Title	**END OF MONTH GRANT RUN**
Version	1.0
Date	08/30/2010
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Edited by	Editor(s), title, organization
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Process Owner	Dennis Konkler/Mike Armstrong
Other Process Owners	Name and Addresses
Dept/Division	BOR/RIS
Get Help with This Process	BOR/RIS

Description:

This is the monthly process to update the Grants data.

Run Schedule:

These programs are run once a month on the 1st day of each month after month end has been completed. If the date falls on a weekend or holiday then program is run on the next working day. Sara Hare will instruct the campuses to run their FRRGRNT in Audit mode. Once this is done, then we can run FZRGRNT in Update mode for the six main campuses. Normally ran at 6:00PM CST unless a special time is requested.

Parameters to run:

1. On the morning of this process, RIS-BANNER-FINANCE users are notified that process will be run that evening at a designated time and previous month will be reopened. Sample of email sent is as follows:

"Tonight (08/02/2010) at 6:00 pm CST we will be running the campus FZRGRNT process for update. July FY11 will be opened for this processing.

We hope to have this process completed by 7:30 pm CST. FZRGRNT report output will be sent to individual campus e~Print repositories.

Please ask your Finance Users to do Inquiry Only during these times."

2. Then verify that Daily Sweep has been completed and that FOBAPPD and GURFEED are both empty. Using PL/SQL Developer run the following scripts:

> Select * from fobappd
>
> Select * from gurfeed

3. Once you are sure that both tables are clear, processing can begin.

4. Before processing you will need to **open** the month that you are processing. The month will stay open until the last campus has processed and allowed to post.

<u>**Open**</u> Month command (June) -
update ftvfspd set FTVFSPD_PRD_STATUS_IND = 'O' where FTVFSPD_FSYR_CODE = '11' and FTVFSPD_FSPD_CODE = '01'; (Change to current Fiscal Period and make sure you are in the correct Fiscal Year)

5. You will also need to verify that the FRRGRNC table is empty. Use the following PL/SQL statement.

Select count(*) from frrgrnc;

This should always be zero before you start. If not you will need to contact your supervisor and/or UDC to determine why it is not. ***IF IT IS NOT ZERO, DO NOT PROCEED, STOP HERE*** and contact your supervisor immediately.
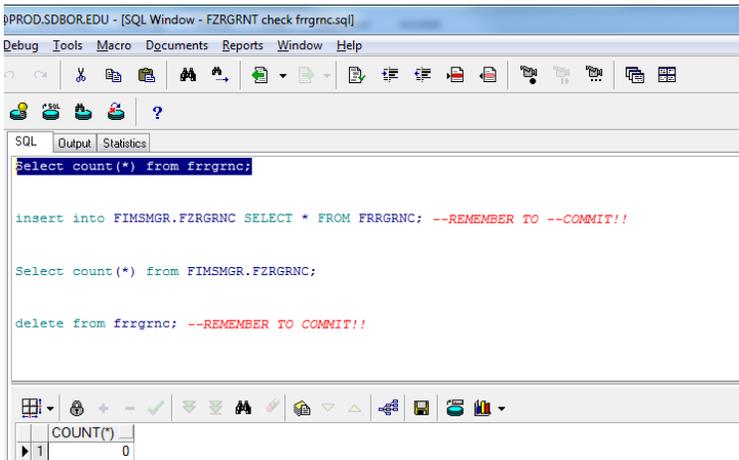
6. Use the FZRGRNT Monthly Closing Check Sheet which shows each print repository for each University and also the fund number to use for each campus. Check off processes as they are completed. Fill in numbers for each university as they are completed. **It is very important that each step is completed in order.** By completing checklist for each step it helps maintain the process, ensures that a step is not missed and prevents major problems from occurring.

FZRGRNT Monthly Closing Check Sheet:
FOR THE MONTH OF:

DESCRIPTION	CLEARED
Check GURFEED	
Check FOBAPPD	
(Make Sure they are empty)	

	COMPLETED
Check that month is closed	
Open Month	

Check FRRGRNC - must be empty before running each university.

