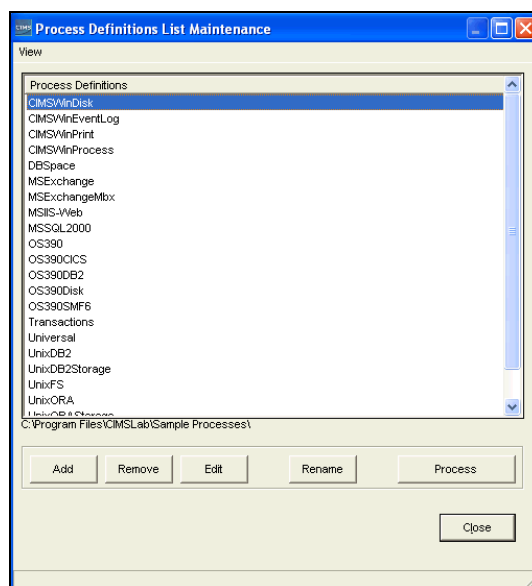


Figure 5-1 • Process Definitions List Maintenance Dialog Box

- 2 Click **Add**.
- 3 Type a name for the process definition in the Add New Process Definition dialog box, and then click **OK**.

The Edit Process Definition dialog box appears.

- 4 Edit the new process definition as needed (see [Setting Process Definition Options](#)).

To remove or rename a process definition, click the definition in the Process Definitions Maintenance List dialog box and click **Remove** or **Rename**.

## Setting Process Definition Options

The Edit Process Definition dialog box includes a number of tabs and subtabs that contain settings for the process definition. The main tabs are:

- Process Options
- CIMS Account Options
- CIMS Bill Options
- Process Results
- Versions

The following sections describe the options that are available on these tabs by subtab. Where applicable, the correlating control or processing statement for each option is also provided.

## Process Options Tab

This tab contains the following subtabs: **General**, **Processing**, and **Database**.

### General Subtab

This subtab displays the name and path of the process definition. You can also use this tab to add a description of the process definition.

Setting	Correlating Control File and Statement
<b>Process Definition Path</b> The path for the process definition folders. The use of a UNC path is recommended (e.g., \\CIMS-SRV1\D\$\CIMS\Processes).	None
<b>Process Name</b> The process name. This name is also shared by the folder that contains the process definition files.	None
<b>Process Description</b> Type an optional short description of the process definition.	<b>File:</b> ProcessCnt1.txt <b>Statement:</b> Description <i>description</i>

### Processing Subtab

Use this subtab to specify the processing options such as processing programs that you want to run and the output files that you want to load to the database.

Setting	Correlating Control File and Statement
<b>Run CIMS Account</b> Select this check box to instruct the system to run CIMSACCT as part of this process.	<b>File:</b> ProcessCnt1.txt <b>Statement:</b> RunCIMSacct Yes/No
<b>Run CIMS Bill</b> Select this check box to instruct the system to run CIMSBILL as part of this process.	<b>File:</b> ProcessCnt1.txt <b>Statement:</b> RunCIMSBill Yes/No
<b>Remove output files before processing</b> Select this check box if you want to delete previous output files from the process definition folder. This ensures that old data is not loaded into the database. This check box should be selected unless you are running CIMSBILL or database loads only.	<b>File:</b> ProcessCnt1.txt <b>Statement:</b> RemoveFilesBeforeProcessing Yes/No

Setting	Correlating Control File and Statement
<p><b>Archive process files</b></p> <p>Select this check box to archive previous output files before processing. Archived files contain a date in the file name. Archived files for the same date are indicated by a number (1, 2, 3...) at the end of the file name. Note that if you select this option, you can potentially have a large number of archived files in the process definition folder.</p> <p><b>Note:</b> This option is not related to the archive database loads feature described in <i>Archiving, Purging, and Restoring Database Loads</i> on page 4-23.</p>	<p><b>File:</b> ProcessCnt1.txt</p> <p><b>Statement:</b> ArchiveProcessFiles Yes/No</p>
<p><b>Load Ident records</b></p> <p>Select this check box to load CIMS Ident Files from CIMSACCT into the database.</p>	<p><b>File:</b> ProcessCnt1.txt</p> <p><b>Statement:</b> AutoLoadIdentFile Yes/No</p>
<p><b>Load Summary records</b></p> <p>Select this check box to load CIMS Summary Files from CIMSBILL into the database.</p>	<p><b>File:</b> ProcessCnt1.txt</p> <p><b>Statement:</b> AutoLoadSummaryFile Yes/No</p>
<p><b>Load CIMSBILL Detail records</b></p> <p>Select this check box to load CIMSBILL Detail Files into the database.</p>	<p><b>File:</b> ProcessCnt1.txt</p> <p><b>Statement:</b> AutoLoadDetailFile Yes/No</p>
<p><b>Load CIMSACCT Detail records</b></p> <p>Select this check box to load the CIMSACCT Detail Files into the database. Consult CIMS Lab before using this option (see <i>Contacting Technical Support</i> on page 6-7).</p>	<p><b>File:</b> ProcessCnt1.txt</p> <p><b>Statement:</b> AutoLoadResourceFile Yes/No</p>
<p><b>Use bulk load interface</b></p> <p>Select this check box to perform a bulk load when loading the database. This option is recommended because it increases the speed of loads. A disadvantage is that if there is an error in the data, a generic rather than specific error message appears. In this case, clear this check box and reprocess to view the specific error message.</p>	<p><b>File:</b> ProcessCnt1.txt</p> <p><b>Statement:</b> UseBulkLoadInterface Yes/No</p>



### Database Subtab

Use this subtab to select the data source for the database in which you want to load the output produced by CIMS Processing Engine.

Setting	Correlating Control File and Statement
<p><b>Data Source Name</b></p> <p>Enter the name of the source of data. To select another data source, click <b>Browse</b>.</p> <p>Note that you will receive a warning if you select a data source other than the data source selected in the Select ODBC Data Source dialog box. In most cases, you will not need to process data using another data source.</p>	<p><b>File:</b> ProcessCnt1.txt</p> <p><b>Statement:</b> DSN <i>name</i></p>
<p><b>Database User ID/Password</b></p> <p>Type the user ID and password necessary for the system to access the data source. For security purposes, this password is stored in an encrypted format.</p>	<p><b>File:</b> ProcessCnt1.txt</p> <p><b>Statements:</b> DSNUID <i>user ID</i> DSNPWD <i>password</i></p>
<p><b>Automatically generate ODBC INF file from above parameters</b></p> <p>Leave this check box selected (the default). This file is required by the Fujitsu COBOL Workstation Run-time program required by CIMS Processing Engine.</p>	<p><b>File:</b> ProcessCnt1.txt</p> <p><b>Statement:</b> GenerateODBCINF <i>Yes/No</i></p>

## CIMS Account Options Tab

This tab contains the following subtabs: **General, Files, Account Codes, Shifts, and Trace.**

### General Subtab

Use this subtab to specify general CIMSACCT settings such as the record type and date range for the input records to be processed.

Setting	Correlating Control File and Statement
<p><b>Process Type</b></p> <p>Click the input record type to be processed (CIMS Server Resource Records, External Trans Records, CIMS Maintenance Records, from CIMSACCT, or CIMS Summary Records).</p>	<p><b>File:</b> AcctCnt1.txt</p> <p><b>Statement:</b> Process <i>record type</i> (see <a href="#">page D-11</a>)</p>
<p><b>Date Selection</b></p> <p>Click the date range for records to be processed by CIMSACCT. Records are selected by the end date in the record (the accounting end date for CIMS Summary Records and the usage end date for all other record types). Click one of the following:</p> <ul style="list-style-type: none"> <li>■ <b>No Date Selection</b></li> <li>■ <b>Use Specific Dates.</b> Enter the dates in the <b>Start and End Date</b> boxes</li> <li>■ <b>Run Date (Today).</b> Selects records based on the run date</li> <li>■ <b>Previous Day to Current Day.</b> Selects records based on the run date and the run date less one day</li> <li>■ <b>Current Week.</b> Selects records based on the run week (Sat–Sun)</li> <li>■ <b>Current Month.</b> Selects records based on the run month</li> <li>■ <b>Previous Day.</b> Selects records based on the run date, less one day</li> <li>■ <b>Previous Week.</b> Selects records based on the previous week (Sat–Sun)</li> <li>■ <b>Previous Month.</b> Selects records based on the previous month.</li> </ul>	<p><b>File:</b> AcctCnt1.txt</p> <p><b>Statement:</b> DATE SELECTION YYYYMMDD YYYYMMDD/ keyword (see <a href="#">page D-6</a>)</p>

Setting	Correlating Control File and Statement
<ul style="list-style-type: none"> <li>■ <b>Current Period from Calendar.</b> Selects records based on the current period from the CIMS Calendar table.</li> <li>■ <b>Previous Period from Calendar.</b> Selects records based on the previous period from the CIMS Calendar table.</li> </ul> <p>For example, if you click <b>Current Month</b>, records with end dates in the current month are processed.</p> <p><b>Include Fields</b></p> <p>These fields allow you to move identifiers into an area that can be later used by CIMS BILL for include/exclude processing. For a complete description of this option and include/exclude processing, see <i>Include/Exclude Processing</i> on page 5-52.</p>	<p><b>File:</b> AcctCntl.txt</p> <p><b>Statement:</b> INCLUDE FIELD (see <a href="#">page D-10</a>)</p>

### Files Subtab

Use this subtab to define the CIMSACCT input and output files.

Setting	Correlating Control File and Statement
<p><b>Input File</b></p> <p>Enter the input file to be processed by CIMSACCT. To select another file, click <b>Browse</b>. To edit the file in Windows Notepad, click <b>Edit</b>.</p>	<p><b>File:</b> ProcessCntl.txt</p> <p><b>Statement:</b> AcctInputFile <i>filename</i></p>
<p><b>Output Files</b></p> <p>The names of the CIMSACCT output files (CIMSACCT Detail, CIMS Ident and Exception). CIMSACCT writes these files to the path listed above the file names. CIMS Lab recommends that you use the default file names.</p>	<p><b>File:</b> ProcessCntl.txt</p> <p><b>Statement:</b> AcctOutputDetailFile <i>filename</i> AcctOutputIdentFile <i>filename</i> AcctOutputExceptionFile <i>filename</i></p>
<p><b>Eliminate Duplicates</b></p> <p>If the input file contains duplicate identifiers, selecting this check box eliminates the duplicate identifiers from the CIMS Ident File. Consult CIMS Lab before using this option (see <i>Contacting Technical Support</i> on page 6-7).</p>	<p>None</p>

### **Account Codes Subtab**

This subtab allows you to build the account code from the identifiers in the input file and to convert the account code if needed. For a description of the options on this subtab and an explanation of account codes and account code conversion, see [Setting Up Account Codes and Performing Account Code Conversion](#) on page 5-33.

### **Shifts Subtab**

You can use the shift codes contained in the input record, or you can use this subtab to recalculate the shift codes based on the start date and time in the input record.

For each shift, enter number and a time for the end of the shift. You can enter up to nine shifts per day. For the related `AcctCnt1.txt` control statement, see [page D-11](#).

To enable CIMS BILL to process shift codes, you need to select the **Use Shift Codes** check box on the **CIMS Bill Options/General** subtab (see [page 5-26](#)).

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**Note** • CIMSACCT will not recalculate the shift codes for CIMS Server Resource Files produced by CIMS Mainframe Data Collector and Chargeback System. CIMS mainframe records are aggregated using the shift code as one of the aggregation points. Therefore, the time in the aggregated record is not representative of every record within the aggregation. For more information, refer to the *CIMS Mainframe Data Collector and Chargeback System User Guide*.

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## Trace Subtab

**Note** • By default, tracing is disabled. Consult CIMS Lab before using one of the CIMSACCT trace flags described in this section.

Use this subtab to include the following trace messages in the CIMSACCT Message File, AcctMsg.txt:

- **General processing.** This is information related to CIMSACCT processing of the information in the account, define, and move fields.
- **Account code conversion.** This is information related to the account code conversion, including the information in the account, define, and move fields and the account code conversion table, and the number of unmatched records (if applicable).

Setting	Correlating Control File and Statement
Trace flag	<b>File:</b> AcctCnt1.txt
Click <b>Tracing Disabled, Y – Trace General Processing, or A – Trace Account Code Conversion.</b>	<b>Statement:</b> TEST A or Y (see <a href="#">page D-12</a> )
<b>Check for bad file input</b>	None
Select this check box to validate each identifier. Some systems may pass data in identifier fields that are not valid ASCII display characters. This can cause unexpected results during processing. By pre-validating the data, the system verifies that the data passes through CIMS Server successfully.	
<b>Note:</b> This option slows down the processing of CIMSACCT. Consult CIMS Lab before using this option (see <a href="#">Contacting Technical Support</a> on page 6-7).	

## CIMS Bill Options Tab

This tab contains the following subtabs: **General, Files, Define Fields, Include/Exclude Records, Proration, Client, and Trace:**

### General Subtab

Use this subtab to specify general CIMS BILL settings such as the record type and date range for the input and output records, to set the close date if other than the system close date, and enable other options such as CPU normalization and shift code processing.

Setting	Correlating Control File and Statement
<p><b>Process Type</b></p> <p>The input record type to be processed (CIMS Detail Records or CIMS Summary Records).</p>	<p><b>File:</b> BillCnt1.txt</p> <p><b>Statement:</b> PROCESS <i>record type</i> (see <a href="#">page D-23</a>)</p>
<p><b>Default Close Day</b></p> <p>This option allows you to override the system-wide close date set on the <b>Processing</b> tab of the Configuration dialog box (see <a href="#">page 3-44</a>). Consult CIMS Lab before using this option (see <a href="#">Contacting Technical Support</a> on page 6-7).</p> <p>For more information about the close date, see <a href="#">page 5-15</a>.</p>	<p><b>File:</b> BillCnt1.txt</p> <p><b>Statement:</b> DEFAULT CLOSE DAY = <i>nn</i> (see <a href="#">page D-18</a>)</p>

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Setting	Correlating Control File and Statement
<p><b>Input—Date Selection</b></p> <p>Click the date range for records to be processed by CIMS BILL. Records are selected by the end date in the record (the usage end date for CIMSACCT Detail Records and the accounting end date for all other record types). Click one of the following:</p> <ul style="list-style-type: none"> <li>■ <b>No Date Selection</b></li> <li>■ <b>Use Specific Dates.</b> Enter the dates in the <b>Start</b> and <b>End Date</b> boxes</li> <li>■ <b>Run Date (Today).</b> Selects records based on the run date</li> <li>■ <b>Previous Day to Current Day.</b> Selects records based on the run date and the run date less one day</li> <li>■ <b>Current Week.</b> Selects records based on the run week (Sat–Sun)</li> <li>■ <b>Current Month.</b> Selects records based on the run month</li> <li>■ <b>Previous Day.</b> Selects records based on the run date, less one day</li> <li>■ <b>Previous Week.</b> Selects records based on the previous week (Sat–Sun)</li> <li>■ <b>Previous Month.</b> Selects records based on the previous month</li> <li>■ <b>Current Period from Calendar.</b> Selects records based on the current period from the CIMS Calendar table.</li> <li>■ <b>Previous Period from Calendar.</b> Selects records based on the previous period from the CIMS Calendar table.</li> </ul> <p>For example, if you click <b>Current Month</b>, records with end dates in the current month are processed.</p>	<p><b>File:</b> BillCnt1.txt</p> <p><b>Statement:</b></p> <p>DATE SELECTION YYYYMMDD YYYYMMDD/ keyword (see <a href="#">page D-17</a>)</p>

Setting	Correlating Control File and Statement
<p><b>Output-Summary Date Range</b></p> <p>This setting is used to determine the accounting dates in the CIMS BILL output files. To ensure that the accounting dates are calculated correctly, CIMS Lab strongly recommends that you use the default keyword, <b>Auto</b>. This setting enables CIMS Server to calculate the accounting dates as described in <i>Accounting Dates</i>. Consult CIMS Lab before changing this setting.</p>	<p>None</p>
<p><b>Back Load Data</b></p> <p>When this check box is selected, the close date is ignored. The accounting dates created by CIMS BILL are the same as the usage end date regardless of the close date.</p>	<p><b>File:</b> BillCnt1.txt</p> <p><b>Statement:</b> BACKLOAD DATA (see <a href="#">page D-16</a>)</p>
<p><b>Normalize CPU Values</b></p> <p>Select this check box to normalize the processing speeds of computers on the system (see <i>Normalizing CPU Values</i> on page 5-49).</p>	<p><b>File:</b> BillCnt1.txt</p> <p><b>Statement:</b> NORMALIZE CPU VALUES (see <a href="#">page D-22</a>)</p>
<p><b>Use Shift Codes</b></p> <p>Select this check box to instruct CIMS BILL to use the shift character specified in the CIMSACCT Detail Record and apply the appropriate rate shift value.</p>	<p><b>File:</b> BillCnt1.txt</p> <p><b>Statement:</b> USE SHIFT CODES (see <a href="#">page D-26</a>)</p>

**Files Subtab**

Use this subtab to define the CIMS BILL input and output files.

Setting	Correlating Control File and Statement
<p><b>Input File</b></p> <p>The input file to be processed by CIMS BILL. To select another file, click <b>Browse</b>. To edit the file in Windows Notepad, click <b>Edit</b>.</p>	<p><b>File:</b> ProcessCnt1.txt</p> <p><b>Statement:</b> BillInputFile <i>filename</i></p>
<p><b>Output Files</b></p> <p>The names of the CIMS BILL output files (CIMS BILL Detail and CIMS Summary). CIMS BILL writes these files to the path listed above the file names. CIMS Lab recommends that you use the default file names.</p>	<p><b>File:</b> ProcessCnt1.txt</p> <p><b>Statement:</b> BillDetailFile <i>filename</i> BillSummaryFile <i>filename</i></p>



### Define Fields Subtab and Include/Exclude Records Subtab

These subtabs are used together to define data that you would like to include or exclude for CIMS BILL processing. This is useful if there is certain data that your organization does not want to report on. For a description of how to use these tabs, see *Include/Exclude Processing* on page 5-52.

### Proration Subtab

This subtab allows you to charge resources to more than one account. For a description of the options on this subtab and how to use proration, see *Prorating Resources* on page 5-43.

### Client Subtab

CIMS BILL requires an account code structure to add new clients to the CIMS Client table (see [page 5-26](#)) and to determine the applicable rate table for a client if the rate table is other than STANDARD.

Use this tab to enable the optional client add and search features and to define the account code structure for the clients. For more information about the account code structure, see *Setting Up the Account Code Structure*.

Setting	Correlating Control File and Statement
<p><b>Enable client search</b></p> <p>Select this check box to enable CIMS BILL to search the CIMS Client table for the rate table associated with a client. If this check box is not selected, the STANDARD rate table is used for all clients.</p>	<p><b>File:</b> BillCnt1.txt</p> <p><b>Statement:</b> CLIENT SEARCH ON (see <a href="#">page D-16</a>)</p>
<p><b>Add new clients to Client table</b></p> <p>Select this check box to instruct CIMS BILL to insert corresponding client entries in the CIMS Client table for all clients that have a resource usage charge, but are not entered in the table.</p> <p>The inserted client entries will not include descriptions or contacts.</p> <p><b>Note:</b> This option can quickly fill up the CIMS Client table. Use this option with caution.</p>	<p><b>File:</b> BillCnt1.txt</p> <p><b>Statement:</b> DYNAMIC CLIENT ADD ON (see <a href="#">page D-21</a>)</p>
<p><b>Account Code Search Fields</b></p> <p>Use these fields to specify the client account code structure. In the <b>Account Structure</b> box, click the account code structure that you want to use, and then click <b>Populate Fields</b>. The account code structure appears in Fields 1–9.</p>	<p><b>File:</b> BillCnt1.txt</p> <p><b>Statement:</b> DEFINE (see <a href="#">page D-19</a>)</p>

### Trace Subtab

**Note** • By default, tracing is disabled. Consult CIMS Lab before using one of the CIMSBILL trace flags described in this section.

---

Use this subtab to include the following trace messages in the CIMSBILL Message File, BillMsg.txt:

- **Date processing.** Includes the CIMSBILL run date, the input file usage end date(s), and accounting start and end dates.
- **Rate processing.** Includes rate code information from the rate code tables that are used during processing.
- **General processing.** Includes options selected, high–low date calculation, and other general processing messages.
- **Client processing.** Includes information related to the clients that are processed.

Setting	Correlating Control File and Statement
Trace flag	<b>File:</b> BillCnt1.txt
Click Tracing Disabled, D – Trace Date Processing, R – Trace Rate Processing, Y – Trace General Processing, or Z – Trace Client Processing.	<b>Statement:</b> TEST D, R, Y, or Z (see <a href="#">page D-26</a> )

---

## Process Results Tab

This tab contains the following subtabs: **CIMS Account**, **CIMS Bill**, and **Event Viewer**:

### CIMS Account and CIMS Bill Subtabs

- **View Message File.** Select this check box to view the most recent version of the CIMSACCT/CIMSBILL Message File.
- **View Results File.** Click this to view the CIMSACCT/CIMSBILL Results File, which describes results of the most recent CIMSACCT/CIMSBILL processing.
- **View Detail File.** Select this check box to view the CIMSACCT/CIMSBILL Detail File.
- **View Ident File (CIMSACCT only).** Click this to view the CIMS Ident File.
- **View Exception File (CIMSACCT only).** Click this to view the exception file. This button is unavailable if no exception file is available.
- **View Summary File (CIMSBILL only).** Click this to view the CIMS Summary File.
- **View Proration Report (CIMSBILL only).** Click this to view the proration report. This button is unavailable if no proration report is available
- **Use External Viewer.** When you select this check box and then click one of the preceding buttons, the files open in Windows Notepad.
- **Word Wrap.** Select this check box to enable word wrap for the displayed files.
- **Copy to Clipboard.** Click this to copy the contents of the currently displayed file to the Windows clipboard

### Event Viewer Subtab

- **Show Process Events.** Click this to view all process events in the Event Viewer (see [page 5-32](#))
- **Show All CIMS Events.** Click this to view all CIMS Server-related events in the Event Viewer
- **Start Windows Event Viewer.** Click this to open the Windows Event Viewer and view system-wide events

## Versions Tab

This tab provides the version number and path for CIMSACCT, CIMSBILL, and CIMSORT.

## Processing Data Using CIMS Server Administrator

To process data using CIMS Server Administrator, click the process definition that you want to process, and then click **Process**. You can also click **Process** in the Edit Process Definition dialog box for the definition.

## Viewing Events

CIMS Server Administrator enables you to view system events related to CIMS Server and the processing of CIMS data. This is helpful if you want to see details about a processing job and any associated problems with it. To view these events:

- 1 In the main CIMS Server Administrator window, click **Chargeback Administration** ▶ **Processing** ▶ **Event Viewer**. The Event Viewer dialog box appears.

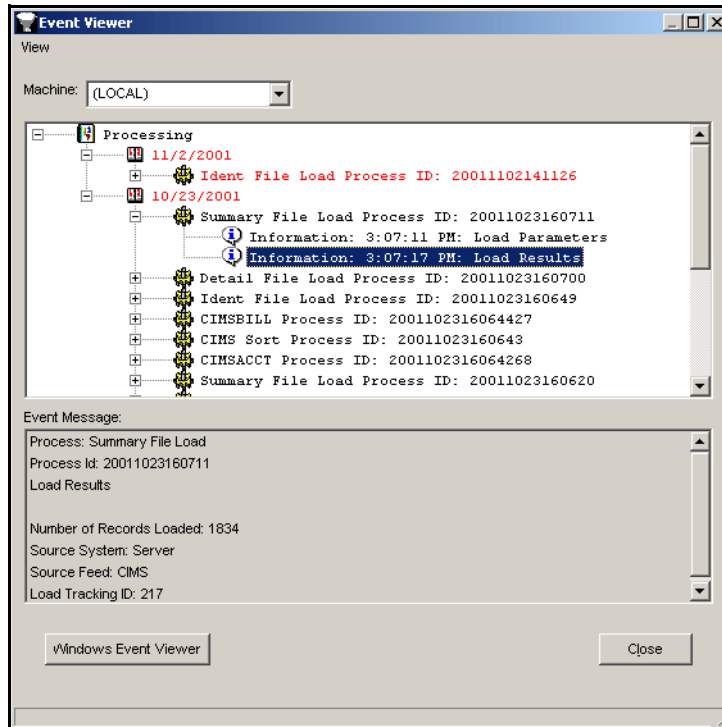


Figure 5-2 • Event Viewer Dialog Box

- 2 Click any event to view the event message at the bottom of the dialog box. To view Windows system-wide events, click **Windows Event Viewer**.

---

**Note** • To refresh the list of events in the Event Viewer dialog box, press <F5>.

---

## Setting Up Account Codes and Performing Account Code Conversion

This section describes the account codes structure and how to define and convert the account code.

### Defining the Account Code Structure

One of the first steps in implementing CIMS Server is deciding on a final account code structure. The structure is the chargeback hierarchy for the organization. The levels of this hierarchy are arranged from highest to lowest level within the account code. The account code can consist of up to 128 characters.

For example, your final account code structure could consist of:

DDDDCCCUUUUUUUUU

D = Division (three characters) (highest level)

C = Cost Center (four characters)

U = User (eight characters) (lowest level)

The next step is to set the account code structure in CIMS Server Administrator, see [Setting Up the Account Code Structure](#) on page 3-3.

Once you have set up the account code structure, you can create an account code conversion table to convert the identifier values in the input file into an account code that fits within the final hierarchy pattern.

## Defining the Account Code

The account code is derived from an identifier or identifiers in the input file. In CIMS Server Administrator, you need to specify the identifier(s) that you want to use to define the account code as follows:

- If the input file contains an `Account_Code` identifier, the `Account_Code` identifier value is automatically used to define the account code. If this value fits your account code hierarchy, you can use the value as your account code. If this value does not meet your account code requirements, you can convert the value to the appropriate account code.
- If the input file meets any of the following criteria, you need to specify an identifier or identifiers that you want to use to define the account code:
  - The input file does not contain an `Account_Code` identifier.
  - The input file contains an `Account_Code` identifier, but you want to use other identifiers instead.
  - The input file contains an `Account_Code` identifier and other identifiers that you want to use. In this case, you must define the `Account_Code` identifier in addition to the other identifiers.

If the identifier values fits your account code hierarchy, you can use the value as your account code. However, in most cases you will need to convert this value to the appropriate account code.

The identifiers that you use (either via the `Account_Code` identifier values or the identifiers that you specify) are referred to as the account code input field. For an example of how to define an account code input field, see [Figure 5-3](#) on page 5-41.

### *To define the account code input field:*

---

**Note** • You do not need to define the account code input field if the input file contains the `Account_Code` identifier and you are using only it to define your account code.

---

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Processing** ▶ **Process Definitions**.
- 2 In the Process Definition List dialog box, click the process definition that you want, and then click **Edit**.
- 3 Click the **CIMS Account Options** tab.

#### 4 Complete the **Account Codes** subtab as follows:

- **Account Fields.** Define the identifier(s) that you want to use for the account code input field beginning at **Field 0** and continuing sequentially as needed.

If you want to use the full value for an identifier, use an offset of 1 and the length of the longest identifier value. For example, if the longest identifier value is 7 characters, type 1 as the offset and 7 as the length.

If you want to use a portion of the identifier value, use the offset position at which you want to start the value and the corresponding length. For example, if you want to start the 7-character identifier value at the second character, type 2 as the offset and 6 as the length. You could also select a shorter length if you wanted to further reduce the identifier value length.

