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CANSIM: operation manual for data entry

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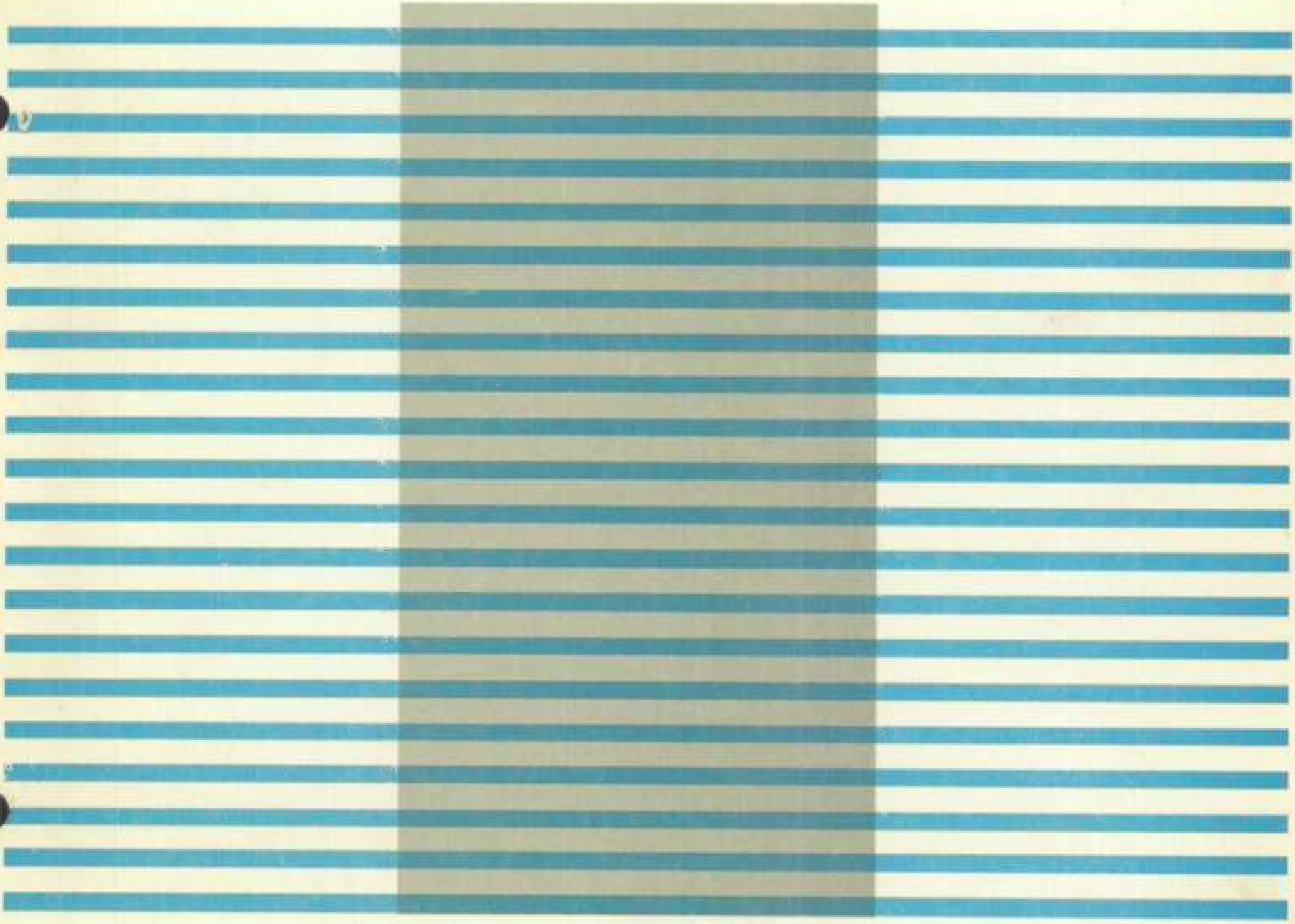

DOMINION BUREAU OF STATISTICS

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DOMINION BUREAU OF STATISTICS

National Accounts, Production and Productivity Division

Current Business Indicators and Time Series Data Bank Section

CANSIM: OPERATION MANUAL FOR DATA ENTRY

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PROLOGUE

This manual describes part of a system which had its inception in a data storage, retrieval and manipulation computer package developed by M.C. McCracken. This prototype system was developed in 1964 at Southern Methodist University, where there was a need to collect and manipulate time series data to estimate parameters for an econometric model. The first version used card images stored on magnetic tape and a small retrieval program which simply reformatted the data for input to statistical utility programs. In January 1965 the development of a more advanced system was started and a working version of the new system was in use by April of 1965.

The Economic Council of Canada provided funds for the development of an expanded system on a CDC 3400 computer at the University of Montreal. This expanded version has been in use, with modifications, since September 1965. In May 1966 the Bank of Canada became the first agency other than the Council to make use of the system and during the summer and fall of 1966 the National Energy Board and the Department of Finance began using the system for maintenance and manipulation of the data necessary in their own analytical operations.

In November of 1966 the Dominion Bureau of Statistics accepted the responsibility for the entry of data into the base and maintenance of the existing programs. The Economic Council and the Bank of Canada expressed the hope that the system would eventually be modified into a true information system for use in the operations of statistical agencies of the Canadian Government.

As a result, in July 1967, an inter-departmental team was set up under the direction of Dr. T.J. Vander Noot to implement a national data base for socio-economic data. This manual comprises one volume of the documentation for this system. Amendments to the manual will be issued from time to time and are included in the price.

TABLE OF CONTENTS

Section ... Page

1 Introduction ... 4

2 Procedures for Initiating Action Requests ... 5

3.1 Card Formats ... 6

3.2 Operation Codes ... 7

3.3 Add Matrix (AM) ... 8

3.4 Change Matrix (CM) ... 9

3.5 Add Series (AS) ... 12

3.6 Change Series (CS) ... 14

3.7 Enter Data (ED) ... 15

3.8 Terminate and Delete Series (TS and DS) ... 17

3.9 Delete Matrix (DM) ... 18

4 Sample Forms for Submission to Keypunch ... 19

5 Successful Action Requests ... 40

6 Error Messages ... 49

7 Data Mask Type Codes ... 50

8 Report Frequency and Reference Dates ... 51

9 Deck Structure ... 52

10 Glossary ... 53

INTRODUCTION

CANSIM (Canadian Socio-Economic Information Management System) is designed for the efficient and economic management of a large volume of time series data. The programs for data storage, retrieval and manipulation comprising the system were written for the IBM-360 Model 65. Management, control and maintenance of the system are the responsibility of the Dominion Bureau of Statistics. Accuracy of the included data is the responsibility of the agency compiling it.

Operation of the programs will be supervised by Data Bank Control, in the Operations Unit of the Current Business Indicators and Time Series Data Bank (TSDB) Section of the Dominion Bureau of Statistics.

The subject of this operational manual is the data entry sub-system which provides for entry, update and revision of the data. A companion manual entitled CANSIM: Users' Manual for Data Retrieval and Manipulation is also available. The following sections attempt to cover all points which might give rise to difficulties, and to warn where danger of error is greatest.

The data base will expand to include large numbers of time series originating in DBS and elsewhere. New entries, updates and revisions will flow directly from the data source to Data Bank Control for action. As the output of DBS becomes increasingly computorized, data-capture routines will provide for entry to the data base of updates and revisions directly from tapes or cards created as part of the data processing operations. In the meantime, however, action requests will be prepared manually by the responsible agency and section or, in the case of a relatively small number of series, by TSDB staff.

Eight action requests, listed in Section 2.2, are used to enter data into the data base together with titles, notes, footnotes and all other information required to identify, print out, and safeguard the data, to change any item of information, and to enter data points into the base as projections, estimates, current data or revisions. For each action request, a form has been designed which simplifies the entry of information for keypunching. The inclusion of card numbers assists in assembling the card deck for submission to the computer and helps ensure that information provided is complete.

Step-by-step detailed procedure for establishing matrix and series headers and data entry action is outlined in Section 3, sample forms for submission to keypunch in Section 4, and printout of successful action requests in Section 5.

A list of error messages which will be printed out when an error has caused refusal of the requested action is given in Section 6. Error messages don't in every instance cause refusal of the requested action. The error messages should be used in conjunction with printed out results of the action to locate and correct errors. Careful scrutiny of error messages is recommended as a guide in setting up clerical checking routines. Codes identifying the agency and section responsible for accuracy and security of the data are recorded by Data Bank Control.

PROCEDURES FOR INITIATING ACTION REQUESTS

Section 4 contains a sample matrix and the various forms used in the data entry program. The sequence of steps to be followed in entering information into the CANSIM system is given below. Printouts for successful actions and example of error messages for refused actions will be found in Sections 5 and 6. Data Bank Control staff will assist and advise users on request.

A. To enter a matrix into the base requires the following steps:

1. (a) Obtain matrix number and Databank series number from Data Bank Control.
   (b) Assign Data Entry Security Word to the matrix.
   (c) Assign series numbers to matrix components in a hierarchical framework, working downwards through successive levels. Refer to Glossary (series number).
   (d) For series with secured data point(s), assign appropriate security word i.e. series, confidential, or secret.

2. Maintain a register with the following entries:
   (a) Matrix number
   (b) Series number
   (c) Security level(s)
   (d) Security word(s)
   (e) Data entry security word
   (f) Date of entry
   (g) Name, location, and telephone number of responsible officer.

   Data Bank Control provides item (a) and must be supplied with items (b), (c) and (g) only.

3. Complete AM, AS, and ED forms and check carefully.

4.[1] Keypunch. In addition, verifying is recommended and, for other than small jobs, a listing facilitates checking.

5.[1] Forward cards to CANSIM clerk, CDPSB, together with requisition completed in duplicate. On completion of the action request the duplicate copy of the requisition will be returned with cards, listings, time of runs, and results of action request.

B. 1. For operations on the existing data base or to enter a new series to a matrix existing in the base, select and complete the appropriate forms (CM, AS, ED, CS, DS, TS, DM) for the action desired, and perform steps A 4 and A 5.

C. Resubmissions to correct errors.

1. Check error messages and printouts to locate and correct errors.
   Note: Since only one error is detected at a time, there may be a second refusal and it may be worthwhile at this point to recheck the resubmission.

2. Perform steps A 4 and A 5.

---

[1] DBS users will submit the completed forms to Data Bank Control. A supply of forms may be obtained from Data Bank Control, telephone number 2-4527. See also DBS Supplementary Instructions.

CARD FORMATS

General

In the sample card formats in this section, character means any alphabetic, numeric or machine permissible special symbol.

Where blank columns are permitted in any field, the card format specifies whether the entry is to be right justified or left justified (see definition).[2] To avoid repetition, the card form has been separated into two sections. Entries in the first part can be auto-duplicated for all cards pertaining to the same matrix; in the second part entries will vary from card to card and must be entered.

---

[2] The following are always left or right justified as indicated:

Left	Right
Agency Code	Matrix number
Section Code	Data
Security words	
Series number	

OPERATION CODES

There are eight action requests in the data entry program, and each action is explained in sections as follows:

Code	Action request	Section
AM	Add Matrix Header	3.3
CM	Change Matrix Header	3.4
AS	Add Series Header	3.5
CS	Change Series Header	3.6
ED	Enter Data Point into Base	3.7
TS	Terminate Series	3.8
DS	Delete Series	3.8
DM	Delete Matrix	3.9

ADD MATRIX, OPERATION CODE (AM)

The ADD MATRIX action request enters the Matrix Header into the base.

