

Monthly TFP Run List

Last Updated 3/16/2018 - RCH

[Prepare input file from AMS Network data, received by email]

- The program **load_network.tsp** (below) relies upon an input file created by \\Whack\Post\USPS\Datasets\AMS Network\Monthly\AMS Method Change.xlsx. This file incorporates data received from HQ via email, usually shortly after the month closes. If necessary, follow the instructions in \\Whack\Post\USPS\Process Documentation\Run Lists\Network Processing Instructions.docx for how to create this input file.
- Move the input file 'networkgmYYYY.prn' to /data/usps/network/data on Stamp, and run the dos2unix & chmod 666 commands once the files have been brought over.

/data/usps/network/mthqtr/load_network.tsp

- Calculates network index representing USPS delivery point growth (this makes up 30% of total workload)

[Process data files from Raleigh]

- Each month, four files are transferred from a postal data center in Raleigh to our SFTP server on Stamp. These files are grouped together as a zipped "tar" file. We need to monitor the SFTP server, transfer tar files to /data/mcb/permitYY/transmit/, and unpack them.
- Dates in the original filename refer to the calendar month and year in which we *receive* the file. The data in the file will be for the previous calendar month.
- Move and rename each file as indicated below, according to the government month and year of the data being processed. The "IMF" file is not needed and can be deleted.

Original filename	Move to Stamp directory:	Then rename as:
C_NatlTrialBal_CYCYMOCM.dat	/data/usps/nctb/data/	nctbgmGMYYYY
C_RevExp_CYCYMOCM.dat	/data/field/quarter/YYYY/nctbmth/data/	revexpgmGMYYYY
C_NWRS_CYCYMOCM.dat	/data/field/quarter/YYYY/nwrsmth/data/	nwrsgmGMYYYY

/data/usps/nctb/mthqtr/nctb.f

- Rolls up national-level NCTB revenues and expenses by 8-digit account number
- Reads in our account map (./maps/acctmapgYY), used to map each 8-digit account to one of our 127 TFP groups
- Rolls up expenses to 'C' variables, which correspond to our input groups—there are 27 labor groups, 47 materials groups, 18 owned capital groups, and 7 rented capital groups (some of these groups are no longer used)
- Rolls up revenues to one of our 28 output groups
- Creates two text files: one with the data by TFP group (tbgmGMYYYY) and one with the materials data by materials group and FPR line number (decompgmGMYYYY)
- Prints out whether HBF account is properly adjusted this month
- Prints out any new accounts that need to be manually added to our account map

[Add new accounts to account map]

- For detailed instructions, refer to “\\Whack\Post\USPS\Process Documentation\Run Lists\Adding New NCTB Accounts”
- For every new account, the .out file prints “account not found,” along with the 8-digit account number, FPR line number, and amount of data (dollars). Add each of these accounts to our account map (‘../maps/acctmapgYY’), then **rerun** nctb.f.
- After nctb.f is rerun, the .out file should not print any “account not found” messages.

/data/usps/nctb/mthqtr/checkmap.f

- Checks updated account map against two ancient maps, nctbmap.s and subacctmap.s. Check .out file for mismatches. Only needs to be run if new accounts were added.

/data/usps/nctb/mthqtr/nctbadj.f

- Reads in manual NCTB adjustments file (‘../data/acctadjgmYYYY’) and creates files with adjustments in account map order. Only needs to be run once per year, or when new adjustments are made.

/data/field/quarter/YYYY/fncm/finzip.f

- Creates or updates finance number account map ‘finzip.qQYY’ for the current quarter using the most recent FNCM file (which Joe now downloads each month)

/data/field/quarter/YYYY/fncm/finzipcum.f

- Creates or updates continuous map ‘finzipcum.qQYY’ for the current quarter using the map created or updated above
- Note that the ‘finzipcum.qQYY’ map must exist for the current quarter in order for the ‘nwrs.f’ program below to function properly

/data/usps/materials/mthqtr/load_decomp.tsp

- This program currently takes about 95 minutes to run! Processing can safely continue with this program running in the background, as long as it is finished before running decomp.tsp.
- Reads in ‘decomp’ text file created in nctb.f above and adjustment data by materials group and FPR line number created in nctbadj.f
- Creates ‘N’ account variables by 30 materials groups and by FPR line number
- Saves ‘decomp’ data to separate databanks MATDECOMPQG, MATDECOMPGY, MATDECOMPGM
- We report this ‘decomp’ data as a separate analysis in three sheets of our summary tables: FPR-Materials, FPR-Transp, and FPR-OtherMat.