Open spreadsheet and transfer job numbers for each university process

Run FZRGRNT:	CHECK FZRGRNT	FRRGRNC	FGRTRNI	FGRTRNR	INSERT	DELETE
USD 2% ufin_epd						
SDSU 3% sfin_epd						
SDSMT 4% mfin_epd						
NSU 5% nfin_epd						
BHSU 6% bfin_epd						
DSU 8% dfin_epd						

Run FGIJVCD - check for G%

(these are suspended items and must be recorded on spreadsheet)

CLOSE MONTH

7. For this process, we put the job numbers in a spreadsheet and send this to Sara Hare and Jeff Siekmann once completed. See spreadsheet for Grants FZRGRNT process below.

FZRGRNT Process	**For July**	**2010 FY11**						
School	**Month**	**FZRGRNT**	**Document Number**	**FGRTRNI**	**FGRTRNR**	**FGRACTG**	**Status**	
USD	July	123456		123457	123458	Sleep/Wake	posted	USD
SDSU	July	123459		123460	123461	Sleep/Wake	posted	SDS
SDMT	July	123462		123463	123464	Sleep/Wake	posted	SDM
NSU	July	123465		123466	123467	Sleep/Wake	posted	NSU
BHSU	July	414303		414304	414305	Sleep/Wake	posted	BHS
DSU	July	414307		414308	414309	Sleep/Wake	posted	DSU (<-
							suspended	NOI

8. Begin the process by logging into BANNER and typing in FZRGRNT.

9. Tab over to the Parameter Set drop down and select 'USD'. This set contains the settings we use. Once changed and saved on the first run, only one parameter value will need changed for each succeeding university. These parameters will need to be changed each month.

10. Click on NEXT BLOCK to go to the Printer Control section, and fill in the Printer field with the printer name for the university you are posting for. For example USD's would be 'ufin_epd' (note: printer name always in lower case.) These values are found on the FZRGRNT Monthly Closing Check Sheet.

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11. Click on NEXT BLOCK to get to the Parameter Values section. First change will be to 'Date From'. Enter the first day of the month you are posting.

12. Next value to change will be 'Date To'. This will be the month ending date. All universities operate on a calendar month so this date should always the last day of that month.

13. Next value to change would be 'Fund'. This will always be a number followed by a percent sign. Each university has a designated number assigned to it. On the above mentioned check sheet you will find the university acronym followed by their designated number and percent sign followed by printer. This is the number you should use

14. Final parameter to change will be posting date. Here also you should use the last day of the month you are closing. Should be same as date used for parameter 03 – Date To (see 12 above).

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15. Click on NEXT BLOCK to move to the Submission section.

16. On first selection each month, be sure to check 'Save Parameter Set as'. By selecting this, it will save all your date changes. On subsequent universities you will only be required to change the parameter 'Fund' for the specific university that you are processing.

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

18. At bottom of screen you will be shown the name of the file written to disk. This number must be copied to appropriate spreadsheet and checklist. Example fzrgrnt_123456.lis. The number 123456 will be recorded on both the spreadsheet and the checklist.

Open spreadsheet and transfer job numbers for each university process

<div align="center">

CHECK

</div>

Run FZRGRNT:	**FZRGRNT**	**FRRGRNC**	**FGRTRNI**	**FGRTRNR**	**INSERT**	**DELETE**
USD 2% ufin_epd	123456					

19. After each process of FZRGRNT, the following commands in PL/SQL need to be done. **This is done to clear out the FRRGRNC table after each University is run.** Before we clear the table, we must move the newly created rows into the FIMSMGR.FZRGRNC collection table. This table will be used for reporting in the future.

BE SURE TO RUN THIS AFTER EACH RUN OF FZRGRNT !!!!

Select count(*) from frrgrnc; --It may take up to 10 minutes for this to return a number. You should always wait until number is returned before proceeding.