The matrix number, system identification and the codes identifying the agency and section responsible for accuracy and security of the data must appear on all cards without exception.

Matrix numbers are assigned by the Data Bank Control and are recorded in a Matrix Number Register. Numbers will be allocated as required for immediate use. Matrices are entered sequentially following the last existing number in the base. Numbers of matrices released by the delete action request may be used for replacement matrices after a period of time has passed.

The **matrix long title** is entered continuously using up to 6 cards, each of which may contain up to 50 characters of the title. All information necessary to describe the matrix should be included, such as seasonally adjusted and unadjusted, frequency, unit of measure etc.

The **matrix short title** has a maximum of 40 characters. Where abbreviations are required, care should be taken to achieve the maximum intelligibility.

Matrix Note and Footnotes

A matrix may have one matrix note and up to 9 footnotes. The matrix note will normally include reference to publications or other information on sources, definitions, methods, major revisions and their effect on comparability of historical data. In addition, it is useful to include the approximate time lag to publication expressed in number of calender days after the close of the reference period. Although the text of the footnotes are entered in the matrix header, footnotes refer only to data points. A single data point may make reference to a maximum of 4 footnotes, and reference to footnotes is made by the Enter Data (ED) action. Normally a note which refers to a specific series should be made a footnote. A note which refers to several series or to most of the series in the matrix should be included in the matrix note. Users are reminded that a limit of 9 footnotes per matrix can be quickly exhausted. Whenever possible therefore, a note should be included in the matrix note particularly when it applies to most of the series in the matrix. The text of the matrix note is entered continuously, 50 characters per card, up to a maximum of 10 cards (500 characters). The text of each footnote is limited to 120 characters entered continuously on 3 cards.

The identifying number of the footnote to be entered in columns 69-72 of the Enter Data form will be found in the second digit of the card number. For example, the three cards belonging to footnote four are 141, 142, and 143.

CHANGE MATRIX, OPERATION CODE (CM)

The CHANGE MATRIX (CM) action request permits the changing of any entry in the matrix header except the matrix number. The card format differs from the ADD MATRIX in only one respect: new agency and section codes may be entered in cols 59-62 and 63-66 to replace the codes existing in the matrix header.

An entry in columns 31-80 of card 001 replaces the corresponding information existing in the matrix header but fields left blank are not altered. To blank Secret Security Word (cols 38-44) or Confidential Security Word (cols 45-51) enter asterisks. Asterisks must not be entered in other fields of card 001.

If changes are to be made in the matrix long title (cards 002-007), matrix note (cards 011-020), or an individual footnote (1-3 cards), it is strongly recommended that the entire set of cards for that field be redone. For example, to change a matrix long title which presently consists of 6 cards (cards 002-007) to a title of 4 cards, requires cards 006 and 007 with blanks, in addition to cards 002-005. The purpose of including cards 006 and 007 with blanks is to blank what was previously on these cards 006 and 007. To change a title of 4 cards to a title of 4 or more cards requires **no** blank cards.

If changes are to be made to either the short title (card 008) or source (card 009), card 008 or 009 should be resubmitted with the corrected short title or source.

Card Format: ADD MATRIX, Operation Code (AM)

CHANGE MATRIX, Operation Code (CM)

Column number	Contents	Explanation
Auto duplicate		
All cards[1] — Columns 1-27:		
1 - 4	TSDB	System Identification
5 - 8	4 characters maximum, left justified.	Agency responsible for accuracy and security of data.
9 - 12	4 characters maximum, left justified.	Section of Agency responsible.
13 - 19	Code Word	Not required for AM, but mandatory for CM.
20 - 21	AM or CM	Operation code
22 - 27	6 digits, right justified	Matrix number. Enter leading zeros.
Fields varying from card to card		
Card number 1:		
28 - 30	001	Card number
31 - 37	7 characters maximum, left justified.	Data Entry Security Word, mandatory for Add Matrix.
38 - 44	7 characters maximum, 7 asterisks, or blank, left justified.	If any data points are classified secret within this matrix, the secret security word must be assigned, entered, and recorded by data source.

---

[1] There is no card number 10.

Card Format: Add MATRIX, Operation Code (AM) – Continued
Change MATRIX, Operation Code (CM) – Continued

Column number	Contents	Explanation
Fields varying from card to card – Conc.		
Card number 1 – Conc.:		
45 - 51	7 characters maximum, 7 asterisks, or blank, left justified.	If any data points are classified confidential within this matrix, the confidential security word must be assigned, entered, and recorded by data source.
52	1 or 2	Cross-foot requested; 1 = yes 2 = no
53 - 58	6 characters maximum or blank, left justified.	Matrix Coupling (an additional security provision to be added at a later date).
59 - 62	4 characters maximum or blank, left justified.	New Agency Code (for Change Matrix only).
63 - 66	4 characters maximum or blank, left justified.	New Section Code (for Change Matrix only).
67 - 80	Blank	
Matrix titles		
Card numbers 2 - 7 inclusive:		
28 - 30	002 - 007	Card numbers
31 - 80	50 characters maximum, left justified.	Matrix long title. Enter text continuously through 6 cards to a maximum of 300 characters. (refer to Section 4 for sample)
Card number 8:		
28 - 30	008	Card number
31 - 70	40 characters maximum, left justified.	Matrix short title
Source		
Card number 9:		
28 - 30	009	Card number
31 - 80	50 characters maximum, left justified.	Source
Matrix note		
Card numbers 11 - 20 inclusive:		
28 - 30	011 - 020	Card numbers
31 - 80	50 characters maximum, left justified.	One matrix note is allowed per matrix. Enter text continuously through 10 cards to a maximum of 500 characters. Refer to Section 4.

```
                                              CANSIM DATA ENTRY
AGENCY   DBS6    SECTION    2202                                        DATE   SEPTEMBER 18, 1968    TIME        PAGE   1
                                                                                                                 5:58 AM



** ADD MATRIX **               MATRIX - 000007


*SECURITY WORD*      PRESENT           CROSSFOOT - YES
 DATA ENTRY            YES
 SECRET                YES
 CONFIDENTIAL          YES

LONG TITLE: NATIONAL INCOME AND GROSS NATIONAL PRODUCT, BY QUARTERS, MILLION DOLLARS, UNADJUSTED (RAW) AND ADJUSTED
            (SA) FOR SEASONALITY

SHORT TITLE:NATIONAL INCOME & GROSS NATIONAL PRODUCT

SOURCE:     NATIONAL ACCOUNTS, INCOME & EXPENDITURES (13-001)DBS

NOTE:       FOR CONCEPTS, METHODS AND SOURCES SEE NATIONAL ACCOUNTS, INCOME AND EXPENDITURE, 1926-1956, 13-502,
            DBS.  FOR FOOTNOTES CONSULT ANNUAL PUBLICATIONS OF NATIONAL ACCOUNTS, INC & EXP, 13-201, DBS.
            DATA PUBLISHED APPROXIMATELY 88 CALENDAR DAYS AFTER END OF REFERENCE QUARTER

FOOTNOTE 1) INCLUDES THE WITHHOLDING TAX APPLICABLE TO THIS ITEM.
         2) INCL. CHANGE IN FARM INVENTORIES.  AN ADJUSTMENT HAS BEEN MADE FOR ACCRUED NET EARNINGS OF FARM OPERATORS FROM C.W.B.
         3) INCLUDES NET INCOME OF INDEPENDENT PROFESSIONAL PRACTITIONERS.
         4) RELATES TO THE DIFFERENCE BETWEEN THE VALUE OF PHYSICAL CHANGE IN INVENTORIES AND THE CHANGE IN BOOK VALUE.
------------------------------------------------------------------------------------------------------------------------------------


** ADD SERIES **                    MATRIX - 000007                         SERIES - 1


FLOATING POINT CHARACTERISTIC:  6   VARIANCE ALLOWED:  25 PERCENT           SCALAR FACTOR:  06 - MILLIONS

PROTECTED SERIES:  NO                                                       DATA MASK:  06 - $,$$$,$$$,$$9

REPORT FREQUENCY:  09 - QUARTERLY   UPDATE TIME:  99 DAYS                   UNIT OF MEASURE:  DOLLARS

TITLE:  GROSS NATIONAL PRODUCT AT MARKET PRICES, RAW
------------------------------------------------------------------------------------------------------------------------------------


** ADD SERIES **                    MATRIX - 000007                         SERIES - 1.1


FLOATING POINT CHARACTERISTIC:  6   VARIANCE ALLOWED:  25 PERCENT           SCALAR FACTOR:  06 - MILLIONS

PROTECTED SERIES:  NO                                                       DATA MASK:  06 - $,$$$,$$$,$$9

REPORT FREQUENCY:  09 - QUARTERLY   UPDATE TIME:  99 DAYS                   UNIT OF MEASURE:  DOLLARS

TITLE:  NET NATIONAL INCOME AT FACTOR COST, RAW
```

Card Format: **Add MATRIX**, **Operation Code (AM)** – Concluded
Change MATRIX, **Operation Code (CM)** – Concluded

Column number	Contents	Explanation
Footnotes		
Card numbers 111 - 193:		
28	1	1 in column 28 designates a footnote.
29	1 - 9	Footnote number. A matrix may have a maximum of 9 footnotes.
30	1 - 3	Card numbers within each footnote (cols 28 - 30 are treated as a 3 digit card number.)
31 - 80	50 characters maximum, left justified.	Enter text continuously through 3 cards to a maximum of 120 characters (refer to Section 4 for sample).
31 - 50	20 characters maximum, left justified.	

ADD SERIES, OPERATION CODE (AS)

The ADD SERIES (AS) action request enters header information relating to a specific series. Data Entry is covered in Section 3.7.

Further information necessary concerning each entry is given in the glossary (Section 10). Tables of mask types and report frequency codes are set out in Sections 7 and 8. Note that leading zeros must be entered for matrix numbers.

Card Format: Add Series Operation Code (AS)

Column number	Contents	Explanation
Auto duplicate		
All cards – Columns 1-27:		
1 - 4	TSDB	System Identification.
5 - 8	4 characters maximum, left justified.	Agency responsible for accuracy and security of data.
9 - 12	4 characters maximum, left justified.	Section of agency responsible.
13 - 19	7 characters maximum, left justified.	Code Word. This is the Data Entry Security Word which was entered in the matrix header and is mandatory to permit access to this matrix.
20 - 21	AS	Operation Code
22 - 27	6 digits, right justified	Matrix number, enter leading zeros.
Fields varying from card to card		
Card number 1:		
28 - 30	001	Card number.
31 - 50	20 digits maximum, left justified.	Series number.
51 - 52	00 to 12	Scalar Factor or Power Factor.
53 - 54	-9 to 12	Floating point characteristic.
55 - 56	00 to 99	Data Mask Type code.
57 - 59	001 to 998 or 999	Variance allowed expressed as a per cent as determined by the data source, or 999 = no edit requested.
60 - 66	7 characters maximum, or blank.	Series security word.
67 - 68	2 digits	Report Frequency.
69 - 71	3 digits	Expected time of update. 999 if update can occur at any time.
72 - 79	8 characters maximum. Alphabetic, left justified. Numeric, right justified.	Data Bank series number. The alphabetic is the agency symbol i.e. D for DBS, B for Bank of Canada; and numeric is the identification number.
80	blank	

Card Format: Add Series Operation Code (AS) – Concluded

Column number	Contents	Explanation
Fields varying from card to card – Conc.		
Card number 2:		
28 - 30	002	Card number.
31 - 50	20 digits maximum, left justified.	Series number.
51 - 60	10 characters maximum, left justified.	Unit of Measure i.e. dollars, bushels, tons etc.
61 - 80	20 characters maximum, left justified.	Series title (If title longer than 20 characters, continue to card 3).
Card number 3:		
28 - 30	003	Card number.
31 - 50	20 digits maximum, left justified.	Series number.
51 - 80	30 characters maximum, left justified.	Series title.