/data/usps/capital/mthqtr/roll_cap.f

- Rolls up NCTB capital accounts by month to check against totals provided in the JV Summaries, writes out ‘../data/capacctgYYYY’

[Prepare input file of investment data from JV Summaries]

- After running this program, bring the output file ('../data/capacctsYYYY') over to the network in the '\\Whack\Post\USPS\Datasets\JV Summaries\FYyyyy\ directory.
- Paste the file into the 'TB dump' sheet of the 'Investment Template YYYY.xlsx' file.
- Update this file with JV Summary data sent from HQ. Follow directions in the 'Instructions' sheet.
- The JV Summary file has a tendency to change, so you may need to add rows or modify formulas in 'JV links' as needed. Look at how previous months' data have been linked for guidance.
- Occasionally, a new JV number may appear in the JV Summary file. In these cases, you will need to add a column to the 'calcs' sheet to pull the dollars from this JV number. This prevents these dollars from being incorporated into additions and adjustments in the scaling process.
- If everything is linked correctly, the 'Diffs' column in the 'calcs' sheet should be all zeros.
- Move investgmYYYY.prn (the file created by 'Investment Template YYYY.xlsx') to Stamp in /data/usps/capital/data. Remember to use dos2unix & chmod 666 once the file is on Stamp.

/data/usps/nctb/mthqtr/load_nctb.tsp

- Reads in four series of text files from 2003 forward:
 - 1.) TFP group files (tbgmGMYYYY) created in nctb.f
 - 2.) Investment data (investgmYYYY.prn) created above – used in capital processing
 - 3.) Adjustment data (adjvarsgmYYYY) created in nctbadj.f – manual changes to correct anomalies, large negatives, erroneous booking by the accounting dept, etc.
 - 4.) Voucher files (vchvarsgmYYYY) created in vouchersgm.f, containing EOY journal adjustments that USPS makes in their accounting system. (We will not get the EOY 2012 vouchers until November or so, so for now the 2012 file is all zeroes.)
- Saves monthly and quarterly data as TSP variables in 'NCTBGM' and 'NCTBGQ' databanks – for expenses these are 'C' variables

/data/usps/nctb/mthqtr/load_inputs.tsp

- Runs procedures load_lab, load_mat, and load_cap (stored in '../procs') that were previously individual TSP programs
- Creates 'N' account variables for labor, materials, and capital rents from 'C' account variables loaded in load_nctb.tsp
- Spreads "unallocated" labor expenses across occupational groups by using (total costs / allocated costs) as a scaling factor
- Loads current and historical monthly and quarterly labor, materials, and capital data to their respective databanks (e.g., MATGM)

/data/field/quarter/YYYY/nwrsmth/progs/nwrs.f

- Processes NWRS monthly finance files from Raleigh
- Creates a detailed summary file ('../data/hardcopyGMYYYY') – for TFP purposes, the only value we pull from these files is total year-to-date work hours

/data/usps/labor/mthqtr/nwrshrs.f

- Reads in NWRS hardcopy files created by 'nwrshrs.f' to update text file containing total YTD work hours by month from 2003 forward ('../data/NWRShours')

[Download latest AERF data from Eagan Mainframe]

/data/usps/aerf/mthqtr/aerf.f

- This program should only be run for the last pay period that ends within the processing month (rather than on all pay periods since last month's run).
- This program and load_aerf.tsp below can be run as soon as the data file for the relevant pay period becomes available on the Eagan Mainframe (often before the NCTB).
- Reads AERF pay period extract file and writes out two files:
 - 1.) '../data/dacgmGMYYYY' shows employee counts and salary totals by designation/activity code, including totals excluded due to "bad" observations (e.g., year of hire precedes year of birth). Screens in the program should predominantly exclude casual or temporary employees.
 - 2.) '../data/aerfgmGMYYYY' – this government month version is read into load_aerf.tsp.