You can define up to 10 account fields (**Field 0 – Field 9**). Each account field value can be a maximum of 255 characters. The overall length of all account fields added together cannot exceed 500 characters.

The corresponding control statement in the `AcctCnt1.txt` file is `ACCOUNT FIELD` (see [page D-5](#)).

- **Convert account fields to uppercase during processing.** Select this check box to convert lowercase account code input field values to uppercase values in the resulting account code. For example, the value `ddic` would be converted to `DDIC`. By using this option, CIMSACCT account code processing becomes case-insensitive and makes defining account conversion tables much easier.

The corresponding control statements in the `AcctCnt1.txt` file is `UPPERCASE ACCOUNT FIELDS` (see [page D-13](#)).

## Setting the Account Code Conversion Options

To perform account conversion, regardless of whether you are using the `Account_Code` identifier or another identifier, you need to set the conversion options described in this section and create an account code conversion table as described on [page 5-38](#). Account codes are assigned by matching identifier values in the input file records to the values in the account code conversion table.

For an example of how to set the account code conversion options, see [Figure 5-3](#) on [page 5-41](#).

### *To set the account code conversion options:*

Complete the **Account Codes** subtab as follows.

- **Perform Account Code Conversion.** If this check box is selected, the account code conversion occurs as defined by the following **Define Field** and **Move Field** settings and the account code conversion table:

The corresponding control statement in the `AcctCnt1.txt` file is `ACCOUNT CODE CONVERSION` (see [page D-5](#)).

- **Define Fields.** Use this area to specify the offset and length of account code input field value that you want to use for conversion. Begin at **Field 0** and continue sequentially as needed. Note that if you created the account code input field using account fields as described in *To define the account code input field:* on page 5-34, the define fields correlate to the account field values, not to the original identifier values in the input file.

For example, if you defined the following two identifiers as account fields, the resulting account code input field value would be JJJJJJUUUUUUU, where J represents the Jobname identifier and U represents the User identifier.

- Account Field 0—Jobname offset 2, length 6
- Account Field 1—User offset 1, length 7

You would set the Define Field 0 to offset 1, length 6 and Define Field 1 to offset 7, length 7. You could also select a shorter length if you wanted to further reduce the define field value.

You can define up to 10 define fields (**Field 0 – Field 9**). Each define field value can be a maximum of 8 characters.

The corresponding control statement in the AcctCnt1.txt file is `DEFINE FIELD` (see [page D-7](#)).

- **Move Fields.** Use this optional setting to include either the define field(s) value *or* a literal in the output account code.

If you specify a define field as the move field, the define field value will be included in the account code. For example, if the define field represents the Jobname value DDIC, DDIC will appear in the at the beginning, end, or within the account code as specified in the account code conversion table.

If you specify a literal, the literal value will be included in the account code. For example, if the type a literal value of A/P, A/P will appear in the at the beginning, end, or within the account code as specified in the account code conversion table.

For an example of how move fields are used, see *Account Code Conversion Example* on page 5-40.

Begin at **Field 0** and continue sequentially as needed. You can define up to 10 move fields (**Field 0 – Field 9**). Each move field value can be a maximum of 128 characters.

---

**Note** • Although each move field can be up to 128 characters, keep in mind that the total output account code, including any literals and move field values, cannot exceed 128 bytes.

---

The corresponding control statement in the AcctCnt1.txt file is `DEFINE MOVEFLD` (see [page D-8](#)).



- **Conversion Table.** This is the file name for the account code conversion table. If the table is located in the definition folder for the process, the file name appears without the path. If the table is located in a location other than the process definition folder (e.g., you are using the same table for multiple processes and have the table in a central location), the file path appears.

To select a table, click **Browse**. To edit the table, click **Edit**. To create a table, see [Creating an Account Code Conversion Table](#) on page 5-38.

The corresponding control statement in the `ProcessCnt1.txt` file is  
`ACCTCODECONVERSIONTABLE filename.`

- **Enable Exception Processing.** Select this check box to enable exception file processing. This instructs the system to write all non-matched records to an exception file. If this check box is not selected, the records that are not matched are written to the CIMSACCT Detail File with the unconverted account code input field value.

If you enable exception processing, do not include a default account code as the last entry in the account code conversion table (e.g., ", ,DEFAULTCODE"). If a default account number is used, records will not be written to the exception file.

The corresponding control statement in the `AcctCnt1.txt` file is `EXCEPTION FILE PROCESSING ON` (see [page D-9](#)).

## Creating an Account Code Conversion Table

The account code conversion table contains the definitions required to convert the identifier values defined by the account code input field to user-defined output account codes. For an example of how to create the account code conversion table, see [Figure 5-4](#) on page 5-42.

Consider the following when creating the account code conversion table:

- The account code conversion table is case-sensitive. For convenience, you can enter uppercase values in the table and then select the **Convert account fields to uppercase during processing** check box on the **Account Codes** subtab (see [To define the account code input field:](#)). This is especially helpful if you are using one account code conversion table for multiple process definitions. This ensures that account code input field values that are lowercase or mixed case are processed.
- Each record in the table can be up to 306 characters (89 for the low identifier, 89 for the high identifier, and 128 for the new account code). Note that the low and high identifiers must be entered in fields of 8 bytes each, up to 10 fields, delimited by commas. See the explanation for [Step 2](#) under [To create an account code conversion table:](#) on page 5-39.
- Each 8-character low and high identifier field is compared to the corresponding account code input field values. If the compares are true, the account code is assigned.
- The low identifier fields are padded with x'00' and the high value fields are padded with x'FF'.
- The high identifier field is set equal to the low field plus the high padding when the high identifier field value is null.
- You can include a default account code as the last entry in the account code conversion table by leaving the low and high identifier fields empty (e.g., ", ,DEFAULTCODE"). In this case, all records that contain identifier values that do not match an entry in the account code conversion table will be matched to the default code.
- If you do not include a default account code, input file records that contain identifier values that do not match an entry in the account code conversion table are written to the CIMSACCT Detail File with the unconverted account code input field value.

If you want unmatched records to go to an exception file for reprocessing at a later time, you need select the **Enable Exception Processing** check box on the **Account Codes** subtab (see [page 5-35](#)). If you enable exception file processing, make sure that you have not included a default account code entry in the account code conversion table.

- If the `PRINT ACCOUNT NO-MATCH` statement is included in the `AcctCntl.txt` file, a message is printed in the CIMSACCT Message File showing the identifier values from the input file that were not matched during account code conversion. If this statement is not present, only the total number of unmatched records is provided. The system prints up to 1000 messages.
- The number of definition entries that you can enter in the table is limited only by the memory available to CIMSACCT.

### To create an account code conversion table:

**1** In the **Conversion Table** box, type a name for the table in the format `filename.txt`, and then click **Edit**. CIMS Lab recommends that you name this file `AcctTab1.txt` as referenced in the `ProcCIMS.wsf` script.

**2** In the Account Code Conversion Table Maintenance dialog box, click **Add Entry** and type the following for each account code input field value that you want to convert.

- The low and high identifier value that you want to use for conversion. You can enter up to 10 fields of 8 bytes each for the low and high identifiers. Each field must be delimited by a colon (:).

For example, if you type AA as the low identifier and CC as the high identifier, all account codes that begin with characters greater than or equal to AA or less than or equal to CC are converted to the specified account code. If you type AAAAAAAAA:BB as the low identifier and CCCCCCCC:DD as the high identifier, all account codes that begin with characters greater than or equal to AAAAAAAAAABB or less than or equal to CCCCCCCDD are converted to the specified account code.

The asterisk (\*) and the question mark (?) characters can be used as wildcard characters for both the low and high identifiers. Note that using the wildcard characters can degrade performance; use them only when needed.

If you do not set a high value, the value is equal to the low value by default.

- The account code value that you want to convert to (maximum of 128 characters).
- 3** To set additional account code conversion entries, click **Insert Row**. Click **OK** when you are finished.

By default, the table is saved to the process definition folder. But you can move the table to any location.

## Account Code Conversion Example

**Note** • This section provides examples to supplement the preceding sections. Please refer to these sections for more detailed information.

Assume that you want to use the User identifier values in an input file to define your account code and that your account code is in the following structure:

DDDDCCCUUUUUUUUU

D = Division (three characters) (highest level)

C = Cost Center (four characters)

U = User (eight characters) (lowest level)

The following table shows the User identifier values that are in the input file records and the corresponding account code that you want to convert the value to.

User Identifier Value from Input File		Final Account Code		Division Account Code	Cost Center Account Code	User Account Code
DDIC	=	FINACTGDDIC	=	FIN	ACTG	DDIC
SAP	=	ISDDEVPSAP	=	ISD	DEVP	SAP
SAPCOMM	=	OPSMKTGSAPCOMM	=	OPS	MKTG	SAPCOMM
SAPSYS	=	MISPRODSAPSYS	=	MIS	PROD	SAPSYS
TEAM718	=	MISTESTTEAM718	=	MIS	TEST	TEAM718
TEAMF99	=	OPSTESTTEAMF99	=	OPS	TEST	TEAMF99

To convert the User identifier values to the final account code, you would complete the steps in the following sections.

## Define the Account Code and Conversion Options for CIMSACCT

In this example, the User identifier is entered for an offset of 1 and length of 7 because you want to use the entire identifier value and the longest values (SAPCOMM, TEAM718, and TEAMF99) are 7 characters.

For account code conversion, you need to define the value from the account field at the full 7-character length. Because you also want to include the account field value at the end of the account code, you need to define a move field for the value.

The screenshot shows the 'Edit Process Definition 'SAP'' dialog box. The 'Account Fields' section contains a table with the following data:

Field	Identifier	Offset	Length
Field 0	USER	1	7
Field 1			
Field 2			
Field 3			

Below this table is a checkbox labeled 'Convert account fields to uppercase during processing' which is checked. There are 'Insert Entry' and 'Remove Entry' buttons to the right.

The 'Account Code Conversion' section has a checked checkbox 'Perform Account Code Conversion'. It contains two tables:

**Define Fields:**

Field	Offset	Length
Field 0	1	7
Field 1		
Field 2		
Field 3		

**Move Fields:**

Field	Offset	Length	Literal
Field 0	1	7	
Field 1			
Field 2			
Field 3			

Below these tables are 'Insert Entry' and 'Remove Entry' buttons. A 'Conversion Table' field contains 'AcctTabl.txt' with 'Browse ...' and 'Edit ...' buttons. At the bottom, there is a checked checkbox 'Enable Exception Processing' and buttons for 'Process', 'OK', 'Cancel', and 'Apply'.

Figure 5-3 • Defining the Account Code and Conversion Options Example

### Create the Account Code Conversion Table

The account code conversion table contains the following entries. Note that the high identification code is not needed in this example because the low and high identification codes are the same.

The @0 at the end of the account code value specifies that the move field defined in the previous step will be included at the end of the account code. For example, the resulting account code for the first table entry would be FINACTGDDIC. If you placed the @0 at the beginning of the account code value, the resulting account code would be DDIC<three spaces>FINACTG. You could place the @0 anywhere in the account code.

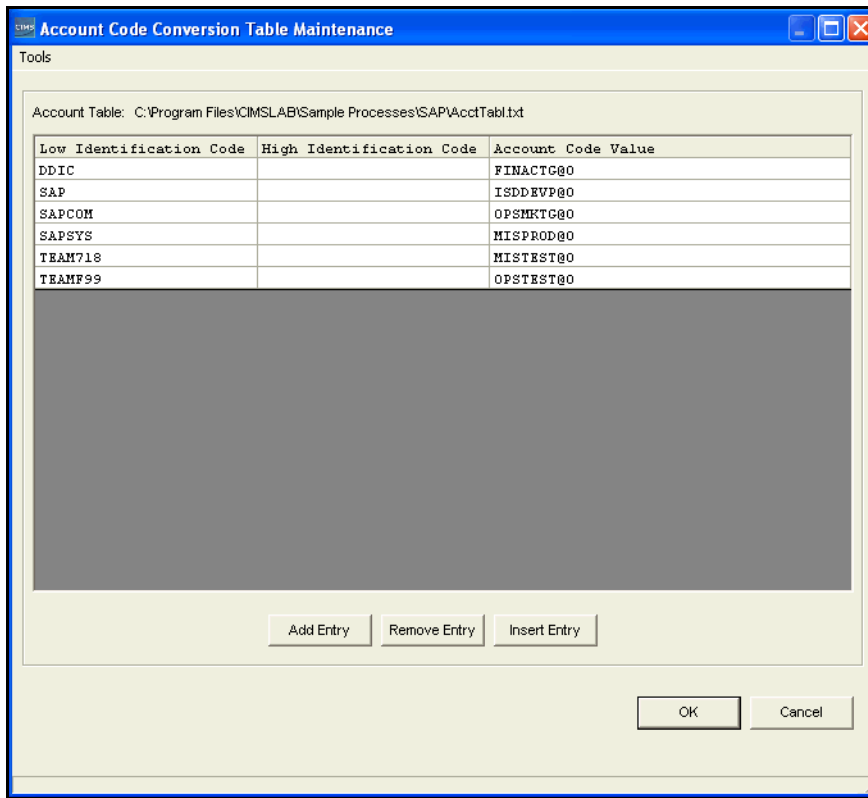


Figure 5-4 • Creating the Account Code Conversion Table Example

If you had additional move fields defined, they would be represented by @1, @2, @3, etc. For example, if you had used another identifier for account conversion in addition to User and had defined move fields for each (move field 0 and move field 1), @1FINACTG@0 would place the value for move field 1 at the beginning of the account code and the value for move field 0 at the end of the account code.

### Process the CIMS Server Resource File

The converted account codes appear in the CIMSACCT Detail, CIMSBILL Detail, and CIMS Summary Files.

## Prorating Resources

Proration is taking the overall or individual costs incurred by an account and distributing that cost across multiple accounts at a specified percentage. CIMS Server provides a very efficient method of defining which resources should be split among one or more accounts and the responsible percentage for each account.

A common use of proration is the equitable allocation of overhead costs across the user community. An application or system that is normally assigned to the overhead category tends to be one that does not produce metering data to the end user or account level, or the processing of such data is considered too expensive to be practical at the end user or account level.

For example, you have an application that controls print in a centralized environment. To prorate the costs associated with this application among multiple accounts you need to do the following:

- Assign the print program resource utilization and cost to a non-billable overhead account.
- Set the proration options for CIMSBILL.
- Create a proration table assigning the percentage of print program costs for the non-billable account to the accounts that you want to bill.

### *To set the proration options:*

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Processing** ▶ **Process Definitions**.
- 2 In the Process Definition List dialog box, click the process definition that you want, and then click **Edit**.
- 3 Click the **CIMS Bill Options** tab.
- 4 On the **Proration** subtab, set the following options:
  - **Proration Type.** Click type of proration to be performed: **Resources** or **Money**. For a description of each option including its advantages and disadvantages, see *Prorating Resources vs. Prorating Money* on page 5-48.

The corresponding control statements in the BillCnt1.txt file are PRORATE MONEY (see page D-23) and PRORATE RESOURCES (see page D-24).

- **Match Length.** The level of the account code that you want to match for proration. For example, if you type 5, accounts AAABB, AAABBBB, and AAABBCC are prorated. If you type 7, only accounts AAABBBB and AAABBCC are prorated.

This is included in the PRORATE MONEY or PRORATE RESOURCES statement in the BillCnt1.txt file. For example, PRORATE RESOURCES 5 where 5 is the match length.

- **Proration Table.** This is the file name for the proration table. If the table is located in the definition folder for the process, the file name appears without the path. If the table is located in a location other than the process definition folder (e.g., you are using the same table for multiple processes and have the table in a central location), the file path appears.

To select a table, click **Browse**. To edit the table, click **Edit**. To create a table, see [To create a proration table:](#).

The corresponding control statement in the `ProcessCnt1.txt` file is `BillMultFile filename`

- **Print Proration Report.** Select this check box to create a proration report as part of the process. The report will reside in the process definition folder.

The corresponding control statement in the `BillCnt1.txt` file is `PRINT PRORATE REPORT` (see [page D-25](#)).

#### **To create a proration table:**

- 1 In the **Proration Table** box, type a name for the table in the format `filename.txt`, and then click **Edit**.
- 2 In the Proration Table Maintenance dialog box, click **Add Entry** and type the following for each account that you want to prorate to.
  - The original account code that you want to prorate from.
  - The account code that you want to prorate to.
  - The percentage that you want to prorate to the account code.

---

**Note** • You can prorate resource costs at any percentage. The prorate percentage can be less than or greater than 100 percent.

---

- The individual rate code(s) that you want to prorate or `All` to prorate all rate codes.
- 3 To set additional proration entries, click **Insert Row**.
- 4 Click **OK** when you are finished.

By default, the table is saved to the process definition folder. But you can move the table to any location.



## Proration Table Examples

Assume that you want to split *all* resources used by overhead account code AAABB among three different accounts: AA1, AA2, and AA3. AA1 on average uses about 50 percent of the resources assigned to the AAABB account, AA2 uses about 30 percent, and AA3 uses about 20%.

Complete the Proration Table Maintenance dialog box as shown in [Figure 5-5](#).

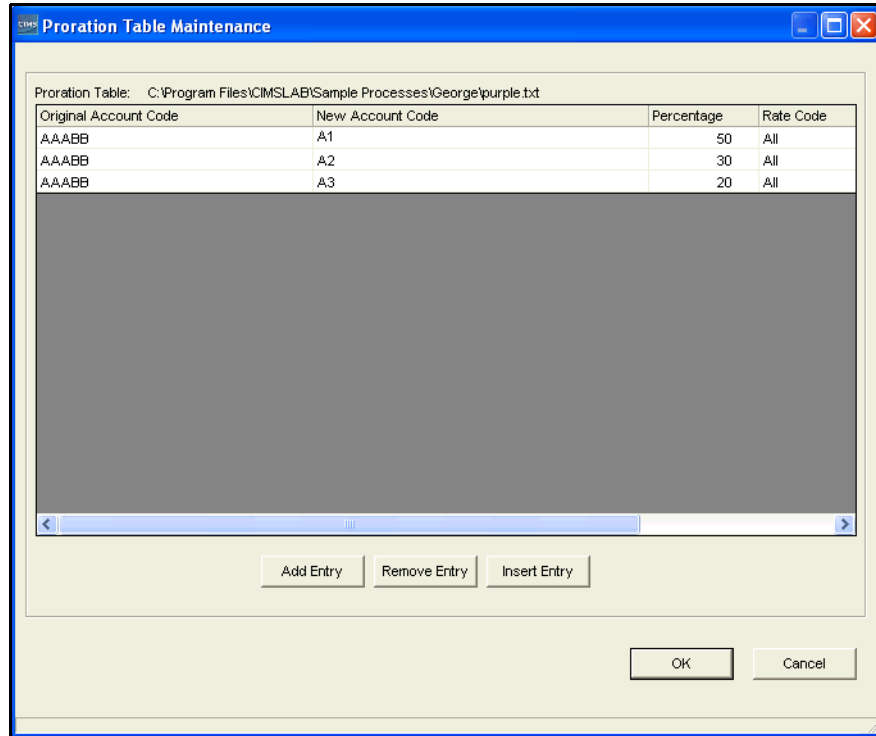
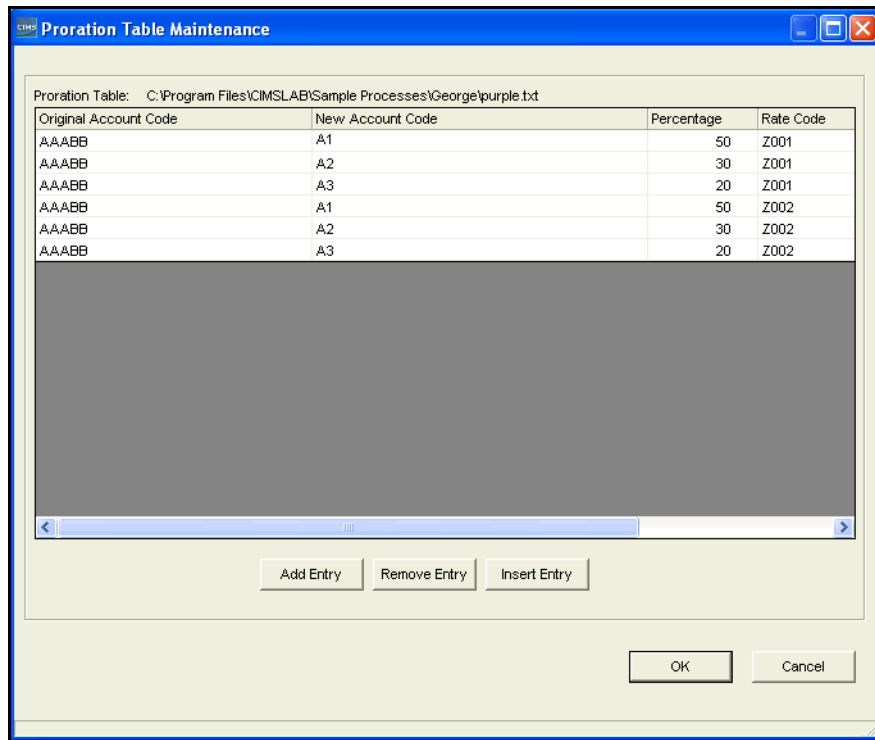


Figure 5-5 • Proration Example 1

You can also split *individual* resources among multiple accounts. Using the preceding example, assume that the only resources from account AAABB that you want to prorate are represented by the rate codes Z001 and Z002. Create the proration table as shown in example [Figure 5-6](#).



**Figure 5-6 • Proration Example 2**

In this example, all resources other than Z001 and Z002 would still be charged to the AAABB account.

If you want to charge account AAABB for a portion of the resources used, for example you want to charge account AAABB 40 percent and account AACCC 60 percent for all resources, create the proration table as shown in example [Figure 5-7](#).

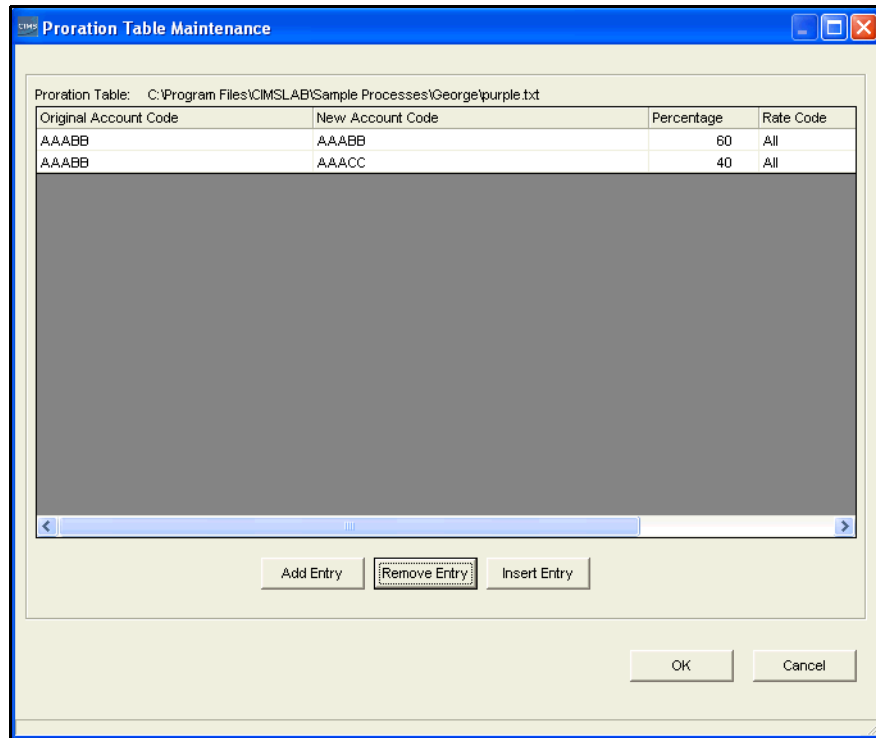


Figure 5-7 • Proration Example 3

## **Prorating Resources vs. Prorating Money**

In CIMS Server Administrator, you can set the option to prorate on resources or on money. Both options display the same prorated units and charges in Web reports. However, you cannot drill down on resource units by identifier if you prorate by money. The following describes the advantages and disadvantages of prorating resources and prorating money:

**Prorating resources.** The CIMSACCT Detail File from CIMSSORT is prorated before CIMSBILL applies rates and figures money and a new CIMSACCT Detail File is built with all the prorated resources. The new CIMSACCT Detail File is then used in the CIMSBILL process.

An advantage of prorating resources is that the CIMSBILL Detail Records match the records in the CIMS Summary File. Therefore, users can drill down on resource units by identifier when viewing invoices in CIMS Server Web Reporting. A disadvantage is that the CIMSBILL Detail File can contain a potentially large number of records.

**Prorating money.** The CIMS Summary file is prorated just before CIMSBILL ends. A new CIMS Summary File is built with the prorated values.

An advantage of prorating money is that the CIMSBILL Detail File contains fewer records than it would if you prorated by resources. A disadvantage is that the CIMSBILL Detail Records do not match the CIMS Summary Records and drilling down by identifier will not produce accurate data.

## Normalizing CPU Values

Computers within an organization have different processing speeds. This speed difference might cause users to request that their work be run on the faster machine to reduce costs. This situation could lead to heavy workloads on the faster computers while the slower units stand idle. To avoid this problem, you can normalize the processing speeds to more evenly charge for CPU utilization. That is, you can assign a percentage of the original CPU time used by a system rather than the actual time to be used during the billing process.

For example, your organization has two OS/390 systems, AL90 and AL95. System AL95 is 20 percent faster than AL90. If you use AL95 as the base system, use a factor of .80 to normalize AL90 to reflect the speed of AL95.

---

**Note** • Due to the disparity between the way different operating systems capture performance statistics, it is not desirable to normalize the processor times between platforms (e.g., OS/390 to UNIX or UNIX to Windows).

---

To perform normalization, you need to do the following:

- Select the CPU Value option for the rate code or codes for which you want to perform normalization.
- Set the normalization factor for the applicable system or systems.
- Select the Normalize CPU Values option for the process definition.

### *To set the rate code as a CPU value:*

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Chargeback Table Maintenance** ▶ **Rate Codes**.
- 2 In the Rate Code Maintenance List dialog box, click the rate code that you want to set as a CPU value, (for example, OS/390 CPU Minutes [Z003]), and then click **Edit**.
- 3 Select **CPU Value** check box, and then click **OK**.

---

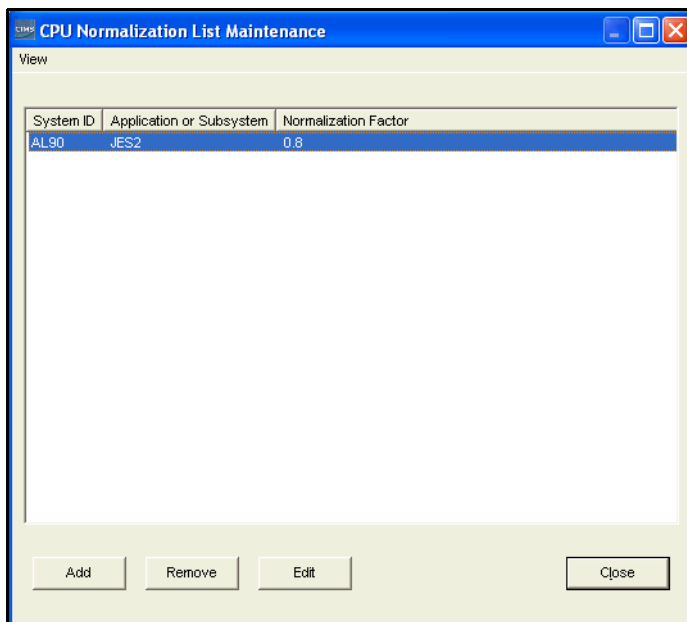
**Note** • If this item is not checked, the rate code value will not be normalized during CIMSBILL processing.