CHANGE SERIES, OPERATION CODE (CS)

This operation may be used to change any entry (except report frequency) which appears in columns 51-80 of cards 1-3 inclusive of the add series format. Entries in columns 1-50 inclusive of card 1 cannot be changed by a change series action. See Change Matrix.

An entry in any field (cols 51-80) of card 001 replaces the corresponding entry in the series header. To blank series security word (cols 60-66) enter asterisks. Asterisks **must not** be entered in other fields of card 001.

To change Unit of Measure, the new Unit of Measure should be entered in card 002, together with the first part of the series title.

If change is required in the series title, both cards 002 and 003 may be required. For example, to change a title presently on cards 002 and 003 to a title requiring only 1 card, requires card 003 with blanks in columns 51-80 in addition to card 002 containing the new title and the Unit of Measure.

ENTER DATA, OPERATION CODE (ED)

The CANSIM data entry program allows one data point per card. Information in columns 1-27 on this form is common to all data points; therefore, a new form must be used to enter data points for each different matrix number.

The Error Messages in Section 6 indicate the care with which the data entry form must be completed. Particular care is required in deciding the correct data entry code (col 67). There are 5 data entry codes as follows:

Code	Can replace	Can be replaced by codes
1 – **Projection** into future (appears on printouts with symbol "p").	Blank field, codes 1 or 5.	1, 2, or 3.
2 – **Estimate** of current figure (appears on printouts with symbol "e" until replaced by code 3).	Blank field, codes 1 or 5.	3
3 – **Current** figure	Blank field, codes 1, 2, or 5.	4
4 – **Revision** of current figure	Codes 3, 4 or 5. Never a blank field.	4
5 – **Initial entry** of data	Blank field.	1, 2, 3, or 4

Card Format: Enter Data, Operation Code (ED)

Column number	Contents	Explanation
Auto duplicate		
All cards – Columns 1-27:		
1- 4	TSDB	System Identification.
5- 8	4 characters maximum, left justified.	Agency responsible for accuracy and security of data.
9-12	4 characters maximum, left justified.	Section of Agency responsible.
13-19	7 characters maximum, left justified.	Code Word. This is the Data Entry Security Word which was entered in the matrix header and is mandatory to permit access to this matrix.
20-21	ED	Operation Code.
22-27	6 digits, right justified	Matrix Number. Enter leading zeros.
Field varying from card to card		
28-30	001-999	Card numbers.
31-50	20 digits maximum, left justified.	Series number.

Card Format: Enter Data, Operation Code (ED) – Concluded

Column number	Contents	Explanation
Fields varying from card to card – Conc.		
51 - 56	6 digits	Reference Date (yr. mo. dy) i.e. Feb. 12, 1968 = 68 02 12.
57 - 66	10 digits maximum, right justified.	Data. Do not enter decimals or leading zeros.
67	1, 2, 3, 4, or 5	Data Entry Code.
68	1, 2, 3, or blank	Security level of this data point. Ensure that the corresponding security word has been entered in the matrix header or the series header.
69 - 72	4 digits maximum or blank, left justified.	A data point may make reference to four footnotes. Enter here the specific footnotes in the matrix header which refer to this data point.
73	9 or blank	Blank – Checks that the per cent change from the last period in the base falls within the variance-allowed entered in the series header. 9 – Override i.e. no variance – allowed check is made.
74	C, D, or blank	C – To correct an erroneous entry made for data points, entry type, security or footnotes. If the field is left blank that field will not be changed, to blank security or footnotes, enter asterisks. Columns 1 - 56 must be complete and identical to that which is presently on base. Note that "C" in column 74 is to be used only to correct an entry made in error. D – To delete the entire "data point slot". Columns 1 - 56 must be complete and identical to that which is presently on base. To change reference date, first delete the data point slot and resubmit data with proper reference date. "D" required in column 74. Blank – Normal data action (any of the 5 data entry codes.) Columns 1 - 67 must be complete. In addition column 68 if data is secure and columns 69 - 72 if reference to footnotes required.
75 - 80	Blank	

TERMINATE SERIES, OPERATION CODE (TS), AND DELETE SERIES, OPERATION CODE (DS)

These action requests require the signature of the authorized requesting officer. Within DBS, requests without proper signature will not be accepted by Data Bank Control. Government users submitting work directly to the Central Data Processing Service Bureau should ensure that action requests to terminate or delete series are similarly controlled.

TERMINATE SERIES results in a closed-file. Further action requests to enter data will be refused. A series terminated in error may be deleted and re-entered into the base. Data may be retrieved from a terminated series.

DELETE SERIES removes the series from the base. For safety, the delete series action ends with a card-out routine. Thus a series deleted in error may be immediately re-entered into the base.

The card format for the two action requests TS and DS differ only in operation code entered in columns 20-21.

Card Format: Terminate/Delete Series

Column number	Contents	Explanation
1- 4	TSDB	System Identification.
5- 8	4 characters maximum, left justified.	Agency Code.
9-12	4 characters maximum, left justified.	Section Code.
13 - 19	7 characters maximum, left justified.	Code Word (Data Entry Security Word).
20 - 21	TS or DS	Operation Code.
22-27	6 digits, right justified	Matrix number. Enter leading zeros.
31 -50	20 digits maximum, left justified.	Series number.

DELETE MATRIX, OPERATION CODE (DM)

This action request requires the signature of the authorized requesting officer. Within DBS, requests without proper signature will not be accepted by Data Bank Control. Government users submitting work directly to Central Data Processing Service Bureau should ensure that action requests to delete matrix are similarly controlled.

The DELETE MATRIX (DM) action removes the matrix from the base. The matrix number thus released can be used in a subsequent ADD MATRIX action. However, to minimize the chance of "dialing the wrong number" the matrix number will not be reissued immediately. For safety, the DELETE MATRIX operation ends with a card-out routine; thus if a matrix is deleted in error, it can be immediately re-entered into the base. This command is inoperative if the series contained in the matrix have not already been deleted.

Card Format: Delete Matrix (DM)

Column number	Contents	Explanation
1 - 4	TSDB	System Identification.
5 - 8	4 characters maximum, left justified.	Agency Code.
9 - 12	4 characters maximum, left justified.	Section Code.
13 - 19	7 characters maximum, left justified.	Code Word (Data Entry Security Word).
20 - 21	DM	Operation Code.
22 - 27	6 digits, right justified	Matrix number, enter leading zeros.

SAMPLE FORMS FOR SUBMISSION TO KEY PUNCH

This section contains a set of completed forms used for the eight action requests of the data entry program.

1. Add Matrix (AM)
2. Change Matrix (CM)
3. Add Series (AS)
4. Change Series (CS)
5. Data Entry (ED)
6. Delete Series (DS)
7. Terminate Series (TS)
8. Delete Matrix (DM)

All cards in any action request operating on a matrix always have information in columns 1-27 auto-duplicated. In any action request operating on a series, all cards will have information in columns 1 - 27 and 31 - 50 auto-duplicated.

Entries which are always left-justified are: Agency, Section, Series number, Data Entry Security Word, other security words, titles, source, and notes. The matrix number will always be right justified and will have leading zeros entered. The data will be right justified. Signed numbers will have the sign entered in the left hand column immediately preceding the first digit.

Add or Change Matrix Action Requests

Note that columns 59 - 66 are used only in the CHANGE MATRIX operation. In this action they may be used to replace the agency and section codes in the base (the codes existing in the base must, of course, appear in columns 5 - 8 and 9 - 12).

The matrix long title (300 characters), matrix note (500 characters), and footnotes (120 characters each) are entered continuously without hyphens for words which would extend beyond column 80.

Delete and Terminate Action Requests

To be executed a DELETE MATRIX, DELETE SERIES, or TERMINATE SERIES form must bear the signature of the authorized requesting officer in the agency responsible for the data. As a safety measure the final step in delete series or matrix actions is a card-out routine which provides for immediate re-entry in case of error. A card-out routine is time-consuming and costly: the authorized officers are requested to consider requests carefully before initiating the delete series or matrix actions. Note that all series within a matrix must be deleted prior to deleting the matrix.

Add Matrix (pages 21 and 22)

This establishes matrix 000007 on the CANSIM base. Note that Data Entry Security Word (cols 31 - 37) is mandatory for this operation. This word becomes the Code Word, and any future action requests to add or make changes to this matrix, or changes to series within this matrix, requires this code word. Because of secure data, "secret" and "confidential" security words are entered. Three footnotes are also entered.

Add Series (pages 23 to 32)

A separate Add Series form is required for each series to be added. Here we are adding the following series to matrix 000007: 1, 1.1, 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 1.1.6, 1.1.7, and 1.1.8. Note that in every case the Code Word is mandatory in columns (13 - 19), which is the Data Entry Security Word established in the matrix header. Series 1.1.2 has series security word.

Data Entry (page 33)

Cards 001 - 006. — These are normal data entry actions to add current data for reference date 680101. Note that column 74 is blank, and entry type (column 67) must satisfy requirements outlined in section 3.7. Series 1.1.4 and 1.1.6 has 9 in column 73 (variance — allowed check will not be made).

Card 007. — This operation deletes the "data point slot" for reference date 671010. (date should be 671001). Note D in column 74.

Card 008. — This operation establishes the data deleted by card 007 with the correct reference date 671001. Note that column 74 is blank.

Card 009. — Normal data entry action to add current data for reference date 680101. 9 in column 73 (variance — allowed check will not be made).

Card 010. — Normal data entry action to revise a current figure for reference date 670701. Note 4 in column 67 and 9 in column 73. Although there is no security level change, 2 must be entered in column 68.

Card 011. — This operation corrects the data for reference date 671001. Note C in column 74 and 9 in column 73.

Card 012. — Normal data entry action to add current data for reference date 680101.

Change Matrix (page 34)

This operation changes the following for matrix 000007:

Data Entry Security Word from "ACCT 001" to "ACCT 111",
Secret Security Word from "ACCTSEC" to "blanks",
Confidential Security Word from "ACCTCON" to "ACCTFID",
Agency Code from "DBS 6" to "DBS 4", and
Section Code from "2202" to "2222".

Change Series (page 35)

This operation changes the following for series 1.1.2:

Variance – allowed from "025" to "010", Series Security Word from "ACCTSSW" to "Blanks", and Title to "MILITARY PAY, RAW".

Note the blanks in columns 51 - 80 of card 003 which is required to blank the previous entry in card 003.

