

PZRRMBN Procedures and Error Handling

This program is run to load the files we receive monthly from Retirement Manager (Valic/AIG). On the 13th of every month Valic produces up to 6 files for each they are named similar to the following SDBOR_CCR_MO.txt the files are all named the same except the MO is MN or MT etc.

The file received is a fixed width file as follows:

Field Name	Field Length	Data Type	Value(s)	Format / Description
Format Code	4	alpha	CC1	Indicates single payroll slot Contribution Change Download file from Retirement Manager
Paygroup ID	12	alpha-numeric	SDBOR403B	Field identifies the group and plan. This value will be supplied by ARSCo and should be in ALL CAPS for alpha values.
SSN	9	numeric		
Employee ID	20	alpha-numeric	User id	
First Name	30	alpha		
Middle Name	30	alpha		
Last Name	30	alpha		
User ID	20	alpha	"Participant" or "LIMITS"	"Participant" indicates the participant entered the change When an individual's name displays, this indicates the name of the administrative user who entered the change.

				Supplied by the employer and corresponds to a payroll slot code in their payroll system.
Payroll Slot Code	12	alpha	"S"	
Payroll Date	8	numeric		
Pay period Effective Date	8	numeric		
Contribution Slot 1 Type	2	alpha		Code within Retirement Manager indicating Contribution Slot 1 Type. Typical values are "EE" for Employee Elective Deferrals, "ER" for Employer contributions .
Contribution Slot 1 Change Status	7	alpha		New = Person was not contributing prior to this change; Change = Person is changing their contribution option/amount; Delimit = Person is stopping contributions.
Contribution Slot 1 Option	1	alpha		D = Dollar Amt P = Percent of Pay R = Required S = Stop O = One Time Additional Dollar Amount N =Mandatory Contribution Indicates the contribution option selected by the participant

Contribution Slot 1 Option Amount	7	numeric		Based on the prior field, this indicates the dollar amount or whole percentage of salary elected. Format 0000000 - no decimals or dollar signs (decimal implied for dollar amount).
Contribution Slot 1 9/12 Election	2	numeric	00	NOT UTILIZED
Contribution Slot 1 Annual Deduction	7	numeric		NOT UTILIZED
Contribution Slot 2 Type	2	alpha	We do not use Slot 2 fields	Code within Retirement Manager indicating Contribution Slot 2 Type. Typical values are "EE" for Employee Elective Deferrals, "ER" for Employer contributions .
Contribution Slot 2 Change Status	7	alpha	<p>New = Person was not contributing prior to this change;</p> <p>Change = Person is changing their contribution option/amount;</p> <p>Delimit = Person is stopping contributions.</p>	

			D = Dollar Amt P = Percent of Pay R = Required S = Stop O = One Time Additional Dollar Amount N =Mandatory Contribution	Indicates the contribution option selected by the participant
Contribution Slot 2 Option	1	alpha		
Contribution Slot 2 Option Amount	7	numeric		Based on the prior field, this indicates the dollar amount or whole percentage of salary elected. Format 0000000 - no decimals or dollar signs (decimal implied for dollar amount).
Contribution Slot 2 9/12 Election	2	numeric	00	NOT UTILIZED
Contribution Slot 2 Annual Deduction	7	numeric		NOT UTILIZED
Contribution Slot 3 Type	2	alpha	We do not use slot 3 fields	Code within Retirement Manager indicating Contribution Slot 3 Type. Typical values are "EE" for Employee Elective Deferrals, "ER" for Employer contributions .

Contribution Slot 3 Change Status	7	alpha	<p>New = Person was not contributing prior to this change;</p> <p>Change = Person is changing their contribution option/amount;</p> <p>Delimit = Person is stopping contributions.</p>	
Contribution Slot 3 Option	1	alpha	<p>D = Dollar Amt</p> <p>P = Percent of Pay</p> <p>R = Required</p> <p>S = Stop</p> <p>O = One Time Additional Dollar Amount</p> <p>N=Mandatory Contribution</p>	Indicates the contribution option selected by the participant
Contribution Slot 3 Option Amount	7	numeric		Based on the prior field, this indicates the dollar amount or whole percentage of salary elected. Format 0000000 - no decimals or dollar signs (decimal implied for dollar amount).
Contribution Slot 3 9/12 Election	2	numeric	00	NOT UTILIZED
Contribution Slot 3 Annual Deduction	7	numeric		NOT UTILIZED
Contribution Slot 4 Type	2	alpha	We do not use slot 4 fields	Code within Retirement Manager indicating