/data/usps/aerf/mthqtr/load_aerf.tsp

- Loads current and historical AERF data to TSP databanks 'AERFGM' and 'AERFGQ'

[Download latest NPHSR 120 data from Eagan Mainframe]

/data/usps/nphsr/mthqtr/nphsr120.f

- This program must be run for **ALL** pay periods since last month's run!
- Reads the NPHSR 120 pay period files containing labor hours and dollars by NPHSR reference number and NPHSR line number (we only use line 43 "total salaries and benefits")
- Reads in reference number to labor group map ('../maps/refmap') to roll up hours and dollars by 30 labor groups (e.g., part-time clerks)
- Creates two text files:
 - 1.) '../data/phsr120ppPPYYYY' – current period hours and dollars (not used)
 - 2.) '../data/phsr120ytdppPPYYYY' – YTD hours and dollars (used to derive current period)

/data/usps/nphsr/mthqtr/make120.f

- Reads the data from the phsr120ytdppPPYYYY files for all pay periods in the current fiscal year and writes them out to one file, '../data/phsr120YYYYytd', in pay period order (1-26)

/data/usps/nphsr/mthqtr/make120ytd.f

- Reads in the phsr120YYYYytd file described above, calculates current pay period numbers by subtracting prior period YTD from current period YTD data, and writes results to the following text file: '../data/phsr120ppPPYEARY'

[Prepare text file to forecast last days of month if necessary]

- Follow these steps only if we must process TFP before receiving the pay period that includes the final day(s) of the month
- Open the text file you just created: phsr120ppPPYEARy
- Manually copy the record (row) for the last available pay period into the row for the unavailable pay period. Be sure to delete the preexisting zero entries from that row. Save the file before closing.

[DO NOT RUN PROGRAM THAT IMPUTES FY2015 PP11-17 VMS HOURS AND DOLLARS BASED ON NPHSR 540 DATA]

/data/usps/nphsr/mthqtr/nphsr540vms.f

- This program is part of the historical TFP calculation, but it does not need to be rerun unless historical (FY2015) data need to be reloaded. This is highly unlikely.
- Reads in the text file created above (phsr120ppPPYEARy) as well as a text file with career and non-career VMS hours and dollars for FY2015 PP11-17 based on an interpolation of "Area V" career/non-career/exception shares between PP10 and PP18 (nphsr540vms.txt)
- Overwrites phsr120ppPPYEARy with a version that includes imputed VMS totals for PP11-17
- Saves a copy of the original text file as phsr120ppPPYEARy_vmsbug
- See process_540_extract.do in '/data/usps/nphsr/stata/' for the implementation of the NPHSR540-based imputation of VMS totals

/data/usps/nphsr/mthqtr/pptomosplit.f

- Reads in phsr120ppPPYEARy and allocates pay periods to months based on split factors
- Creates text file containing monthly NPHSR hours and dollars for each labor group: './data/phsrgmYYYY'
- This program contains a commented section of extra code that reads in pp 21 separately, manually assigning the number of pay period weekdays, Saturdays, and Sundays/holidays that fall in September and October. THIS CODE MUST BE UNCOMMENTED FOR THE LAST MONTH OF THE FISCAL YEAR because parts of both SPLY and current pp 21 into the current fiscal year. This code must also be manually updated at the beginning of a new FY.
- Before you update the PP21 code in FY2019, please first create a copy of the existing program as pptomosplit2018.f for our records.

/data/usps/nphsr/mthqtr/load_nphsr.tsp

- Reads in monthly NPHSR hours and dollars from phsrgmYYYY, reads in monthly NWRS hours from '/data/usps/labor/data/NWRShours' created in nwrshrs.f, scales NPHSR hours to the NWRS hours total, and scales NPHSR dollars to the NCTB total.
- Loads current and historical monthly, quarterly, and YTD data to our four NPHSR databanks

/data/usps/labor/mthqtr/labind.tsp

- Runs procedures that create quarterly, monthly, and YTD labor input variables

- The procedures labindq, labindm, and labindy (stored in './procs') were previously individual TSP programs. Each one creates quality-adjusted labor input by occupation and aggregate labor input from 2003 forward

/data/usps/labor/mthqtr/laborcomp.tsp

- Runs procedures that create quarterly and YTD labor composition variables
- The procedures laborkcompq and laborcompy (stored in './procs') were previously individual TSP programs. Each one performs labor composition analysis from 2003 forward

[Download BLS PPIs/CPIs and/or Global Insight proxies, and create input files]