---

**To set the normalization factor by system:**

- 1 In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Processing** ▶ **CPU Normalization**.
- 2 Click **Add** in the CPU Normalization Maintenance List dialog box.
- 3 Enter the following:
  - **System ID.** The name of the system. For OS/390, this is the four-character System Model ID, for UNIX and Windows, it is the computer name. Note that the input file must contain an identifier named `System_ID` to identify the system name for CIMSBILL.
  - **Work ID.** The subsystem name. This is any other system value that can narrow the normalization (i.e., the CICS region name, the DB2 plan name, the Oracle instance, etc.). Note that the input file must contain an identifier named `Work_ID` to identify the subsystem name for CIMSBILL.
  - **Factor.** This is the actual normalization factor. In the example at the beginning of this section, this would be `.80`.
- 4 Click **OK**.

An example of a configured CPU Normalization Maintenance List dialog is shown [Figure 5-8](#).



**Figure 5-8 • CPU Normalization Maintenance List Dialog Box**

To edit or remove a factor, click the factor, and then click **Edit** or **Remove**. Note that you cannot change the System or Work ID when you edit the factor.

**To set the CPU normalization option for the process definition:**

- 1** In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Processing** ▶ **Process Definitions**.
- 2** In the Process Definition List dialog box, click the process definition that you want, and then click **Edit**.
- 3** Click the **CIMS Bill Options** tab.
- 4** On the **General** subtab, select the **Normalize CPU Values** check box.

The corresponding control statement in the `BillCnt1.txt` file is `NORMALIZE CPU VALUES` (see [page D-22](#)).

**About Ghost Machines**

Many organizations attempt to perform normalization against a “ghost machine”. This is the factor applied to all the processors in the enterprise today, using as a base the speed of the slowest machine running in the environment. In an attempt to keep costing philosophy as simple as possible, the old technology “ghost” system is kept as the baseline for processor speed. This concept worked well when processor speeds were relatively constant. However, as processor speeds continue to increase, it becomes difficult to relate the higher CPU speeds of today’s computers to older technology. CIMS Lab recommends that processor speed factors be restricted to those multipliers and divisors applicable to the existing environment.

## **Include/Exclude Processing**

By default, CIMS BILL processes all records within the input CIMSACCT Detail file. However, you might want to process only certain records or you might want to exclude certain records. This is useful if there is data that your organization does not want to report on.

You can exclude records by date using the date selection option in CIMS Server Administrator. See [page 5-22](#) to set this option for CIMSACCT and [page 5-26](#) to set this option for CIMS BILL.

You can also include or exclude records by identifier values in the records. For example, you might want to exclude all records that contain a particular Jobname identifier value.

To include or exclude records by identifier values, you need to do the following in CIMS Server Administrator:

- Define identifier fields that you want to use.

If the input record identifier fields that you want to include or exclude are other than System\_ID, Work\_ID, or Account\_Code, you need to define identifier fields that you want to use. The values for these defined identifiers are stored consecutively beginning at starting position 301 of the CIMSACCT Detail File (see [page B-5](#) for the file layout).

If you want to include or exclude System\_ID or Work\_ID identifier fields, you do not need to define the fields. The values for these identifiers are always stored at starting positions 57 and 90 (respectively) of the CIMSACCT Detail File.

If you want to include or exclude the Account\_Code identifier field, you do not need to define the field unless the account code has been converted. If the account code has been converted, the code (stored in position 163 of the CIMSACCT Detail File) will not match the Account\_Code identifier value in the input record. You need to define the field so that the original identifier value is used.

- Define the identifier fields for CIMS BILL.
- Specify whether you want CIMS BILL to include or exclude the defined fields.



**To define the input record identifier fields that you want to include or exclude:**

- 1** In the CIMS Server Administrator main window, click **Chargeback Administration** ▶ **Processing** ▶ **Process Definitions**.
- 2** In the Process Definition List dialog box, click the process definition that you want, and then click **Edit**.
- 3** Click the **CIMS Account Options** tab.
- 4** On the **General** subtab, enter the following in the **Include Fields** area beginning at **Field 0**:
  - The identifier name that you want to use to include or exclude records. For example Jobname, Server, User, etc.
  - The offset position at which you want to start the identifier value that you want to include or exclude. If you want to start the identifier value at the first character of the value, type 1. If you want to start the identifier at the second character, type 2, etc. For example, you could start the eight-character Jobname identifier value DFMALE02 at position 1, which specifies the full value or at any other position such as position 4, which specifies just ALE02. This would specify that only those records with Jobname identifier values that contain ALE02 are included or excluded from processing.
  - The length of the identifier value. This can be the entire length of the identifier value starting at the offset position, or a shorter length. Using the preceding example of ALE02, you might want just ALE. In this case, you would type a length of 3.

---

**Note** • The overall length of all include fields added together can not exceed 60 characters.

---

The corresponding control statement in the AcctCnt1.txt file is INCLUDE FIELD (see [page D-10](#)).

If you want to specify more than one identifier for include/exclude processing repeat these steps for each identifier. However, consult CIMS Lab (see [Contacting Technical Support](#) on page 6-7) before doing this to determine if it is necessary.

To insert a row, click the row that you want to add the row above and then click **Insert Row**. To remove a row, click the row that you want to remove, and then click **Remove Row**.

#### **To define the identifier fields for CIMSBILL:**

- 1 Click the **CIMS Bill Options** tab.
- 2 On the **Define Fields** subtab, click **Add Entry** and enter the following for each field that you specified on the **CIMS Account Options ▶ General** subtab (see [page 5-53](#)).
  - A two-character ID for the identifier. You will use this ID to specify the records that you want to include or exclude (see [To include or exclude the defined fields in CIMSBILL Processing](#)).
  - The offset position at which you want to start the identifier value that you want to include or exclude. Unlike the offset position 1 through x that you specified for CIMSACCT processing, this is the position in the CIMSACCT Detail File in which the identifier value begins. As with the offset position used by CIMSACCT, you can specify any offset position within the identifier value. For example, if the Jobname identifier value DFM begins at position 301, you can set the offset at 302 to specify just FM. This would specify that only those records with Jobname identifier values that contain FM are included or excluded from processing.
  - The length of the identifier value. This can be the entire length of the identifier value starting at the offset position, or a shorter length.
  - An optional description of the field.

The corresponding control statement in the BillCnt1.txt file is Define (see [page D-19](#)).

To insert a field, click the field that you want to add the field above and then click **Insert Entry**. To remove a field, click the field that you want to remove, and then click **Remove Entry**. To add a field to the end of the field list, click **Add Entry**.

#### **To include or exclude the defined fields in CIMSBILL Processing**

On the **Include/Exclude Records** subtab, click **Add Entry** and enter the following for each field that you specified on the **CIMS Bill Options ▶ Define Fields** subtab:

- Click **Include** or **Exclude**.
- Click the identifier ID that you created in [To define the identifier fields for CIMSBILL:](#).
- In the **Low Value** and **High Value** fields, type the range for the identifier values that you want to include or exclude. For example, if you want to include only those identifiers that start with ALI type ALI in both fields. If you want identifiers that start with ALI and ALE, type ALE as the low value and ALI as the high value.

The corresponding control statements in the BillCnt1.txt file are EXCLUDE (see [page D-21](#)) and INCLUDE (see [page D-22](#)).

To insert entry, click the entry that you want to add the entry above and then click **Add Entry**. To remove an entry, click the entry that you want to remove, and then click **Remove Entry**. To add an entry, click **Add Entry**.

## Include/Exclude Processing Example

Assume that you have a CIMS Server Resource File from a OS/390 system with the following identifiers:

```
...System_ID,ALIJ,Work_ID,JES2,Account_Code,ALI09999,Jobname,BKMALI01,Start_date,20030714...
...System_ID,ALIJ,Work_ID,JES2,Account_Code,ALI09999,Jobname,BKMALI02,Start_date,20030715...
...System_ID,ALIJ,Work_ID,JES2,Account_Code,ALI09999,Jobname,BKMALI03,Start_date,20030716...
...System_ID,ALIJ,Work_ID,JES2,Account_Code,ALE09999,Jobname,DFMALE01,Start_date,20030714...
...System_ID,ALIJ,Work_ID,JES2,Account_Code,ALE09999,Jobname,DFMALE02,Start_date,20030715...
...System_ID,ALIJ,Work_ID,JES2,Account_Code,ALE09999,Jobname,DFMALE03,Start_date,20030716...
...System_ID,ALIJ,Work_ID,JES2,Account_Code,ALU09999,Jobname,LCHALU01,Start_date,20030714...
...System_ID,ALIJ,Work_ID,JES2,Account_Code,ALU09999,Jobname,LCHALU02,Start_date,20030715...
...System_ID,ALIJ,Work_ID,JES2,Account_Code,ALU09999,Jobname,LCHALU03,Start_date,20030716...
```

You want to exclude those records that contain DFM in the Jobname identifier value. Define the identifier field as shown in [Figures 5-9](#).

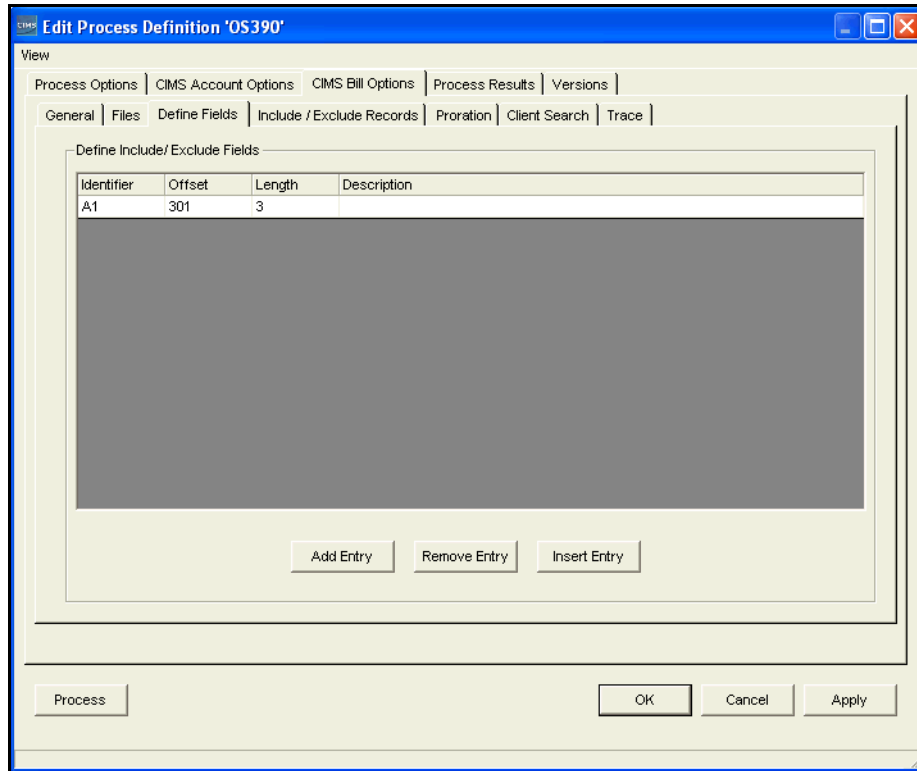
The screenshot shows the 'Edit Process Definition 'OS390'' window. The 'Process Type' is 'CIMS Server Resource Records'. The 'Date Selection' section has 'Keyword' set to 'No Date Selection', 'Start Date' as '8/1/2003', and 'End Date' as '8/31/2003'. The 'Include Fields' section contains a table with the following data:

Field	Identifier	Offset	Length
Field 0	JOBNAME	1	3
Field 1			
Field 2			
Field 3			

Figure 5-9 • Edit Process Definition—Include Fields

In this example, only the first three characters of the Jobname identifier value are required. Therefore, the offset is 1 and the length is 3.

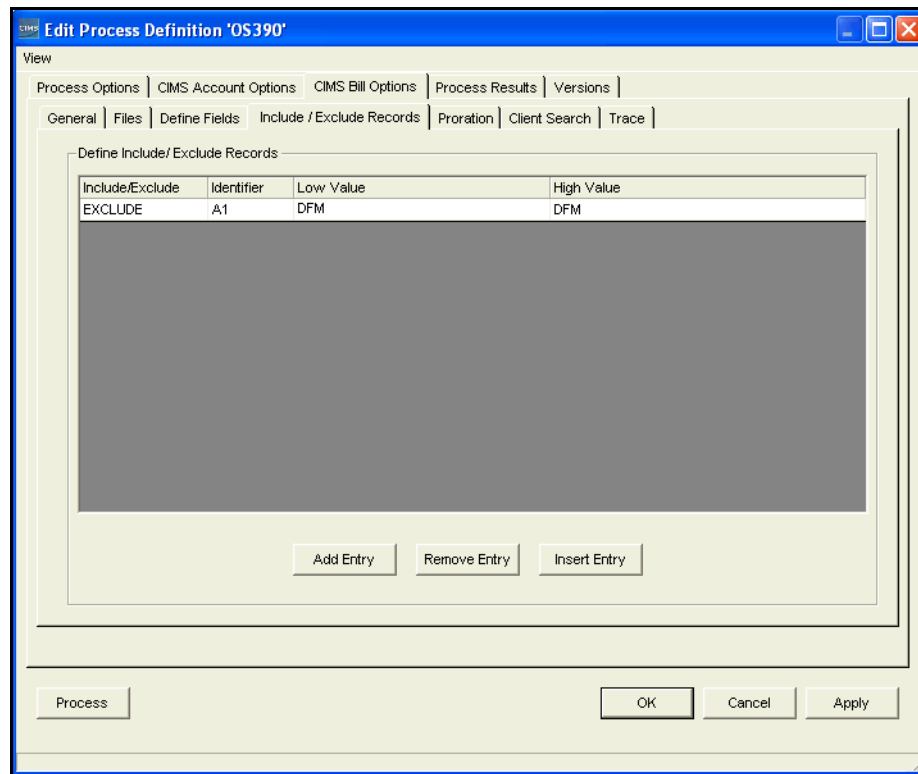
Next you need to define the identifier field for CIMS BILL as shown in example [Figure 5-10](#).



**Figure 5-10 • Edit Process Definition—Define Fields Subtab**

In this example, the Jobname identifier value is assigned the ID A1 and begins in position 301 of the CIMSACCT Detail File (the starting position for include/exclude identifier values).

Next you need define DFM as the exclude identifier value as shown in example [Figure 5-11](#). Records that contain DFM as the first three characters of the Jobname identifier value will not be processed.



**Figure 5-11 • Edit Process Definition—Include/Exclude Records Subtab**

## **Rebiling Rate Codes After Changing Rate Code Values and/or Conversion Factors**

You can recalculate rate codes that you previously processed and loaded into the CIMS Server database using a different rate value and/or resource conversion factor without reprocessing the data. That is, if you change the rate value and/or resource conversion factor for a rate code in the CIMS Rate table, you can update the rate value and conversion factor and recalculate the money value directly in the CIMS Summary table. (For more information about the rate code value and resource conversion factor, see [Working with Rates](#) on page 3-9.)

CIMS Lab provides the following scripts to perform this process:

- `Rebill.wsf`. This script updates the rate code value and recalculates the money value for a rate code or codes in the CIMS Summary table. If you have not changed the resource conversion factor for a rate code or codes, you do not need to run `ResourceConversion.wsf`.
- `ResourceConversion.wsf`. This script updates the rate code resource conversion factor in the CIMS Summary table. You need to run the `Rebill.wsf` script after running this script to recalculate the money value for the rate code.

---

**Important!** • Consult CIMS Lab before using the `ResourceConversion.wsf` script (see [Contacting Technical Support](#) on page 6-7). If you run this script more than once for the same rate code or codes, the resource units that are converted are the units that were converted previously, not the original units. For example, if the conversion factor for a rate code is Divide by 60 and the resource units are 120, the resource unit value after calculating once is 2, after calculating twice it is .033 ( $2 \div 60$ ), etc.

This scenario is not applicable to the `Rebill.wsf` script—you can run this script multiple times for the same rate code or codes.

---

For the parameters required for these scripts, see [page C-11](#).

# Troubleshooting and Additional Information

This chapter describes problems you may encounter while setting up and using the CIMS Server system and how to solve them. If you cannot find the answer to your question here, please feel free to contact CIMS Lab (see [Contacting Technical Support](#) on page 6-7).

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## **Data Processing Problems**

### **General data processing problems**

You can use the following tools to diagnose general data processing problems:

- Check the **Process Results** tab for the process definition (**Chargeback Administration ▶ Processing ▶ Process Definitions**). This tab provides message and results files for both CIMSACCT and CIMSBILL. These files provide information about errors encountered during processing. Also, click **Show All CIMS Events** on the **Event Viewer** subtab and check for unusual messages.
- When processing data using CIMS Server Administrator, check the status bar in the lower left corner of the Edit Process Definition dialog box to note the point in the processing cycle that the error occurs.
- Check the Load Tracking dialog box (**Chargeback Administration ▶ Database Loading ▶ Load Tracking**) to see if any database loads have completed.

For database problems:

- Enable the Simple recovery model for SQL Server (see *Setting the Database Recovery Model* on page 4-4) to decrease the size of the SQL Server log files.
- View the messages in the SQL Server log (**Program Files ▶ Microsoft SQL Server ▶ MSSQL ▶ Log**).

### **When account codes are converted using CIMSACCT, some records seem to be lost**

Records that do not match any account code entries in the account code conversion table are written to CIMSACCT Detail File with the unconverted account code. If you want unmatched records to go to an exception file for reprocessing at a later time, you must enable exception processing in CIMS Server Administrator (see *Setting the Account Code Conversion Options* on page 5-35).



## System Problems

### A prompt for the Windows installation CD appears while using CIMS Server Administrator

In most cases, Windows is calling for dependencies that are not essential for you to run the application properly. Click **Cancel** when these messages appear.

Visit the Microsoft Web site and download all updates for your version of Windows and Microsoft Office (if you use Office). These updates should include the necessary dependent files.

If problems persist, contact CIMS Lab (see *Contacting Technical Support* on page 6-7).

### Performance of the CIMS Server system is slow

This could be caused by a number of things, including excessive network usage, problems with the network, excessive CIMS Server usage, etc.

It is also possible that the database you are using has become so large that it is difficult for the server housing the data to adequately store and access it. In this case, consider archiving certain data or upgrading the machine. You can also off load non-essential or non-CIMS-related processing to other machines.

Performance might also be affected by computer-related problems (see the following problem).

### Computer “locks up”, provides unexpected results, or seems to run very slowly

There could be some type of memory problem. Close CIMS Server Administrator and any other Windows applications. Reopen CIMS Server Administrator as the only Windows application and see if the problem corrects itself. If that fails to correct it, close Windows and then restart it. Open CIMS Server Administrator again and see if the same results occur.

The computer might not have enough memory to process. Try running the application on a computer with more memory (preferably 256 MB or more).

## Web Reporting Problems

### Users cannot access the CIMS Server Web Reporting site

Verify that the users have appropriate network permissions and are using Internet Explorer 5.5 or later or Netscape Navigator 4.7 or later

### The CIMS Server Web Reporting site is not opening properly or has problems starting

The following are possible solutions:

- Restart IIS:
  - Click **Start** ▶ **Run**, type `iisreset /restart`, and then click **OK**.

Or

- In the CIMS Server Administrator main window click **System Administration** ▶ **Reporting** ▶ **Restart IIS Service**. Click **Stop Service** and **Start Service**, or click **Windows Services Message** to open the Services window and restart IIS.
- Check the security settings on the computer running the Web server (see *Set the User Authentication Method for the CIMS Server Web Reporting Web Site* on page 2-36).
- Install Service Pack 1.0 or later for Microsoft SQL Server.

### Users are having problems viewing reports correctly

Change the viewer used to view reports. For more information, see *Defining Users* on page 3-25 and *Web Settings* on page 3-49.

### Old or sample data appears in reports

One or more old loads have not been removed from the database. Unload the old data. For more information, see *Tracking the History of Database Loads* on page 4-26.

### The report headers and data do not appear in the report when using the Crystal Report ActiveX viewer

You may not have administrative privileges to allow the Crystal Report ActiveX viewer to be automatically downloaded and installed on the computer on which you are trying to run the report. Use the Crystal Java or HTML viewer instead.

## Cannot drill down in Web reports

Certain items do not have any additional information available. If you place the cursor on an item and the cursor icon becomes a magnifying glass or a hand, you can drill down. If it does not, there is no detailed information available about the item.

## When using Netscape Navigator, cannot run reports or continually prompted for ID and password

The following are possible solutions:

- To allow the Netscape Java viewer to work, make sure that the security on the Web site is set to anonymous and that the user name is correct (i.e., IUSR\_ *computername* where *computername* is the name of the computer where the Web server is running).
- Windows 95/98 computers might have problems running the Java or HTML viewer especially if the computer has a small amount of RAM.

## An error messages appears when running reports

If one of the following appears when you try to run a report:

- A time-out message that appears immediately
- -2147192179 An error has occurred on the server in attempting to access the data source.

In CIMS Server Administrator, click **System Administration ▶ Database ▶ Database Object Manager**. Add any database objects that do not exist in the database (i.e., Exists = No). If this does not solve the problem, drop all objects and then create them again (see [Viewing Tables](#) on page 4-15).

To view the detailed error message, run the report directly from Crystal Reports (not the Web).

## **An error message appears when using ActiveX Data Objects (ADO) or ODBC to open a database connection in an ASP page**

When you use ActiveX Data Objects (ADO) or ODBC to open a database connection in an ASP page, you may receive the following error message:

```
Microsoft OLE DB Provider for ODBC Drivers error '80004005' [Microsoft]
[ODBC Driver Manager] Data source name not found and no default driver specified.
```

### **Solution**

---

**Note** • Make sure that you have completed the steps in [Set the Home Directory for the CIMS Server Web Reporting Web Site](#) on page 2-35 and [Set the User Authentication Method for the CIMS Server Web Reporting Web Site](#) on page 2-36 before continuing with this solution.

---

The Windows 2000/2003 user account that is used to process the request for the ASP page does not have sufficient permissions to read the registry key that stores the specified ODBC Driver's configuration information. The **Driver** parameter in a DSN-less connection string specifies the ODBC driver that is used to establish the database connection.

Grant the Windows 2000 user account Read access to the specified ODBC Driver registry key as follows:

- 1** Determine which account is used to process the request for the ASP page.
- 2** From the **Start** menu, click **Run**, type `regedt32.exe`, and then click **OK** to start Registry Editor.
- 3** In the `HKEY_LOCAL_MACHINE` window, browse to the `HKLM\SOFTWARE\ODBC\ODBCINST.INI` key. The `ODBCINST.INI` key contains a subkey for each ODBC Driver that is installed on the server.
- 4** Click the Driver registry key for the Driver that is specified in the ADO connection string.
- 5** From the **Security** menu, click **Permissions**.
- 6** Add the user account that you identified in Step 1 to the list of users who can access this key, and select the **Read** check box for this user.
- 7** Click **Apply**, and then close Registry Editor.

This information was taken from the Microsoft Knowledge Base Article—Q306345.

## Executing Stored Procedures to Debug CIMS Server

**WARNING** • Because some stored procedures update data, you should use care when executing procedures for debugging. If you are unsure as to whether you should use this feature, consult CIMS Lab (see *Contacting Technical Support* on page 6-7).

You can execute stored procedures from CIMS Server Administrator for debugging purposes. To execute a stored procedure:

- 1 In the CIMS Server Administrator main window, click **System Administration** ▶ **Database** ▶ **Execute Stored Procedure**.

The Stored Procedure Execute dialog box appears.

- 2 On the **Stored Procedures** tab, click the stored procedure that you want to run, enter the parameters for the procedure, and then click **Execute**.

When the stored procedure has finished running, the results appear on the **Results** tab.

## Contacting Technical Support

The CIMS Lab Technical Support department is here to answer your questions on any aspect of CIMS Lab products.

CIMS Lab technical support can be reached in the following ways:

- **Telephone:** (800) 283-4267 in USA and Canada; 916-783-8525 International
- **Email:** support@cimslab.com
- **Fax request:** (916) 783-2090

International customers may contact one of our authorized international partners. Contact CIMS Lab for more information.

In addition, customers may visit the Customer Area on our Web site for product downloads, updates, technical documentation, and password information. We are on the Web at <http://www.cimslab.com>.

## About Installing Crystal Reports Developer 8.5

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**Note** • CIMS Lab provides Crystal Reports 9 Advanced Edition with Crystal Enterprise 9 Report Application Server Edition. If you are using Crystal Reports 9, the following information is not applicable. For information about installing Crystal Reports 9, refer to *Installing Crystal Reports* on page 2-12.

---

To install Crystal Reports 8.5, follow the instructions in the Installation Wizard. CIMS Lab recommends that you select the **Typical** installation.

If you are installing Crystal Reports 8.5 on a computer with Internet Explorer 6.0 installed, follow the instructions on the Business Objects Web site (<http://support.businessobjects.com/library/kbase/articles/c2010291.asp>) to use the Help system.

Crystal Reports 8.5 requires that you set security permissions for certain folders. For more information, contact CIMS Lab technical support (see *Contacting Technical Support* on page 6-7).

---

**Important!** • You need to install the ActiveX patch for Crystal Reports provided on the CIMS Lab FTP site (<ftp://ftp.cimslab.com>) and CIMS Product CD. The path on both the FTP site and CIMS Product CD is CIMS\Server\CystalPatches\Cystal Decisions ActiveX Viewer Patch.exe).

---



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# Database Tables

This appendix describes the layout of all database tables used by CIMS Server and provides Entity Relationship Diagrams (ERDs) for the tables in the CIMS Server database.

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## CIMS Audit Client Table

If auditing is enabled, this table tracks changes made to the CIMS Client table. To enable auditing of the CIMS Client table, see [page 3-53](#).

For a detailed description of the fields in this table (with the exception of TransType, DateTimeChanged, and UserID), refer to the field descriptions for the CIMS Client table (see [page A-14](#)).

Field Name	Key	Type	Field Description
TransType		char(1)	The type of change that was made to the table: <ul style="list-style-type: none"> <li>■ U = update to existing data</li> <li>■ I = addition of new data</li> <li>■ D = deletion of data</li> </ul>
DateTimeChanged		datetime	The date and time that the change was made.
UserID		char(30)	The Windows user ID of the user who made the change.
OldAccountCode		char(128)	The old client account code.
NewAccountCode		char(128)	The new client account code.
OldAltAccountCode		char(128)	The old alternate client account code.
NewAltAccountCode		char(128)	The new alternate client account code.
OldAccountName		varchar(255)	The old client name.
NewAccountName		varchar(255)	The new client name.
OldLoadTrackingUID		int	The old load tracking unique identifier for the client.
NewLoadTrackingUID		int	The new load tracking unique identifier for the client.
OldRateTable		char(8)	The old rate table for the client.
NewRateTable		char(8)	The new rate table for the client.
OldInvoiceContact		int	The old index number for the contact name that appears on the invoice.

Field Name	Key	Type	Field Description
NewInvoiceContact		int	The new index number for the contact name that appears on the invoice.
OldActionCode1-OldActionCode8		char(1)	The old action codes—see the <code>ActionCode</code> field description for the CIMS Client table.
NewActionCode1-NewActionCode8		char(1)	The new action codes—see the <code>ActionCode</code> field description for the CIMS Client table.

