To: All Agencies

From: Fred Cantrell

Date: January 19, 2012

Subject: CORE vendor extract files are moving

The Office of State Finance (OSF) makes vendor related data from the State's PeopleSoft Financials system available to any agency that needs it for its own systems. The data is made available via a set of sequential flat files. These files are updated every night Monday – Friday. The files are:

- **CORE.VENDOR.FILE** (entire set of non-Higher Ed vendors)
- **CORE.VENDOR.FILE.DAILY** (non-Higher Ed vendors that were changed yesterday)
- **CORE.VENDOR.FILE.HIGHERED** (entire set of Higher Ed vendors)
- **CORE.VENDOR.FILE.HIGHERED.DAILY** (Higher Ed vendors that were changed yesterday)

IMPORTANT - This notice affects <u>only</u> those few agencies that are retrieving one or more of these files. No action is needed by agencies that do not use any of these files.

OSF is moving these files to another location in order to enable the agencies to retrieve them with secure FTP. Beginning now there will be a transition period when these files will be available in both the old and new locations. This allows agencies time to change their procedure to retrieve the files from the new location. At the end of the transition period the files will no longer be available in the old location.

OLD LOCATION
The vendor data files are currently staged on the OSF zOS/MVS mainframe system for agency retrieval. This is the old location. This traditional approach allows agencies to retrieve the files using FTP with cheap, commodity file transfer products without needing specialized tools. However it does not allow agencies to retrieve the files securely. The file names in this location are:

- **CORE.VENDOR.FILE**
- **CORE.VENDOR.FILE.DAILY**
- **CORE.VENDOR.FILE.HIGHERED**
- **CORE.VENDOR.FILE.HIGHERED.DAILY**

NEW LOCATION
The vendor data files are also currently staged on the OSF USS mainframe system for agency retrieval. This is the new location. The USS system (a Unix system) allows agencies to retrieve the file using secure FTP (SFTP) which is available with cheap, commodity file transfer products without needing specialized tools. The location and file names on the USS system are:

- **/OSFSSH/CoreCommon/VENDOR.FILE**
- **/OSFSSH/CoreCommon/VENDOR. FILE.DAILY**
- **/OSFSSH/CoreCommon/VENDOR. FILE.HIGHERED**
- **/OSFSSH/CoreCommon/VENDOR. FILE.HIGHERED.DAILY**

The IP address of the OSF USS system is 199.190.128.12 Port 22.

NOTES ON USING THE USS FILES
- When retrieving the files from USS be aware that they have already been converted from EBCDIC to ASCII. Agencies retrieving the USS files back to an MVS system will need to re-translate the files from ASCII back to EBCDIC. See the documentation of your file transfer utility on how to do this. Other operating systems use the ASCII encoding so agencies pulling the USS files will no longer have to perform the EBCDIC to ASCII translation.

- The USS files are Unix files so they use the ASCII Line Feed character (x'0A') to mark the end of each record which is different than Windows systems that use both the ASCII Carriage Return (x'0D') & Line Feed (x'0A') characters to denote the end of record. Most FTP utilities will convert Unix files to Windows by automatically adding the Carriage Return character and vice versa when going the other way.

- Although the USS file has been translated from EBCDIC to ASCII the data content of the file has not changed. It still uses the same fixed length record layout with the individual fields still occupying the exact same positions as before.

TRANSITION PERIOD & DEADLINE
The vendor files are already available in both the old and new locations. The files will continue to be available in the old location until **March 31, 2012**. Beginning April 1, 2012 the vendor files in the old location will be deleted and only the files in the new location will be available.

DAILY FILES SURVEY

From looking at our logs it appears the 2 daily vendor files are not being used by any agency. Based on this we intend to completely discontinue the daily files on March 31 unless we hear back that some agency needs one of them. Please reply to Fred Cantrell at fred.cantrell@osf.ok.gov if you need one of these files.

ACCESS TO FILES IN NEW LOCATION

Agencies retrieving the vendor data need to make arrangements to retrieve the data from the new location before the deadline. These agencies will need to complete the following tasks:

1. Establish connectivity to the OSF USS system.
    a. You only have to do this if you have not established connectivity to the USS system yet.
    b. The OSF Systems team needs to know the public IP address of each agency pc, server or host that will be connecting to the OSF USS system (IP address 199.190.128.12 Port 22).
    c. Submit your request in an email to OSF at Helpdesk@osf.ok.gov.
    d. Sample email message…

    > I request the following IP addresses from my agency (Agency Name Here) be allowed to connect to the OSF USS system (IP address 199.190.128.12 Port 22) in order to retrieve the CORE vendor data. Please pass this message on to the OSF Systems provider group.
    > IP addresses:
    >   xxxx.xxxx.xxxx.xxxx
    >   xxxx.xxxx.xxxx.xxxx
    >   etc.

    e. For additional assistance contact the OSF Helpdesk at 521-2444.

2. Establish permission to read the Common CORE file data.
    a. You will need to use an OSF userid that has been created for you to read the vendor data from the USS system.
    b. Fill out the attached OSF Form 90 like this to establish an OSF userid with permission to read the vendor files:

OSF Form 90 – page 1

i. Fill in the "Requesting Agency Name/Number", "Division/Department/Unit" & "Date" fields.
ii. In the "This request is for" section, check the "Initial Setup" box.
iii. Fill in "Special Note" field with "secure FTP download".
iv. Fill in the "User Name", "Phone", "Job Title", "Employee ID#" & "Email address" fields.
v. In the "FINANCIAL IBM System" section, check the "Core Common Files" box.
vi. Have an approving officer from your agency sign the request. This approval is restricted and the person signing must be on OSF's list of approving officers for your agency:
    1. Sign the "Requested by" field.
    2. Fill in the "Phone" & "Name & Title (Please print)" fields.

OSF Form 90 – page 2 security agreement

vii. Have the person whose name is specified in the "User Name" field on page 1 sign the "Signature of User" field on page 2.
viii. Fill in the "Date" field.
ix. Choose which password reset security question you wish to use.
x. Fill in the "Your answer" field with your response to the security question.

  c. Send the completed form 90 to:

    Office of State Finance
    Transaction Processing
    2300 N. Lincoln, Rm. 107
    Oklahoma City, OK 73105-4801
    Attn: Form 90 System Authorization

  d. You will be contacted when your account has been approved and created.

3. After establishing both connectivity and permission you are ready to retrieve the CORE vendor file data from the new location.

4. The final step is to modify your agency's process to securely retrieve the vendor file from the new location.