- Check the BLS website or the 'BLS Release Schedule FYyyyy' in '\\Whack\Post\USPS\Datasets\Prices\' for PPI and CPI release dates.
- Open 'Monthly BLS Prices 2014-15.xlsm' in '\\Whack\Post\USPS\Datasets\Prices\' and follow the instructions in that file.
- If BLS prices are not available in the first month of a quarter, download Global Insight proxies and create input files
- Move all text files to '/data/usps/prices/data' and run dos2unix & chmod 666

[If necessary, download fuel proxies from DOE and create input files]

- If complete BLS data are not available for the current month, open 'Get Fuel Price Proxies.xls' in '\\Whack\Post\USPS\Datasets\Prices\Proxies\' and follow the instructions in that file
- Move text file 'fuelcmCMYYYY' to '/data/usps/prices/data' and run dos2unix & chmod 666

/data/usps/prices/mthqtr/load_bls.tsp

- Reads in available monthly BLS deflators, GI proxies, and/or DOE fuel proxies
- Extends BLS variables to current month using GI proxies or DOE fuel proxies as necessary
- Saves adjusted monthly BLS variables to the 'PRICESGM' databank

/data/usps/prices/mthqtr/load_pricem.tsp

- Creates all materials and capital price variables derived from monthly BLS prices and converts them to quarterly variables
- Saves intermediate prices (e.g. pjetfuelq, pcse01q) to 'PRICESGQ' databank, materials N-account prices (e.g. N5001PQ) to 'MATGQ' databank, and capital N-accounts (N2013Q, N2017Q, N2182RQ, N2100Q) to 'CAPGQ' databank

/data/usps/prices/mthqtr/capprices.tsp

- Creates remaining capital asset prices (N2014Q, N2015Q, N2016Q) using PEAS weights and capital deflators loaded in load_pricem.tsp

/data/usps/prices/mthqtr/roll_airnet.f

- Rolls up NCTB account data to five categories of FedEx expenses and three categories of UPS expenses used to calculate Air Transport Domestic Network price deflator

[Download UPS volumes and related fuel prices and manually update UPS price indexes]

- **FUEL PRICES NEED TO BE UPDATED AT LEAST ONCE PER QUARTER!!!**
- **UPS VOLUMES NEED TO BE UPDATED AT THE END OF EACH FISCAL YEAR!!!**
- Open 'UPS Price Index FY2019.xlsx' in '\\Whack\Post\USPS\Datasets\Air Network\UPS\' and follow the instructions in that file.
- Update the USGC jet fuel price series with the latest data.
- Run EDW reports to download the latest UPS volumes for CONUS and OCONUS.
- Manually enter the resulting Laspeyres index values into airprices.tsp (search for "HARDCODE" in the program to find where to update the program).

[Request updated FedEx contract information and update FedEx price index if needed]

- **WE NEED TO CHECK FOR UPDATED FEDEX CONTRACT INFO EVERY SIX MONTHS!!!**
- Prior to the annual and Q2 TFP runs, email Brian McKain (brian.m.mckain@usps.gov) to request all pricing-related FedEx contract modifications (MODs) executed since the last update other than ordinary monthly fuel adjustments, all versions of Attachment 10 (Pricing) reflecting these MODs, a current version of the contract including all MODs to date, and a current version of the monthly fuel adjustment worksheet.
- If pricing MODs require adjustments to the FedEx price index, use [\\Whack\Post\USPS\Datasets\Air Network\FedEx\Price Index for 2017 Contract Transition.xlsx](#) as a guide for computing these adjustments. You will likely need to download day turn and/or night turn FedEx volumes from EDW.
- Manually enter the resulting index adjustments in /data/usps/prices/mthqtr/airprices.tsp.

/data/usps/prices/mthqtr/airprices.tsp

- Creates three materials prices related to air transportation: 1) Domestic Network (N5016PQ), 2) International Linehaul (N5017PQ), and 3) Domestic Contract (N5019PQ)
- Domestic Network price computed as a Tornqvist index of FedEx and UPS price indexes, which are computed based on pricing terms specified in their respective shipping agreements with USPS, with NCTB expenses as weights.
- International Linehaul price computed recursively from FY2010 forward by applying BLS Import/Export Price growth for Outbound Air Freight. See 'load_oms.tsp' in '/data/usps/oms/mthqtr/' for price calculation through FY2009.
- Domestic Contract price computed recursively from Q3 FY2009 forward by applying PPI growth for Scheduled Freight Air Transportation – Mail. See 'load_cair.tsp' and 'load_cair_wkarnd.tsp' in '/data/usps/acss/mthqtr/' for price calculation through Q2 FY2009.