## CIMS Audit Client Contact Table

If auditing is enabled, this table tracks changes made to the CIMS Client Contact table. To enable auditing of the CIMS Client Contact table, see [page 3-53](#).

For a detailed description of the fields in this table (with the exception of `TransType`, `DateTimeChanged`, and `UserID`), refer to the field descriptions for the CIMS Client Contact table (see [page A-16](#)).

Field Name	Key	Type	Field Description
TransType		char(1)	The type of change that was made to the table: <ul style="list-style-type: none"> <li>■ U = update to existing data</li> <li>■ I = addition of new data</li> <li>■ D = deletion of data</li> </ul>
DateTimeChanged		datetime	The date and time that the change was made.
UserId		char(30)	The Windows user ID of the user who made the change.
OldLoadTrackingUID		int	The old load tracking unique identifier for the client.
NewLoadTrackingUID		int	The new load tracking unique identifier for the client.
OldAccountCode		char(128)	The old client account code.
NewAccountCode		char(128)	The new client account code.
OldContactIdx		int	The old index number for the contact.

Field Name	Key	Type	Field Description
NewContactIdx		int	The new index number for the contact.
OldAddressLine1- OldAddressLine5		varchar(255)	The old address line by line number.
NewAddressLine1- NewAddressLine5		varchar(255)	The new address line by line number.
OldContactName		varchar(255)	The old contact name.
NewContactName		varchar(255)	The new contact name.
OldDepartment		varchar(255)	The old contact department.
NewDepartment		varchar(255)	The new contact department.
OldOffice		varchar(255)	The old contact office.
NewOffice		varchar(255)	The new contact office.
OldComments		varchar(255)	The old contact comments.
NewComments		varchar(255)	The new contact comments.

## CIMS Audit Client Contact Number Table

If auditing is enabled, this table tracks changes made to the CIMS Client Contact Number table. To enable auditing of the CIMS Client Contact Number table, see [page 3-53](#).

For a detailed description of the fields in this table (with the exception of TransType, DateTimeChanged, and UserID), refer to the field descriptions for the CIMS Client Contact Number table (see [page A-17](#)).

Field Name	Key	Type	Field Description
TransType		char(1)	The type of change that was made to the table: <ul style="list-style-type: none"> <li>■ U = update to existing data</li> <li>■ I = addition of new data</li> <li>■ D = deletion of data</li> </ul>
DateTimeChanged		datetime	The date and time that the change was made.
UserID		char(30)	The Windows user ID of the user who made the change.
OldLoadTrackingUID		int	The old load tracking unique identifier for the client.
NewLoadTrackingUID		int	The new load tracking unique identifier for the client.
OldAccountCode		char(128)	The old client account code.
NewAccountCode		char(128)	The new client account code.
OldContactIdx		int	The old contact index number.
NewContactIdx		int	The new contact index number.
OldNumberIdx		int	The old index number for the contact number or e-mail address.
NewNumberIdx		int	The new index number for the contact number or e-mail address.
OldNumberDescription		varchar(255)	The old contact number description.
NewNumberDescription		varchar(255)	The new contact number description.

Field Name	Key	Type	Field Description
OldNumberValue		varchar(255)	The old contact number.
NewNumberValue		varchar(255)	The new contact number.

## CIMS Audit Rate Table

If auditing is enabled, this table tracks changes made to the CIMS Rate table. To enable auditing of the CIMS Rate table, see [page 3-53](#).

For a detailed description of the fields in this table (with the exception of TransType, DateTimeChanged, and UserID), refer to the field descriptions for the CIMS Rate table (see [page A-28](#)).

Field Name	Key	Type	Field Description
TransType		char(1)	The type of change that was made to the table: <ul style="list-style-type: none"> <li>■ U = update to existing data</li> <li>■ I = addition of new data</li> <li>■ D = deletion of data</li> </ul>
DateTimeChanged		datetime	The date and time that the change was made.
UserId		char(30)	The Windows user ID of the user who made the change.
OldLoadTrackingUID		int	The old load tracking unique identifier for the rate code.
NewLoadTrackingUID		int	The new load tracking unique identifier for the rate code.
OldRateTable		char(8)	The old rate table for the rate code.
NewRateTable		char(8)	The new rate table for the rate code.
OldRateCode		char(8)	The old rate code.
NewRateCode		char(8)	The new rate code.
OldRateIndex		int	The old index number for the rate code.
NewRateIndex		int	The new index number for the rate code.
OldRateValue		decimal(18,8)	The old per unit value for the rate code.
NewRateValue		decimal(18,8)	The new per unit value for the rate code.
OldResourceValue		decimal(19,4)	Deprecated.

Field Name	Key	Type	Field Description
NewResourceValue		decimal(19,4)	Deprecated.
OldDiscountDollars		decimal(19,4)	Deprecated.
NewDiscountDollars		decimal(19,4)	Deprecated.
OldDiscount		decimal(7,4)	Deprecated.
NewDiscount		decimal(7,4)	Deprecated.
OldDiscountIndex		int	Deprecated.
NewDiscountIndex		int	Deprecated.
OldDescription		varchar(255)	The old rate code description.
NewDescription		varchar(255)	The new rate code description.
OldFactor		numeric	The old resource conversion factor.
NewFactor		numeric	The new resource conversion factor.
OldRateValue1 - OldRateValue11		char(1)	The old rate values—see the RateValue field descriptions for the CIMS Rate table.
NewRateValue1 - NewRateValue11		char(1)	The new rate values—see the RateValue field descriptions for the CIMS Rate table.
OldEffDate		datetime	The old effective date for the rate code. For future use.
NewEffDate		datetime	The new effective date for the rate code. For future use.
OldTermDate		datetime	The old end date for the rate code. For future use.
NewTermDate		datetime	The new end date for the rate code. For future use.
OldComments		varchar(255)	The old comments for the rate code.
NewComments		varchar(255)	The new comments for the rate code.

## CIMS Audit Transaction Table

If auditing is enabled, this table tracks changes made to the CIMS Transaction table. To enable auditing of the CIMS Transaction table, see [page 3-53](#).

For a detailed description of the fields in this table (with the exception of TransType, DateTimeChanged, and UserID), refer to the field descriptions for the CIMS Transaction table (see [page A-41](#)).

Field Name	Key	Type	Field Description
TransType		char(1)	The type of change that was made to the table: <ul style="list-style-type: none"> <li>■ U = update to existing data or transaction marked as deleted</li> <li>■ I = addition of new data</li> </ul>
DateTimeChanged		datetime	The date and time that the change was made.
UserId		char(30)	The user ID of the user who made the change (usually the Windows user ID or the SQL Server login ID).
OldTransactionUID		char(32)	The old unique identifier for the transaction.
NewLoadTrackingUID		char(32)	The new unique identifier for the transaction.
OldAccountCode		char(128)	The old account code for the transaction.
NewAccountCode		char(128)	The new account code for the transaction.
OldTransactionType		char(1)	The old transaction type—see the TransactionType field description for the CIMS Transaction table.
NewTransactionType		char(1)	The old transaction type—see the TransactionType field description for the CIMS Transaction table.
OldShiftCode		char(1)	The old shift code.
NewShiftCode		char(1)	The new shift code.
OldRateCode		char(8)	The old rate code.



Field Name	Key	Type	Field Description
NewRateCode		char(8)	The new rate code.
OldResourceAmount		decimal(18,5)	The old resource amount for the transaction.
NewResourceAmount		decimal(18,5)	The new resource amount for the transaction.
OldFrequency1-OldFrequency2		Int	The old frequency number—see the Frequency field descriptions for the CIMS Transaction table.
NewFrequency1-NewFrequency2		Int	The new frequency number—see the Frequency field descriptions for the CIMS Transaction table.
OldFromDate		datetime	The old from date.
NewFromDate		datetime	The new from date.
OldToDate		datetime	The old to date.
NewToDate		datetime	The new to date.
OldDateTimeSent		datetime	The old date and time sent.
NewDateTimeSent		datetime	The new date and time sent.
OldDateTimeModified		datetime	The old date and time modified.
NewDateTimeModified		datetime	The new date and time modified.
OldDateTimeEntered		datetime	The old date and time entered.
NewDateTimeEntered		datetime	The new date and time entered.
OldDateTimeStartProcessing		datetime	The old processing start date and time.
NewDateTimeStartProcessing		datetime	The new processing start date and time.
OldDateTimeStopProcessing		datetime	The old processing end date and time.
NewDateTimeStopProcessing		datetime	The new processing end date and time.

## ■ Database Tables

### *CIMS Audit Transaction Table*

Field Name	Key	Type	Field Description
OldUserID		char(8)	The old CIMS Server Web Reporting user ID of the user who made the change.
NewUserID		char(8)	The new CIMS Server Web Reporting user ID of the user who made the change.
OldDateTimeDeleted		datetime	The old date and time that the transaction was deleted.
NewDateTimeDeleted		datetime	The new date and time that the transaction was deleted.
OldNote		varchar(255)	The old note for the transaction.
NewNote		varchar(255)	The new note for the transaction.

## CIMS Calendar Table

This table defines the billing periods for a billing organization.

Field Name	Key	Type	Field Description
Year	PK <sup>a</sup>	int	The calendar year.
Period	PK <sup>a</sup>	int	The calendar period (1 – 13).
PeriodBeginDate		datetime	The beginning date of the period
PeriodEndDate		datetime	The ending date of the period
CloseDate		datetime	The processing close date.

a. PK = Primary Key

## CIMS Client Table

This is the primary table for storing client information. All other client tables are related to this table.

Field Name	Key	Type	Field Description
AccountCode	PK <sup>a</sup>	char(128)	The account code for the client.
AltAcctCode		char(128)	The alternate account code for the client (optional).
AccountName		varchar(255)	The client name.
LoadTrackingUID		int	A unique identifier that tracks the client when loaded to the database from a location outside of CIMS Server. For example, from CIMS Mainframe Data Collector and Chargeback System.
RateTable		char(8)	The rate table for the client.
InvoiceContact		int	The index number for the client contact name that appears on the invoice.
ActionCode1 - ActionCode8		char(1)	These user-defined codes are strictly for reporting purposes and can be used in the custom reporting process for selecting data. CIMS Server does not use action codes.

a. PK = Primary Key

## CIMS Client Budget Table

This table stores budget and actual information for amounts and resource units by account code, date, and rate code.

Field Name	Key	Type	Field Description
LoadTrackingUID		int	A unique identifier that tracks the client when loaded to the database from a location outside of CIMS Server. For example, from CIMS Mainframe Data Collector and Chargeback System.
AccountCode	PK <sup>a</sup>	char(128)	The account code for the client.
RateCode	PK <sup>a</sup>	char(8)	A valid rate code for an individual resource budget or TOTAL for an overall account budget.
Year	PK <sup>a</sup>	int	The budget year.
Period	PK <sup>a</sup>	int	The budget period (0 – 13).
BudgetAmt		decimal(19,4)	The budget monetary amount for the period.
ActualAmt		decimal(19,4)	Deprecated. The actual amount is in the CIMS Summary table.
BudgetUnits		decimal(18,5)	The budget units for the period.
ActualUnits		decimal(18,5)	Deprecated. The actual units consumed are in the CIMS Summary table.

a. PK = Primary Key

## CIMS Client Contact Table

This table stores client contacts.

Field Name	Key	Type	Field Description
LoadTrackingUID		int	A unique identifier that tracks the client when loaded to the database from a location outside of CIMS Server. For example, from CIMS Mainframe Data Collector and Chargeback System.
AccountCode	PK <sup>a</sup>	char(128)	The account code for the client.
ContactIdx	PK <sup>a</sup>	int	The index number for the contact.
AddressLine1		varchar(255)	Address Line 1
AddressLine2		varchar(255)	Address Line 2
AddressLine3		varchar(255)	Address Line 3
AddressLine4		varchar(255)	Address Line 4
AddressLine5		varchar(255)	Address Line 5
ContactName		varchar(255)	The name of the client contact.
Department		varchar(255)	The contact department.
Office		varchar(255)	The contact office.
Comments		varchar(255)	Comments related to the contact.

a. PK = Primary Key

## CIMS Client Contact Number Table

This table stores numbers (phone, fax, etc.) and e-mail addresses for contacts.

Field Name	Key	Type	Field Description
LoadTrackingUID		int	A unique identifier that tracks the client when loaded to the database from a location outside of CIMS Server. For example, from CIMS Mainframe Data Collector and Chargeback System.
AccountCode	PK <sup>a</sup>	char(128)	The account code for the client.
ContactIdx	PK <sup>a</sup>	int	The index number for the contact.
NumberIdx	PK <sup>a</sup>	int	The index number for the contact number or e-mail address.
NumberDescription		varchar(255)	The type of number (VOICE, FAX, EMAIL, etc.)
NumberValue		varchar(255)	The contact number or e-mail address.

a. PK = Primary Key

## CIMS Config Table

This table defines configuration options that have a GUI option in CIMS Server Administrator. One CIMS Config record is allowed per CIMS Server database.

Field Name	Key	Type	Field Description
OrgName		varchar(255)	The organization name
AddressLine1		varchar(255)	Address Line 1
AddressLine2		varchar(255)	Address Line 2
AddressLine3		varchar(255)	Address Line 3
AddressLine4		varchar(255)	Address Line 4
InvoiceNo		int	Deprecated. This is stored in the CIMS Config Options table.
InvoiceNumberType		char(1)	Deprecated.
Use13Periods		char(1)	Indicates whether 13 periods are used: <ul style="list-style-type: none"> <li>■ Y (Yes)</li> <li>■ N (No)</li> </ul>
UseCalendar		char(1)	Indicates whether the CIMS calendar is used: <ul style="list-style-type: none"> <li>■ Y (Yes)</li> <li>■ N (No)</li> </ul>
ReportAccessSecurity		char(1)	Indicates whether report security is used: <ul style="list-style-type: none"> <li>■ Y (Yes)</li> <li>■ N (No)</li> </ul>
LocationStandardReports		varchar(255)	The path to the CIMS standard reports.
LocationCustomReports		varchar(255)	The path to custom reports.
LocationSavedReports		varchar(255)	The path to published reports.
DatabaseVersion		char(7)	The CIMS Server database version number.
LastProcessUID		int	Used by CIMSACCT and CIMSBILL.



Field Name	Key	Type	Field Description
CustomReportGroupID		int	The unique identifier for the default report group for user-defined Web reports.
CustomSpreadsheetGroupID		int	The unique identifier for the default report group for user-defined Web spreadsheets.
SessionTimeoutMinutes		int	The number of minutes before a CIMS Server Web Reporting session expires and a new login is required.
AccountParameterSelectionLevel		int	In CIMS Server Web Reporting, this setting determines the level of account codes that appear in the <b>Starting Account Code</b> and <b>Ending Account Code</b> parameter lists.
DefaultCrystalViewer		int	The unique identifier for the browser viewer used to view Crystal Reports.
DBConnectionTimeout		int	The maximum number of seconds that a database may respond to a query before timing out
WebCustomSite		char(1)	Indicates the Web site to be used: <ul style="list-style-type: none"> <li>■ D (Default)</li> <li>■ C (Custom)</li> </ul>
WebBGColor		varchar(32)	The hexadecimal number for the background color of a custom Web site.
WebCSSLocation		varchar(255)	The path to the CSS for a custom Web site.
WebImageLocation		varchar(255)	The path to the images for a custom Web site.
WebMenuVertStartPos		int	The start position (in pixels) for the menu of a custom Web site.
LastReportingDate		datetime	The last reporting date for reports that end users who do not have administrative privileges can view.

## CIMS Config Options Table

This table defines configuration options that the administrator can add manually in CIMS Server Administrator.

Field Name	Key	Type	Field Description
PropertyName	PK <sup>a</sup>	varchar(80)	The name of the configuration option.
PropertyValue		varchar(255)	The value for the configuration option.
PropertyType		int	The data type of the configuration option: <ul style="list-style-type: none"> <li>■ 1 (String)</li> <li>■ 2 (Integer)</li> <li>■ 3 (Floating Point)</li> <li>■ 4 (Date/Time)</li> </ul>
Sequence		int	For future use.
PropertyDescription		varchar(255)	A description of the configuration option.

a. PK = Primary Key

## CIMS Config Account Level Table

This table defines the account code structure.

Field Name	Key	Type	Field Description
AccountStructureName		char(32)	The account code structure name (e.g., Standard).
StartPosition		int	The starting offset position for the account code.
AccountLevel		int	The account code level.
AccountLength		int	The length of the account code level.
AccountDescription		varchar(255)	A description of the account code level.

## CIMS CPU Normalization Table

The table allows for differences in CPU speed.

Field Name	Key	Type	Field Description
SystemID	PK <sup>a</sup>	char(32)	The system identifier for the computer that you want to normalize. For OS/390, this is the four-character System Model ID. For UNIX and Windows, it is the computer name.
WorkID	PK <sup>a</sup>	char(32)	The subsystem name (e.g., CICS region name, DB2 plan name, Oracle instance, etc.).
Factor		decimal(10,4)	The normalization factor.

a. PK = Primary Key

## CIMS Detail Table

This table stores the information contained in the CIMS BILL Detail File. The table contains the resource information collected from the records in the input file. Each record in this table represents a single resource used/time period. This is the most granular form of the resource data stored in the database.

Field Name	Key	Type	Field Description
LoadTrackingUID		int	The load tracking unique identifier from the CIMS Load Tracking table.
DetailUID		int	The unique identifier that tracks the CIMS BILL Detail load.
DetailLine		int	The number of the record in the input file that contains the resource (i.e., 1 if it is the first record, 2 if it is the second record, etc.).
AccountCode		char(128)	The account code.
Aggregate		int	A count of the number of original input records that have been aggregated into this record.
StartDate		datetime	The resource usage start date.
EndDate		datetime	The resource usage end date.
ShiftCode		char(1)	The resource usage shift code.
AuditCode		varchar(255)	The audit code (CIMS External Transaction Records only).
SourceSystem		char(8)	The system identifier for this resource.
RateCode		char(8)	The rate code of this resource.
ResourceUnits		decimal(18,5)	The quantity of the resource used.
AccountingStartDate		datetime	The accounting start date.
AccountingEndDate		datetime	The accounting end date.

## CIMS Detail Ident Table

This table stores the information contained in the CIMS Ident File. The table contains the identifier information collected from the records in the input file.

Field Name	Key	Type	Field Description
LoadTrackingUID		int	The load tracking unique identifier from the CIMS Load Tracking table.
DetailUID	PK <sup>a</sup>	int	The unique identifier that tracks the CIMS BILL Detail load.
DetailLine	PK <sup>a</sup>	int	The number of the record in the input file that contains the identifier (i.e., 1 if it is the first record, 2 if it is the second record, etc.).
IdentNumber	PK <sup>a</sup>	int	The number of the identifier as it appears in the input file record (i.e., 1 if it is the first identifier, 2 if it is the second identifier, etc.)
IdentValue		varchar(255)	The value of the identifier.

a. PK = Primary Key

## CIMS Headline Table

This table defines the headlines that appear on the CIMS Server Web Reporting home page.

Field Name	Key	Key	Field Description
HeadlineUID	PK <sup>a</sup>	int	The sequential UID that tracks the headline.
HeadLineDate		datetime	The date that the headline was created.
Headline		varchar(255)	The headline text.
HeadlineLink		varchar(255)	The URL for the headline link.

a. PK = Primary Key

## CIMS Ident Table

This table stores all identifiers contained in the input files processed. As an input file is processed, its identifiers are added to this table. This table will continue to store identifiers even if the identifiers are no longer used by records loaded in the database. To delete unused identifiers if needed, see *Maintaining Identifiers* on page 3-40.

Field Name	Key	Type	Field Description
IdentNumber	PK <sup>a</sup>	int	A sequential number assigned to the identifier.
IdentName		varchar(32)	A short name for the identifier.
IdentDescription		varchar(255)	A full description of the identifier name (optional).
IdentActiveFlag		char(1)	Indicates whether Active or Inactive has been selected for custom reports: <ul style="list-style-type: none"> <li>■ Blank (Active)</li> <li>■ I (Inactive)</li> </ul>
IdentReportFlag		char(1)	User-defined report flag.

a. PK = Primary Key

## CIMS InpSrcCategory Table

This table is for future use.

## CIMS InpSrcCategorySource Table

This table is for future use.

## CIMS InpSrcMachineList Table

This table is for future use.

## CIMS Language Table

This table is for future use. It is intended to display GUI options (menus, links, etc.) in CIMS Server Web Reporting in the required language.

Field Name	Key	Type	Field Description
StringName	PK <sup>a</sup>	varchar(80)	The tag name in the Web reporting ASP page.
ENG		varchar(255)	The GUI option in English.
SPA		varchar(255)	The GUI option in Spanish.
FRA		varchar(255)	The GUI option in French.
DUT		varchar(255)	The GUI option in Dutch.
ITA		varchar(255)	The GUI option in Italian.
GER		varchar(255)	The GUI option in German.
FIN		varchar(255)	The GUI option in Finnish.
SWE		varchar(255)	The GUI option in Swedish.
JPN		varchar(255)	The GUI option in Japanese.
POR		varchar(255)	The GUI option in Portuguese.
OTH		varchar(255)	The GUI option in another language.

a. PK = Primary Key

## CIMS Load Tracking Table

This table records the loading of any data to the database. This enables database loads to be deleted if required.

Field Name	Key	Type	Field Description
LoadTrackingUID	PK <sup>a</sup>	int	The unique identifier for the database load.
FileType		char(8)	The type of file processed: <ul style="list-style-type: none"> <li>■ Summary</li> <li>■ Detail (CIMSBILL Detail)</li> <li>■ Ident</li> <li>■ Resource (CIMSACCT Detail)</li> </ul>
FileName		varchar(255)	The path and name of the file that was processed
DateLoaded		datetime	The date and time the input file was processed by CIMSACCT.
DateDeleted		datetime	The date and time the load was removed from the database.
TotalRecsLoaded		int	The number of records loaded.
StartDate		datetime	The accounting start date for CIMS Summary, CIMS Detail, and CIMS Ident Records. The usage end date for Resource Records.
EndDate		datetime	The accounting end date for CIMS Summary, CIMS Detail, and CIMS Ident Records. The usage end date for Resource Records.
SourceSystem		varchar(32)	The name of the computer that produced the data.
SourceFeed		varchar(32)	The system that produced the data (e.g., IIS, Exchange, OS/390, etc.)



Field Name	Key	Type	Field Description
DateArchived		datetime	The date and time that the load was archived.
ArchiveLocation		varchar(255)	The location of the archived load.

a. PK = Primary Key

## CIMS Rate Table

This table stores the rate codes and rates for resource usage.

Field Name	Key	Type	Field Description
LoadTrackingUID		int	The unique identifier that tracks the rate when loaded to the database from a location outside of CIMS Server. For example, from CIMS Mainframe Data Collector and Chargeback System.
RateTable	PK <sup>a</sup>	char(8)	The name of the rate table that contains the rate code.
RateCode	PK <sup>a</sup>	char(8)	The code for the rate.
RateIndex		int	The index number for the rate code.
RateValue		decimal(18,8)	The per unit value for the rate code.
ResourceValue		decimal(19,4)	Deprecated.
DiscountDollars		decimal(19,4)	Deprecated.
Discount		decimal(7,4)	Deprecated.
DiscountIndex		int	Deprecated.
Description		varchar(255)	A description of the rate code.
Factor		decimal(15,8)	A user-defined resource conversion factor value for the resource unit value in reports.
RateValue1		char(1)	Indicates whether four decimal positions are used in the rate value in reports: <ul style="list-style-type: none"> <li>■ F (Four digits are used)</li> <li>■ Blank (Eight digits are used [the default])</li> </ul>

Field Name	Key	Type	Field Description
RateValue2		char(1)	<p>Indicates whether the rate is per resource unit or per thousand units in reports:</p> <ul style="list-style-type: none"> <li>■ M (Per thousand units)</li> <li>■ Blank (Per unit)</li> </ul>
RateValue3		char(1)	<p>Indicates the resource conversion factor for the resource unit value in reports.</p> <ul style="list-style-type: none"> <li>■ 1 (Divide total resource value by 60)</li> <li>■ 2 (Divide total resource value by 3600)</li> <li>■ 3 (Divide total resource value by 1000)</li> <li>■ 4 (Multiply total resource value by 60)</li> <li>■ 5 (Divide total resource value by 60000)</li> <li>■ # (Multiple total resource value by user-defined number in Factor field.)</li> <li>■ Blank (No conversion factor)</li> </ul>
RateValue4		char(1)	<p>Indicates whether the rate code is included in zero cost calculations:</p> <ul style="list-style-type: none"> <li>■ N (The rate will not be included in zero cost calculations)</li> <li>■ Blank (The rate will be included in zero cost calculations)</li> </ul> <p>For more information about zero cost calculations, see <a href="#">page 3-11</a>.</p>

## ■ Database Tables

### *CIMS Rate Table*

Field Name	Key	Type	Field Description
RateValue5		char(1)	Indicates the number of decimal digits that appear in the resource units value in reports: <ul style="list-style-type: none"> <li>■ 1-5 (1 through 5 digits)</li> <li>■ Blank (2 digits, the default)</li> </ul>
RateValue6		char(1)	For future use.
RateValue7		char(1)	Indicates the whether the resource units for the rate code are considered a monetary amount rather than units if utilization: <ul style="list-style-type: none"> <li>■ \$ (flat fee)</li> <li>■ Blank (not flat fee)</li> </ul>
RateValue8		char(1)	User-defined report flag.
RateValue9		char(1)	For future use.
RateValue10		char(1)	User-defined report flag.
RateValue11		char(1)	Indicates whether the rate should be included in CPU normalization: <ul style="list-style-type: none"> <li>■ Y (Yes)</li> <li>■ N (No)</li> </ul>
EffDate		datetime	The effective date for the rate code.
TermDate		datetime	The end date for the rate code.
Comments		varchar(255)	Comments for the rate code.

a. PK = Primary Key

## CIMS Rate Group Table

This table defines the rate groups.

Field Name	Key	Type	Field Description
RateGroup	PK <sup>a</sup>	int	A sequential number assigned to the rate group.
ParentUID		int	For future use.
GroupTitle		char(32)	The rate group title.
GroupTitleLong		varchar(255)	A description of the rate group.

a. PK = Primary Key

## CIMS Rate Identifiers Table

This table correlates rate codes to identifiers to enable drill down on the units consumed for a resource by identifier.

Field Name	Key	Type	Field Description
RateCode	PK <sup>a</sup>	char(8)	The rate code.
IdentNumber	PK <sup>a</sup>	int	A sequential number assigned to the identifier for the rate code.

a. PK = Primary Key

## CIMS Rate Shift Table

This table defines the optional rate shifts for rate codes.

Field Name	Key	Type	Field Description
RateTable	PK <sup>a</sup>	char(8)	The name of the rate table.
RateCode	PK <sup>a</sup>	char(8)	The rate code.
ShiftCode	PK <sup>a</sup>	char(1)	The shift code.
RateValue		decimal(18,8)	The rate value for the shift.
Description		varchar(255)	A description of the shift (Swing, Night, etc.).
RateValue1		char(1)	For future use.
RateValue2		char(1)	For future use.
RateValue3		char(1)	For future use.
RateValue4		char(1)	For future use.
RateValue5		char(1)	For future use.
RateValue6		char(1)	For future use.
RateValue7		char(1)	For future use.
RateValue8		char(1)	For future use.
RateValue9		char(1)	For future use.
RateValue10		char(1)	For future use.
RateValue11		char(1)	For future use.
EffDate		datetime	The effective date for the rate code.
TermDate		datetime	The end date for the rate code.
Comments		varchar(255)	For future use.

a. PK = Primary Key

## CIMS Rate To Rate Group Table

This table correlates rate codes to rate groups.

