HANDOUT C – Scripting Standards

In the NOTES section for each ACL project, enter the following information:

1. Author of Script: <name of original author>

2. Creation Date: <date original script was completed>

3. Updates: <date of update>/ <author of update>/ <change made – indicate where change was made in code & nature of change> *(document each change beginning on a separate line with most current at top of list)*

4. Background: <Purpose & history of the testing>

5. Data files:

    a. Day of month or quarter to run input scripts or request data.
    b. Input files are placed in C:\ACL INPUT\<folder name>
    c. Date files provided by <name, title> or Data files created using <query name from XXXX system>
    d. Input files are as follows:
        i. <required file name> - description of file
        ii. <required file name> - description of file
        iii. Etc.
    e. Interim files are created as follows:
        i. <interim file name> - purpose of file - <disposition – keep, delete>
        ii. <interim file name> - purpose of file - <disposition – keep, delete>
        iii. Etc.
    f. Output files are placed in C:\ACL OUTPUT\<folder name>
    g. Output file names are created as follows:
        i. <output file name.XLS, TXT, etc.> - purpose of file
        ii. < output file name.XLS, TXT, etc.> - purpose of file
        iii. Etc.

6. Tests: <List each test being performed with any details – calculations, filters, etc.>

7. Subscripts: <name of subscript – purpose of subscript>

General ACL Coding Standards:

1. Use DELETE LOG OK to clear out log before running script

2. Use SET SAFETY OFF to eliminate the need to click "OK" in response to commands.

3. Use descriptive comments and white space within the script to document each test and the steps performed. The goal is to make the code understandable to anyone reviewing the workpaper.

4. Use subscripts for repeated steps or to branch code for different purposes.

5. As much as possible, complete all instances of a particular task at one time, as follows:
   a. Receive and store all user input variables (use month abbreviations to differentiate the month being tested and use this same abbreviation to name input & output files)
   b. Import files
   c. Define all additional fields
   d. Join all tables
   e. Create output files
   f. Export all output files
   g. Close all tables
   h. Delete interim files

6. At end of processing, delete interim files (DELETE FORMAT <file name> OK)