/data/usps/capital/mthqtr/capind.tsp

- Runs procedures that create quarterly and YTD capital input variables
- The procedures capindq and capindy (stored in './procs') were previously individual TSP programs. Each one creates capital indexes from 2003 forward.

[Note on historical RPW and output programs]

- Because of periodic changes in RPW formatting and methodology, separate programs are maintained for processing historical workload data.
- Normally these programs do **not** need to be rerun, but if changes to historical data require reprocessing, please refer to the table below to determine which programs may need to be rerun before proceeding with the current programs:

FY	Method	rpw.f	load_rpw.tsp	load_wkld.tsp	wkld[ind/rev]q.tsp
'03	Z	rpw_prepos.f	load_rpw03_z.tsp	load_wkld03-06.tsp	wkld[ind/rev]q_premcs.tsp
'04-05	Z	""	load_rpw04-05_z.tsp	""	""
'06	Z	""	load_rpw06_z.tsp	""	""
'06	P	rpw06-07_premcs.f	load_rpw06_p.tsp	load_wkld_premcs.tsp	""
'07	P	""	load_rpw07_p.tsp	""	""
'08	P	rpw08_premcs.f	load_rpw08_p.tsp	""	""
'08	V1	rpw08_v1.f	load_rpw08_v1.tsp	load_wkld_v1.tsp	wkld[ind/rev]q_v1.tsp
'09	V1	rpw09_v1.f	load_rpw09_v1.tsp	""	""
'09	V2	rpw09_v2.f	load_rpw09_v2.tsp	load_wkld_v2.tsp	wkld[ind/rev]q_v2.tsp
'10	V2	rpw10_v2.f	load_rpw10_v2.tsp	""	""
'10	V3	rpw10.f	load_rpw10_v3.tsp	load_wkld_v3.tsp	wkld[ind/rev]q_v3.tsp
'11	V3	rpw11.f	load_rpw11_v3.tsp	""	""
'12	V3	rpw12.f	load_rpw12_v3.tsp	""	""
'13	V3	rpw13.f	load_rpw13_v3.tsp	""	""
'14	V3	rpw14_v3.f	load_rpw14_v3.tsp	""	""
'14	2014-15	rpw14.f	load_rpw14.tsp	[load_wkld.tsp]	[wkld[ind/rev]q.tsp]
'15	2015-18	rpw15.f	load_rpw15.tsp	""	""
'16	2015-18	rpw16.f	load_rpw16.tsp	""	""
'17	2015-18	rpw17.f	load_rpw17.tsp	""	""
'18	2018-19	rpw18.f	load_rpw18.tsp	""	""
'19	Current	rpw19.f	load_rpw19.tsp	""	""

[Process RPW Extract File and RPW Summary Report and prepare input files]

- See instructions in '\\Whack\Post\USPS\Process Documentation\Run Lists\RPW Processing Instructions.docx' for how to do this.

/data/usps/rpw/mthqtr/rpw.f

- Reads in available monthly and quarterly RPW Extract File data for the year
- Rolls up data by detailed mail category and by summary code
- Scales monthly totals to revised quarterly totals when available
- Writes text files containing scaled monthly totals by summary code for all months in which a quarterly RPW is available
- Writes text files containing unscaled monthly totals by summary code for months in the current quarter prior to the release of the quarterly RPW

/data/usps/rpw/mthqtr/load_rpw.tsp

- Reads in scaled and/or unscaled monthly totals from the text files created above
- Reads in available monthly and quarterly RPW Summary Report data for the year
- Checks monthly and quarterly Extract File totals against monthly and quarterly Summary Report totals – check the .out file for 'diffs' found in checking between the summary and the detail files. (Note that this check is designed for monthly RPWs only, so differences will be much larger when loading quarterly RPW.)
- Creates and loads monthly, quarterly, and year-to-date output variables in our four RPW databanks

/data/usps/materials/mthqtr/itsindq.tsp - skip if we are doing an “inputs only” run before the RPW arrives