Field Name	Key	Type	Field Description
RateCode	PK <sup>a</sup>	char(8)	The rate code.
RateGroup	PK <sup>a</sup>	int	A sequential number assigned to the rate group.

a. PK = Primary Key

## CIMS Report

This table stores information about the reports used for CIMS Server Web Reporting. These reports are entered in the Report List Maintenance dialog box (see *Working with Reports* on page 3-34).

Field Name	Key	Type	Field Description
ReportID	PK <sup>a</sup>	int	The unique identifier for the report.
ReportName		char(32)	The name of the report
ReportFile		varchar(255)	The .rpt file name for the report. Also, the executable for all reports (except user-defined reports).
ReportDescription		varchar(255)	A description of the report.
UserID		char(8)	For a user-defined reports, the CIMS Server Web Reporting user ID of the person who created the report.
ReportTemplateFile		varchar(255)	The .rpt file to be used as the executable for user defined reports.

a. PK = Primary Key

## CIMS Report Custom Fields Table

This table stores the values for the user-defined reports that can be stored in the database and supplied to the report automatically at run time.

Field Name	Key	Type	Field Description
ReportID	PK <sup>a</sup>	int	The unique identifier for the report.
RateCode		char(8)	The rate code
ReportPosition	PK <sup>a</sup>	int	The position within the report where the values are used beginning with 1 and continuing sequentially.
DecimalPlaces		int	The number of decimal places to display for the resource usage amount in reports.

a. PK = Primary Key

## CIMS Report Group Table

This table stores information about report groups.

Field Name	Key	Type	Field Description
ReportGroupID	PK <sup>a</sup>	int	The unique identifier for the report group
ReportGroupName		char(32)	The report group name
ReportGroupDesc		varchar(255)	A description of the report group.

a. PK = Primary Key



## CIMS Report Start Table

This table defines the order in which reports appear in CIMS Server Web Reporting.

Field Name	Key	Type	Field Description
ReportStartID		int	A unique identifier for the start group.
ReportStartGroup		int	A sequential number that is assigned to the start group. The number is dependent on the order in which the group was created.

## CIMS Report To Report Group Table

This table relates reports to report groups.

Field Name	Key	Type	Field Description
MemberID	PK <sup>a</sup>	int	The unique identifier of the report.
MemberType	PK <sup>a</sup>	char(1)	<ul style="list-style-type: none"> <li>■ R (Report)</li> <li>■ G (Graph)</li> </ul>
ReportGroupId	PK <sup>a</sup>	int	The unique identifier for the report group.
Sequence		int	The order of the report in the report group list.

a. PK = Primary Key

## CIMS Resource Utilization

This table stores the resource information contained in the CIMSACCT Detail File. In most cases, you will not need to load the data in CIMSACCT Detail File to the database.

Field Name	Key	Type	Field Description
LoadTrackingUID		int	The load tracking unique identifier from the CIMS Load Tracking table.
DetailUID		int	The unique identifier that tracks the CIMSACCT Detail load.
DetailLine		int	The number of the record in the input file that contains the resource (i.e., 1 if it is the first record, 2 if it is the second record, etc.)
AccountCode		char(128)	The account code.
Aggregate		int	A count of the number of original input records that have been aggregated into this record.
StartDate		datetime	The resource usage start date.
EndDate		datetime	The resource usage end date.
ShiftCode		char(1)	The resource usage shift code.
AuditCode		varchar(255)	The audit code (CIMS External Transaction Records only).
SourceSystem		char(8)	The system identifier for this resource.
RateCode		char(8)	The rate code of this resource.
ResourceUnits		decimal(18,5)	The quantity of the resource used.

## CIMS Summary Table

This table stores the information contained in the CIMS Summary File created by CIMSBILL. This table contains both resource utilization and cost data for reports. Note the `BillFlag` fields reflect the flags that were set in the CIMS Rate Table at the time that CIMSBILL was run.

Field Name	Key	Type	Field Description
LoadTrackingUID	PK <sup>a</sup>	int	The load tracking unique identifier from the CIMS Load Tracking table.
Year		int	The resource usage year.
Period		int	The resource usage period.
Shift		char(1)	The resource usage shift code.
AccountCode		char(128)	The account code.
LenLevel1		int	Values are the following: <ul style="list-style-type: none"> <li>■ 0—The record was created from a Detail Record.</li> <li>■ 1—The record was by created by reprocessing a CIMS Summary Record.</li> <li>■ 2—The record was by created by processing a Summary Record twice. If the Summary Record was processed more than twice, the value would be 3, 4, 5, etc.</li> </ul>
LenLevel2		int	A value of 0.
LenLevel3		int	A value of 0.
LenLevel4		int	A value of 0.
RateTable		char(8)	The name of the rate table that contains the rate code.
RateCode		char(8)	The rate code for the resource.
StartDate		datetime	The accounting start date.
EndDate		datetime	The accounting end date.

Field Name	Key	Type	Field Description
BillFlag1		char(1)	<p>Indicates whether four decimal positions are used in the rate value in reports:</p> <ul style="list-style-type: none"> <li>■ F (Four digits are used)</li> <li>■ Blank (Eight digits are used [the default])</li> </ul>
BillFlag2		char(1)	<p>Indicates whether the rate is per resource unit or per thousand units in reports:</p> <ul style="list-style-type: none"> <li>■ M (Per thousand units)</li> <li>■ Blank (Per unit)</li> </ul>
BillFlag3		char(1)	<p>Indicates the resource conversion factor for the resource unit value in reports:</p> <ul style="list-style-type: none"> <li>■ 1 (Divide total resource value by 60)</li> <li>■ 2 (Divide total resource value by 3600)</li> <li>■ 3 (Divide total resource value by 1000)</li> <li>■ 4 (Multiply total resource value by 60)</li> <li>■ 5 (Divide total resource value by 60000)</li> <li>■ # (Multiple total resource value by user-defined number in Factor field.)</li> </ul>
BillFlag4		char(1)	<p>Indicates whether the rate code is included in zero cost calculations:</p> <ul style="list-style-type: none"> <li>■ N (The rate will not be included in zero cost calculations)</li> <li>■ Blank (The rate will be included in zero cost calculations)</li> </ul> <p>For more information about zero cost calculations, see <a href="#">page 3-11</a>.</p>

Field Name	Key	Type	Field Description
BillFlag5		char(1)	Indicates the number of decimal digits that appear in the resource units value in reports: <ul style="list-style-type: none"> <li>■ 1-5 (1 through 5 digits)</li> <li>■ Blank (2 digits, the default)</li> </ul>
BillFlag6		char(1)	For future use.
BillFlag7		char(1)	Indicates the whether the resource units for the rate code are considered a monetary amount rather than units if utilization: <ul style="list-style-type: none"> <li>■ \$ (flat fee)</li> <li>■ Blank (not flat fee)</li> </ul>
BillFlag8		char(1)	User-defined report flag.
BillFlag9		char(1)	For future use.
RateValue		decimal(18,8)	Per unit charge for this rate.
ResourceUnits		decimal(18,5)	The total units for this rate.
BreakID		int	Deprecated.
MoneyValue		decimal(19,4)	The total currency units for this rate.
UsageStartDate		datetime	The resource usage start date.
UsageEndDate		datetime	The resource usage end date.
RunDate		datetime	The date and time that CIMS BILL was run.
BillFlag10		char(1)	User-defined report flag.
BillFlag11		char(1)	Indicates whether the rate should be included in CPU normalization: <ul style="list-style-type: none"> <li>■ Y (Yes)</li> <li>■ N (No)</li> </ul>

a. PK = Primary Key

## CIMS Summary Daily Table

The stores the data in the CIMS Summary table at a monthly rather than daily level. The fields are the same as the CIMS Summary table.

For more information about converting daily records to monthly records, see [ConvertSummaryDailyToMonthly.wsf](#) on page C-5.

## CIMS Summary To Detail Table

This table is used to upgrade to CIMS Server 3.2. This table will be removed for future CIMS Server releases.

Field Name	Key	Type	Field Description
SummaryLoadTrackingUID	PK <sup>a</sup>	int	The load tracking unique identifier from the CIMS Load Tracking table.
DetailUID	PK <sup>a</sup>	int	The unique identifier that tracks the CIMSBILL Detail load.
StartDate		datetime	The accounting start date.
EndDate		datetime	The accounting end date.
DetailConverted		char(1)	Indicates whether the CIMSBILL Detail Records have been converted: Y (Yes) Null (No)
SummaryConverted		char(1)	Indicates whether the CIMS Summary Records have been converted: Y (Yes) Null (No)

a. PK = Primary Key

## CIMS Transaction Table

This table stores miscellaneous, recurring, and credit transactions. For more information about creating and using transactions, refer to the *CIMS Server Web Reporting User's Guide*.

Field Name	Key	Type	Field Description
TransactionUID	PK <sup>a</sup>	char(32)	The unique identifier for the transaction.
AccountCode		char(128)	The account code for the transaction.
TransactionType		char(1)	The transaction type: <ul style="list-style-type: none"> <li>■ M (Miscellaneous)</li> <li>■ R (Recurring)</li> <li>■ C (Credit)</li> </ul>
ShiftCode		char(1)	The shift code for the transaction.
RateCode		char(8)	The rate code for the transaction.
ResourceAmount		decimal(18,5)	The amount of the transaction.
Frequency1		int	Applicable only to recurring transactions. The frequency that the transaction should occur (every month, every 6 months, etc.). Frequency is based on the calendar year (January–December) <ul style="list-style-type: none"> <li>■ 1 (monthly)</li> <li>■ 2 (every other month)</li> <li>■ 3 (every quarter)</li> <li>■ 4 (every four months)</li> <li>■ 6 (every six months)</li> <li>■ 12 (once a year)</li> </ul>

Field Name	Key	Type	Field Description
Frequency2		int	Applicable only to recurring transactions. The period in which the transaction should be processed. This value corresponds to the value in the Frequency1 field. For example, if the value in the Frequency1 field is 6, a value of 1 in this field indicates the first month of a 6 month period (January or July).
FromDate/ToDate		datetime	Applicable only to miscellaneous and credit transactions. The date range that the transaction occurred.
DateTimeSent		datetime	The date and time that the transaction was exported to a flat file.
DateTimeModified		datetime	The date and time that the transaction was last modified.
DateTimeEntered		datetime	The date and time that the transaction was created.
DateTimeStartProcessing		datetime	Applicable only to recurring transactions. The first day that the transaction will be processed.
DateTimeStopProcessing		datetime	Applicable only to recurring transactions. The last day that the transaction will be processed.
UserID		char(8)	The CIMS Server Web Reporting user ID of the person who entered the transaction.
DateTimeDeleted		datetime	The date and time that the transaction was deleted.
Note		varchar(255)	A description of the transaction.

a. PK = Primary Key



## CIMS User Table

This table tracks users of the CIMS Server system.

Field Name	Key	Type	Field Description
UserID	PK <sup>a</sup>	char(8)	The CIMS Server Web Reporting user ID.
Password		int	A hash of the user password.
SessionID		int	A unique session identifier
UserFullName		varchar(255)	The full name of the user
UserFlag1		char(1)	Indicates whether full report path for published reports is displayed on Favorites page in CIMS Server Web Reporting: <ul style="list-style-type: none"> <li>■ Y (Yes)</li> <li>■ N (No)</li> </ul>
UserFlag2		char(1)	Indicates whether full report path for published reports is displayed on Published Reports page in CIMS Server Web Reporting: <ul style="list-style-type: none"> <li>■ Y (Yes)</li> <li>■ N (No)</li> </ul>
CrystalViewer		int	The unique identifier for the browser viewer used to view Crystal Reports.
DomainUserName		varchar(255)	The Windows domain and user name for the CIMS Server Web Reporting user.

a. PK = Primary Key

## CIMS User Config Options Table

This table stores the user configuration options entered in the User Configuration Options List Maintenance dialog box (see *Defining Users* on page 3-25).

Field Name	Key	Type	Field Description
PropertyName	PK <sup>a</sup>	varchar(80)	The name of the configuration option.
UserID	PK <sup>a</sup>	char(8)	The CIMS Server Web Reporting user ID.
PropertyValue		varchar(255)	The value for the configuration option.
PropertyType		int	The data type of the configuration option: <ul style="list-style-type: none"> <li>■ 1 (String)</li> <li>■ 2 (Integer)</li> <li>■ 3 (Floating Point)</li> <li>■ 4 (Date/Time)</li> </ul>
Sequence		int	For future use.
PropertyDescription		varchar(255)	A description of the configuration option.

a. PK = Primary Key

## CIMS User Favorites Table

This table stores information regarding the CIMS Server Web Reporting users favorite reports. For more information about favorite reports, refer to the *CIMS Server Web Reporting User's Guide*.

Field Name	Key	Type	Field Description
UserID		char(8)	The CIMS Server Web Reporting user ID.
FavoriteReportGroup		int	The unique identifier for the report group that the favorite report belongs to.
FavoriteReport		int	The unique identifier for the favorite report.
DisplayOrder		int	The order in which the favorite report is displayed.

## CIMS User Group Table

This table relates users to user groups.

Field Name	Key	Type	Field Description
GroupID	PK <sup>a</sup>	char(8)	The user group ID.
GroupFullName		varchar(255)	The full name of the group.
TransactionSecurity		char(1)	Indicates whether group has transaction maintenance privilege: 9 (Yes) 0 (No)
RateSecurity		char(1)	For future use.
ClientSecurity		char(1)	For future use.
GroupType		char(1)	Type of user: 1 (Client) 9 (Admin)
AccountStructureName		char(32)	The name of the account code structure used by the user group.

a. PK = Primary Key

## CIMS User Group Account Code Table

This table defines user the account codes that users within a user group can view.

Field Name	Key	Type	Field Description
GroupID	PK <sup>a</sup>	char(8)	The user group ID.
AccountCode	PK <sup>a</sup>	char(128)	The client account code that can be viewed. If the group has access to all clients, this field is blank.

a. PK = Primary Key

## CIMS User Group Config Options Table

This table stores the user configuration options entered in the Group Configuration Options List Maintenance dialog box (see *Defining User Groups* on page 3-29).

Field Name	Key	Type	Field Description
PropertyName	PK <sup>a</sup>	varchar(80)	The name of the configuration option.
GroupID	PK <sup>a</sup>	char(8)	The CIMS Server Web Reporting user group ID.
PropertyValue		varchar(255)	The value for the configuration option.
PropertyType		int	The data type of the configuration option: <ul style="list-style-type: none"> <li>■ 1 (String)</li> <li>■ 2 (Integer)</li> <li>■ 3 (Floating Point)</li> <li>■ 4 (Date/Time)</li> </ul>
Sequence		int	For future use.
PropertyDescription		varchar(255)	A description of the configuration option.

a. PK = Primary Key

## CIMS User Group Report Table

This table defines the reports that users within a user group can view. If a group has access to all reports, it is not included in this table.

Field Name	Key	Type	Field Description
GroupID	PK <sup>a</sup>	char(8)	The CIMS Server Web Reporting user group ID.
ReportID	PK <sup>a</sup>	int	The unique identifier of the report.
ReportExecute		char(1)	Permission for users in this group to run the report: ■ Y (Yes) ■ N (No)

a. PK = Primary Key

## Database Entity Relationship Diagrams

This section provides Entity Relationship Diagrams (*ERDs*) for most of the tables in the CIMS Server database. (Tables that do not have explicit relationships are not shown.)

These diagrams show the following:

- The relationships of the client, report, and user tables
- The relationship of the CIMS Transaction and CIMS Summary tables to other tables

The following conventions are used in these diagrams:

- PK = Primary Key
- Bold = A required field
- A double arrow equals a one-to-many relationship. For example, one client can have many budgets (i.e., budgets for multiple resources).

Note that some tables are shown in more than one diagram.



## Client Tables

The ERD in Figure A-2 shows the relationships of the client tables.

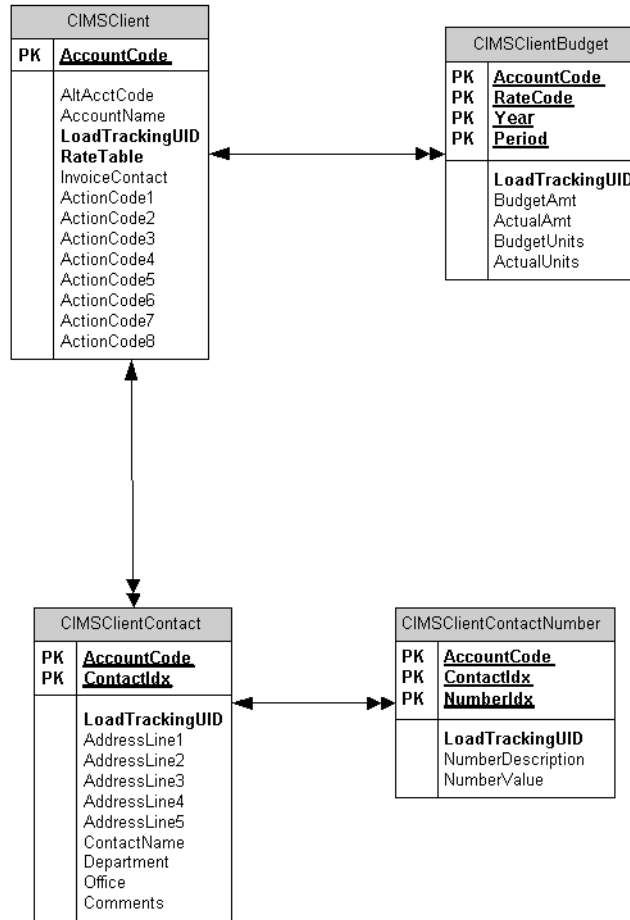


Figure A-2 • Client Tables ERD



## User Tables

The ERD in Figure A-3 shows the relationships of the user tables.

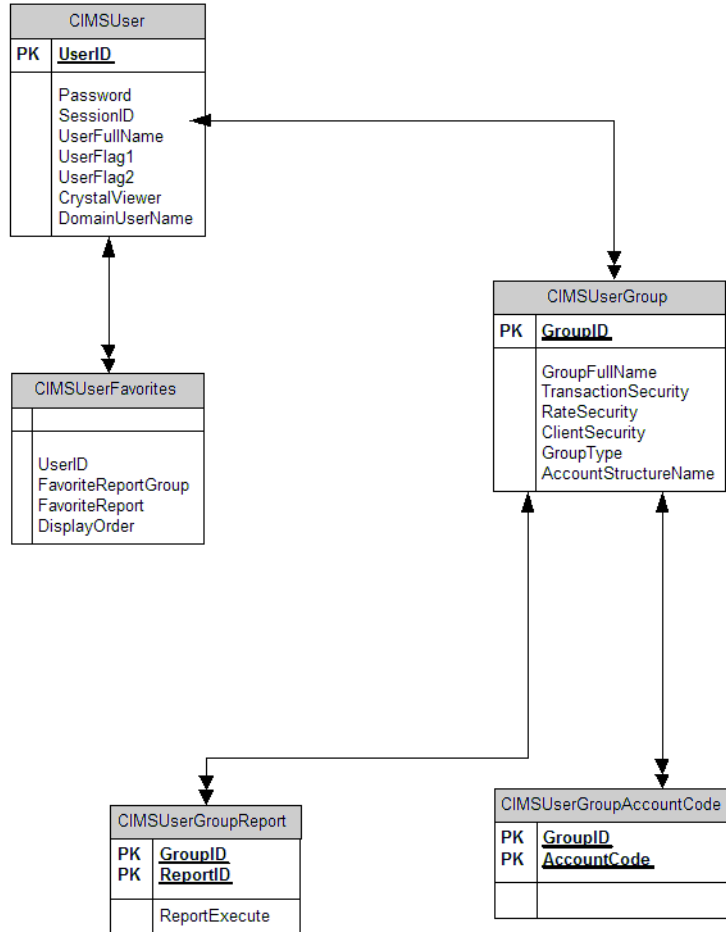


Figure A-3 • User Tables ERD

## Report Tables

The ERD in Figure A-4 shows the relationships of the report tables.

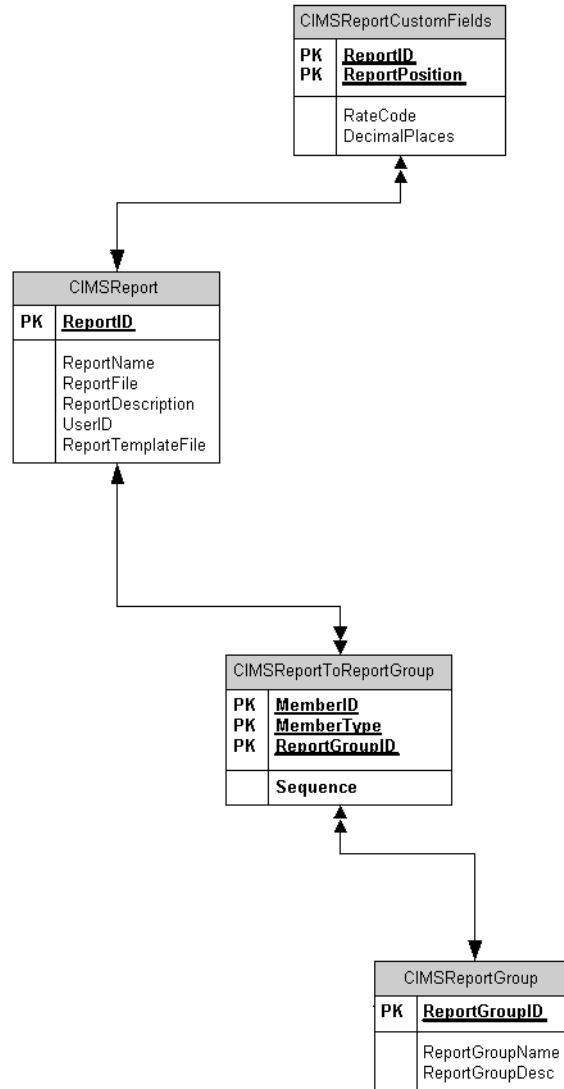


Figure A-4 • Report Tables ERD

## Transaction-related Tables

The ERD in Figure A-5 shows the relationship of the CIMS Transaction table to the CIMS Client and CIMS Rate tables.

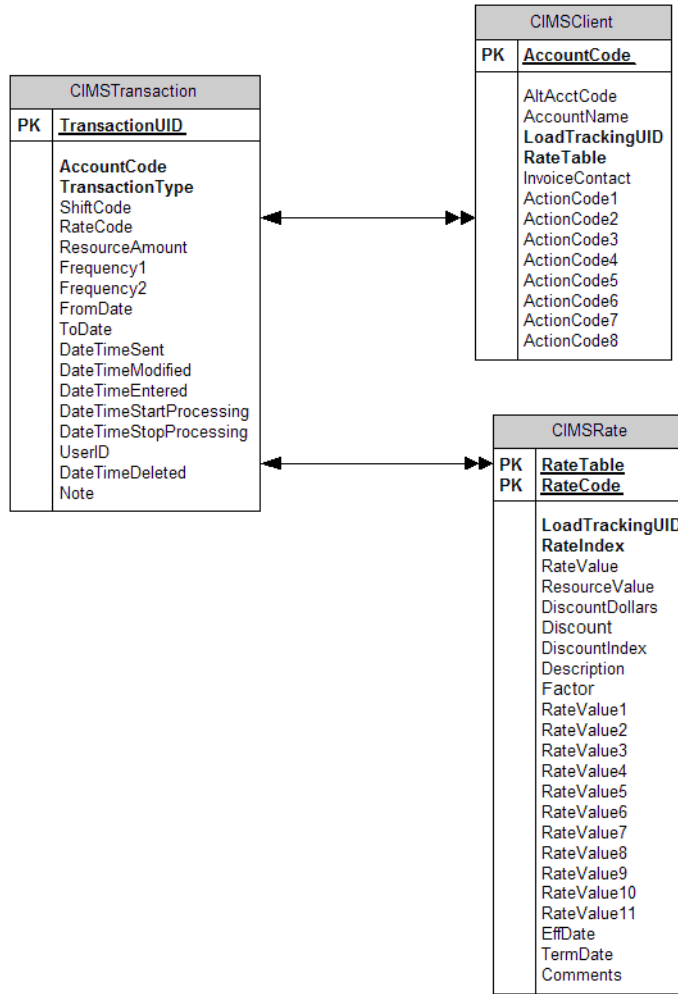


Figure A-5 • Transaction-related Tables ERD

## ■ Database Tables

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*Database Entity Relationship Diagrams*



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# File Layouts

This appendix describes the layout of key files used by CIMS Server.

<b>CIMS Server Resource File</b> .....	<b>B-2</b>
<b>CIMS External Transaction File</b> .....	<b>B-4</b>
<b>CIMSACCT Detail File</b> .....	<b>B-5</b>
<b>CIMS Ident File</b> .....	<b>B-6</b>
<b>CIMSBILL Detail File</b> .....	<b>B-7</b>
CIMSBILL Detail File Version 200306 .....	B-7
CIMSBILL Detail File Version 200106 .....	B-9
<b>CIMS Summary File</b> .....	<b>B-11</b>
Summary File Version 200306 .....	B-11
Summary File Version 200106 .....	B-13

## CIMS Server Resource File

The primary method for input into CIMS Server is the CIMS Server Resource (CSR) File. This file contains CIMS Server Resource Records. The CSR file is produced by the CIMS Data Collectors for the Windows and UNIX operating systems.

The records in the CSR file contain two pieces of required information. The first is some type of identifier of the data, like server name, job name, account code, etc. The second piece of required information is resource usage like CPU time, input/outputs, pages printed, etc. The CSR record can contain a very large number of identifiers and resources.

In the layout of the record, there is an eight-character header that identifies to the CIMS system the source of the data. For example, the header for IIS records might be IIS. There is no standard for this header and any unique combination of characters can be used.

These records are in a standard ASCII display format (no packed, binary or bit data) with commas for delimiters and decimal points included in resource amounts. A negative sign should precede the numeric data, with no sign when the data is positive. When the Identifier data contains commas, there must be double quotes around the Identifier character data.

The following table describes the fields in the CIMS Server Resource Record.

Pos.	Field Name	Length	Type	Description
1	Header	8	Character	Defines the source of data. For example, DB2 data from OS/390 contains a header of S390DB2.
2	Start Date of Usage	8	Number	Date in format YYYYMMDD.
3	End Date of Usage	8	Number	Date in format YYYYMMDD.
4	Start Time of Usage	8	Character	Time in format HH:MM:SS.
5	End Time of Usage	8	Character	Time in format HH:MM:SS.
6	Shift Code	1	Character	Alphanumeric code denoting time of day usage occurred. Allows billing different rates by shift. If you do not want to charge by shift, the field should be blank.
7	Number of Identifiers	2	Number	Number of identifiers in the following fields.
8	Identifier Name 1	Variable	Character	The name of the Identifier.