Terminate Series (page 36)

This operation terminates series 1.1.6. Data may be retrieved from a terminated series. Note signature of the requesting officer.

Delete Series (pages 37 and 38)

Deletes series 1 and 1.1 from matrix 000007. Signature of the requesting officer required.

Delete Matrix (page 39)

This operation to delete matrix 000007 will be rejected. All series within matrix 000007 must be deleted first.

1-27

ADD OR CHANGE MATRIX FORM-TSDB P-1

AM OR CM

DATE STAMP
SEP 16 1968

TSDB (1-4)
DBS6 (5-8) AGENCY
2202 (9-12) SECTION

(13-19) CODE WORD
AM (20-21) OPERATION CODE
000007 (22-27) MATRIX NUMBER

CARD # 1

001 (28-30)
ACCT001 (31-37) DATA ENTRY SECURITY WORD
ACCTSEC (38-44) "SECRET" SECURITY WORD
ACCTCON (45-51) "CONFIDENTIAL" SECURITY WORD

/ (52) CROSSFOOT
(53-58) LEFT BLANK
(59-62) AGENCY } (ON CM OPERATION ONLY)
(63-66) SECTION }

CARD NO. (28-30)	LONG TITLE (31-80) 40 50 60 70 80
002	NATIONAL INCOME AND GROSS NATIONAL PRODUCT, BY QUA
003	RTERS, MILLION DOLLARS, UNADJUSTED (RAW) AND ADJUS
004	TED (SA) FOR SEASONALITY
005	
006	
007	
	SHORT TITLE (31-80)
008	NATIONAL INCOME & GROSS NATIONAL PRODUCT ▨
	SOURCE (31-80)
009	NATIONAL ACCOUNTS, INCOME & EXPENDITURE (13-001) DBS
	MATRIX NOTE (31-80)
011	FOR CONCEPTS, METHODS AND SOURCES SEE NATIONAL ACC
012	OUNTS, INCOME AND EXPENDITURE, 1926-1956, 13-502,
013	DBS. FOR FOOTNOTES CONSULT ANNUAL PUBLICATIONS OF
014	NATIONAL ACCOUNTS, INC & EXP, 13-201, DBS. DATA PU
015	BLISHED APPROXIMATELY 88 CALENDAR DAYS AFTER END O
016	F REFERENCE QUARTER
017	
018	
019	
020	

ADD OR CHANGE MATRIX FORM-TSDE-F-2

MATRIX NUMBER 000007

DATE STAMP SEP 16 1968

CARD NO. (28-30)	FOOTNOTE TEXT (31-80) 40 50 60 70 80
1,1,1	INCLUDES THE WITHHOLDING TAX APPLICABLE TO THIS IT
1,1,2	EM.
1,1,3	
1,2,1	INCL. CHANGE IN FARM INVENTORIES. AN ADJUSTMENT HA
1,2,2	S BEEN MADE FOR ACCRUED NET EARNINGS OF FARM OPERA
1,2,3	TORS FROM C.W.B.
1,3,1	INCLUDES NET INCOME OF INDEPENDENT PROFESSIONAL PR
1,3,2	ACTITIONERS.
1,3,3	
1,4,1	RELATES TO THE DIFFERENCE BETWEEN THE VALUE OF PHY
1,4,2	SICAL CHANGE IN INVENTORIES AND THE CHANGE IN BOOK
1,4,3	VALUE.
1,5,1	
1,5,2	
1,5,3	
1,6,1	
1,6,2	
1,6,3	
1,7,1	
1,7,2	
1,7,3	
1,8,1	
1,8,2	
1,8,3	
1,9,1	
1,9,2	
1,9,3	

ADD OR CHANGE SERIES FORM-TSDB

AS OR CS

DATE STAMP
SEP 16 1968

TSDB (1-4)
DBS6 (5-8) AGENCY
2202 (9-12) SECTION

ACCT001 (13-19) CODE WORD
AS (20-21) OPERATION CODE
000007 (22-27) MATRIX NUMBER

CARD # 1

001 (28-30)

/ (31-50) SERIES NUMBER (REPEATSON CARDS 002 AND 003)

06 (51-52) SCALAR FACTOR (UNITS)
06 (53-54) FLOATING POINT CHARACTERISTIC No. OF DECIMALS 01, 01, etc
06 (55-56) DATA MASK TYPE (Print out)
025 (57-59) VARIANCE ALLOWED % change since previous entry
(60-66) SERIES SECURITY WORD – 3rd level
09 (67-68) REPORT FREQUENCY
049 (69-71) UPDATE TIME (Days) reminder

D / 6 4 (72-79)
DATABANK
Series Number

(none
9
wi
73
999
Not
used

CARD # 2

002 (28-30)
/ (31-50) SERIES NUMBER
DOLLARS (51-60) UNIT OF MEASURE $, bu, tons, etc
GROSS NATIONAL PRODU (61-80) TITLE (FIRST PART)

CARD # 3

003 (28-30)
/ (31-50) SERIES NUMBER
CT AT MARKET PRICES, RAW (51-80) TITLE (SECOND PART)

ADD OR CHANGE SERIES FORM-TSDB

AS OR CS

DATE STAMP
SEP 16 1968

TSDB (1-4)

DBS6 (5-8) AGENCY

2202 (9-12) SECTION

ACCT001 (13-19) CODE WORD

AS (20-21) OPERATION CODE

000007 (22-27) MATRIX NUMBER

CARD # 1

001 (28-30)

1.1 (31-50) SERIES NUMBER (REPEATSON CARDS 002 AND 003)

06 (51-52) SCALAR FACTOR

06 (53-54) FLOATING POINT CHARACTERISTIC

06 (55-56) DATA MASK TYPE

025 (57-59) VARIANCE ALLOWED

(60-66) SERIES SECURITY WORD

04 (67-68) REPORT FREQUENCY

099 (69-71) UPDATE TIME

D 161 (72-79)
DATABANK
Series Number

CARD # 2

002 (28-30)

1.1 (31-50) SERIES NUMBER

DOLLARS (51-60) UNIT OF MEASURE

NET NATIONAL INCOME (61-80) TITLE (FIRST PART)

CARD # 3

003 (28-30)

1.1 (31-50) SERIES NUMBER

AT FACTOR COST, RAW (51-80) TITLE (SECOND PART)

ADD OR CHANGE SERIES FORM-TSDB

AS OR CS

DATE STAMP

SEP 16 1968

TSDB (1-4)

DBS6 (5-8) AGENCY

2202 (9-12) SECTION

ACCT001 (13-19) CODE WORD

AS (20-21) OPERATION CODE

000007 (22-27) MATRIX NUMBER

CARD # 1

001 (28-30)

1.1.1 (31-50) SERIES NUMBER (REPEATSON CARDS 002 AND 003)

06 (51-52) SCALAR FACTOR

06 (53-54) FLOATING POINT CHARACTERISTIC

06 (55-56) DATA MASK TYPE

025 (57-59) VARIANCE ALLOWED

(60-66) SERIES SECURITY WORD

04 (67-68) REPORT FREQUENCY

049 (69-71) UPDATE TIME

D 153 (72-79)

DATABANK
Series Number

CARD # 2

002 (28-30)

1.1.1 (31-50) SERIES NUMBER

DOLLARS (51-60) UNIT OF MEASURE

SALARIES, WAGES & SU (61-80) TITLE (FIRST PART)

CARD # 3

003 (28-30)

1.1.1 (31-50) SERIES NUMBER

PPLMTRY. LABOUR INCOME, RAW (51-80) TITLE (SECOND PART)

ADD OR CHANGE SERIES FORM-TSDB

AS OR CS

DATE STAMP
SEP 16 1968

TSDB (1-4)

DBS6 (5-8) AGENCY

2202 (9-12) SECTION

ACCT001 (13-19) CODE WORD

AS (20-21) OPERATION CODE

000007 (22-27) MATRIX NUMBER

CARD # 1

001 (28-30)

1.1.2 (31-50) SERIES NUMBER (REPEATSON CARDS 002 AND 003)

06 (51-52) SCALAR FACTOR

06 (53-54) FLOATING POINT CHARACTERISTIC

06 (55-56) DATA MASK TYPE

025 (57-59) VARIANCE ALLOWED

ACCTSSW (60-66) SERIES SECURITY WORD

04 (67-68) REPORT FREQUENCY

049 (69-71) UPDATE TIME

D 154 (72-79)
DATABANK
Series Number

CARD # 2

002 (28-30)

1.1.2 (31-50) SERIES NUMBER

DOLLARS (51-60) UNIT OF MEASURE

MILITARY PAY AND ALL (61-80) TITLE (FIRST PART)

CARD # 3

003 (28-30)

1.1.2 (31-50) SERIES NUMBER

OWANCES, RAW (51-80) TITLE (SECOND PART)

ADD OR CHANGE SERIES FORM-TSDB

AS OR CS

DATE STAMP
SEP 16 1968

TSDB (1-4)

DR[illegible]6 (5-8) AGENCY

2202 (9-12) SECTION

ACCT001 (13-19) CODE WORD

A3 (20-21) OPERATION CODE

000007 (22-27) MATRIX NUMBER

CARD # 1

001 (28-30)

1.1.3 (31-50) SERIES NUMBER (REPEATSON CARDS 002 AND 003)

06 (51-52) SCALAR FACTOR

06 (53-54) FLOATING POINT CHARACTERISTIC

06 (55-56) DATA MASK TYPE

025 (57-59) VARIANCE ALLOWED

(60-66) SERIES SECURITY WORD

09 (67-68) REPORT FREQUENCY

099 (69-71) UPDATE TIME

D 155 (72-79)
DATABANK
Series Number

CARD # 2

002 (28-30)

1.1.3 (31-50) SERIES NUMBER

DOLLARS (51-60) UNIT OF MEASURE

CORPORATION PROFITS (61-80) TITLE (FIRST PART)

CARD # 3

003 (28-30)

1.1.3 (31-50) SERIES NUMBER

BEFORE TAXES, RAW (51-80) TITLE (SECOND PART)

ADD OR CHANGE SERIES FORM-TSDB

AS OR CS

DATE STAMP

SEP 16 1968

TSDB (1-4)
DBS6 (5-8) AGENCY
2202 (9-12) SECTION
ACCT001 (13-19) CODE WORD
AS (20-21) OPERATION CODE
000007 (22-27) MATRIX NUMBER

CARD # 1

001 (28-30)
1.1.4 (31-50) SERIES NUMBER (REPEATSON CARDS 002 AND 003)

06 (51-52) SCALAR FACTOR
06 (53-54) FLOATING POINT CHARACTERISTIC
06 (55-56) DATA MASK TYPE
025 (57-59) VARIANCE ALLOWED
(60-66) SERIES SECURITY WORD
09 (67-68) REPORT FREQUENCY
099 (69-71) UPDATE TIME

D 156 (72-79)
DATABANK
Series Number

CARD # 2

002 (28-30)
1.1.4 (31-50) SERIES NUMBER
DOLLARS (51-60) UNIT OF MEASURE
DIVIDENDS PAID TO NO (61-80) TITLE (FIRST PART)

CARD # 3

003 (28-30)
1.1.4 (31-50) SERIES NUMBER
N-RESIDENTS, RAW (51-80) TITLE (SECOND PART)

ADD OR CHANGE SERIES FORM-TSDB

AS OR CS

DATE STAMP
SEP 16 1968

TSDB (1-4)