				Contribution Slot 4 Type. Typical values are "EE" for Employee Elective Deferrals, "ER" for Employer contributions
Contribution Slot 4 Change Status	7	alpha	<p>New = Person was not contributing prior to this change;</p> <p>Change = Person is changing their contribution option/amount;</p> <p>Delimit = Person is stopping contributions.</p>	.
Contribution Slot 4 Option	1	alpha	<p>D = Dollar Amt</p> <p>P = Percent of Pay</p> <p>R = Required</p> <p>S = Stop</p> <p>O = One Time Additional Dollar Amount</p> <p>N=Mandatory Contribution</p>	Indicates the contribution option selected by the participant
Contribution Slot 4 Option Amount	7	numeric		Based on the prior field, this indicates the dollar amount or whole percentage of salary elected. Format 0000000 - no decimals or dollar

				signs (decimal implied for dollar amount).
Contribution Slot 4 9/12 Election	2	numeric	00	NOT UTILIZED
Contribution Slot 4 Annual Deduction	7	numeric		NOT UTILIZED
Contribution Slot 5 Type	2	alpha	We do not use slot 5 fields	Code within Retirement Manager indicating Contribution Slot 5 Type. Typical values are "EE" for Employee Elective Deferrals, "ER" for Employer contributions .
Contribution Slot 5 Change Status	7	alpha	<p>New = Person was not contributing prior to this change;</p> <p>Change = Person is changing their contribution option/amount;</p> <p>Delimit = Person is stopping contributions.</p>	
Contribution Slot 5 Option	1	alpha	<p>D = Dollar Amt</p> <p>P = Percent of Pay</p> <p>R = Required</p> <p>S = Stop</p> <p>O = One Time Additional Dollar Amount</p> <p>N=Mandatory Contribution</p>	Indicates the contribution option selected by the participant

				Based on the prior field, this indicates the dollar amount or whole percentage of salary elected. Format 0000000 - no decimals or dollar signs (decimal implied for dollar amount).
Contribution Slot 5 Option Amount	7	numeric		
Contribution Slot 5 9/12 Election	2	numeric	00	NOT UTILIZED
Contribution Slot 5 Annual Deduction	7	numeric		NOT UTILIZED
Hire Date	8	numeric		MMDDYYYY
Birth Date	8	numeric		MMDDYYYY
Phone	15	numeric		#####
Location Code / HR Area	4	alpha	Institution	Primary Payroll Location Code
HR Sub Area	4	alpha	Not used blank fill	Secondary Payroll Location Code
Payroll Status code	2	alpha	FT - Full Time PT - Part Time	
Annual Salary	10	numeric		0000000000 - no decimals or dollar signs (implied decimal for hundredths)
Email Address	100	alpha-numeric		One email address per participant
Employee Plan Eligibility Group Code / Payroll Code	1	alpha-numeric	Leave blank we do not use	Indicates Plan Eligibility. Code will be provided by ARSCo if needed.

To process these files into Banner go to the PZRRMBN process.

Type in PZRRMBN hit the tab key this will display a description of the process.

Click on NEXT BLOCK to go to the Printer Control section, and fill in the Printer field with appropriate value. If just running to the database use the word "database", "Database", or "DATABASE" if sending to e-print use "xxx_epd" xxx being the appropriate repository. This report goes to the HR Main and the Central Repositories and if it is ran in one it is routed to the other also.

Click on NEXT BLOCK to get to the Parameter Values section. Make sure the Audit or Update parameter is run with an 'A' until you are sure the file is right and you have verified there are no errors.

Click on NEXT BLOCK to move to the Submission section.

Click the SAVE diskette in the upper left corner to submit the process.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls Next Block3 (PROD)

Process: PZRRMBN Retrieve CCR file Parameter Set:

Printer Control

Printer: database Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Year	2010
02	Pay Period	4
03	Audit or Update	A
04	Amount Over 50	22000
05	Amount Under 50	16500
06	1st File to Load	SDBOR_CCR_MN.txt
07	2nd File to Load	SDBOR_CCR_MO.txt
08	3rd File to Load	SDBOR_CCR_MT.txt

LENGTH: 75 TYPE: Character O/R: Optional M/S: Single
Name of the file from AIG if not needed leave blank

Submission

Save Parameter Set as Name: Description: Hold Submit

Destination Printer, DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.
Record: 1/1 ... List of Valu... <OSC>

The following are all the possible parameters. As you can see there are up to 6 files that can be processed at once, if you do not have that many just leave blank.