Pos.	Field Name	Length	Type	Description
9	Identifier Value 1	Variable	Character	Includes items such as database name, server name, LAN ID, user ID, program name, region, system ID, and so forth. This should be shortened as much as possible to a meaningful code for further translation.
10	Identifier Name 2	Variable	Character	The name of the Identifier.
11	Identifier Value 2	Variable	Character	Includes items such as database name, server name, LAN ID, user ID, program name, region, system ID, and so forth. This should be shortened as much as possible to a meaningful code for further translation.
12	Identifier Name x	Variable	Character	The name of the Identifier.
13	Identifier Value x	Variable	Character	Includes items such as database name, server name, LAN ID, user ID, program name, region, system ID, and so forth. This should be shortened as much as possible to a meaningful code for further translation.
X	Number of Resources	2	Number	Number of resources being tracked in the following fields.
X	Rate Code 1	Variable	Character	The rate code for the resource.
X	Resource Value 1	Variable	Number	Resource usage value such as CPU time, Input/Outputs, megabytes used, lines printed, transactions processed, etc.
X	Rate Code 2	Variable	Character	The rate code for the resource.
X	Resource Value 2	Variable	Number	Resource usage value such as CPU time, Input/Outputs, megabytes used, lines printed, transactions processed, etc.
X	Rate Code x	Variable	Character	The rate code for the resource.
X	Resource Value x	Variable	Number	Resource usage value such as CPU time, Input/Outputs, megabytes used, lines printed, transactions processed, etc.

## CIMS External Transaction File

Although the CIMS External Transaction File is supported, CIMS Lab recommends that you use the CIMS Server Resource File for input into CIMS Server (see [CIMS Server Resource File](#) on page B-2). The CIMS Server Resource File is more flexible and efficient than the CIMS External Transaction Record.

The CIMS External Transaction File contains CIMS External Transaction Records. These records are comma-delimited.

The following table describes the fields in the CIMS External Transaction Record.

Pos.	Field Name	Length	Type	Description
1	TRANS	5	Character	Record header that identifies the record as an External Transaction record.
2	Rate Code	8	Character	The rate code for the resource.
3	Start Date of Usage	8	Number	Date in format YYYYMMDD.
4	End Date of Usage	8	Number	Date in format YYYYMMDD.
5	Resource Value	Variable	Number	Resource usage value such as CPU time, Input/Outputs, megabytes used, lines printed, transactions processed, etc.
6	Account Code	32	Character	The account code.
7	Audit Code	6	Character	Optional and not used in processing. This can be any code that helps to identify the record such as Employee Code, Service Code, etc.



## CIMSACCT Detail File

This file is created by CIMSACCT and contains all the resource data processed by the CIMSACCT run. The CIMSACCT Detail File is basically the same as the CIMSACCT Detail File (see [page B-7](#)), but without CPU normalization, proration, or include/exclude processing applied to the resources.

The following is the file layout for the CIMSACCT Detail File.

Field	Starting Position	Length	Description
DETAIL-REC-TYPE	1	3	Always '991'.
DETAIL-REC-ID	5	8	Identifies the type of record. For example: OS390DB2 - (OS/390 DB2 records)
DETAIL-EYE-CATCH	14	7	The version of the record.
DETAIL-LOAD-ID	22	10	The unique ID of the file that contained this detail record.
DETAIL-REC-NUMBER	33	10	The record number within the original detail file.
DETAIL-NUM-RECS	44	10	The number of records that were aggregated to make this one record. This field applies only to mainframe data.
DETAIL-SORT-ID	55	1	(Reserved)
DETAIL-SYSTEM-ID	57	32	The system ID of the source of the record.
DETAIL-WORK-ID	90	32	The work id where the record came from (could be subsystem name, could be oracle instance name).
DETAIL-START-DATE	123	8	The start date of the record.
DETAIL-END-DATE	132	8	The end date of the record.
DETAIL-START-TIME	141	8	The start time of the record.
DETAIL-END-TIME	150	8	The end time of the record.
DETAIL-SHIFT	159	1	The shift code.
DETAIL-DOW	161	1	The day of week.
DETAIL-ACCOUNT-CODE	163	128	The account code.
DETAIL-AUDIT-CODE	292	8	The audit code.

Field	Starting Position	Length	Description
DETAIL-INCLEXCL-AREA	301	60	Include/exclude data range.
DETAIL-RES-NUMBER	362	2	Number of resources being tracked in the following fields.
DETAIL-RES-INFO	365	x	Occurs 1 to 100 times depending DETAIL-RES-NUMBER (see preceding).
DETAIL-RATE-CODE			The resources rate code.
DETAIL-RESOURCE-VAL			The resource value.
DETAIL-RESOURCE-SIGN			This field is blank if the resource is positive and '-' if the resource is negative.

## CIMS Ident File

This file is created by CIMSACCT and contains all the identifiers (such as user ID, jobname, department code, server name, etc.) that are contained in the input records. These identifiers are used during account code conversion to create your target account code structure. **This is a simple, comma-delimited file.**

The following is the file layout for the CIMS Ident File.

Field	Description
UNIQUE LOAD ID	The unique ID for the load.
RECORD NUMBER	The record number.
IDENTIFIER NAME	The name of the identifier (e.g., Jobname).
IDENTIFIER VALUE	The value for the identifier (e.g., ACPSJEFU).

## CIMSBILL Detail File

This file is created by CIMSBILL and is a key component of the drill down feature of CIMS Server Web Reporting.

The CIMSBILL Detail File differs from the CIMSACCT Detail File in that the CIMSBILL Detail File reflects any proration, CPU normalization, or include/exclude processing that was performed. The CIMSBILL Detail File also includes accounting dates.

As of CIMS Server 3.2, Detail file version number 200306 is the current file. Version number 200106 is deprecated. The version number is in the `DETAIL-EYE-CATCH` field, starting position 14.

### CIMSBILL Detail File Version 200306

The following is the file layout for the current version of the CIMS Detail File as of CIMS Server 3.2.

Field	Starting Position	Length	Description
DETAIL-REC-TYPE	1	3	Always '991'.
DETAIL-REC-ID	5	8	Identifies the type of record. For example: OS390DB2 - (OS/390 DB2 records)
DETAIL-EYE-CATCH	14	7	The version of the record.
DETAIL-LOAD-ID	22	10	The unique ID of the file that contained this detail record.
DETAIL-REC-NUMBER	33	10	The record number within the original detail file.
DETAIL-NUM-RECS	44	10	The number of records that were aggregated to make this one record. This field applies only to mainframe data.
DETAIL-SORT-ID	55	1	(Reserved)
DETAIL-SYSTEM-ID	57	32	The system ID of the source of the record.
DETAIL-WORK-ID	90	32	The work id where the record came from (could be subsystem name, could be oracle instance name).
DETAIL-START-DATE	123	8	The start date of the record.
DETAIL-END-DATE	132	8	The end date of the record.
DETAIL-START-TIME	141	8	The start time of the record.

## ■ File Layouts

### CIMSBILL Detail File

---

Field	Starting Position	Length	Description
DETAIL-END-TIME	150	8	The end time of the record.
ACCOUNTING-START-DATE	159	8	The accounting period start date.
ACCOUNTING-END-DATE	168	8	The accounting period end date.
DETAIL-SHIFT	177	1	The shift code.
DETAIL-DOW	179	1	The day of week.
DETAIL-ACCOUNT-CODE	181	128	The account code.
DETAIL-AUDIT-CODE	310	8	The audit code.
DETAIL-INCLEXCL-AREA	319	60	Include/exclude data range.
DETAIL-RES-NUMBER	380	2	Number of resources being tracked in the following fields.
DETAIL-RES-INFO	383	x	Occurs 1 to 100 times depending detail-res-number (see above).
DETAIL-RATE-CODE			The resources rate code.
DETAIL-RESOURCE-VAL			The resource value.
DETAIL-RESOURCE-SIGN			This field is blank if the resource is positive and '-' if the resource is negative.

---

## CIMSBILL Detail File Version 200106

This file is deprecated as of CIMS Server 3.2, see [CIMSBILL Detail File Version 200306](#) on page B-7.

Field	Starting Position	Length	Description
DETAIL-REC-TYPE	1	3	Always '991'.
DETAIL-REC-ID	5	8	Identifies the type of record. For example: OS390DB2 - (OS/390 DB2 records)
DETAIL-EYE-CATCH	14	7	The version of the record.
DETAIL-LOAD-ID	22	10	The unique ID of the file that contained this detail record.
DETAIL-REC-NUMBER	33	10	The record number within the original detail file.
DETAIL-NUM-RECS	44	10	The number of records that were aggregated to make this one record. This field applies only to mainframe data.
DETAIL-SORT-ID	55	1	(Reserved)
DETAIL-SYSTEM-ID	57	32	The system ID of the source of the record.
DETAIL-WORK-ID	90	32	The work ID where the record came from (could be subsystem name, could be oracle instance name).
DETAIL-START-DATE	123	8	The start date of the record.
DETAIL-END-DATE	132	8	The end date of the record.
DETAIL-START-TIME	141	8	The start time of the record.
DETAIL-END-TIME	150	8	The end time of the record.
DETAIL-SHIFT	159	1	The shift code.
DETAIL-DOW	161	1	The day of week.
DETAIL-ACCOUNT-CODE	163	128	The account code.
DETAIL-AUDIT-CODE	292	8	The audit code.
DETAIL-INCLEXCL-AREA	301	60	Include/exclude data range.

## ■ File Layouts

### *CIMSBILL Detail File*

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Field	Starting Position	Length	Description
DETAIL-RES-NUMBER	362	2	Number of resources being tracked in the following fields.
DETAIL-RES-INFO	365	x	Occurs 1 to 100 times depending detail-res-number (see preceding).
DETAIL-RATE-CODE			The resources rate code.
DETAIL-RESOURCE-VAL			The resource value.
DETAIL-RESOURCE-SIGN			This field is blank if the resource is positive and "-" if the resource is negative.

---

## CIMS Summary File

This file is created by CIMS BILL and provides resource usage and cost data used for Web reports or for input to other financial or resource accounting systems.

As of CIMS Server 3.2, Summary file version number 200306 is the current file. Version number 200106 is deprecated. The version number is in the Release ID field, starting position 262.

### Summary File Version 200306

The following is the file layout for the current version of the CIMS Summary File as of CIMS Server 3.2.

Field	Start Position	Length	Type
"SUMMARY"	1	8	Character
Version	9	3	Numeric
Reserved	12	3	Numeric
Reserved	15	3	Numeric
Reserved	18	3	Numeric
AccountCode	21	128	Character
RateTable	149	8	Character
SourceSystem	157	1	Character
RateCode	158	8	Character
ShiftCode	166	1	Numeric
AccountingFromDate	167	8	Numeric
AccountingToDate	175	8	Numeric
BillFlag1	183	1	Character
BillFlag2	184	1	Character
BillFlag3	185	1	Character
BillFlag4	186	1	Character
BillFlag5	187	1	Character
BillFlag6	188	1	Character
BillFlag7	189	1	Character
BillFlag8	190	1	Character

## ■ File Layouts

### *CIMS Summary File*

---

<b>Field</b>	<b>Start Position</b>	<b>Length</b>	<b>Type</b>
<b>BillFlag9</b>	191	1	Character
<b>BillFlag10</b>	192	1	Character
<b>BillFlag11</b>	193	1	Character
<b>RateValue</b>	194	18	Numeric
<b>ResourceUnits</b>	212	18	Numeric
<b>MoneyValue</b>	230	18	Numeric
<b>BreakId</b>	248	1	Character
<b>Conv Factor</b>	249	13	Numeric
<b>Release ID</b>	262	6	Numeric
<b>Date-Century</b>	268	2	Numeric
<b>Date-Year</b>	270	2	Numeric
<b>Date-Month</b>	272	2	Numeric
<b>Date-Day</b>	274	2	Numeric
<b>Time-HH</b>	276	2	Numeric
<b>Time-MM</b>	278	2	Numeric
<b>Time-SS</b>	280	2	Numeric
<b>Period</b>	282	2	Numeric
<b>Year</b>	284	4	Numeric
<b>UsageStartDate</b>	288	8	Numeric
<b>UsageEndDate</b>	296	8	Numeric

---



## Summary File Version 200106

This file is deprecated as of CIMS Server 3.2, see [Summary File Version 200306](#) on page B-11.

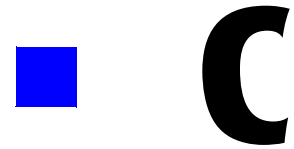
Field	Start Position	Length	Type
"SUMMARY"	1	8	Character
Version	9	3	Numeric
Reserved	12	3	Numeric
Reserved	15	3	Numeric
Reserved	18	3	Numeric
AccountCode	21	128	Character
RateTable	149	8	Character
SourceSystem	157	1	Character
RateCode	158	8	Character
ShiftCode	166	1	Numeric
FromDate	167	8	Date
ToDate	175	8	Date
BillFlag1	183	1	Character
BillFlag2	184	1	Character
BillFlag3	185	1	Character
BillFlag4	186	1	Character
BillFlag5	187	1	Character
BillFlag6	188	1	Character
BillFlag7	189	1	Character
BillFlag8	190	1	Character
BillFlag9	191	1	Character
RateValue	192	18	Numeric
ResourceUnits	210	18	Numeric
MoneyValue	228	18	Numeric
BreakId	246	1	Character

## ■ File Layouts

### *CIMS Summary File*

---

<b>Field</b>	<b>Start Position</b>	<b>Length</b>	<b>Type</b>
<b>Period</b>	247	2	Character
<b>Conv Factor</b>	249	13	Numeric
<b>Release ID</b>	262	6	Numeric
<b>Date-Century</b>	268	2	Numeric
<b>Date-Year</b>	270	2	Numeric
<b>Date-Month</b>	272	2	Numeric
<b>Date-Day</b>	274	2	Numeric
<b>Time-HH</b>	276	2	Numeric
<b>Time-MM</b>	278	2	Numeric
<b>Time-SS</b>	280	2	Numeric



---

# Scripts

This appendix describes of the scripts included in the CIMS Server installation. These scripts are located in the following locations (if you installed CIMS Server in the default location):

- C:\Program Files\CIMSLab\Scripts
- ...\Scripts\Batch Reporting
- ...\Scripts\Client Load
- ...\Scripts\Desktop

---

**Important!** • Some scripts change or purge the data in your database. If you are unsure whether you should use a particular script, consult CIMS Lab (see [Contacting Technical Support](#) on page 6-7).

If you make changes to a script, make sure that you rename the file. Otherwise, the file will be overwritten when you upgrade to a new version of CIMS Server.

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## Running Scripts

The scripts described in this chapter are run from command prompt.

## General Scripts

The scripts described in this section are in `C:\Program Files\CIMSLab\Scripts` (if you installed CIMS Server in the default location).

### CIMSLib.wsf

For information about this script, refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide*.

### CIMSUtils.wsc

For information about this script, refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide*.

### CleanUp.wsf

For information about this script, refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide*.

## ClientPropagate.wsf

This script propagates account names and contact information of top level account codes to lower level account codes that *do not have account names*. This script will not overwrite existing account names.

For example, the account code AABBBBCCC contains three levels: the top level, two-digit company code AA, the 6-digit division code AABBBB, and the 9-digit department code AABBBBCCC. If account name for the account code AA is ABC Headquarters, the name ABC Headquarters and any contact information will be assigned to account codes AABBBB and AABBBBCCC.

### ClientPropagate.wsf Script Parameters

The ClientPropagate.wsf script uses the following parameters. If needed, you can create a batch script to run this script and pass the parameters.

Parameter	Description/Values
TopLevelLength	The length of the top level account code. This account code must have a valid account name.
DataSourceID, ODBCUserID, and ODBCPassword (optional)	See <a href="#">ODBC Parameters</a> on page C-25.

**Table C-1 • ClientPropagate Script Parameters**

## ConvertSummaryDailyToMonthly.wsf

---

**Important!** • This script consolidates daily CIMS Summary records into a monthly record. Consult CIMS Lab before using this script (see [Contacting Technical Support](#) on page 6-7).

---

The `ConvertSummaryDailyToMonthly.wsf` script consolidates the daily data in your CIMS Summary table so that data is stored at a monthly level. (For more information about the CIMS Summary table, see [Chapter 5, Processing Data](#) and [CIMS Summary Table](#) on page A-37). This script calls the `CIMSSp_ConvertSummaryDailyToMonthly` stored procedure, which is built in the CIMS Server database. This stored procedure aggregates the daily summary records and produces a monthly summary record with `Monthly Aggregation` listed as the source file name in the CIMS Load Tracking table.

This consolidation process minimizes storage space used (there is typically a 90 percent or greater reduction in Summary records) and decreases the time required to generate monthly reports. A drawback to this consolidation is that you cannot run costed daily reports against the CIMS Summary table.

---

**Note** • The `ConvertSummaryDailyToMonthly.wsf` script is intended primarily to improve reporting performance. To drastically reduce storage spaced used by the database, you can run the `PurgeDetail.wsf` script (see [PurgeDetail.wsf](#) on page C-9). This script purges data from the CIMS Detail and CIMS Detail Ident tables.

---

Before the monthly CIMS Summary aggregated data is created, daily data is copied from the CIMS Summary table to the CIMS Summary Daily table for archival purposes. You can then run daily summary reports against the CIMS Summary Daily table.

## ConvertSummaryDailyToMonthly.wsf Script Parameters

The ConvertSummaryDailyToMonthly.wsf script uses the following parameters. If needed, you can create a batch script to run this script and pass the parameters.

Parameter	Description/Values
StartDate and EndDate (required)	<p>The start and end dates of the date range that you want to consolidate. Typically, the start date is the first day of the month and the end date is the last day of the month.</p> <p>The values are:</p> <ul style="list-style-type: none"> <li>■ preday (previous day)</li> <li>■ premon (previous month)</li> <li>■ rndate (current day)</li> <li>■ curmon (current month)</li> <li>■ date in <code>yyyymmdd</code> format or a format valid for your operating system's regional settings</li> </ul> <p>If you use the <code>premon</code> or <code>curmon</code> keyword for the start date or end date, the first day of the month is used for the start date and the last day of the month is used for the end date.</p>
DataSourceID, ODBCUserID, and ODBCPassword (optional)	See <a href="#">ODBC Parameters</a> on page C-25.
RemoveSummaryDaily (optional)	If this parameter is set to <code>true</code> , the daily records that are archived in the CIMS Summary Daily table for this date range are purged. If this parameter is set to <code>false</code> , is left blank, or is not included, the records are maintained in the table.

**Table C-2 • ConvertSummaryDailyToMonthly Script Parameters**



## ConvertSummaryDailyToMonthly.wsf Script Considerations

- If an error occurs while processing the `ConvertSummaryDailyToMonthly.wsf` script, the script will back out all database changes. You can then correct the error and run the script again.
- You cannot run the script with an `EndDate` parameter greater than or equal to the current day.
- CIMS Lab recommends that you run the script only once for a particular date range. Although the script can be run multiple times against the same date range, the CIMS Summary Daily table is updated only once. If there is new data in a daily CIMS Summary table and you run the script a second time, the script will fail and the update will be backed out of the database because the data in the CIMS Summary Daily table does not match the data in the CIMS Summary table. In this situation, you should run the script with the `RemoveSummaryDaily` parameter set to `true` and then rerun the script with this parameter set to `false`. For more information, contact CIMS Lab (see [Contacting Technical Support](#) on page 6-7).
- The script could run for more than an hour per month. A status does not appear while the script is running.

## ExportClientToMVS.wsf

This script creates a Client file that you can load into CIMS Mainframe Data Collector and Chargeback System.

### ExportClientToMVS.wsf Script Parameters

The `ExportClientToMVS.wsf` script uses the following parameters. If needed, you can create a batch script to run this script and pass the parameters.

Parameter	Description/Values
<code>OutputFilename</code>	The name of the output Client file in a file name format that OS/390 can read.
<code>DataSourceID</code> , <code>ODBCUserID</code> , and <code>ODBCPassword</code> (optional)	See <a href="#">ODBC Parameters</a> on page C-25.

**Table C-3 • ExportClientToMVS Script Parameters**

## ExportRateToMVS.wsf

This script creates a Rate file that you can load into CIMS Mainframe Data Collector and Chargeback System.

### ExportRateToMVS.wsf Script Parameters

The ExportRateToMVS.wsf script uses the following parameters. If needed, you can run the script and pass the parameters from the ExportRateToMVS.bat script.

Parameter	Description/Values
OutputFilename	The name of the output Rate file in a file name format that OS/390 can read.
CreateRateGroups (optional)	If set to true, rate groups will be created. Warning: The rate index will be renumbered if this is set to true.
DataSourceID, ODBCUserID, and ODBCPassword (optional)	See <i>ODBC Parameters</i> on page C-25.

**Table C-4 • ExportRateToMVS Script Parameters**

## FTP.wsc and FTPSample.wsf

These scripts assist in performing FTP transfers from a script.

## ProcCIMS.wsf

For information about this script, refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide*.

## ProcConvEngine.wsf

For information about this script, refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide*.

## PurgeDetail.wsf

---

**Important!** • This script permanently removes data from the CIMS Detail and CIMS Detail Ident tables. Consult CIMS Lab before using this script (see [Contacting Technical Support](#) on page 6-7).

---

The CIMS Detail and CIMS Detail Ident tables can accumulate a large amount of data. To control the size of these tables, you can use the `PurgeDetail.wsf` script to control the number of months of database loads that you want to maintain in the tables. For example, if you specify six months, the data loaded to the database during the current month and the preceding six months is maintained. *All data loaded to the database with load dates prior to the specified number of months is removed permanently, not archived.*

### PurgeDetail.wsf Script Parameters

---

**Important!** • Make sure that you have backed up your database before running the `PurgeDetail.wsf` script.

---

The `PurgeDetail.wsf` script uses the following parameters. If needed, you can run the script and pass the parameters from the `PurgeDetail.bat` script.

Parameter	Description/Values
MonthsToKeep (required)	The number of months of database loads that you want to keep in the CIMS Detail and CIMS Detail Ident tables. The current month is not counted in this number. For example, if this parameter is set to 6, the data for the current month and the preceding six months is maintained. Data loaded to the database with load dates prior to the six months is purged.
SkipConfirmation (optional)	If this parameter is set to <code>false</code> , is left blank, or is not included, a message appears and confirmation is required before the script is run. If this parameter is set to <code>true</code> , the confirmation message does not appear.
DataSourceID, ODBCUserID, and ODBCPassword (optional)	See <a href="#">ODBC Parameters</a> on page C-25.

**Table C-5 • PurgeDetail Script Parameters**

## Rebill.wsf and ResourceConversion.wsf

You can recalculate rate codes that you previously processed and loaded into the CIMS Server database using a different rate value and/or resource conversion factor without reprocessing the data. That is, if you change the rate value and/or resource conversion factor for a rate code in the CIMS Rate table, you can update the rate value and conversion factor and recalculate the money value directly in the CIMS Summary table. (For more information about the rate code value and resource conversion factor, see *Working with Rates* on page 3-9.)

CIMS Lab provides the following scripts to perform this process:

- **Rebill.wsf.** This script updates the rate code value and recalculates the money value for a rate code or codes in the CIMS Summary table. If you have not changed the resource conversion factor for a rate code or codes, you do not need to run ResourceConversion.wsf.
- **ResourceConversion.wsf.** This script updates the rate code resource conversion factor in the CIMS Summary table. You need to run the Rebill.wsf script after running this script to recalculate the money value for the rate code.

---

**Important!** • Consult CIMS Lab before using the ResourceConversion.wsf script (see *Contacting Technical Support* on page 6-7). If you run this script more than once for the same rate code or codes, the resource units that are converted are the units that were converted previously, not the original units. For example, if the conversion factor for a rate code is Divide by 60 and the resource units are 120, the resource unit value after calculating once is 2, after calculating twice it is .033 ( $2 \div 60$ ), etc.

This scenario is not applicable to the Rebill.wsf script—you can run this script multiple times for the same rate code or codes.

---

## Rebill.wsf and ResourceConversion.wsf Script Parameters

The `Rebill.wsf` and `ResourceConversion.wsf` scripts use the following parameters. If needed, you can run these scripts and pass these parameters from the `Rebill.bat` and `ResourceConversion.bat` scripts.

### Rebill.wsf Parameters

Parameter	Description/Values
StartDate and EndDate (required)	<p>These parameters specify the start date and end date in the CIMS Summary table for the rate codes that you want to recalculate the money value for. Typically, the start date is the first day of the month and the end date is the last day of the month.</p> <p>The values are:</p> <ul style="list-style-type: none"> <li>■ preday (previous day)</li> <li>■ premon (previous month)</li> <li>■ rndate (current day)</li> <li>■ curmon (current month)</li> <li>■ date in <code>yyyymmdd</code> format</li> </ul> <p>If you use the <code>premon</code> or <code>curmon</code> keyword for the start date or end date, the first day of the month is used for the start date and the last day of the month is used for the end date.</p>
RateCode (required)	The rate code or codes that you want to recalculate. If you want to recalculate all rate codes, set the parameter to <code>All</code> , leave the parameter blank, or don't include the parameter.
RateTable (optional)	The rate table for the rate code or codes. If this parameter is left blank or is not included, the <code>STANDARD</code> rate table is used.
DataSourceID, ODBCUserID, and ODBCPassword (optional)	See <i>ODBC Parameters</i> on page C-25.

**Table C-6 • Rebill.wsf Script Parameters**

**ResourceConversion.wsf Parameters**

Parameter	Description/Values
StartDate and EndDate (required)	See the description for <i>Rebill.wsf Parameters</i> on page C-11.
RateCode (required)	The rate code or codes that you want to change the resource conversion factor for. If you want to change the conversion factor for all rate codes, set the parameter to All, leave the parameter blank, or don't include the parameter.  CIMS Lab recommends that you do not use All as a parameter because <i>all</i> resources for rate codes with an specified resource conversion factor will be further factored by that value. That is, if a resource has already been factored, the resulting resource number, not the original resource number, will be factored again.
DecimalPositions (required)	The number of decimal positions that will be written out by the conversion for resource units.
DataSourceID, ODBCUserID, and ODBCPassword (optional)	See <i>ODBC Parameters</i> on page C-25.

**Table C-7 • ResourceConversion Script Parameters**

**SampleMonthly.wsf**

For information about this script, refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide*.

**SampleNightly.wsf**

For information about this script, refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide*.

**Scan.wsf**

For information about this script, refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide*.

## SendMail.wsf

For information about this script, refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide*.

## Shell.wsc

For information about this script, refer to the *CIMS Data Collectors for Microsoft Windows Installation and User Guide*.

## Batch Reporting Scripts

The scripts described in this section are in C:\Program Files\CIMSLab\Scripts\Batch Reporting (if you installed CIMS Server in the default location).

### BatchReport.wsf

This script runs and publishes reports in batch and directs the reports to the proper location in the published reports folder. The final report location determines who can view the published report in CIMS Server Web Reporting. For example, you can publish the report to a folder for a specific group and only users in that group can view the report. The location for the report is determined by the `Dest=` parameter described in [Report Parameters](#).

There are two types of parameters required run batch reports:

- The report parameters described in [Report Parameters](#).
- The `BatchReport.wsf` script parameters described in [BatchReport.wsf Script Parameters](#) on page C-21.

### Report Parameters

To specify the report(s) that you want to run and to provide processing instructions, you need to create a file containing the parameters for the report. The parameters required depend on the reports that you are running and other factors such as where you are running the `BatchReport.wsf` script.

One file may contain the parameters required to run multiple reports. CIMS Lab provides a sample parameter files for running a single report (`input1.txt`) and multiple reports (`input2.txt`). If you installed CIMS Server in the default location, these files are in C:\Program Files\CIMSLab\Scripts\Batch Reporting. To use these files to publish sample reports, follow the steps in the `readme.txt` file.

Any line in the report parameter file that begins with an asterisk (\*) or does not include an equal sign (=) is considered a comment.

The parameter listed in [Table C-8](#) on page C-15 are used for the Standard reports included in the CIMS Server installation. (For a description of each of these reports, refer to the *CIMS Server Web Reporting User's Guide*). The parameters for custom reports used by your organization may differ.