DBS6 (5-8) AGENCY

2202 (9-12) SECTION

ACCT001 (13-19) CODE WORD

AS (20-21) OPERATION CODE

000007 (22-27) MATRIX NUMBER

CARD # 1

001 (28-30)

1.1.5 (31-50) SERIES NUMBER (REPEATSON CARDS 002 AND 003)

06 (51-52) SCALAR FACTOR

06 (53-54) FLOATING POINT CHARACTERISTIC

06 (55-56) DATA MASK TYPE

025 (57-59) VARIANCE ALLOWED

(60-66) SERIES SECURITY WORD

09 (67-68) REPORT FREQUENCY

099 (69-71) UPDATE TIME

D 157 **(72-79)**
DATABANK
Series Number

CARD # 2

002 (28-30)

1.1.5 (31-50) SERIES NUMBER

DOLLARS (51-60) UNIT OF MEASURE

RENT, INTEREST, & MI (61-80) TITLE (FIRST PART)

CARD # 3

003 (28-30)

1.1.5 (31-50) SERIES NUMBER

SC. INVESTMENT INCOME, RAW (51-80) TITLE (SECOND PART)

ADD OR CHANGE SERIES FORM-TSDB

AS OR CS

DATE STAMP
SEP 16 1968

TSDB (1-4)
DBS6 (5-8) AGENCY
2202 (9-12) SECTION

ACCTOC1 (13-19) CODE WORD
AS (20-21) OPERATION CODE
000007 (22-27) MATRIX NUMBER

CARD # 1

001 (28-30)
1.1.6 (31-50) SERIES NUMBER (REPEATSON CARDS 002 AND 003)

06 (51-52) SCALAR FACTOR
06 (53-54) FLOATING POINT CHARACTERISTIC
06 (55-56) DATA MASK TYPE
025 (57-59) VARIANCE ALLOWED
(60-66) SERIES SECURITY WORD
09 (67-68) REPORT FREQUENCY
099 (69-71) UPDATE TIME

D 158 (72-79)
DATABANK
Series Number

CARD # 2

002 (28-30)
1.1.6 (31-50) SERIES NUMBER
DOLLARS (51-60) UNIT OF MEASURE
ACCRD. NET INC. OF F (61-80) TITLE (FIRST PART)

CARD # 3

003 (28-30)
1.1.6 (31-50) SERIES NUMBER
ARM OPER. FROM FARM PROD., RAW (51-80) TITLE (SECOND PART)

ADD OR CHANGE SERIES FORM-TSDB

AS OR CS

DATE STAMP
SEP 16 1968

TSDB (1-4)
DBS6 (5-8) AGENCY
2202 (9-12) SECTION

ACCT001 (13-19) CODE WORD
AS (20-21) OPERATION CODE
000007 (22-27) MATRIX NUMBER

CARD # 1

001 (28-30)

1.1.7 (31-50) SERIES NUMBER (REPEATSON CARDS 002 AND 003)

06 (51-52) SCALAR FACTOR
06 (53-54) FLOATING POINT CHARACTERISTIC
06 (55-56) DATA MASK TYPE
025 (57-59) VARIANCE ALLOWED
(60-66) SERIES SECURITY WORD
09 (67-68) REPORT FREQUENCY
099 (69-71) UPDATE TIME

D 1159 (72-79)
DATABANK
Series Number

CARD # 2

002 (28-30)
1.1.7 (31-50) SERIES NUMBER
DOLLARS (51-60) UNIT OF MEASURE
NET INCOME OF NON-FA (61-80) TITLE (FIRST PART)

CARD # 3

003 (28-30)
1.1.7 (31-50) SERIES NUMBER
RM UNINCORP. BUSINESS, RAW (51-80) TITLE (SECOND PART)

ADD OR CHANGE SERIES FORM-TSDB

AS OR CS

DATE STAMP

SEP 16 1968

TSDB (1-4)

DB36 (5-8) AGENCY

2202 (9-12) SECTION

ACCT001 (13-19) CODE WORD

AS (20-21) OPERATION CODE

000007 (22-27) MATRIX NUMBER

CARD # 1

001 (28-30)

1.1.8 (31-50) SERIES NUMBER (REPEATS ON CARDS 002 AND 003)

06 (51-52) SCALAR FACTOR

06 (53-54) FLOATING POINT CHARACTERISTIC

06 (55-56) DATA MASK TYPE

025 (57-59) VARIANCE ALLOWED

(60-66) SERIES SECURITY WORD

09 (67-68) REPORT FREQUENCY

099 (69-71) UPDATE TIME

D   160 (72-79) **DATABANK Series Number**

CARD # 2

002 (28-30)

1.1.8 (31-50) SERIES NUMBER

DOLLARS (51-60) UNIT OF MEASURE

INVENTORY VALUATION (61-80) TITLE (FIRST PART)

CARD # 3

003 (28-30)

1.1.8 (31-50) SERIES NUMBER

ADJUSTMENT, RAW (51-80) TITLE (SECOND PART)

DATA ENTRY FORM-TSDB

ED
DATE STAMP
SEP 30 1968

TSDB (1-4)

DBS6 (5-8) AGENCY

2202 (9-12) SECTION

ACCT001 (13-19) CODE WORD

ED (20-21) OPERATION CODE

000007 (22-27) MATRIX NUMBER

blank = public

CARD NO. (28-30)	SERIES NUMBER (31-50)	REFERENCE DATE (YR-MO-DY) (51-56)	DATA POINT (57-66)	ENTRY (67)	REC (68)	FOOTNOTES (69-72)	OVER (73)	AR 74
001	1.1.1	680101	8201	3	2			
002	1.1.2	680101	173	3	3			
003	1.1.3	680101	1120	3	2			
004	1.1.4	680101	-192	3	2		9	
005	1.1.5	680101	1124	3	2			
006	1.1.6	680101	56	3	2	2	9	
007	1.1.7	671010						D
008	1.1.7	671001	972	3	2			
009	1.1.7	680101	691	3	2		9	
010	1.1.8	670701	-33	4	2		9	
011	1.1.8	671001	-94				9	C
012	1.1.8	680101	-81	3	2			

offsets
accrued
variance

C = Correctio
(ret-entry

D = delete
& re-submi

ADD OR CHANGE MATRIX FORM-TSDB P-1

AM OR CM

DATE STAMP
OCT 30 1968

TSDB (1-4)

DBS6 (5-8) AGENCY

2202 (9-12) SECTION

ACCT001 (13-19) CODE WORD

CM (20-21) OPERATION CODE

000007 (22-27) MATRIX NUMBER

CARD # 1

001 (28-30)

ACCT111 (31-37) DATA ENTRY SECURITY WORD

******* (38-44) "SECRET" SECURITY WORD

ACCTFID (45-51) "CONFIDENTIAL" SECURITY WORD

☐ (52) ACCOUNTING CHECK

☐☐☐☐☐☐ (53-58) LEFT BLANK

DBS4 (59-62) AGENCY
2222 (63-66) SECTION
(ON CM OPERATION ONLY)

CARD NO. (28-30)	LONG TITLE (31-80) 40 50 60 70 80
0,0,2	
0,0,3	
0,0,4	
0,0,5	
0,0,6	
0,0,7	
	SHORT TITLE (31-80)
0,0,8	
	SOURCE (31-80)
0,0,9	
	MATRIX NOTE (31-80)
0,1,1	
0,1,2	
0,1,3	
0,1,4	
0,1,5	
0,1,6	
0,1,7	
0,1,8	
0,1,9	
0,2,0	

ADD OR CHANGE SERIES FORM-TSDB

AS OR CS

DATE STAMP
OCT 30 1968

TSDB (1-4)
DBS4 (5-8) AGENCY
2222 (9-12) SECTION

ACCT111 (13-19) CODE WORD
CS (20-21) OPERATION CODE
000007 (22-27) MATRIX NUMBER

CARD # 1

001 (28-30)

1.1.2 (31-50) SERIES NUMBER (REPEATSON CARDS 002 AND 003)

☐☐ (51-52) SCALAR FACTOR
☐☐ (53-54) FLOATING POINT CHARACTERISTIC
☐☐ (55-56) DATA MASK TYPE
010 (57-59) VARIANCE ALLOWED
******* (60-66) SERIES SECURITY WORD
Cannot be changed → ☐☐ (67-68) REPORT FREQUENCY
☐☐☐ (69-71) UPDATE TIME

☐☐☐☐☐☐☐☐ (72-79)
DATABANK
Series Number

CARD # 2

002 (28-30)
1.1.2 (31-50) SERIES NUMBER
DOLLARS (51-60) UNIT OF MEASURE
MILITARY PAY, RAW (61-80) TITLE (FIRST PART)

CARD # 3

003 (28-30)
1.1.2 (31-50) SERIES NUMBER
☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ (51-80) TITLE (SECOND PART)

DELETE MATRIX FORM-TSDB

DM

DATE STAMP

NOV 17 1968

T S D B (1-4)

(5-8) AGENCY

(9-12) SECTION

(13-19) CODE WORD

D M (20-21) OPERATION CODE

(22-27) MATRIX NUMBER

SIGNATURE OF REQUESTING OFFICER

DELETE OR TERMINATE SERIES FORM-TSDB

DS
TS

DATE STAMP

T S D B (1-4)

D B S 4 (5-8) AGENCY

2 2 2 2 (9-12) SECTION

A C C T / / / (13-19) CODE WORD

T S (20-21) OPERATION CODE

0 0 0 0 0 7 (22-27) MATRIX NUMBER

(T) 1 . 1 . 6 (30-50) SERIES NUMBER

no update possible

SIGNATURE OF REQUESTING OFFICER J. Source

DELETE MATRIX FORM-TSDB

DM

DATE STAMP

T S D B (1-4)

(5-8) AGENCY

(9-12) SECTION

(13-19) CODE WORD

D M (20-21) OPERATION CODE

(22-27) MATRIX NUMBER

SIGNATURE OF REQUESTING OFFICER

DELETE OR TERMINATE SERIES FORM-TSDB

DS
TS

DATE STAMP

NOV 19 1968

T S D B (1-4)

D B S 4 (5-8) AGENCY

2 2 2 2 (9-12) SECTION

A C C T / / / (13-19) CODE WORD

D S (20-21) OPERATION CODE

0 0 0 0 0 7 (22-27) MATRIX NUMBER

/ (30-50) SERIES NUMBER

SIGNATURE OF REQUESTING OFFICER J. Source

DELETE MATRIX FORM-TSDB

DM

DATE STAMP

TSDB (1-4)

(5-8) AGENCY

(9-12) SECTION

(13-19) CODE WORD

DM (20-21) OPERATION CODE

(22-27) MATRIX NUMBER

SIGNATURE OF REQUESTING OFFICER ____________________

DELETE OR TERMINATE SERIES FORM-TSDB

DS
TS

DATE STAMP

NOV 19 1968

TSDB (1-4)

DBS4 (5-8) AGENCY

2222 (9-12) SECTION

ACCT111 (13-19) CODE WORD

DS (20-21) OPERATION CODE

000007 (22-27) MATRIX NUMBER

1.1 (30-50) SERIES NUMBER

SIGNATURE OF REQUESTING OFFICER J. Source

DELETE MATRIX FORM-TSDB

DM

DATE STAMP

NOV 26 1968

TSDB (1-4)