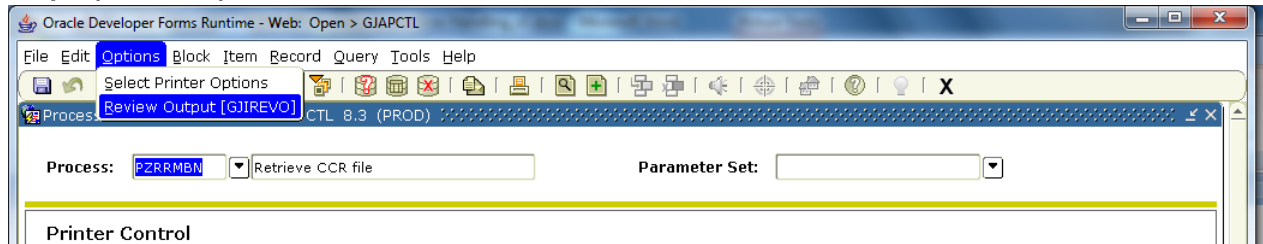
In the Validation column below you will see sample file names that are expected.

PARAMETERS:

Seq	Parameter	Required	Multi/Single	Data Type	Length	Description	Default Value	Validation
-----	-----------	----------	--------------	-----------	--------	-------------	---------------	------------

1	Year	Required	Single	Integer	10		A	
2	Pay Period	Required	Single	Integer	10		NULL	
3	Audit or Update	Required	Single	Varchar2	1	Enter value for Audit or Update: A or U	A	A – Add, U-Update
3	Amount over 50	Required	Single	Number	15		22000	
4	Amount under 50	Required	Single	Number	15		16500	
5	1 st File to Load	Required	Single	Varchar2	75		NULL	
6	1 st File to Load	Optional	Single	Varchar2	75	Decrypted file name we get from Valic	NULL	SDBOR_CCR_MO.txt
7	2nd File to Load	Optional	Single	Varchar2	75	Decrypted file name we get from Valic	NULL	SDBOR_CCR_MT.txt
8	3rd ^d File to Load	Optional	Single	Varchar2	75	Decrypted file name we get from Valic	NULL	SDBOR_CCR_MN.txt
9	4th ^l File to Load	Optional	Single	Varchar2	75	Decrypted file name we get from Valic	NULL	
10	5th File to Load	Optional	Single	Varchar2	75	Decrypted file name we get from Valic	NULL	
11	6th File to Load	Optional	Single	Varchar2	75	Decrypted file name we get from Valic	NULL	

To view the .lis and .log files go to the options on the top menu bar click on Review Output(GJIREVO).



To view the .log and .lis files you have to click the dropdown arrow on the File Name field and the files will display in the open space below. To view the files you have to double click on the file or highlight it and hit the OPEN button at the bottom of the screen. To go back and view a different file you have to hit the Rollback arrow next to the Save/Submit button and then click the dropdown arrow on the File Name field again.

Processing...
Call sql...

SQL*Plus: Release 10.2.0.4.0 - Production on Fri Apr 16 13:05:36 2010

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Connected to:
Oracle Database 10g Enterprise Edition Release 10.2.0.4.0 - 64bit Production
With the Partitioning, OLAP, Data Mining and Real Application Testing options

old 20: OBJECT := '&1';
new 20: OBJECT := 'PZRRMBN';

PL/SQL procedure successfully completed.

```
old 10: i_outputfile          VARCHAR2(200)      := 'pzrrmbn_'||&2;
new 10: i_outputfile          VARCHAR2(200)      := 'pzrrmbn_'||'302822';
old 11: i_one_up_number       NUMBER             := to_number('&2');
new 11: i_one_up_number       NUMBER             := to_number('302822');
old 356: file_output := utl_file.fopen(parm_out_dir,'pzrrmbn_'||&2||'.lis','a');
new 356: file_output := utl_file.fopen(parm_out_dir,'pzrrmbn_'||'302822'||'.lis','a');
Disconnected from Oracle Database 10g Enterprise Edition Release 10.2.0.4.0 - 64bit Production
With the Partitioning, OLAP, Data Mining and Real Application Testing options
Finished ...
```