- Creates International Terminal Settlements (ITS) price and quantity variables (N5047PQ & N5147Q) using ICRA terminal dues rates and RPW mail volumes
- Distributes quarterly RPW volumes to international regions, e.g., express mail volume Mexico = (RPW pieces of intl express mail) * (ICRA share of intl express mail to Mexico)
- The ITS price N5047PQ is then the result of computing a Tornqvist index using terminal dues as prices and volumes by region and mail class as quantities
- Saves N5047PQ and N5147 to ‘MATGQ’ databank

/data/usps/materials/mthqtr/matind.tsp

- Runs procedures that create quarterly, monthly, and YTD materials input variables and calculates aggregate materials input
- The procedures matindq, matindm, and matindy were previously individual .tsp programs (by the same names). Each one creates materials quantity variables:
$$N51xx \text{ (quantity)} = N50xx \text{ (NCTB value)} / N50xxP \text{ [price (most from BLS)]}$$
- Creates aggregate materials quantity index (N5300Q) used in our final TFP calculations. The inputs to the index are the price/quantity pairs for each of our materials groups
- For 2003, and for all years in the matindm procedure, the indexing is done using a Fisher Ideal index rather than a Tornqvist because of some negative data. Elsewhere, we use Tornqvist to create the indexes.
- Saves quantity and price materials variables to materials databanks (MATGQ, MATGM, MATGY) and aggregate quantity indexes to the TFP databanks (TFPGQ, TFGM, TFGY).

/data/usps/materials/mthqtr/decomp.tsp

- Runs procedures (decompq, decompm, and decompy) that create weights and contributions to each of the 30 materials variables by FPR line number
- Calculates the weights and contributions to transportation variables by FPR line number and to non-transportation variables by FPR line number
- Saves data to our four separate ‘MATDECOMP’ databanks
- **NOTE:** there is a section in the ‘.out’ file for each of these ‘decompX’ procedures that checks that the line number data matches the N-account data and prints out any differences. If it is **not** a quarter-ending month, then there will be differences printed in the decompq portion of the .out file. These are OK, as long as they disappear at the end of the quarter. There should never be any differences shown in the monthly and YTD ‘.out’ file.

[Confirm that P.O. box rates have not changed, and update the price index if they have]

- Check “Notice 123” on the Postal Explorer website to see the most recent date listed for current postal prices: <https://pe.usps.com/text/dmm300/Notice123.htm>.
- If this date is **later than January 26, 2020**, follow the instructions in <\\Whack\Post\USPS\Process Documentation\Internal\Updating the Post Office Box Price Index.docx> to update the P.O. box price index if the rates have changed.

/data/usps/output/annual/load_revpub.tsp

- Loads index of PO Box revenue for months, quarters, and YTD

/data/usps/output/misctasks/roll_41499.f

/data/usps/output/misctasks/roll_callersvc.f

- Programs to roll up monthly NCTB expenses used in other miscellaneous

/data/usps/output/mthqtr/load_wkld.tsp

- Loads non-RPW workload variables for months, quarters, and YTD

/data/usps/output/mthqtr/wkldindq.tsp

- Creates quarterly workload indexes

/data/usps/output/mthqtr/wkldindm.tsp

- Creates monthly workload indexes

/data/usps/output/mthqtr/wkldindy.tsp

- Creates YTD workload indexes

/data/usps/output/mthqtr/wkldrevq.tsp

- Creates quarterly revenue-weighted workload indexes

/data/usps/output/mthqtr/wkldrevy.tsp

- Creates YTD revenue-weighted workload indexes

/data/usps/TFP/mthqtr/TFP.tsp

- Runs procedures that create quarterly, monthly, and YTD TFP indexes and loads variables to the TFP databanks
- The procedures tfpq, tfpm, and tfpy (stored in './procs') were previously individual TSP programs. Quarterly TFP indexes are created from 2003 forward. Monthly and YTD indexes are created to compute current-year growth rates only.