Parameter	Description/Values
<b>Run Parameters</b>	
The following parameters are applicable to the entire report run. These parameters can be in any order, but must precede report-specific parameters.	
LOCALDRIVE= (optional)	If you are running the <code>BatchReport.wsf</code> script on a computer other than the Web server, the drive that you are mapping to that contains the CIMS Server Reports folder.  <b>Example:</b> LOCALDRIVE=W
To enable drilldown within published invoices, you need set the following three parameters as required. For more information about drilling down in reports, refer to the <i>CIMS Server Web Reporting User's Guide</i> .	
RUNSERVERNODE= (optional)	The name of the server running the CIMS Server Web Reporting Web site. For more information about drilling down in reports, refer to the <i>CIMS Server Web Reporting User's Guide</i> .  <b>Example:</b> RUNSERVERNODE=SERVERABC
RUNPORTNUMBER= (optional)	If the port number for the Web site if it is other than port 80.  <b>Example:</b> RUNPORTNUMBER=81
RUNVIRTUALDIRECTORY= (optional)	The virtual directory name of the CIMS Server Web Reporting Web site.  <b>Example:</b> RUNVIRTUALDIRECTORY=DIRECTORYABC

**Table C-8 • Batch Report Parameters**

Parameter	Description/Values
<b>Report Parameters</b>	
<p>The following parameter are applicable to the entire report run. These parameters can be in any order, but cannot precede the run parameters described previously. Parameter requirements vary by report.</p> <p>The report must be a Crystal Report in the Custom or Standard report folder. The following report identification parameters specify the beginning of a new report request. For an example, refer to the file input2.txt in the Batch Reporting folder.</p>	
<p>RUNREPORT= (required for reports)</p>	<p>The file name of the report that you want to publish. <b>Example:</b> RUNREPORT=XSUMC001.rpt</p>
<p>RUNINVOICE= (required for invoices)</p>	<p>If you want to publish an invoice with invoice numbers, that is, Invoice by Account Level, Invoice with Shifts, etc., use this parameter to specify the file name of the invoice. <b>Example:</b> RUNINVOICE=RINVC007.rpt</p>
<p>RUNSPREADSHEET= (required for spreadsheets)</p>	<p>The file name of the spreadsheet that you want to publish. <b>Example:</b> RUNSPREADSHEET=SYTDC001.rpt</p>
<p>ACCOUNTSTRUCTURE= (optional)</p>	<p>The name of the account code structure to be used for the report. If you are using the account code structure Standard, this parameter is not required. If you are not using the Standard account code structure, this parameter is required after the report parameter</p> <p>Note that you can use more than one account code structure in the parameter file. The BatchReport.wsf script will use the first account structure specified or the Standard structure until it encounters another ACCOUNTSTRUCTURE= parameter. Each time the script encounters a different parameter it will use that parameter.</p> <p>If the account code structure varies by report, you need to specify Standard as a parameter if it follows a different ACCOUNTSTRUCTURE= parameter.</p> <p><b>Examples:</b> ACCOUNTSTRUCTURE=Standard ACCOUNTSTRUCTURE=DivisionA</p>

**Table C-8 • Batch Report Parameters (Continued)**

Parameter	Description/Values
<p>The following date parameters specify the date for the data in reports. The parameters used depend on the report.</p>	
RUNDATESTART= and RUNDATEEND= (required depending on report)	<p>The start and end dates for the data that you want to appear in the report in the format mm/dd/yyyy.</p> <p>All reports within the report parameter file use these parameters until another set of RUNDATESTART and RUNDATEEND parameters or another date parameter (see the following) is encountered. These parameters must appear before the report identification parameters. For an example, refer to the file <code>input2.txt</code> in the Batch Reporting folder.</p> <p><b>Example:</b> RUNDATESTART=07/01/03            RUNDATEEND=07/31/03</p>
REPORTMONTH= (required depending on report)	<p>The month for the data that you want to appear in the report in the format mm.</p> <p><b>Example:</b> REPORTMONTH=07</p>
REPORTYEAR= (required depending on report)	<p>The year for the data that you want to appear in the report in the format yyyy.</p> <p><b>Example:</b> REPORTYEAR=2003</p>
USER= (required)	<p>The user ID used to execute the report. The report will contain only those clients that are assigned to the user's user group (see <a href="#">Adding or Removing Client Access to/from a Group</a> on page 3-33). If you have restricted client access for some users, make sure that you do not execute the report using a user ID that can view all clients.</p> <p><b>Example:</b> USER=admin</p>

**Table C-8 • Batch Report Parameters (Continued)**

Parameter	Description/Values
DEST= (required)	<p>The report must be saved in the published reports folder specified on the <b>Reports</b> tab in the Configuration dialog box (see <i>Reporting Settings</i> on page 3-45). This parameter specifies the destination location of the report as follows:</p> <ul style="list-style-type: none"> <li>■ <b>DEST=GLOBAL.</b> The report will be stored in the following <code>global</code> subfolder in the published reports folder. The report is available to anyone using CIMS Server Web Reporting.</li> <li>■ <b>DEST=GROUP=<i>group id</i>.</b> The report will be stored in a subfolder with the same name as the group id in the <code>group</code> subfolder in the published reports folder. For example, the destination for <code>DEST=GROUP=Admin</code> would be <code>.../group/Admin</code>. The report is available only to users in the specified group.</li> <li>■ <b>DEST=USER=<i>user id</i>.</b> The report will be stored in a subfolder with the same name as the user id in the <code>user</code> subfolder in the published reports folder. For example, the destination for <code>DEST=USER=joe</code> would be <code>.../group/joe</code>. The report is available only to that user.</li> <li>■ <b>DEST=ACCOUNT=<i>account code</i>.</b> The report will be stored in a subfolder with the same name as the account code in the <code>account</code> subfolder in the published reports folder. For example, the destination for <code>DEST=ACCOUNT=AA</code> would be <code>.../account/AA</code>. The report is available only to users in a group that is allowed to view the selected client account code (see <i>Adding or Removing Client Access to/from a Group</i> on page 3-33).</li> </ul>
REPORTPERIOD= (optional)	<p>Published reports are further stored in a subfolder indicating the report period. For example, <code>.../account/AA/200307</code> (July 2003). The report period is in YYYYMM format. If this parameter is not included or is left blank, the folder name defaults to the current period.</p> <p>The report period can be any date. It does not have to reflect the dates of the data in the report.</p> <p>Depending on the report type specified by the <code>RUNREPORT/INVOICE/SPREADSHEET=</code> parameter, a subfolder named <code>Reports</code> or <code>Spreadsheets</code> is automatically created in the report period folder. The published reports reside in this folder. For example, the path for a published Invoice by Account Level report might appear as follows: <code>.../Published/account/AA/200307/Reports/rinvc007.rpt</code>.</p> <p><b>Example:</b> <code>REPORTPERIOD=200306</code></p>

**Table C-8 • Batch Report Parameters (Continued)**

Parameter	Description/Values
NAME= (optional)	<p>The file name that you want to assign to the report. The report is saved with the extension .rpt.</p> <p>If this parameter is not included or is left blank, the name defaults to the file name specified by the RUNREPORT/INVOICE/SPREADSHEET= parameter.</p> <p>Note that if you assign a new file name, the report will not be included in the end user's favorite reports list in CIMS Server Web Reporting. For more information about favorite reports, refer to the <i>CIMS Server Web Reporting User's Guide</i>.</p> <p><b>Example:</b> NAME=AccountLevelInvoice</p>
INVOICENUMBER= (optional)	<p>Some invoice reports contain separate invoices for the account codes selected. The first invoice number is read from the CIMS Config Options table. This number is set in the the in the Configuration dialog box (see <i>Invoice Subtab</i> on page 3-47).</p> <p>The invoice numbers continue to increase sequentially in the table each time you run an invoice. For example, if the last invoice in a report was 99, the next invoice that you run will begin with invoice number 100.</p> <p>If you do not want to use the invoice number in the table when your run the BatchReport.wsf script, use the INVOICENUMBER= parameter.</p> <p>This parameter sets the number at which you want invoice numbers within the report to begin. Invoices numbers increase in sequential order from this number.</p> <p>The invoice number in the CIMS Config Options table is not used or changed when this parameter is used.</p> <p><b>Example:</b> INVOICENUMBER=10</p>
INVOICELEVEL= (required)	<p>A number representing the account code level that you want to view in the report. For example, the account code AABBBBCCC might contain three levels: the company code AA, the division code AABBBB, and the department code AABBBBCCC. The resource usage and charge data will reflect the level that you specify—1, 2, or 3.</p> <p><b>Example:</b> INVOICELEVEL=2</p>
ACCOUNTCODESTART= and ACCOUNTCODEEND= (required)	<p>This parameter works in conjunction with the InvoiceLevel parameter (see the following) and specifies the account codes for that level that appear in the report. For example, if INVOICELEVEL=2 and you want data for account codes AABBBB, BBBB, CCB, and DDB, enter AA as the starting account code and DD as the ending account code.</p>

**Table C-8 • Batch Report Parameters (Continued)**

Parameter	Description/Values
GRAPH= (optional)	<p>If this parameter is Y a graph appears before the report. If this parameter is N, is left blank, or is not included, the graph does not appear.</p> <p><b>Example:</b> GRAPH=Y</p>
IDENTIFIER= (required for some reports)	<p>The identifier that you want to report data by.</p> <p><b>Example:</b> IDENTIFIER=JOBNAME</p>
RATECODE= (required for some reports)	<p>The rate code that you want to report data by.</p> <p><b>Example:</b> RATECODE=Z003</p>
RATEGROUP= (required for some reports)	<p>The rate group that you want to report data by.</p> <p><b>Example:</b> RATEGROUP=Oracle charges</p>
TERMINALIDSTART= and TERMINALIDEND= (required for some reports)	<p>The CICS terminal ID range that you want to report data by. For example, if you want data for the terminal IDs 3191, 3C02, and 8A33, enter 3191 as the starting transaction ID and 8A33 as the ending ID. Numbers precede letters in the range order. Therefore, 3191 precedes 3C02.</p>
TOPN= (optional)	<p>The number of account codes that appear in a report or the drilldown for a report. For example, if you enter 1, only the account code that used the most resources or incurred the most charges appears. If you enter 2, the highest and second highest account codes appear.</p> <p><b>Example:</b> TOPN=3</p>
TRANSACTIONTYPE= (required for some reports)	<p>The transaction type that you want to report data by. For more information about transactions, refer to the <i>CIMS Server Web Reporting User's Guide</i>.</p> <p><b>Example:</b> TRANSACTIONTYPE=Recurring</p>

**Table C-8 • Batch Report Parameters (Continued)**

Parameter	Description/Values
ZEROCOSTPROCESSINGOPTION= (required for some reports)	<p>One of the following letters indicating how the The Zero Cost Invoice report will be processed:</p> <ul style="list-style-type: none"> <li>■ <b>A</b>—This factors the invoice total by the zero cost amount.</li> <li>■ <b>B</b>—This factors each resource rate in the invoice by the zero cost amount.</li> </ul> <p><b>Example:</b> ZEROCOSTPROCESSINGOPTION=A</p>
ZEROCOSTAMOUNT	<p>The zero cost amount. You can enter this amount with or without the decimal point. For example, 100000 or 100000.00. For more information about zero cost, refer to <a href="#">page 3-11</a>.</p> <p><b>Example:</b> ZEROCOSTAMOUNT=50000</p>

**Table C-8 • Batch Report Parameters (Continued)**

### BatchReport.wsf Script Parameters

The BatchReport.wsf script uses the following parameters. If needed, you can create a batch script to run this script and pass the parameters.

Parameter	Description/Values
Input	The file that contains the parameters needed to process the report (see <a href="#">Report Parameters</a> on page C-14).
LogFolder	The full path for the output file that logs the batch reporting process. The file name is <code>YYYYMMDDHHMM.txt</code> . The use of a UNC path is recommended.
DataSourceID, ODBCUserID, and ODBCPassword (optional)	See <a href="#">ODBC Parameters</a> on page C-25.
Silent (optional)	If this parameter is set to <code>Y</code> , no messages appear when the BatchReport.wsf script is run. If this parameter is set to <code>N</code> or is not included, interactive messages appear and you must click <b>OK</b> to continue.
Debug (optional)	If this parameter is set to <code>Y</code> , debugging information appears in the log file. If this parameter is set to <code>N</code> or is not included, this information does not appear in the log file.

**Table C-9 • BatchReport Script Parameters**

## AllAccts.wsf

This script produces the report parameter files that are used by the `BatchReport.wsf` to publish reports in batch. The primary purpose of this script is to retrieve the account codes associated with a user from the database and to create the parameters required to run a separate report for each account code.

You can create the report parameter file without using the `AllAccts.wsf` script. In addition, the script does not provide all required parameters for some reports. To create a report parameter file or to add parameters to a file created by the `AllAccts.wsf` script, refer to *Report Parameters* on page C-14.

The `AllAccts.wsf` script requires an input file to determine the content of the report parameters file. The parameters for this input file are described in *Input File Parameters*. The parameters required process the input file are described in *AllAccts.wsf Script Parameters* on page C-23.

### Input File Parameters

To specify the parameters that you want to appear in the report parameter file, you need to create an input file containing the parameters shown in **Table C-11**. You can add the parameters in any order.

You can include other parameters in the input file, but only the parameters in **Table C-11** are used by the `AllAccts.wsf` script. Any other parameters are passed to the report parameters file.

Any line in the input file that begins with an asterisk (\*) or does not include an equal sign (=) is considered a comment.

CIMS Lab provides a sample input file, `input3.txt`, that you can use to create a report parameter file. If you installed CIMS Server in the default location, this file is in `C:\Program Files\CIMSLab\Scripts\Batch Reporting`. Follow the steps in the `readme.txt` file.

Parameter	Description/Values
LOCALDRIVE= (optional)	If you are running the <code>AllAccts.wsf</code> script on a computer other than the Web server, the drive that you are mapping to that contains the CIMS Server Reports folder.  <b>Example:</b> LOCALDRIVE=W
ACCOUNTSTRUCTURE= (required)	The name of the account code structure to be used (see <i>Defining the Account Code Structure</i> on page 3-4).  <b>Example:</b> ACCOUNTSTRUCTURE=Standard
USER= (required)	The user ID. Only those account codes to which the user has access are included in the report parameter file (see <i>Adding or Removing Client Access to/from a Group</i> on page 3-33).

**Table C-10 • Allacct.wsf Input File Parameters**



Parameter	Description/Values
INVOICELEVEL= (required)	A number representing the account code level that you want to view in the report. For example, the account code AABBBBCCC might contain three levels: the company code AA, the division code AABBBB, and the department code AABBBBCCC. The resource usage and charge data will reflect the level that you specify—1, 2, or 3.  <b>Example:</b> INVOICELEVEL=2
RUNREPORT= (required)	The file name of the report that you want to publish.  <b>Example:</b> RUNREPORT=XSUMC001.rpt
RUNINVOICE= (required)	If you want to publish an invoice with invoice numbers, that is, Invoice by Account Level, Invoice with Shifts, etc., use this parameter to specify the file name of the invoice.  <b>Example:</b> RUNINVOICE=RINVC007.rpt
RUNSPREADSHEET= (required)	The file name of the spreadsheet that you want to publish.  <b>Example:</b> RUNSPREADSHEET=SYTDC001.rpt

**Table C-10 • Allacct.wsf Input File Parameters (Continued)**

### AllAccts.wsf Script Parameters

The AllAccts.wsf script uses the following parameters. If needed, you can create a batch script to run this script and pass the parameters.

Parameter	Description/Values
InputFile	The file that contains the parameters needed to create the report parameters file used by the BatchReport.wsf script (see <i>Report Parameters</i> on page C-14).
OutputFile	The output report parameters file.
LogFolder	The full path for the output file that logs the process of creating the report parameters file. The file name is YYYYMMDDHHMM.txt. The use of a UNC path is recommended.
DataSourceID, ODBCUserID, and ODBCPassword (optional)	See <i>ODBC Parameters</i> on page C-25.
Debug (optional)	If this parameter is set to Y, debugging information appears in the log file. If this parameter is set to N or is not included, this information does not appear in the log file.

**Table C-11 • AllAccts Script Parameters**

## Client Load Scripts

The scripts described in this section are in C:\Program Files\CIMSLab\Scripts\Client Load (if you installed CIMS Server in the default location).

### LoadClientTableFromCSVFile.wsf

This script loads the data in a comma-delimited file into the CIMS Client table.

#### LoadClientTableFromCSVFile.wsf Script Parameters

The LoadClientTableFromCSVFile.wsf script uses the following parameters. If needed, you can create a batch script to run this script and pass the parameters.

Parameter	Description/Values
DataSourceID, ODBCUserID, and ODBCPassword (optional)	See <i>ODBC Parameters</i> on page C-25.
ClientFilename	The full path for the file to be loaded. The use of a UNC path is recommended.

**Table C-12 • LoadClientTableFromCSVFile Script Parameters**

## Desktop Scripts

The scripts described in this section are in C:\Program Files\CIMSLab\Scripts\Desktop (if you installed CIMS Server in the default location).

### UnloadDesktop<Client/Rate/Summary>ForServer.wsf

These scripts export the data from the CIMS Desktop Client, Rate, and Summary tables into a comma-delimited text file. This file can then be loaded into the CIMS Server database (see *To load or export a table*: on page 4-12).

#### UnloadDesktop<Client/Rate/Summary>ForServer.wsf Script Parameters

The UnloadDesktop<Client/Rate/Summary>ForServer.wsf script uses the following parameters. If needed, you can create a batch script to run this script and pass the parameters.

Parameter	Description/Values
DatabaseLocation	The full path to the CIMS Desktop database. The use of a UNC path is recommended.
OutputLocation	The full path and file name for the exported table. The use of a UNC path is recommended.

**Table C-13 • UnloadDesktop<Client/Rate/Summary>ForServer Script Parameters**

## ODBC Parameters

The following optional ODBC parameters are common to many of the scripts described in this chapter.

Parameter	Description/Values
DataSourceID	<p>The ODBC data source or data source UID for the CIMS Server database.</p> <p>If you are using only one database with CIMS Server, do not include this parameter. The data source selected in the Select ODBC Data Source dialog box is used as the data source (see <i>To create a data source</i>: on page 4-5).</p> <p>If you are using multiple databases with CIMS Server, enter the UID for the data source. The data source UID is entered in the Data Source List Maintenance dialog box (see <i>Setting a Unique Identifier for an ODBC Data Source</i> on page 4-7).</p>
ODBCUserID and ODBCPassword	<p>These parameters are deprecated. They were previously used to pass the SQL Server user ID and password for the database (if required). For security and convenience, the user ID and password are retrieved from CIMS Server Administrator.</p>

**Table C-14 • Common ODBC Parameters**





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# Control and Processing Statements

This appendix describes the statements in the `AcctCntl.txt`, `BillCntl.txt`, and `ProcessCntl.txt` files.

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## ■ Control and Processing Statements

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## CIMSACCT Control Statements

This section describes control statements that you can use in the CIMSACCT Control File, `AcctCnt1.txt`. By default, the control statements in the control file reflect the process definition settings in CIMS Server Administrator (see *CIMS Server Administrator Processing* on page 5-17). However, some optional statements do not have a corresponding GUI option and must be entered in the control file manually.

Where applicable, the control statement descriptions in this section include a reference to the corresponding option in CIMS Server Administrator.

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**Note** • Control statements are not case-sensitive, except for the literals in the `DEFINE MOVEFLD` statement (see page D-8).

---

CONTROL STATEMENT	SEE	DESCRIPTION
ACCOUNT CODE CONVERSION	[page D-5]	Specifies processing of the CIMS account code conversion table.
ACCOUNT FIELD	[page D-5]	Defines how to build the account code from the identifiers within the input file record.
DATE SELECTION	[page D-6]	Defines a date range for records to be processed by CIMSACCT.
DEFINE FIELD	[page D-7]	Used only during account code conversion. Defines the fields for comparison within the account code input field (which is built from the <code>ACCOUNT FIELD</code> statements or from the identifier <code>Account_Code</code> ).
DEFINE MOVEFLD	[page D-8]	Used only during account code conversion. Defines the fields that are to be moved from the account code input field (which is built from the <code>ACCOUNT FIELD</code> statements or from the identifier <code>Account_Code</code> ) to the account code output field.
EXCEPTION FILE PROCESSING ON	[page D-9]	Used only during account code conversion. When present, any record that does not match an entry in the account code conversion table is written out to the exception file.
IGNORE ORIGINAL SOURCE IDENTIFIERS	[page D-10]	Specifies that CIMSACCT does not write the identifiers <code>SourceName</code> and <code>SourceLine</code> to the CIMS Ident File.

## ■ Control and Processing Statements

### *CIMSACCT Control Statements*

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CONTROL STATEMENT	SEE	DESCRIPTION
INCLUDE FIELD	[page D-10]	Moves identifiers into an area that is used by CIMS BILL for include/exclude processing.
PROCESS	[page D-11]	Specifies the type of data that is contained in the input file. CIMSACCT can process only one type of data at a time.
PRINT ACCOUNT NO-MATCH	[page D-11]	Prints the first 1000 input identifiers that are not matched during account code conversion.
SHIFT	[page D-11]	Sets up the shifts within the system.
TEST	[page D-12]	Prints tracing messages to the CIMSACCT Message File.
UPPERCASE ACCOUNT FIELDS	[page D-13]	Specifies that the account code built from the account code input field is uppercase.
VERIFY DATA	[page D-13]	Specifies whether CIMSACCT is to check for embedded nulls.

---



## ACCOUNT CODE CONVERSION

**Related interface option:** Perform Account Code Conversion, see [page 5-35](#).

### Format:

```
ACCOUNT CODE CONVERSION
```

This statement enables account code conversion using `DEFINE FIELD` and `DEFINE MOVEFLD` statements and the account code conversion table.

When account code conversion is enabled, all no-match records are written to the CIMSACCT Detail File with the unconverted account code input field value. If you want the record written to an exception file for later processing, you must add the control statement `Exception File Processing On`.

## ACCOUNT FIELD

**Related interface option:** Account Fields, see [page 5-34](#).

### Format:

```
ACCOUNT FIELDn,identifier_name,offset_into_identifier,length
```

n = 0–9 (up to 10 ACCOUNT FIELD statements supported)

offset\_into\_identifier = 1–255

length = 1–255

---

**Note •** The overall length of all account fields added together cannot exceed 500 characters.

---

This statement defines the identifier(s) that you want to use to build the account code. Begin at `ACCOUNT FIELD0` and continue sequentially as needed. The account fields are used (along with `DEFINE FIELD` and `DEFINE MOVEFLD` statements) in account code conversion if account code conversion is enabled. If account code conversion is not enabled, then the account code is built directly from this statement or from the `Account_Code` identifier in the input file records (if present). For more information, see [Defining the Account Code](#) on page 5-34.

### Example:

```
ACCOUNT FIELD0,UserName,1,10
ACCOUNT FIELD1,Division,1,2
```

In this example, the `UserName` and `Division` identifiers will be used to create the account code. The offset for both identifier values is 1 and the length of the values are 10 and 2, respectively.

If the `UPPERCASE ACCOUNT FIELDS` statement is specified, lowercase identifier values in the account field are converted to uppercase values.

## DATE SELECTION

**Related interface option:** Input—Date Selection, see [page 5-22](#).

**Format:**

DATE SELECTION {YYYYMMDD YYYYMMDD | keyword}

This statement defines a date range for records to be processed by CIMSACCT. Records are selected by the end date in the record (either the usage end date or the accounting end date, depending on the record type). You can use the following values:

- From and to dates. For a record to be selected, it must be greater than or equal to the From date and less than or equal to the to date.

or

- One of the following keywords:

Keyword	Description
**RNDATE	Selects records based on the run date
**CURDAY	Selects records based on the run date and the run date less one day
**CURWEK	Selects records based on the run week (Sun–Sat)
**CURMON	Selects records based on run month
**PREDAY	Selects records based on run date, less one (day)
**PREWEK	Selects records based on previous week (Sun–Sat)
**PREMON	Selects records based on previous month
CURRENT	Selects current period from the CIMS Calendar table
PREVIOUS	Selects previous period from the CIMS Calendar table

The start and end dates of data processed through CIMS Server must reflect the start and end dates of the target billing period. If the billing period runs from January 1 through January 31, any records produced with a date of February 1 (or later) should not be included as part of the processing. In most cases, this data screening has already been performed, either by CIMS Server or through the creation of data inputs reflecting the desired date range.

Note that it is rare that you would need to limit the date range of the data used as input to CIMSACCT. CIMSBILL provides the ability to create billing records reflecting a specific date range (see [page D-17](#)).

**Examples:**

DATE SELECTION 20030601 20030630

DATE SELECTION \*\*PREMON

## DEFINE FIELD

**Related interface option:** Define Fields, see [page 5-35](#).

**Format:**

```
DEFINE FIELDn,offset,length
```

n = 0–9 (up to 10 DEFINE FIELD statements supported)

offset = 1–500 (from the start of the account field or the Account\_Code identifier value)

length = 1–8

This statement is used only during account code conversion. Use this statement to specify the offset and length of the account code input field value that you want to use for conversion. Begin at DEFINE FIELD0 and continue sequentially as needed.

For more information about using define fields, see [Setting the Account Code Conversion Options](#) on page 5-35.

**Example:**

```
ACCOUNT FIELD0,UserName,1,10  
ACCOUNT FIELD1,Division,1,2  
DEFINE FIELD0,3,8  
DEFINE FIELD1,11,2
```

In this example, the first two characters of ACCOUNT FIELD0 will not be considered for account code conversion as specified by the offset of 3 for DEFINE FIELD0. However, the full value of ACCOUNT FIELD1 will be used because the offset for DEFINE FIELD1 is 11 (the Division identifier value starts in position 11 of the combined account fields) and the length for both the account field and define field are the same.

For example, if the combined value for ACCOUNT FIELD0 and ACCOUNT FIELD1 is AABCCDDEEXZ, the value as defined by the DEFINE FIELD0 and DEFINE FIELD1 is BCCDDEEXZ.

## **DEFINE MOVEFLD**

**Related interface option:** Move Fields, see [page 5-35](#).

**Format:**

```
DEFINE MOVEFLDn,offset,length,literal
```

n = 0–9 (up to 10 DEFINE MOVEFLD statements supported)

offset = 1–128 (from the start of the account field or the Account\_Code identifier value)

length = 1–128

literal = a literal can be moved instead of a particular field (literals in this statement are case-sensitive)

This statement is used only during account code conversion. Use this statement to move all or a portion of the account code input field value to a position in the output account code. Begin at DEFINE MOVEFLD0 and continue sequentially as needed.

Targets within the account code conversion table are specified as @0–@9.

---

**Note** • Although each MOVEFLD statement can have a maximum length of 128 characters, keep in mind that the total account code output field, including any literals and the MOVEFLD(s), cannot exceed 128 characters.

---

For more information about using move fields, see [Setting the Account Code Conversion Options](#) on page 5-35.

**Example:**

```
ACCOUNT FIELD0,UserName,1,10  
ACCOUNT FIELD1,Division,1,2  
DEFINE FIELD0,3,8  
DEFINE FIELD1,11,2  
DEFINE MOVEFLD0,11,2
```

In this example, the value for DEFINE MOVEFLD0 specifies that the value beginning at position 11 account code input field will be placed in the output account code as defined by the account code conversion table.

For example, if the 2-character value beginning at position 11 is XZ and the account code conversion table is:

```
BBC,,FINACCT@
```

The resulting account code will be FINACCTXZ.