DB54 (5-8) AGENCY

2222 (9-12) SECTION

ACCT111 (13-19) CODE WORD

DM (20-21) OPERATION CODE

000007 (22-27) MATRIX NUMBER

SIGNATURE OF REQUESTING OFFICER J. [illegible]

DELETE OR TERMINATE SERIES FORM-TSDB

DS
TS

DATE STAMP

TSDB (1-4)

(5-8) AGENCY

(9-12) SECTION

(13-19) CODE WORD

(20-21) OPERATION CODE

(22-27) MATRIX NUMBER

(30-50) SERIES NUMBER

SIGNATURE OF REQUESTING OFFICER

```
                                        CANSIM DATA ENTRY                                                       PAGE  1
AGENCY  DBS6   SECTION   2202                                               DATE   SEPTEMBER 18, 1968   TIME    5:58 AM



** ADD MATRIX **              MATRIX - 000007

*SECURITY WORD*     PRESENT             CROSSFOOT - YES
 DATA ENTRY           YES
 SECRET               YES
 CONFIDENTIAL         YES

LONG TITLE: NATIONAL INCOME AND GROSS NATIONAL PRODUCT, BY QUARTERS, MILLION DOLLARS, UNADJUSTED (RAW) AND ADJUSTED
            (SA) FOR SEASONALITY

SHORT TITLE:NATIONAL INCOME & GROSS NATIONAL PRODUCT

SOURCE:     NATIONAL ACCOUNTS, INCOME & EXPENDITURES (13-001)DBS

NOTE:       FOR CONCEPTS, METHODS AND SOURCES SEE NATIONAL ACCOUNTS, INCOME AND EXPENDITURE, 1926-1956, 13-502,
            DBS.  FOR FOOTNOTES CONSULT ANNUAL PUBLICATIONS OF NATIONAL ACCOUNTS, INC & EXP, 13-201, DBS.
            DATA PUBLISHED APPROXIMATELY 88 CALENDAR DAYS AFTER END OF REFERENCE QUARTER

FOOTNOTE 1) INCLUDES THE WITHHOLDING TAX APPLICABLE TO THIS ITEM.
         2) INCL. CHANGE IN FARM INVENTORIES.  AN ADJUSTMENT HAS BEEN MADE FOR ACCRUED NET EARNINGS OF FARM OPERATORS FROM C.W.B.
         3) INCLUDES NET INCOME OF INDEPENDENT PROFESSIONAL PRACTITIONERS.
         4) RELATES TO THE DIFFERENCE BETWEEN THE VALUE OF PHYSICAL CHANGE IN INVENTORIES AND THE CHANGE IN BOOK VALUE.
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** ADD SERIES **                     MATRIX - 000007                         SERIES - 1

FLOATING POINT CHARACTERISTIC:  6    VARIANCE ALLOWED:  25 PERCENT           SCALAR FACTOR:  06 - MILLIONS

PROTECTED SERIES:  NO                                                        DATA MASK:  06 - $,$$$,$$$,$$9

REPORT FREQUENCY:  09 - QUARTERLY    UPDATE TIME:  99 DAYS                   UNIT OF MEASURE:  DOLLARS

TITLE:  GROSS NATIONAL PRODUCT AT MARKET PRICES, RAW                         DATA BANK SERIES NUMBER:  D    164
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** ADD SERIES **                     MATRIX - 000007                         SERIES - 1.1

FLOATING POINT CHARACTERISTIC:  6    VARIANCE ALLOWED:  25 PERCENT           SCALAR FACTOR:  06 - MILLIONS

PROTECTED SERIES:  NO                                                        DATA MASK:  06 - $,$$$,$$$,$$9

REPORT FREQUENCY:  09 - QUARTERLY    UPDATE TIME:  99 DAYS                   UNIT OF MEASURE:  DOLLARS

TITLE:  NET NATIONAL INCOME AT FACTOR COST, RAW                              DATA BANK SERIES NUMBER:  D    161
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                                                CANSIM DATA ENTRY                                                                     PAGE   2
AGENCY   DBS6      SECTION   2202                                           DATE    SEPTEMBER 18, 1968          TIME   5:58 AM

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** ADD SERIES **                       MATRIX - 000007                         SERIES - 1.1.1

FLOATING POINT CHARACTERISTIC: 6       VARIANCE ALLOWED:  25 PERCENT           SCALAR FACTOR:  06 - MILLIONS

PROTECTED SERIES:  NO                                                          DATA MASK:  06 - $,$$$,$$$,$$9

REPORT FREQUENCY:  09 - QUARTERLY      UPDATE TIME:  99 DAYS                   UNIT OF MEASURE:  DOLLARS

TITLE:  SALARIES, WAGES & SUPPLEMENTRY LABOUR INCOME, RAW                      DATA BANK SERIES NUMBER:  D    153

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** ADD SERIES **                       MATRIX - 000007                         SERIES - 1.1.2

FLOATING POINT CHARACTERISTIC: 6       VARIANCE ALLOWED:  25 PERCENT           SCALAR FACTOR:  06 - MILLIONS

PROTECTED SERIES:  YES                                                         DATA MASK:  06 - $,$$$,$$$,$$9

REPORT FREQUENCY:  09 - QUARTERLY      UPDATE TIME:  99 DAYS                   UNIT OF MEASURE:  DOLLARS

TITLE:  MILITARY PAY AND ALLOWANCES, RAW                                       DATA BANK SERIES NUMBER:  D    154

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** ADD SERIES **                       MATRIX - 000007                         SERIES - 1.1.3

FLOATING POINT CHARACTERISTIC: 6       VARIANCE ALLOWED:  25 PERCENT           SCALAR FACTOR:  06 - MILLIONS

PROTECTED SERIES:  NO                                                          DATA MASK:  06 - $,$$$,$$$,$$9

REPORT FREQUENCY:  09 - QUARTERLY      UPDATE TIME:  99 DAYS                   UNIT OF MEASURE:  DOLLARS

TITLE:  CORPORATION PROFITS BEFORE TAXES, RAW                                  DATA BANK SERIES NUMBER:  D    155

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** ADD SERIES **                       MATRIX - 000007                         SERIES - 1.1.4

FLOATING POINT CHARACTERISTIC: 6       VARIANCE ALLOWED:  25 PERCENT           SCALAR FACTOR:  06 - MILLIONS

PROTECTED SERIES:  NO                                                          DATA MASK:  06 - $,$$$,$$$,$$9

REPORT FREQUENCY:  09 - QUARTERLY      UPDATE TIME:  99 DAYS                   UNIT OF MEASURE:  DOLLARS
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                                                         CANSIM DATA ENTRY                                                       PAGE    3
AGENCY   DBS6          SECTION 2202                                                     DATE    SEPTEMBER 18, 1968       TIME     5:58  AM

TITLE:  DIVIDENDS PAID TO NON-RESIDENTS, RAW                                  DATA BANK SERIES NUMBER:  D    156

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** ADD SERIES **                       MATRIX - 000007                        SERIES - 1.1.5

FLOATING POINT CHARACTERISTIC:  6      VARIANCE ALLOWED:  25 PERCENT          SCALAR FACTOR:  06 - MILLIONS

PROTECTED SERIES:  NO                                                         DATA MASK:  06 - $,$$$,$$$,$$9

REPORT FREQUENCY:  09 - QUARTERLY      UPDATE TIME;  99 DAYS                  UNIT OF MEASURE:  DOLLARS

TITLE:  RENT, INTEREST, & MISC. INVESTMENT INCOME, RAW                        DATA BANK SERIES NUMBER:  D    157

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** ADD SERIES **                       MATRIX - 000007                        SERIES - 1.1.6

FLOATING POINT CHARACTERISTIC:  6      VARIANCE ALLOWED:  25 PERCENT          SCALAR FACTOR:  06 - MILLIONS

PROTECTED SERIES:  NO                                                         DATA MASK:  06 - $,$$$,$$$,$$9

REPORT FREQUENCY:  09 - QUARTERLY      UPDATE TIME:  99 DAYS                  UNIT OF MEASURE:  DOLLARS

TITLE:  ACCRD. NET INC. OF FARM OPER. FROM FARM PROD., RAW                    DATA BANK SERIES NUMBER:  D    158

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** ADD SERIES **                       MATRIX - 000007                        SERIES - 1.1.7

FLOATING POINT CHARACTERISTIC:  6      VARIANCE ALLOWED:  25 PERCENT          SCALAR FACTOR:  06 - MILLIONS

PROTECTED SERIES:  NO                                                         DATA MASK:  06 - $,$$$,$$$,$$9

REPORT FREQUENCY:  09 - QUARTERLY      UPDATE TIME:  99 DAYS                  UNIT OF MEASURE:  DOLLARS

TITLE:  NET INCOME OF NON-FARM UNINCORP. BUSINESS, RAW                        DATA BANK SERIES NUMBER:  D    159

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** ADD SERIES **                       MATRIX - 000007                        SERIES - 1.1.8

FLOATING POINT CHARACTERISTIC:  6      VARIANCE ALLOWED:  25 PERCENT          SCALAR FACTOR:  06 - MILLIONS

PROTECTED SERIES:  NO                                                         DATA MASK:  12 - S,SSS,SSS,SS9
```

