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# **Zip Code Load Process Workbook**

**Office of Information and  
Instructional Technology**

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## Zip Code Load Process (ZGRZIPC) Introduction

### Purpose

The Zip Code Load Process (ZGRZIPC) provides institutions with a way to load new or updated zip code and county code information into ZIP/Postal Code Validation form (GTVZIPC). The process generates two .csv files that allow the institutions to review new zip code information to be loaded as well as the differences between data already existing in GTVZIPC and the new data.

### Target Audience and Frequency

The Zip Code Load Process is used by institutional personnel responsible maintaining zip codes, county codes, and city and county names on GTVZIPC. The process can be run any time data file containing new or updated zip and county code information is received.

## Section 1: Viewing Changes

### 1. Prepare the Data File

Upon receipt of a data file containing the most current zip code and county code information, place it in the \$DATA\_HOME directory. The data file should be named 5\_digitzip.csv. A DBA or technical staff member must run the following command (you may be prompted for the password):

```
sqlload control=load_zipcode.ctl log=zipcode.log userid=general
```

This will load the data into the new ZTVZIPC table that will be used by the ZGRZIPC process to compare the new data to the existing GTVZIPC data. This data load must be performed by institutional staff prior to running ZGRZIPC.

### 2. Run ZGRZIPC in View mode

To run ZGRZIPC in View mode, use the following parameters:

Parameter	Value
View Changes	Y
Insert	N
Update	N

This is equivalent to audit mode and will provide the necessary information to confirm that data is correctly loaded by the Insert and Update modes.

Two .csv files are created by this process. The new\_zipcodes.csv file contains new zip code information that does not currently exist in GTVZIPC. The changed\_zipcodes.csv contains data that is different from the information that currently exists in GTVZIPC.

These files can be opened in Microsoft Excel or another .csv capable program. **NOTE:** When viewing the files in Microsoft Excel, zip codes with a leading zero (ex. 01234) may not display the zero. However, the zero does exist in the file.

### 3. Review the new\_zipcodes.csv file

The new\_zipcodes.csv file contains data that will be inserted into GTVZIPC when ZGRZIPC is run in Insert mode.

Zip Code	City	State	State	County co	County
1195	Springfield	Massachusetts	MA	MA013	Hampden
1434	Devens	Massachusetts	MA	MA017	Middlesex
2298	Boston	Massachusetts	MA	MA025	Suffolk
3285	Thornton	New Hampshire	NH	NH009	Grafton
3586	Sugar Hill	New Hampshire	NH	NH009	Grafton
3593	Randolph	New Hampshire	NH	NH007	Coos
3823	Madbury	New Hampshire	NH	NH017	Strafford
3861	Lee	New Hampshire	NH	NH017	Strafford

4. Review the changed\_zipcodes.csv file

The changed\_zipcodes.csv file lists any differences found between the data currently in GTVZIPC and the new information in the data file being loaded.

ZipCd	NewCity	OldCity	Difference	NewSt	OldSt	Difference	NewCnty	OldCnty	Difference	NewCntyName	OldCntyName	Difference
99548	Chignik Lake	Chignik Lake		AK	AK		AK164	AK164		Lake and Peninsula	Lake And Peninsula	*
99825	Elfin Cove	Elfin Cove		AK	AK		AK232	AK232		Skagway Hoonah Angoi	Hoonah Angoon	*
99826	Gustavus	Gustavus		AK	AK					Skagway Hoonah Angoi	Hoonah Angoon	*
99829	Hoonah	Hoonah		AK	AK					Skagway Hoonah Angoi	Hoonah Angoon	*
99832	Pelican	Pelican		AK	AK					Skagway Hoonah Angoi	Hoonah Angoon	*
99840	Skagway	Skagway		AK	AK					Skagway Hoonah Angoi	Hoonah Angoon	*
99841	Tenakee Springs	Tenakee Springs		AK	AK					Skagway Hoonah Angoi	Hoonah Angoon	*
99546	Adak	Adak		AK	AK		AK016	AK016		Aleutians West	Aleutians West Census Ai	*
99547	Atka	Atka		AK	AK		AK016	AK016		Aleutians West	Aleutians West Census Ai	*
99591	Saint George Island	Saint George Island		AK	AK		AK016	AK016		Aleutians West	Aleutians West Census Ai	*
99638	Nikolski	Nikolski		AK	AK		AK016	AK016		Aleutians West	Aleutians West Census Ai	*
99660	Saint Paul Island	Saint Paul Island		AK	AK		AK016	AK016		Aleutians West	Aleutians West Census Ai	*
99685	Unalaska	Unalaska		AK	AK		AK016	AK016		Aleutians West	Aleutians West Census Ai	*
99692	Dutch Harbor	Dutch Harbor		AK	AK		AK016	AK016		Aleutians West	Aleutians West Census Ai	*
99820	Angoon	Angoon		AK	AK		AK232	AK232		Skagway Hoonah Angoi	Hoonah Angoon	*
99549	Port Heiden	Port Heiden		AK	AK		AK164	AK164		Lake and Peninsula	Lake And Peninsula	*
99564	Chignik	Chignik		AK	AK		AK164	AK164		Lake and Peninsula	Lake And Peninsula	*
99565	Chignik Lagoon	Chignik Lagoon		AK	AK		AK164	AK164		Lake and Peninsula	Lake And Peninsula	*
99579	Egegik	Egegik		AK	AK		AK164	AK164		Lake and Peninsula	Lake And Peninsula	*
99606	Iliamna	Iliamna		AK	AK		AK164	AK164		Lake and Peninsula	Lake And Peninsula	*
99613	King Salmon	King Salmon		AK	AK		AK060	AK164	*	Bristol Bay	Bristol Bay	*
99625	Levelock	Levelock		AK	AK		AK164	AK164		Lake and Peninsula	Lake And Peninsula	*
99640	Nondalton	Nondalton		AK	AK		AK164	AK164		Lake and Peninsula	Lake And Peninsula	*
99647	Pedro Bay	Pedro Bay		AK	AK		AK164	AK164		Lake and Peninsula	Lake And Peninsula	*
99648	Perryville	Perryville		AK	AK		AK164	AK164		Lake and Peninsula	Lake And Peninsula	*
99649	Pilot Point	Pilot Point		AK	AK		AK164	AK164		Lake and Peninsula	Lake And Peninsula	*
99653	Port Alsworth	Port Alsworth		AK	AK		AK164	AK164		Lake and Peninsula	Lake And Peninsula	*
99702	Eielson AFB	Eielson Afb	*	AK	AK		AK090	AK090		Fairbanks North Star	Fairbanks North Star	*
99506	Elmendorf AFB	Elmendorf Afb	*	AK	AK		AK020	AK020		Anchorage	Anchorage	*
35172	Trafford	Trafford		AL	AL		AL073	AL009	*	Jefferson	Blount	*