For more information about the account code conversion table, see [Creating an Account Code Conversion Table](#) on page 5-38.

## EXCEPTION FILE PROCESSING ON

Related interface option: Enable Exception Processing, see [page 5-35](#).

### Format:

```
EXCEPTION FILE PROCESSING ON
```

This control statement is used only during account code conversion. When this statement is present, any record that does not match an entry in the account code conversion table is written to an exception file. If this control statement is not present, the records that are not matched are written to the CIMSACCT Detail File with the unconverted account code input field value.

For more information the exception file processing, see [About Exception File Processing](#) on page 5-14.

### Example:

```
EXCEPTION FILE PROCESSING ON
```

## Considerations

- If you enable exception processing, do not include a default account code as the last entry in the account code conversion table (e.g., ", ,DEFAULTCODE"). If a default account number is used, records will not be written to the exception file.
- When an input file is processed through CIMS Server Administrator, the default file name for the exception file is `Exception.txt`. You should rename the output exception file so that it is not overwritten if subsequent files are created.

## IGNORE ORIGINAL SOURCE IDENTIFIERS

Related interface option: None

Format:

```
IGNORE ORIGINAL SOURCE IDENTIFIERS
```

When this control statement is present, the identifiers `SourceName` and `SourceLine` are not written to the CIMS Ident File. These identifiers are built by CIMS Conversion Engine. The `SourceName` identifier, which provides the name and location of the input file, can be quite long. Use this statement if you are not interested in tracking this information and want to conserve space.

## INCLUDE FIELD

Related interface option: Include Fields, see [page 5-23](#).

Format:

```
INCLUDE FIELDn,identifier_name,offset_into_identifier_value,length
```

n = 0–9 (up to 10 INCLUDE FIELD statements supported)

offset\_into\_identifier = 1–255

length = 1–60

---

**Note** • The overall length of all include fields added together can not exceed 60 characters.

---

Use this control statement to move identifiers from the input file records into an area that can be later used by CIMSBILL for include/exclude processing. For more information about using include fields, see [Include/Exclude Processing](#) on page 5-52.

**Example:**

```
INCLUDE FIELD0,UserName,1,10
```

In this example, the `UserName` identifier value would be moved into the `DETAIL-INCLEXCL-AREA` field of the CIMSACCT Detail Records. This field is used by the CIMSBILL `DEFINE` control statement to define the include/exclude fields for CIMSBILL (see [page D-19](#)).

## PROCESS

**Related interface option:** Process Type, see [page 5-22](#).

**Format:**

```
PROCESS {CIMS SERVER RESOURCE RECORDS | CIMS MAINTENANCE RECORDS FROM CIMSACCT |
EXTERNAL TRANS RECORDS | CIMS SUMMARY}
```

This control statement specifies the type of data that is contained in the input file. CIMSACCT can process only one type of data at a time.

**Example:**

```
PROCESS CIMS SERVER RESOURCE RECORDS
```

## PRINT ACCOUNT NO-MATCH

**Related interface option:** None

**Format:**

```
PRINT ACCOUNT NO-MATCH
```

When this statement is present, a message is printed in the CIMSACCT Message File showing the identifier values from the input file that were not matched during account code conversion. If this statement is not present, only the total number of unmatched records is provided. The system prints up to 1000 messages.

## SHIFT

**Related interface option:** Shifts, see [page 5-24](#).

**Format:**

```
SHIFT [day] [code] [end time] [code] [end time] ... [code] [end time]
```

day = SUN | MON | TUE | WED | THU | FRI | SAT

code = 1–9 (The shift code)

end time = the end time of the shift

This control statement defines shifts within the system. Seven shift records are supported (one for each day of the week) and up to nine shifts can be specified on each. End times are entered in hours and minutes using the 24-hour clock.

Rules that apply to shift records:

- Day is defined as the first three letters of the day
- Up to nine shifts per day can be specified
- The preceding end time must always be less than the next end time
- No shift spans midnight

**Example:**

For the following shifts:

Monday through Friday

Shift 1 - 5 AM to 8 AM and 3:30 PM to 5 PM

Shift 2 - 8 AM to 11:30 AM and 1:30 PM to 3:30 PM

Shift 3 - 5 PM to 8 PM

Shift 4 - 9:30 PM to 12 AM and 12 AM to 5 AM

Shift 5 - 11:30 AM to 1:30 PM and 8 PM to 9:30 PM

Saturday and Sunday

Shift 1 - 8 AM to 5 PM

Shift 2 - 5 PM to 12 AM and 12AM to 8 AM

The SHIFT statements are as follows:

```
SHIFT SUN 2 0800 1 1700 2 2400
```

```
SHIFT MON 4 0500 1 0800 2 1130 5 1330 2 1530 1 1700 3 2000 5 2130 4 2400
```

```
SHIFT TUE 4 0500 1 0800 2 1130 5 1330 2 1530 1 1700 3 2000 5 2130 4 2400
```

```
SHIFT WED 4 0500 1 0800 2 1130 5 1330 2 1530 1 1700 3 2000 5 2130 4 2400
```

```
SHIFT THU 4 0500 1 0800 2 1130 5 1330 2 1530 1 1700 3 2000 5 2130 4 2400
```

```
SHIFT FRI 4 0500 1 0800 2 1130 5 1330 2 1530 1 1700 3 2000 5 2130 4 2400
```

```
SHIFT SAT 2 0800 1 1700 2 2400
```

## TEST

**Related interface option:** Trace flag, see [page 5-25](#).

**Format:**

```
TEST c
```

c = a character (A for account code conversion messages Y for general messages)

This control statement is used to print tracing messages to the CIMSACCT Message File.

**Example:**

```
TEST A
```



## UPPERCASE ACCOUNT FIELDS

**Related interface option:** Convert account fields to uppercase during processing, see [page 5-34](#).

**Format:**

```
UPPERCASE ACCOUNT FIELDS
```

This control statement instructs CIMSACCT to convert lowercase account code input field values to uppercase values in the resulting account code. For example, the value `ddic` would be converted to `DDIC`. By using this option, CIMSACCT account code processing becomes case-insensitive and makes defining account conversion tables much easier.

## VERIFY DATA

**Related interface option:** None

**Format:**

```
VERIFY DATA ON|OFF
```

This control statement instructs CIMSACCT to check for embedded null characters within an input record (if `ON` is specified) and changes the null characters to spaces. Null characters should be contained only at the end of record, not within a record. CIMS standard interfaces do not embed nulls. Turning verification on slows processing and should be used only when processing non-standard feeds.

The default is `VERIFY DATA OFF`.

## CIMSBILL Control Statements

This section describes control statements that you can use in the CIMSBILL Control File, `BillCnt1.txt`. By default, the control statements in the control file reflect the process definition settings in CIMS Server Administrator (see *CIMS Server Administrator Processing* on page 5-17).

The control statement descriptions in this section include a reference to the corresponding option in CIMS Server Administrator.

CONTROL STATEMENT	SEE	DESCRIPTION
BACKLOAD DATA	[page D-16]	Instructs CIMSBILL to ignore the close date. The accounting dates created by CIMSBILL are the same as the usage end date regardless of the close date
CLIENT SEARCH ON	[page D-16]	Instructs CIMSBILL to use the account code structure definition to search the CIMS Client table for the rate table associated with a client.
DATE SELECTION	[page D-17]	Defines a date range for records to be processed by CIMSBILL.
DEFINE	[page D-19]	Defines <b>the account code structure used by the statements</b> CLIENT SEARCH ON and DYNAMIC CLIENT ADD ON. Also defines character strings in the CIMSBILL Detail Record that are used for include/exclude processing.
DYNAMIC CLIENT ADD ON	[page D-21]	Specifies that CIMSBILL automatically insert corresponding client entries into the CIMS Client table for all clients that have a resource usage charge.
EXCLUDE	[page D-21]	Specifies an exclude record condition.
INCLUDE	[page D-22]	Specifies an include record condition.
NORMALIZE CPU VALUES	[page D-22]	Normalizes CPU values.
PROCESS	[page D-23]	Specifies the type of data that is contained in the input file. CIMSBILL can process only one type of data at a time.
PRORATE MONEY	[page D-23]	Splits money for a specific resource (or all resources) among multiple accounts.
PRORATE RESOURCES	[page D-24]	Splits a specific resource (or all resources) among multiple accounts.

---

<b>CONTROL STATEMENT</b>	<b>SEE</b>	<b>DESCRIPTION</b>
PRINT PRORATION REPORT	[page D-25]	Generates a proration report that contains the original record and all subsequently-generated prorated records.
REPORT DATE	[page D-25]	Specifies the date that is put into the CIMS Summary Records created by CIMSBILL.
USE SHIFT CODES	[page D-26]	Instructions CIMSBILL to use the shift character specified in the CIMSACCT Detail Record and apply the appropriate rate shift value.
TEST	[page D-26]	Used to print tracing messages to the CIMSBILL Message File.

---

## **BACKLOAD DATA**

Related interface option: Back Load Data, see [page 5-28](#).

**Format:**

BACKLOAD DATA

This statement instructs CIMSBILL to ignore the close date. The accounting dates created by CIMSBILL are the same as the usage end date regardless of the close date.

## **CLIENT SEARCH ON**

Related interface option: Enable client search, see [page 5-29](#).

**Format:**

CLIENT SEARCH ON

This statement instructs CIMSBILL to use the account code structure definition (by use of the `DEFINE Jn` fields, see [page D-19](#)) to search the CIMS Client table for the rate table associated with a client. If this statement is not specified, the `STANDARD` rate table is used for all clients.

## DATE SELECTION

Related interface option: Input – Date Selection, see [page 5-27](#).

### Format:

```
DATE SELECTION {YYYYMMDD YYYYMMDD | keyword}
```

This statement defines a date range for records to be processed by CIMSBILL. Records are selected by the accounting end date in the record. You can use the following values:

- From and to dates. For a record to be selected, it must be greater than or equal to the from date and less than or equal to the to date.

or

- One of the following keywords:

Keyword	Description
**RNDATE	Selects records based on the run date
**CURDAY	Selects records based on the run date and the run date less one day
**CURWEK	Selects records based on the run week (Sun-at)
**CURMON	Selects records based on run month
**PREDAY	Selects records based on run date, less one (day)
**PREWEK	Selects records based on previous week (Sun-Sat)
**PREMON	Selects records based on previous month
CURRENT	Selects current period from the CIMS Calendar table
PREVIOUS	Selects previous period from the CIMS Calendar table

### Examples:

```
DATE SELECTION 20030601 20030630
```

```
DATE SELECTION **PREMON
```

## **DEFAULT CLOSE DAY**

Related interface option: Default Close Date, see [page 5-26](#).

**Format:**

```
DEFAULT CLODE DAY=nn
```

nn = 01–31

This statement overrides the system-wide close date set in the Configuration dialog box (see [Processing Settings](#) on page 3-44). The year and month used for the close day reflect the year and month in which CIMSBILL is run. For more information about the close date, see [page 5-15](#).

**Example:**

```
DEFAULT CLOSE DAY=8
```

This statement sets the close date to the eighth of the month. If the CIMSBILL run date is 20030706, the close date is set to 20030708. If the CIMSBILL run date is 20030712, the close date is also set to 20030708.

## DEFINE

The **DEFINE** statement defines the account code structure used by the statements **CLIENT SEARCH ON** and **DYNAMIC CLIENT ADD ON**. This statement also defines character strings in the CIMSBILL Detail Record that are used for include/exclude processing. The format differs depending on the use of the statement as described in the following sections.

### Account Code Fields Define

Related interface option: **Account Code Search Fields**, see [page 5-29](#).

This statement is used with the **CLIENT SEARCH ON** and **DYNAMIC CLIENT ADD ON** statements to specify the client account code structure. You can specify up to nine account levels (fields J1–J9).

#### Format:

```
DEFINE Jn start_loc len /desc/
```

n = 1–9

start\_loc = starting position within the account code

len = total length of the level

desc = a description for the field

#### Example:

Account code AAABBBCCDDDDD contains four levels. To search from the lowest level to the highest level, use the following define fields:

```
DEFINE J1 1 3
DEFINE J2 1 6
DEFINE J3 1 8
DEFINE J4 1 13
CLIENT SEARCH ON
```

For the previous define fields:

```
J1=AAA
J2=AAABBB
J3=AAABBBCC
J4=AAABBBCCDDDDD
```

CIMSBILL first searches for AAABBBCCDDDDD and if it does not find an entry it searches for AAABBBCC and so on.

### **Include/Exclude Fields Define**

Related interface option: Define Include/Exclude Fields, see [page 5-54](#)

This statement defines any string of characters within the CIMSBILL Detail Record for include/exclude processing.

#### **Format:**

```
DEFINE fd loc len /desc/
```

fd = two-character field ID, for example A1

loc = starting position in the CIMSBILL Detail Record (see [CIMSBILL Detail File](#) on page B-7). For example 163 is the start of the account code field.

len = length of the field

desc = a description for the field

#### **Example:**

In this example, you want to define `UserName` identifier, which starts at position 301 of the CIMSBILL Detail File, so that you can exclude all `UserName` values that begin with `geo`.

First, define the field in CIMSACCT using the `INCLUDE FIELD` statement (see [page D-10](#)):

```
INCLUDE FIELD0,UserName,1,10
```

Define the field in CIMSBILL:

```
DEFINE A1 301 3 /usergeorge/
```

And then use the following `EXCLUDE` statement:

```
EXCLUDE A1 geo geo
```



## DYNAMIC CLIENT ADD ON

Related interface option: Add new clients to Client table, see [page 5-29](#).

### Format:

```
DYNAMIC CLIENT ADD ON
```

This statement specifies that CIMSBILL automatically insert corresponding client entries in the CIMS Client table for all clients that have a resource usage charge, but are not entered in the table. *Use this statement with caution because it can quickly fill the CIMS Client table with extraneous records.*

The inserted client entries will not include descriptions or contacts.

## EXCLUDE

Related interface option: Define Include/Exclude Records, see [page 5-54](#).

### Format:

```
EXCLUDE fd low high
```

fd = two-character field id (from the DEFINE control statement - see [page D-19](#))

low = specifies the low or from selection value (1 to 8 characters)

high = specifies the high or to selection value (1 to 8 characters)

This statement specifies an exclude record condition. The specified data from the field must be equal to or greater than the low value and equal to or less than the high value.

### Example:

Assume that you want to exclude records with usage start dates between the dates of June 1, 2003 and June 12, 2003. You need to define the field that contains the usage start date in the CIMSBILL Detail Records. This field begins at position 123.

```
DEFINE A1 123 8 /Start Date/  
EXCLUDE A1 20030601 20030612
```

## INCLUDE

**Related interface option:** Define Include/Exclude Records, see [page 5-54](#).

**Format:**

```
INCLUDE fd low high
```

fd = two-character field ID (from the DEFINE control statement—see [page D-19](#))

low = specifies the low or from selection value (1 to 8 characters)

high = Specifies the high or to selection value (1 to 8 characters)

This statement specifies an include record condition. The specified data from the field must be equal to or greater than the low value and equal to or less than the high value.

**Example:**

Assume that you want to include records with usage start dates between the dates of June 1, 2003 and June 12, 2003. You need to define the field that contains the usage start date in the CIMSBILL Detail Records. This field begins at position 123.

```
DEFINE A1 123 8 /Start Date/  
INCLUDE A1 20030601 20030612
```

## NORMALIZE CPU VALUES

**Related interface option:** Normalize CPU Values, see [page 5-28](#).

**Format:**

```
NORMALIZE CPU VALUES
```

This statement instructs CIMSBILL to normalize CPU values. For more information about normalizing CPU values, see [page 5-51](#).

## PROCESS

**Related interface option:** Process Type, see [page 5-26](#).

**Format:**

```
PROCESS {DETAIL RECORDS | CIMS SUMMARY RECORDS}
```

This control statement specifies the type of data that is contained in the input file for CIMSBILL. CIMSBILL can process only one type of data at a time.

**Example:**

```
PROCESS DETAIL RECORDS
```

## PRORATE MONEY

**Related interface option:** Proration Type Money, see [page 5-43](#).

**Format:**

```
PRORATE MONEY len
```

len = the length to match for proration

This statement splits money for a specific resource (or all resources) among multiple accounts. To prorate money, a prorate table must be set up to specify how the monies are split. The length specified is used to determine at what level to match for the splitting. Assume that the following control statement is specified:

```
PRORATE MONEY 5
```

The following prorate (or split table) is defined as:

```
AAABB,AA1,40,A11  
AAABB,AA2,60,A11
```

The accounts AAABB, AAABBBB, and AAABBCC will match and be split into AA1 and AA2.

**Example:**

```
PRORATE MONEY 5
```

#### Prorating Resources vs. Prorating Money

In CIMS Server Administrator, you can set the option to prorate on resources or on money. Both options display the same prorated units and charges in Web reports. However, you cannot drill down on resource units by identifier if you prorate by money. The following describes the advantages and disadvantages of prorating resources and prorating money:

**Prorating resources.** The CIMSACCT Detail File from CIMSSORT is prorated before CIMSBILL applies rates and figures money and a new CIMSACCT Detail File is built with all the prorated resources. The new CIMSACCT Detail File is then used in the CIMSBILL process.

An advantage of prorating resources is that the CIMSBILL Detail Records match the records in the CIMS Summary File. Therefore, users can drill down on resource units by identifier when viewing invoices in CIMS Server Web Reporting. A disadvantage is that the CIMSBILL Detail File can contain a potentially large number of records.

**Prorating money.** The CIMS Summary file is prorated just before CIMSBILL ends. A new CIMS Summary File is built with the prorated values.

An advantage of prorating money is that the CIMSBILL Detail File contains fewer records than it would if you prorated by resources. A disadvantage is that the CIMSBILL Detail Records do not match the CIMS Summary Records and drilling down by identifier will not produce accurate data.

## PRORATE RESOURCES

Related interface option: Proration Type Resources, see [page 5-43](#).

#### Format:

```
PRORATE RESOURCES 1en
```

1en = the length to match for proration

This statement splits a specific resource (or all resources) among multiple accounts. To prorate resources, a prorate table must be set up to specify how the resources are split. The length specified is used to determine at what level to match for the splitting. Assume that the following control statement is specified:

```
PRORATE RESOURCES 5
```

The following prorate (or split table) is defined as:

```
AAABB,AA1,40,A11  
AAABB,AA2,60,A11
```

The accounts AAABB, AAABBBB, and AAABBCC will match and be split into AA1 and AA2.

#### Example:

```
PRORATE RESOURCES 5
```

## PRINT PRORATION REPORT

Related interface option: Print Proration Report, see [page 5-43](#).

### Format:

```
PRINT PRORATION REPORT
```

This statement generates a proration report that contains the original record and all subsequently-generated prorated records. The proration report will reside in the processing directory with the file name of ProrateRep.Txt.

### Example:

```
PRINT PRORATION REPORT
```

## REPORT DATE

---

**Important!** • CIMS Lab recommends that you do not use this statement. This statement will place report dates rather than actual usage end dates in the accounting date fields of the CIMS BILL Summary Records. You should use the default Auto option in CIMS Server Administrator rather than report dates (see [page 5-26](#)).

---

Related interface option: Output-Summary Date Range, see [page 5-28](#).

### Format:

```
REPORT DATE {YYYYMMDD YYYYMMDD | keyword}
```

This statement specifies the dates that are used as the accounting dates in the CIMS Summary Records created by CIMS BILL. This is the date that is used for reporting purposes in CIMS Server. You can use the following values:

- From and to dates
- or
- One of the following keywords:

Keyword	Description
**RNDATE	Sets the date range based on the run date
**CURDAY	Sets the date range based on the run date and the run date less one day
**CURWEK	Sets the date range based on the run week (Sun–Sat)
**CURMON	Sets the data range based on the run month
**PREDAY	Sets the date range based on the run date, less one day
**PREWEK	Sets the date range based on the previous week (Sun–Sat)

## ■ Control and Processing Statements

### CIMSBILL Control Statements

Keyword	Description
**PREMON	Sets the date range based on the previous month
CURRENT	Sets the date range based on the current period from the CIMS Calendar table
PREVIOUS	Sets the date range based on the previous period from the CIMS Calendar table
USE DETAIL DATES	Sets the date range based on the CIMSACCT Detail record (consult CIMS Lab before using this keyword [see <i>Contacting Technical Support</i> on page 6-7])

#### Examples:

```
REPORT DATE 20030601 20030630
```

```
REPORT DATE **PREMON
```

## USE SHIFT CODES

**Related interface option:** Use Shift Codes, see [page 5-28](#).

#### Format:

```
USE SHIFT CODES
```

This statement instructs CIMSBILL to use the shift character specified in the CIMSACCT Detail Record and apply the appropriate rate shift value.

If a shift value is not defined for the rate, the default rate value for the resource will be used. The default rate value is also the SHIFT1 rate value.

## TEST

**Related interface option:** Trace flag, see [page 5-30](#).

#### Format:

```
TEST c
```

c = a character (D for dates, R for display rate information [each rate code read from the database], Y for general messages, Z for trace client processing [dynamic client add and client searching])

This control statement is used to print tracing messages to the message file.

#### Example:

```
TEST Y
```

## Processing Control Statements

CIMS Server Administrator stores additional processing setting for each process definition in the `ProcessCnt1.txt` file. This file resides in the folder of each process definition.

The following table describes the processing settings in the `ProcessCnt1.txt` file and provides the corresponding GUI option in CIMS Server Administrator.

Processing Statement	GUI Option
<p><code>AcctInputFile filename</code></p> <p>Where <i>filename</i> = the name of CIMSACCT input file.</p>	Input File, see <a href="#">page 5-23</a>
<p><code>AcctOutputDetailFile filename</code></p> <p>Where <i>filename</i> = the name of CIMSACCT Detail File.</p>	Output Files: Detail, see <a href="#">page 5-23</a>
<p><code>AcctOutputIdentFile filename</code></p> <p>Where <i>filename</i> = the name of CIMS Ident File.</p>	Output Files: Ident, see <a href="#">page 5-23</a>
<p><code>AcctOutputExceptionFile filename</code></p> <p>Where <i>filename</i> = the name of CIMSACCT exception output file.</p>	Output Files: Exception, see <a href="#">page 5-23</a>
<p><code>AutoLoad Yes/No</code></p> <p>This setting determines if the system automatically loads process output at the conclusion of processing.</p>	Load <i>record type</i> records, see <a href="#">page 5-19</a>
<p><code>BillInputFile filename</code></p> <p>Where <i>filename</i> = the name of CIMS BILL input file.</p>	Input File, see <a href="#">page 5-28</a>
<p><code>BillDetailFile filename</code></p> <p>Where <i>filename</i> = the name of the CIMS BILL Detail File.</p>	Output Files: Detail, see <a href="#">page 5-28</a>
<p><code>BillSummaryFile filename</code></p> <p>Where <i>filename</i> = the name of the CIMS Summary File.</p>	Output Files: Summary, see <a href="#">page 5-28</a>
<p><code>BillMultFile filename</code></p> <p>Where <i>filename</i> = the name of the proration table file.</p>	Proration Table, see <a href="#">page 5-43</a>
<p><code>AcctCodeConversionTable filename</code></p> <p>Where <i>filename</i> = the name of the account code conversion table.</p>	Conversion Table, see <a href="#">page 5-35</a>
<p><code>Description name</code></p> <p>Where <i>name</i> = a description of the process definition.</p>	Process Description, see <a href="#">page 5-19</a>

## ■ Control and Processing Statements

### Processing Control Statements

Processing Statement	GUI Option
<p>DSN <i>name</i></p> <p>Where <i>name</i> = the name of the data source.</p>	Data Source Name, see <a href="#">page 5-21</a>
<p>DSNUID <i>user ID</i></p> <p>Where <i>user ID</i> = the user ID needed to access the data source.</p>	Database User ID, see <a href="#">page 5-21</a>
<p>DSNPWD <i>password</i></p> <p>Where <i>password</i> = the encrypted password needed to access the data source.</p>	Database Password, see <a href="#">page 5-21</a>
<p>GenerateODBCINF Yes/No</p> <p>This setting generates an INF file that passes along user ID and password information to the data source.</p>	Automatically generate ODBC INF file from above parameters, see <a href="#">page 5-21</a>
<p>RunCIMSacct Yes/No</p> <p>This setting determines if CIMSACCT is run as part of the process.</p>	Run CIMS Account, see <a href="#">page 5-19</a>
<p>RunCIMSbill Yes/No</p> <p>This setting determines if CIMSBILL is run as part of the process.</p>	Run CIMS Bill, see <a href="#">page 5-19</a>





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# Glossary

**ASP** • Acronym for Active Server Pages. A server-side scripting environment developed by Microsoft for developing Web pages and applications.

**cascading style sheets** • Cascading style sheets contain typographical information on how an HTML page should appear (i.e., fonts, colors, table and list formats, etc.).

**CIMS Server Resource File** • The resource file that contains the data that is input into CIMS Server. The CIMS Server Resource File contains CIMS Server Resource Records. These records are comma-delimited and can contain a very large number of resource identifiers and resources. *See also identifier and rate code.*

**client** • 1. A computer that accesses shared network resources provided by a server. 2. In CIMS Server, an entity that consumes resources. A client is represented by an account code.

**COM** • Acronym for Component Object Model. A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms.

**cookie** • A small text file that stores information about a Web site user. CIMS Server Web Reporting stores user information, such as the report parameter values entered by a user, in a cookie.

**DBMS** • Acronym for Database Management System. Software used to organize, analyze, and modify information stored in a database.

**domain** • A set of network resources (applications, printers, etc.) for a group of users. The user need only to log in to the domain to gain access to the resources, which may be located on a number of different servers in the network.

**DSN** • Acronym for Data Source Name. The name assigned to an ODBC data source.

**ERD** • Acronym for Entity Relationship Diagram. A diagram that illustrates the logical structure of a database.

**identifier** • In the CIMS Server Resource Record, a unique key that denotes the source of a resource that has been consumed. Examples include device name, server name, system ID, phone number, user ID, state code or building number. A consumed resource can have one to many identifiers.

**internationalization** • In software development, internationalization is the process of planning and implementing a product so that it can easily be adapted (localized) to specific languages. The word “internationalization” is sometimes abbreviated as “I18N” because there are 18 letters between the first letter “I” and the last letter “N”. *See also localization.*

**IIS** • Acronym for Internet Information Services. Microsoft software that supports Web site creation, configuration, and management.

**localization** • In software development, the process of adapting an internationalized product for a specific language, script, culture, and coded character set. The word “localization” is sometimes abbreviated as “L10N” because there are 10 letters between the first letter “L” and the last letter “N”. *See also internationalization.*

**ODBC** • Acronym for Open Database Connectivity. An interface providing a common language for database access.

**offset** • A number that indicates how far from a starting point an item is located.

**rate code** • A rate code represents the resource units being reported (for example, CPU time, transactions processed or lines printed). The rate code includes the value for the resource and other rate processing information.

**UNC** • Acronym for Universal Naming Convention. A file naming system beginning with two backslashes (\\) that indicates that the resource exists on a network computer. The syntax is \\Servername\Sharename.

**URL** • Acronym for Uniform Resource Locator. The address for a resource on the Internet or an intranet.

**Windows Script Host** • A language-independent scripting host for Windows Script-compatible scripting engines. WSH acts as a host for scripts—it makes objects and services available for the script and provides a set of guidelines within which the script is executed.

**XML** • Acronym for Extensible Markup Language. A meta-markup language that provides a format for describing structured data. XML allows for more precise declarations or content and more meaningful search results across multiple platforms.



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