AGENCY DBS6 SECTION 2202 DATE SEPTEMBER 18, 1968 TIME 5:58 AM

REPORT FREQUENCY: 09 - QUARTERLY UPDATE TIME: 99 DAYS UNIT OF MEASURE: DOLLARS

TITLE: INVENTORY VALUATION ADJUSTMENT, RAW DATA BANK SERIES NUMBER: D 160

```
                                          CANSIM DATA ENTRY
AGENCY   DBS6       SECTION   2202                                                  DATE    OCTOBER 4, 1968      TIME    8:45  AM

** ENTER DATA                 MATRIX - 000007

CARD     SERIES          LAST PERIOD      THIS PERIOD      PERCT       DATE       ET      SL      FTNT      OV     AR     ERROR     MESSAGE

 001     1.1.1                  8315             8201        1.4     680101       3       2
 002     1.1.2                   176              173        1.1     680101       3       3
 003     1.1.3                  1380             1120       18.8     680101       3       2
 004     1.1.4                  -275             -192       30.1     680101       3       2                  9
 005     1.1.5                  1215             1124        7.4     680101       3       2
 006     1.1.6                   124               56       54.8     680101       3       2        2         9
 007     1.1.7                                                       671010                                       D
 008     1.1.7                   820              972       18.5     671001       3       2
 009     1.1.7                   972              691       28.9     680101       3       2                  9
 010     1.1.8                   -85              -33       61.1     670701       4       2                  9
 011     1.1.8                   -33              -94      184.8     671001                                  9      C
 012     1.1.8                   -94              -81       13.8     680101       3       2
```

```
                                                      CANSIM DATA ENTRY
AGENCY    DBS6      SECTION  2202                                                   DATA   NOVEMBER 4, 1968      TIME  6:02  AM

** CHANGE MATRIX **                    MATRIX - 000007

*SECURITY WORD*    PRESENT    CHANGED    CROSSFOOT - YES
DATA ENTRY           YES        YES      NEW AGENCY IDENTIFICATION - DBS4
SECRET               YES        YES      NEW SECTION IDENTIFICATION - 2222
CONFIDENTIAL         YES        YES

LONG TITLE:  NATIONAL INCOME AND GROSS NATIONAL PRODUCT, BY QUARTERS, MILLION DOLLARS, UNADJUSTED (RAW) AND ADJUSTED
             (SA) FOR SEASONALITY

SHORT TITLE: NATIONAL INCOME & GROSS NATIONAL PRODUCT

SOURCE:      NATIONAL ACCOUNTS, INCOME & EXPENDITURES (13-001)DBS

NOTE:        FOR CONCEPTS, METHODS AND SOURCES SEE NATIONAL ACCOUNTS, INCOME AND EXPENDITURE, 1926-1956, 13-502,
             DBS.  FOR FOOTNOTES CONSULT ANNUAL PUBLICATIONS OF NATIONAL ACCOUNTS, INC & EXP, 13-201, DBS.
             DATA PUBLISHED APPROXIMATELY 88 CALENDAR DAYS AFTER END OF REFERENCE QUARTER

FOOTNOTE 1)  INCLUDES THE WITHHOLDING TAX APPLICABLE TO THIS ITEM.
         2)  INCL. CHANGE IN FARM INVENTORIES.  AN ADJUSTMENT HAS BEEN MADE FOR ACCRUED NET EARNINGS OF FARM OPERATORS FROM C.W.B.
         3)  INCLUDES NET INCOME OF INDEPENDENT PROFESSIONAL PRACTITIONERS.
         4)  RELATES TO THE DIFFERENCE BETWEEN THE VALUE OF PHYSICAL CHANGE IN INVENTORIES AND THE CHANGE IN BOOK VALUE.

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** CHANGE SERIES **                    MATRIX - 000007                         SERIES - 1.1.2

FLOATING POINT CHARACTERISTIC:  6      VARIANCE ALLOWED:  10 PERCENT           SCALAR FACTOR:  06 - MILLIONS

PROTECTED SERIES:  NO                                                          DATA MASK:  06 - $,$$$,$$$,$$9

REPORT FREQUENCY:  09 - QUARTERLY      UPDATE TIME:  99 DAYS                   UNIT OF MEASURE:  DOLLARS

TITLE:  MILITARY PAY, RAW                                                      DATA BANK SERIES NUMBER:  D    154

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```

```
                                                  CANSIM DATA ENTRY
AGENCY     DBS 4        SECTION  2222                                                  DATE   NOVEMBER 15, 1968  TIME  3:01  AM

** TERMINATE SERIES **                    MATRIX - 000007                                    SERIES - 1.1.6
                                                                                                           SERIES TERMINATED

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```

```
                                          CANSIM DATA ENTRY
AGENCY   DBS4     SECTION  2222                                      DATE     NOVEMBER 22, 1968     TIME  9:15  AM

**  DELETE SERIES **                      MATRIX - 000007              SERIES - 1
                                                                               SERIES DELETED

-----------------------------------------------------------------------------------------------------------------

** DELETE SERIES **                       MATRIX - 000007              SERIES - 1.1
                                                                               SERIES DELETED

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```

```
                                        CANSIM DATA ENTRY
AGENCY    DBS4     SECTION 2222                                         DATE    NOVEMBER 29, 1968    TIME  8:14  AM

** DELETE MATRIX **                           MATRIX - 000007

** ERROR **    TSDBDBS42222ACT111DM000007                        DELETE MATRIX REJECTED.  CONTAINS ONE OR MORE SERIES.

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```

ERROR MESSAGES

General

The CANSIM system will edit all action requests. Unless requests are correct in format etc., an error message will be printed out together with the action request. The rejected action request should be corrected and resubmitted. In some cases, the error message may be only a warning that an error may have existed in the action request. For example, although an error message "Crossfoot failed in level 1.2 by 701" is printed the data has been entered on the base. The list of data entries entered will be included in the printout of action requests to assist in finding the error.

CANSIM: Error Messages

Messages	Action requests to which relate						
	AM	CM	DM	AS	CS	TS/DS	ED
Blank or invalid system identification	X	X	X	X	X	X	X
Blank agency	X	X	X	X	X	X	X
Blank section	X	X	X	X	X	X	X
Blank or invalid operation code	X	X	X	X	X	X	X
Blank or invalid matrix number	X	X	X	X	X	X	X
Matrix number already in base	X						
Blank or invalid card number	X	X		X	X		X
Card 001 missing, operation rejected	X	X		X	X		
Card number XXX is duplicated, first card only accepted	X	X		X	X		
Invalid card number	X	X		X	X		X
Blank data entry security word	X						
Blank or invalid crossfoot field	X						
Wrong agency for this matrix		X	X	X	X	X	X
Wrong section for this matrix		X	X	X	X	X	X
Blank code word		X	X	X	X	X	X
Wrong code word		X	X	X	X	X	X
Matrix number not in base		X	X	X	X	X	X
Blank series number				X	X	X	
Series number already in matrix				X			
Blank or invalid scalar factor				X			
Blank floating point characteristic				X			
Blank or invalid data mask type				X			
Blank variance				X			
Blank or invalid report frequency				X			
Blank or invalid update time				X			
Blank unit of measure				X			
Series number not in matrix					X	X	X
Blank or invalid reference date							X
Entry requested to a terminated series					X		X
Reference date inconsistent with frequency							X
Date point blank or not numeric							X
Blank or invalid data entry type							X
Invalid security level							X
Invalid footnote indicator							X
Invalid action request code							X
Entry type 1 cannot replace types 2, 3, or 4							X
Entry type 2 cannot replace types 2, 3, or 4							X
Entry type 3 cannot replace types 3 or 4							X
Entry type 4 cannot replace types 1 or 2							X
Entry type 4 cannot replace blank data fields							X
Entry type 5 cannot replace existing data point							X
Variance exceeded							X
Data field blank. Delete ignored							X
Crossfoot failed. Error =							X
Delete matrix rejected. Contains one or more series			X				

DATA MASK TYPE CODES

The following data mask type codes will be supplemented as required. Codes 00 through 99 are possible.

Code	Mask type	Sample of printout
01	zz,zzz,zz9.99	576.39
02	zzz,zzz,zz9.9	576.4
03	z,zzz,zzz,zz9	576
04	$$,$$$,$$9.99	$576.39
05	$$$,$$$,$$9.9	$576.4
06	$,$$$,$$$,$$9	$576
07	--,---,--9.99	-576.39
08	---,---,--9.9	-576.4
09	-,---,---,--9	-576
10	SS,SSS,SS9.99	+576.39 or -576.39
11	SSS,SSS,SS9.9	+576.4 or -576.4
12	S,SSS,SSS,SS9	+576 or -576

Note: In printouts leading zeros are suppressed to the left of the first significant digit or to the left of the figure to the left of the decimal point, i.e., 7.20
0.20

REPORT FREQUENCY AND REFERENCE DATES

The frequency of updates for a series is indicated by a two digit code in columns 67 - 68 of card 001 of AS. When a data point is entered (ED), the reference date must be consistent with the report frequency for the series as entered in the series header. Frequency codes now programmed for use are shown below, together with samples of matching reference dates.

Frequency	Frequency code	Reference date	Example
Daily reports	01	Sept. 1/67	670901
Weekly reports	02	Sept. 1/67	670901
10-day reports	03	Sept. 1/67	670901
Bi-weekly	04	Sept. 1/67	670901
Semi-monthly	05	Sept. 1/67	670901
Monthly	06	Sept. 1/67	670901
Bi-monthly	07	Sept. 1/67	670901
Five times per year	08	Sept. 1967	670900
Quarterly	09	Sept. 1967	670900
Three times per year	10	Sept. 1967	670900
Semi-annual	11	Dec. 1967	6712
Annual	12	1967	67
Bi-annual	13	1967	67
Tri-annual	14	1967	67
Every fourth year	15	1967	67
Every fifth year	16	1967	67
Every decade	17	1961	61

DECK STRUCTURE

Within any given request the card sequence is given by the card numbers. Numbers must be sequential.

Jobs submitted with different operation codes should have cards in the following order for any given matrix number:

AM
CM
AS
CS
ED
TS
DS
DM

This means that all series cards (AS and CS) for series within matrix 1 will follow matrix cards (AM and CM) for matrix 1. ED cards for series within matrix 1, will follow all series cards for matrix 1. The crossfoot check is performed after the last ED entry for any given matrix.

SECTION 10

GLOSSARY

Action Accepted	A successful submission. For examples see Section 5.
Action Requests	There are 8 action requests in the data entry program. See Section 3.2 and Section 9.
Add Matrix	Operation Code AM enters the matrix header into the data base. See Section 3.3.
Add Series	Operation Code AS enters the series header into the base. See Section 3.5.
Agency Code	A 4 character (maximum) mnemonic code identifying the agency which is responsible for accuracy and security of data.
Alphanumeric	Letters, digits, or permissible special symbols, or any combination of these, are indicated by the word "characters" in card format, Section 3.1.
Asterisk	An asterisk before a data point on the printout from a data entry action indicates the entry made by this action. In the Change Matrix and Change Series actions, asterisks are used to blank out entries in the header. See Sections 3.4 and 3.6.
Auto-duplicate	Where entries in specified columns are common to a large number of cards, it is possible to have these keypunched once and reproduced automatically.
Base	See Data Base.
Blank	"b" indicates a blank field.
CANSIM	Canadian Socio-Economic Information Management System. The system consists of sub-systems, or computer programs, such as the data entry program and retrieval program.
Card Number	Cards used in some CANSIM operations are identified by a card number. See Card Formats, Section 3.1.
Change Matrix	Operation Code CM changes any information in columns 31 - 80 of the matrix header. See Section 3.4.
Change Series	Operation Code CS changes any information in columns 51 - 80 of a series header except the report frequency. See Section 3.6.
Character	Character is used in card format examples of Section 3.1 to indicate that alphabetic, numeric, or permissible special characters may be used in any combination.
Characteristic	See Floating-point Characteristic.
Closed File	This describes a series which will not be updated, for example "Inventories on unrevised SIC," which has been unavailable since 1952. See also terminate.
Confidential	One of the 4 levels of security possible for data points. The confidential security word is entered in the Matrix Header. The data points with this security level must have "2" in column 68 of the ED form. See Security and Level of Security.
Crossfoot	The data entry program provides for summing across series for checking purposes where components sum to totals. Crossfoot may be requested in the Add Matrix action request. Failure of the check is indicated in the error message, "Crossfoot Failed. Error = ". The list of data entries entered will be included in the printout of action requests to assist in finding the error in the data base.