Summary Tables:

Monthly: **/data/usps/tables/progs/msummary.tsp**

Year-to-date: **/data/usps/tables/progs/ysummary.tsp**

Quarterly: **/data/usps/tables/progs/qsummary.tsp**

Monthly Booklet:

/data/usps/tables/progs/mobooklet.tsp

[Create Summary Tables in Excel]

- Produce summary tables for any frequency that gives unique results (see previous years for guidance or refer to the table below):

Month	Monthly	YTD	Quarterly
1		X	
2	X	X	
3	X	X*	X
4	X	X	
5	X	X	
6	X	X	X
7	X	X	
8	X	X	
9	X	X	X
10	X	X	
11	X	X	
12	X		X

*Needed for partial productivity only

- Move text files created in 'summary' programs above to the network in '\\Whack\Post\USPS\TFP\Tables\Summaries\FYyyyy\'
- Open text files in Excel, selecting "Fixed Width" to break the data into two columns (SPLY period and current period)
- Paste data into the 'data' tab of the appropriate summary tables file in the same directory
- Be sure to update the time period in the 'data' tab for the current release and save the spreadsheet **renamed for the current period!**
- Carefully check results before passing them along.
- Once the TFP Report is released, prepare summary tables to be sent to HQ:
 - 1) Save another version of each set of tables in '\\Whack\Post\USPS\TFP\Tables\To Headquarters\FYyyyy\'
 - 2) Paste all sheets as values to remove all links and formulas.
 - 3) Delete all tabs except the following **10** tabs: Summary, Workload & Input, WMV, MiscOutput, Labor, Materials, Capital, FPR-Materials, FPR-Transp, and FPR-OtherMat. Be sure to save the file before closing.

[Create Monthly Booklet for current month]

- Move text file created in mobooklet.tsp to the network in '\\Whack\Post\USPS\TFP\Tables\Booklets\FYyyyy\'
- Open text file in Excel, selecting "Delimited" with comma delimiter to parse the data
- Paste data into the 'Data' tab of the monthly booklet spreadsheet in the same directory, update the 'Cover' sheet for the current month, then save the spreadsheet **renamed for the current month!**
- Results from Tables 6 and 7 are reported in the TFP by Month memo

[Create TFP by Month memo for current month]

- Copy and paste the three growth rate columns from Tables 6 and 7 in the monthly booklet file you just created into Tables 1 and 2, respectively, of the TFP by Month memo, located in '\\Whack\Post\USPS\TFP\Releases\TFP by month YR MMO.docx' (save the previous month's file using a 'save as' and name it for the current month).

- Update the memo date and subject, along with all references to the most recent month being reported

[Make archive of /data/usps/datafilesm/]

Backing up TFP databanks:

- On Stamp, in the directory /archive/tfp_archive/databanks/ (alias: ndb), create a new directory for the current release period using the “mkdir” command
- Navigate to /data/usps/datafilesm/ (alias: bank) and copy non-directory contents to the directory created above. Use the following command: “cp * /archive/tfp_archive/databanks/newdirectory/”

FOR QUARTERLY RELEASES ONLY:

After TFP has been processed incorporating the Quarterly RPW:

[Create Quarterly Booklet for the quarter]

- Run the program /data/usps/tables/progs/qbooklet_FY16.tsp and move the resulting text file to the network in '\\Whack\Post\USPS\TFP\Tables\Booklets\FYyyyy\'
- Open text file in Excel, selecting “Delimited” with a Comma delimiter.
- Paste data into the ‘Data’ tab of the quarterly booklet spreadsheet in the same directory, update the ‘Cover’ sheet for the current quarter, then save the spreadsheet **renamed for the current quarter!**
- Thoroughly review all tables in the booklet: 1) Make sure the most recent quarter is displayed in all tables, 2) Compare with last quarter’s tables, note substantive changes to historical data, and determine the causes for these changes if necessary, 3) Note cases in which the current quarter’s data vary substantially from historical trends, verify source data and/or determine the causes for the variation if necessary.
- Let Rita know when tables are ready so she can review them also.
- Once the tables are approved, prepare them to be sent to HQ: 1) Save another version of the file in '\\Whack\Post\USPS\TFP\Tables\To Headquarters\FYyyyy\' , 2) Paste all sheets as values to remove all links and formulas, and 3) Delete the ‘Data’ tab(s) in the workbook and make sure the ‘Cover’ sheet shows the current date before sending to HQ. Save the file before closing.

[Create Scenario Model for the quarter]

- Also, create the appropriate scenario model for the quarter. Follow the documentation in '\\Whack\Post\USPS\Process Documentation\Internal\Scenario Model.docx

Quarter	Scenario Model	Program
1	Quarterly	/data/usps/tables/progs/qscenario.tsp
2 or 3	Year-to-Date	/data/usps/tables/progs/ytdscenario.tsp
4	Annual	/data/usps/tables/progs/annscenario.tsp