New = Data from data file  
Old = Data in GTVZIPC

Asterisks indicate a difference between old and new data.

This file lists any difference found between the data file of current zip and county codes and the data contained in GTVZIPC. Columns designated “New” contain data from the data file. Columns designated “Old” display data from GTVZIPC. There are 4 columns labeled “Difference”. Look for any asterisks in these columns. The asterisk indicates that the data contained in the two columns to the left are different.

## Section 2: Inserting New Data

### 1. Run ZGRZIPC in Insert mode

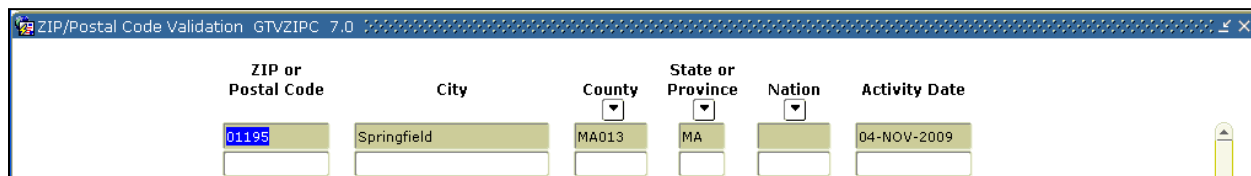
To insert records from new\_zipcodes.csv into GTVZIPC, run ZGRZIPC in Insert mode using the following parameters:

Parameter	Value
View Changes	Y
Insert	Y
Update	N

When running in Insert mode, the View mode parameter must be set to Y in order for the .csv file to display the records inserted. If the View Changes parameter is set to N during Insert mode, the .csv file will only contain header information. No other data will be displayed by the file.

Any records listed in new\_zipcodes.csv will be inserted into GTVZIPC.

**NOTE:** The City field on GTVZIPC is 20 characters long. If the data to be inserted is longer, ZGRZIPC will only insert 20 characters.





## Section 3: Updating Existing Data

### 1. Run ZGRZIPC in Update mode

To update existing records from changed\_zipcodes.csv into GTVZIPC, run ZGRZIPC in Update mode using the following parameters:

Parameter	Value
View Changes	Y
Insert	N
Update	Y

When running in Update mode, the View mode parameter must be set to Y in order for the .csv file to display the records inserted. If the View Changes parameter is set to N during Update mode, the .csv file will only contain header information. No other data will be displayed by the file.

Any records listed in changed\_zipcodes.csv will be updated on GTVZIPC.

**NOTE:** The City field on GTVZIPC is 20 characters long. If the data to be updated is longer, ZGRZIPC will only update 20 characters.

The screenshot shows a web-based application window titled "ZIP/Postal Code Validation GTVZIPC 7.0". The window contains a form with the following fields and values:

ZIP or Postal Code	City	County	State or Province	Nation	Activity Date
99702	Eielson AFB	AK090	AK		04-NOV-2009