GLOSSARY – Continued

Crossfoot – Concluded	Minus signs are permitted in a matrix for which crossfooting is performed. Values must be negative, however, such as a negative inventory adjustment. The series numbers should be structured to handle cases where positive values are deducted to yield a residual series. For example: 1.1 Personal Income 1.1.1 Direct Taxes 1.1.2 Disposable Personal Income. Since crossfooting is performed by levels, more than one error message may result in a matrix.
Current File	See Open File.
Data	Individual data points are entered into the CANSIM base; however, these data points represent single observations in time series such as monthly or annual series of commercial failures in Ontario from January 1951 to date.
Data Base	A group of records (individual series) having a common coding and format.
Data Entry Type	Data Entry Types are coded as follows: **1 – Projection** into future **2 – Estimate** of current figure **3 – Current** figure **4 – Revision** of current figure **5 – Initial** entry of data For details, see Section 3.7.
Data Point	One observation, for example, January 1967 value of exports to Great Britain, is a data point. (Always right justified, with no commas or decimals. If sign required, enter the sign immediately preceding the first digit).
Data Bank Control	Located in Current Business Indicators and Time Series Data Bank Section at DBS. Maintains registers of matrix numbers, agency and section responsibility codes of DBS and other Government Users. Receives and controls all data entry and retrieval action requests within DBS.
Deck Structure	The prescribed sequence of cards for submitting action requests. See Section 9.
Delete	Two action request, Delete Matrix and Delete Series, remove the information from the data base. These operations end with a card-out routine which provides the card decks for resubmission when the delete action has been made in error.
Directory	A listing of Matrices and Series included in the base is called the Directory. The preparation of matrix and series titles should take into consideration the need to provide all essential information in the Directory. Note that the Directory lists all series in order of matrix number regardless of the security level. If you do not wish to advertise in the Directory the existence of a secured series, the series title may be coded.
Edit	Editing made to action requests to ensure correct agency code, crossfoot check etc.
Entry Type	See Data Entry Type.
Error Message	See Section 6.
Expected Time of Update	See Update Time.

GLOSSARY – Continued

Field	A group of card columns specified by the card format for use in entering data or other information required in the data entry program.
File	A collection or related records treated as a unit.
Floating-point Characteristic	Data is stored in the system as significant digits, as whole numbers, and without decimal points. Therefore, to provide sufficient information as to the size of number required during arithmetic operations, the number of zero(s) to be added or subtracted is indicated. The following short table illustrates the coding:

Floating Point characteristic	Stored As	Number as printed
05	0000000063	6.3 million
06	0000000016	16 million
-2	0000000138	$1.38
-1	0000000682	68.2 (index no.)

Footnote	There may be up to 9 footnotes in one matrix header. Although the text of the footnotes are entered in the matrix header, footnotes refer only to data points. A single data point may refer to a maximum of 4 footnotes, and reference to footnotes is made by the Entry Data (ED) action. See Sections 3.3 and 3.7.
Format	Instructions supplied to the computer on the size and location of fields in which information to be read will be found as well as a description of what is in each field.
Frequency	See Report Frequency.
Justified	Left justified – start entry in the left hand column of the field. Right justified – start entry in the right hand column of the field.
Leading Zeros	When right justified digits partially complete a data field, the program may require that remaining left hand columns of the field be filled with leading zeros.
Level of Security	Each data point in the base may have any one of four levels of security. The security level of each data point is indicated by a single digit (col. 68 of ED form). The four security levels are as follows: (a) **Public**. – Data which is freely available to the public (a blank in col 68 and no security code word). (b) **Series – Secure**. – Utilized when its necessary to discriminate between users of individual series within the same matrix ("3" in column 68 and security word in the series header). (c) **Confidential**. – Data may be so classified because of dubious quality or pending release date. ("2" in column 68 and confidential security word in the matrix header.) (d) **Secret**. – Data may be so classified under the security provisions of the Statistics Act. Any retrieval of data classified secret will be sent to the designated persons in the responsible section and agency. ("1" in column 68 and secret security word in the matrix header.) A secured data point (codes 1, 2, or 3 in col. 68) cannot be retrieved without the appropriate security word being used. The secret code word can retrieve confidential, or series – secure data, but a confidential code word cannot retrieve secret data. The Data Entry Security Word should not be confused with the three security words. This word is known only by the responsible section or agency and is required to add or make changes to the base. This word or code should be safeguarded as it will retrieve all series regardless of other security classification.

GLOSSARY – Continued

Level of Security – Concluded	Notice will be sent to the responsible agency or section of any retrievals or attempted retrievals of secure data by either the responsible or another agency.
Long Title	The long title may have 300 characters. This is entered in the matrix header in the ADD MATRIX operation. All information necessary to describe the matrix should be included, such as identification of data, frequency, unit of measure, seasonally adjusted (SA) and unadjusted (RAW). This title appears in the Directory. See Directory.
Mask Type	See Section 7.
Matrix Header	The matrix header contains information relating to all data points and series in the matrix. See Section 3.3, ADD MATRIX.
Matrix Number	Matrix numbers are assigned and recorded by Data Bank Control. Numbers are assigned when matrices are to be entered into the base. Blocks are never allocated for future use. A maximum of 6 digits is allowed for a matrix number. Leading zeros must be entered.
Mnemonic Code	A mnemonic code is a combination of characters arranged for ease of recall.
Note	A matrix may have **one** variable length note of up to 500 characters. See ADD MATRIX, Section 3.3.
Open File	Series which require updating to include current statistics, as opposed to closed or dead file.
Operation Code	There are 8 types of action requests or operation codes in the data entry program. See Section 3.2.
Over-ride	When data points are entered, the machine edit may include an instruction to check the percentage change from the preceding period in the base (See Add Series Section 2.5). A figure exceeding the variance-allowed may only be entered by indicating over-ride on the ED action request.
Printout	See Section 5 for examples of data printouts. In addition to the printout of successful actions, it is possible to retrieve data for the full period in table format. See CANSIM Retrieval Manual.
Projection	One type of data entry permitted is a projection into the future. The projection may be replaced only by a projection, an estimate of the current figure, or the current figure. See Section 3.7.
Public	Public as a security level, means that the statistics are freely available to the public with no security restrictions.
Record	A logical grouping of data which is handled by the computer as a single entry.
Reference Date	The calender period to which the data value applies. For examples see Section 8. To **correct** a reference date existing in the base using the Data Entry Action (ED), first, delete the data point slot, and then resubmit the data with the proper reference date. Refer to Section 3.7.
Report Frequency	See Section 8 for codes and examples. Report frequency indicates the periodicity of data available. Note that you cannot mix report frequencies in a series. For example, Labour Force, quarterly from 1946, monthly from 1953, would require two separate series within the matrix.

GLOSSARY – Continued

Retrieval — The CANSIM Phase 1 has a small number of commands which enable the user to retrieve data printed in table format or in machine readable form compatible with analytical and other programs which have been operational under the DATABANK – MASSAGER system. Additional commands will be added in the future.

Revision — See Data Entry Type.

Rounding — The DBS rule for rounding is as follows: an odd number followed by a 5 is always raised by 1; an even number followed by a 5 is raised by 1 **except** when the 5 is followed by zeros (an exact half).

For example:

3.5		4.5	– rounds to 4
3.5001	rounds to 4	4.5001	rounds to 5
3.56		4.51	

Run — A single, continuous performance of a computer routine.

Scalar Factor or Power Factor — This code indicates the magnitude of the data entered in the ED form.

For example:

billions – enter 09 = 1,000,000,000
millions – enter 06 = 1,000,000
thousands – enter 03 = 1,000
tens – enter 01 = 10
units – enter 00 = 1
also, indexes – enter 00
percentages – enter 00

In selecting the scalar factor consider carefully the size of the data. It is advisable to use the smallest possible scalar factor to permit **maximum** number of digits in the data.

Secret — The highest retrieval security classification.

Section Code — A four-character mnemonic code identifying the section responsible for a given matrix.

Section Responsible — Section responsible for availability, accuracy, and security of a given matrix.

Security — Confidentiality of CANSIM is based primarily on code or passwords. To enter data into the base in the form of a new table (matrix), the agency must include a Data Entry Security Word. Future changes (updates and revisions) to this matrix must be accompanied by this security word (Code Word). The Data Entry Security Word can also be changed. Retrievals are similarly controlled. When secured data points are entered, a single digit code is appended indicating the security level of that specific data point. A "1" code makes that data point secret, and "2" confidential. At the time the matrix header is established on the base with the Data Entry Security Word, the Secret and Confidential security word should also be added. When it is necessary to discriminate between users of individual series in the same matrix, a "3" code may be used to make that data point secure. A series which has data points with "3" code is referred to as series – secured. The "3" code security word should be added to the series header at the time the series is established. Leaving the security column blank (public) allows that data point to be retrieved without any security check. The security words for "1", "2", or "3" codes may be changed.

Security Code — There are four levels of security possible which restrict the retrieval of a data point or series: Secret, Confidential, Series – secure, and Public. In addition, a Data Entry Security Word is necessary to alter or add to the contents of any series. See also Security.

GLOSSARY – Continued

Series	A sequence of data points arranged by time which are retrieved as a single unit together with the series header.
Series Header	The number and title of a time series. The header also contains all necessary information about the series such as the scalar factor, unit of measure, mask type, etc.
Series Number	An "open-ended" descriptor which allows for the identification of a series within a matrix. A maximum of 20 characters (digits and decimal points) is allowed for series identification, and must not exceed 9 levels (i.e. maximum of 8 decimals). Numbers are left justified in column numbers 31 - 50. Within a matrix, series are entered in a hierarchical structure. Series numbers designate the level of detail in the matrix and the position of the series within its level. For example: 01 exports and re-exports total (1) 02 re-exports (1.1) 02 domestic exports total (1.2) 03 live animals total (1.2.1) 03 food, feed, bev. and tob. total (1.2.2) 04 meat and meat preps (1.2.2.1) 04 fish, fresh and frozen (1.2.2.2) In the sample line 04 fish, fresh and frozen, the "04" shows the level of aggregation, the "(1.2.2.2)" the series and level indicator. The figure 1.2.2.2 is the series number and may be read as "the second 04 item under the second 03 level under the second 02 level under the first total". This structure makes possible one automatic machine check of the data base. After each action request is completed, crossfoot is performed (if requested in AM by a 1 in col. 52), by which each level is aggregated to the next highest level. Failure of the check results in an error message. There is an implication that the levels will be complete, i.e. contain all data. In some cases to perform crossfoot, it may be necessary to introduce dummy residual series (with a security code if desired).
Series Title	A fifty-character title for a series. Note that the title identifying the level need not be repeated for each series within the level. For example: 1. Expenditure on goods and services 1.1 Federal 1.2 Provincial 1.3 Municipal In the case of a matrix containing both seasonally adjusted (SA) and unadjusted (RAW), this information will appear in the matrix long title (See Long Title), and each series title will indicate (RAW) or (SA). Where units vary within a matrix, it may be possible to provide sufficient information in the matrix title or note; otherwise the units must appear in the series title.
Short Title	A forty-character title for a matrix, abbreviated from the long title.
Source	A fifty-character field describing the "source" of the data and used for publication purposes (name of publication, publication number, and agency).
Submission	A set of data and/or operations submitted at one time by the responsible agency for updating the data base.
Terminate	A series may be terminated and this prevents any further updating of the series but does not delete the series from the data base. Data may be retrieved from a terminated series.

GROSSARY – Concluded

Title	See Long or Short Title.
TSDB	System Identification (Time Series Data Bank), must appear on all data entry cards.
Update Time	Update time is the number of days after the last data entry when the next update can be expected. In future, CANSIM will list the overdue updates by Agency and Section codes.
Variance Allowed	Variance-allowed is the amount of variation expressed as a percentage between prior data and the data being entered. Variance is not checked when the data point being entered is an initial entry or a projection. Where a current data point (code 3) exceeds or is known to exceed the variance-allowed entered in the series header, it is possible to override this check by entering "9" in column 73 of the ED form. In establishing the variance-allowed for a series, one rule-of-thumb would be to expect rejection on 5% of data entries.

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