Successfully executed the PZRRMBN script

End Date & Time:
Fri Apr 16 13:05:38 CDT 2010

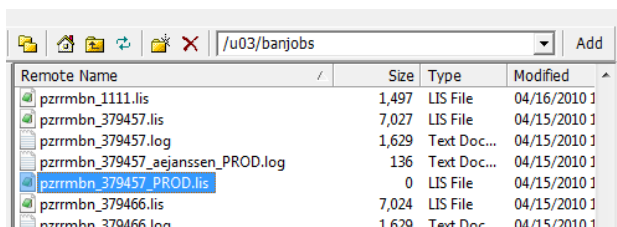
Completed Shell Script.
lis and log files written to database via gurinso
Connected.
Connected.

end of log file

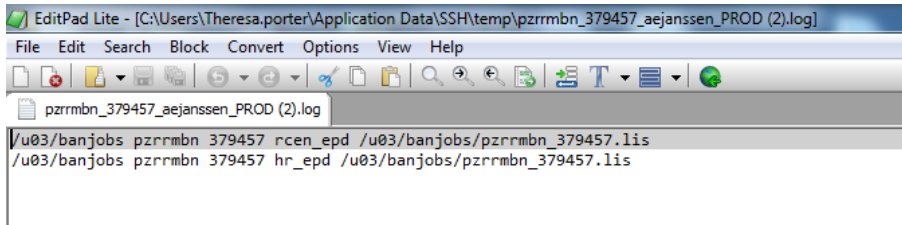
E-Print:

This report is defined to go to e-Print so there will be a total 4 files that go out there that look as follows:

As you can see below the job number 379457 has a total of 4 output files two of those files are created due to the rerouting of e-print and they are pzrrmbn_379457_PROD.log and pzrrmbn_379457_PROD.lis which the lis file is empty but the log file appears as follows showing the e-print repositories it is being routed too:



Remote Name	Size	Type	Modified
pzrrmbn_1111.lis	1,497	LIS File	04/16/2010 1
pzrrmbn_379457.lis	7,027	LIS File	04/15/2010 1
pzrrmbn_379457.log	1,629	Text Doc...	04/15/2010 1
pzrrmbn_379457_aejanssen_PROD.log	136	Text Doc...	04/15/2010 1
pzrrmbn_379457_PROD.lis	0	LIS File	04/15/2010 1
pzrrmbn_379466.lis	7,024	LIS File	04/15/2010 1
pzrrmbn_379466.log	1,629	Text Doc	04/15/2010 1



The screenshot shows a window titled "EditPad Lite - [C:\Users\Theresa.porter\AppData\SSH\temp\pzrrmbn_379457_aejanssen_PROD (2).log]". The menu bar includes File, Edit, Search, Block, Convert, Options, View, and Help. The toolbar contains various icons for file operations and editing. The active file is "pzrrmbn_379457_aejanssen_PROD (2).log". The text in the editor is as follows:

```
/u03/banjobs pzrrmbn 379457 rcen_epd /u03/banjobs/pzrrmbn_379457.lis  
/u03/banjobs pzrrmbn 379457 hr_epd /u03/banjobs/pzrrmbn_379457.lis
```

Error Handling:

If there are errors the .log file will state any Oracle errors or if the parameters entered were not found or whatever the error might be. If you have an error that does not make sense to you then contact your RIS person to help you research what the issue might be.

Examples of errors we have seen.

- 1. If the error states for example file not found check your file name with the file name you entered on the parameters screen and correct it and try again in Audit mode. Once ran successfully in Audit then run in Update.**
- 2. Unique constraint error – this usually means a record with the same bdca and date already exists so it cannot insert or update the record. This should no longer happen because we are testing for it in the program but if it does then you need to verify the existing row is correct if not update it manually. Also make sure the other records following the error were also loaded. Let your RIS contact know as well so that we can figure out what scenario caused the error and programmatically handle it so you do not get an Oracle error.**

If you get any other type of error let RIS know so that we can add it to this document for future reference.