Once number is returned, copy to the checklist. See example below:

Open spreadsheet and transfer job numbers for each university process

		CHECK				
Run FZRGRNT:	**FZRGRNT**	**FRRGRNC**	**FGRTRNI**	**FGRTRNR**	**INSERT**	**DELETE**
USD 2% ufin_epd	123456	<mark>12176</mark>				

20. Go back to Banner and run FGRTRNI.

21. Click on NEXT BLOCK to go to the Printer Control section, and use 'DATABASE' as the printer.

22. Click on NEXT BLOCK to get to the Parameter Values section. There are no Parameters required for this process.

23. Click on NEXT BLOCK to move to the Submission section.

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

25. At bottom of screen you will be shown the name of the file written to disk. This number must be copied to appropriate spreadsheet and checklist. Example fgrtrni_123457.lis. The number 123457 will be recorded on both the spreadsheet and the checklist.

Open spreadsheet and transfer job numbers for each university process

		CHECK				
Run FZRGRNT:	**FZRGRNT**	**FRRGRNC**	**FGRTRNI**	**FGRTRNR**	**INSERT**	**DELETE**
USD 2% ufin_epd	123456	12176	<mark>123457</mark>			

26. Next run FGRTRNR.

27. Click on NEXT BLOCK to go to the Printer Control section, and use the E-print repository for the University that you are processing. Should be same as used when running FZRGRNT. Example is BHSU would be 'bfin_epd'.

28. Click on NEXT BLOCK to get to the Parameter Values section. There are no Parameters required for this process.

29. Click on NEXT BLOCK to move to the Submission section.

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

31. At bottom of screen you will be shown the name of the file written to disk. This number must be copied to appropriate spreadsheet and checklist. Example fgrtrnr_123458.lis. The number 123458 will be recorded on both the spreadsheet and the checklist.

Open spreadsheet and transfer job numbers for each university process

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		CHECK					
Run FZRGRNT:	**FZRGRNT**	**FRRGRNC**	**FGRTRNI**	**FGRTRNR**	**INSERT**	**DELETE**
USD 2% ufin_epd	123456	12176	123457	<mark>123458</mark>		

32. Now return to PL/SQL Developer and update tables. Make sure to mark appropriate column when you update and delete.

    insert into FIMSMGR.FZRGRNC SELECT * FROM FRRGRNC; --REMEMBER TO -- COMMIT!!

    delete from frrgrnc; --REMEMBER TO COMMIT!!

    Select count(*) from frrgrnc; --Verify that it is once again zero

33. Steps 8 through 32 must be repeated for each University. Use the check sheet for each University and record the number returned by FRRGRNC selection under the heading of 'Check FRRGRNC'.

34. Once completed with the process for all the campuses, check FOBAPPD to verify that all postings have completed. Also check to see if there were any suspended processes. This can be done by running FGIJVCD. If any documents beginning with the letter 'G' appear (you can do a query using 'G%'), then these postings are suspended. Sometimes it takes a few minutes for postings to complete, so you may have check a few times before it clears here. You can also look in each campus's repository for FGRTRNR. For any that did not post, RIS will have to work with that campus so that once they make the corrections the month will need to be opened so the entries can post and closed back up once they do. This can be done during the day, normally over the lunch hour, as it shouldn't take too long.

35. If 'G' documents exist then change spreadsheet to reflect suspended document numbers.

suspended   G999999

36. Once you have verified that all documents have posted or are in suspense, and that FRRGRNC is empty you can then reclose the month. This can be done using PL/SQL Developer.

    Close Month Command (May) -
    update ftvfspd set FTVFSPD_PRD_STATUS_IND = 'C' where FTVFSPD_FSYR_CODE = '11' and FTVFSPD_FSPD_CODE = '01';

37. Once the spreadsheet is completed, email to Sara Hare (also cc Jeff Siekmann and any other designated persons).

38. Notify users that FZRGRNT is completed and month has been reclosed.

Output Files:

Not Applicable

Criteria:

Not Applicable

Change Requests: (List all change requests and explanations of modifications to the program.)

Special Information for Technical:

Related Documents/Links:

Not Applicable