Title	**END OF MONTH RUN Process**
Version	3.1
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 close the month and update the data. This updates all documents that need to have their date changed to move the transaction date from the period being closed to the new period just to be opened. It also updates the posting period from the old period to the new posting period and any place the budget period may need to be updated.

Run Schedule:

These programs are run once a month on the last working day of each month. Normally ran at 6:00PM CST unless a special time is requested. The exception to this is at Fiscal Year End which falls in June. Due to rolls of year end data, June month end is normally not run unless Finance makes a specific request. Refer to Banner System Calendar for details.

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 month will be closed. Sample of email sent, with High Importance, is as follows:

   "At approximately **6:00 pm CST this evening (07/30/2010)** RIS will be following our monthly procedures to close the current month in **PROD** Banner.

   We have to suspend posting, run some update scripts and then close the month of July before reactivating posting.

   We would appreciate if campuses working on **Finance** would only do inquiries during that time.

   We will inform you when this process has been completed.

   Please forward this to others that need to know."

2. Before verifying that Daily Sweep has been run, run SQL script "bako_fgrbako.sql".

   I:\RISW\banner_finance\Monthly\bako_fgrbako.sql

3. Copy the results to an Excel File and send to Janet Peterson. Later in the month she will send an email verifying that they can be deleted. The script 'bako_frbako_union_back_del.sql' will need to be changed to process the bako numbers that were originally sent to Janet.

   I:\RISW\banner_finance\Monthly\bako_frbako_union_back_del.sql

4. Next 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

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

6. Before processing you will need to verify that the month you are going to process is currently opened. From PL/SQL Developer run:

    Select * from ftvfspd where FTVFSPD_FSYR_CODE = '11' (Where FTVFSPD_FSYR_CODE equals the current Fiscal Year.)

7. Select the current period line and verify that FTVFSPD_PRD_STATUS_IND is 'O'

8. Next login to Unix through SSH Secure Shell Client. Switch user to 'banjobs':

    Su – banjobs
    Password will be given to authorized users.

9. Check the status of sleep/wake by using either of the following commands:

    ps -ef | grep fw
    ps -ef | grep wake | grep -v grep | wc –l

10. From banjobs take down sleep/wake by running the following command:

/home/util/sleepwake/swstop_ANY.shl PROD 1>/home/util/sleepwake/swstop_ANY_PROD.log 2>&1

11. Continue checking the status of sleep/wake using the ps commands until all processes are stopped.

12. Once again verify that FOBAPPD and GURFEED are both empty. Using PL/SQL Developer run the following scripts:

    Select * from fobappd

    Select * from gurfeed

13. If items still appear in GURFEED then run FURFEED, FGRTRNI, FGRTRNR to post items to FOBAPPD. GURFEED must be empty to continue.

14. If items still appear in FOBAPPD then run FORAPPL first to get approved documents and then run FGRACTG to clear posting table before processing the EOM script.

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15. From PL/SQL Developer, run the EOM script located at:

   I:\RISW\banner_finance\Monthly\EOM_UPDATE.

16. **FOR LAST PERIOD OF THE YEAR: DO NOT RUN SCRIPT UNTIL LATER IN THE MONTH!!!!**

17. It is very important that proper format is used when entering parameters. Make sure they are enclosed in ' ' marks. Example => 'This Example is enclosed in marks'.

18. First parameter is "new_month_date". It will always be the first day of the next month. This should be entered as '01-MMM-YYYY' where MMM equal the first three letters of the month and YYYY equal the year. Make sure that the date is enclosed in ' ' marks.

19. Second parameter is "year_end_date". This will only change when Fiscal Year changes. And date used will always be the last day of the Previous Fiscal Year. For example in FY11 this date would always be '30-JUN-2010'. You should be able to select this date from the drop down screen.

20. Last parameter is "new_period". This will be the next period designation from 1 to 12. It must always be represented by 2 digits and must be in ' ' marks. Examples are => '01', '03','10','12'. Using any other representation or not enclosing in ' ' marks will cause numbers to be improperly posted.

21. Once script completes, make sure you commit the postings.

22. After script is processed then CLOSE the affected period (i.e. for JULY 2010 the period is 01 and FYR is 11). Using PL/SQL Developer run the following script:

update ftvfspd set FTVFSPD_PRD_STATUS_IND = 'C' where FTVFSPD_FSYR_CODE = '11' and FTVFSPD_FSPD_CODE = '01'; (Change codes to proper period and fiscal year)

23. Restart sleep/wake with the following command in Unix:

/home/util/sleepwake/swstart_ANY.shl PROD 1>/home/util/sleepwake/swstart_ANY_PROD.log 2>&1

24. Check the status of sleep/wake by using either of the following commands:

   ps -ef | grep fw
   ps -ef | grep wake | grep -v grep | wc –l

25. Once it has restarted you will see several sessions running. Log out of Unix.

26. Send out email to RIS-BANNER-FINANCE users stating that the month is now closed

27. The next working day you will run FZRGRNT which processes the Grant Month End.

Output Files:

Not Applicable

Criteria:

Not Applicable

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

Special Information for Technical:

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    TABLES USE
FOBUAPP, FOBDINP, FPBREQH, FPRREQA, FPBPOHD, FPRPODA, FABINVH,
FARINVA, FGBJVCH, FGBJVCD, FGBTRNI,
FGBENCH, FGBENCD, FGBCSHH, FGBCSHD, FPBRCHD, FFBADJH, FFRADJA
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Related Documents/Links:

Not Applicable