

CGI Advantage[®] 4

Financial Nightly Cycle Example



This document contains information proprietary to CGI Technologies and Solutions Inc. Unauthorized reproduction or disclosure of this information in whole or in part is prohibited.

CGI Advantage® is a registered trademark of CGI Technologies and Solutions Inc.

Due to the nature of this material, numerous hardware and software products are mentioned by name. In most, if not all, cases, the companies that manufacture the products claim these product names as trademarks. It is not our intention to claim these names or trademarks as our own.

Copyright © 2001, 2019, CGI Technologies and Solutions Inc. All Rights Reserved.

Table of Contents

CGI Advantage Financial - Nightly Cycle Example 4

 Pre-Cycle Utilities Jobs 4

 External Interface Jobs..... 4

 Procurement Jobs 5

 Inventory Jobs 6

 Accounts Receivable Jobs 6

 Disbursement Jobs..... 8

 Fixed Asset Jobs 13

 Utility Jobs 14

 General Accounting Jobs 14

 Debt Management Jobs 15

 Cost Accounting Jobs..... 15

 Investment Jobs 16

 Archiving and Purge Jobs 16

 Systems Assurance Jobs – Nightly..... 17

 Systems Assurance Jobs - Periodic (should be scheduled per site requirements)..... 18

 Financial/VSS Synchronization 19

 Grant Lifecycle Management Jobs..... 21

 Utilities Jobs 22

Considerations for DB Backup 23

CGI Advantage Financial - Nightly Cycle Example

The following job streams are examples of how CGI Advantage jobs might be run. CGI Advantage is a very flexible system and there is often a certain amount of latitude as to the exact position of jobs in the job stream. Actual job sequences can vary by site depending upon the number of on request jobs, subsystems installed, and backup jobs used. The variability of processing time for an individual job from client site to client site will impact where a DB Backup should occur.

A few assumptions with respect to the below DB backup recommendations are as follows:

- All externally generated items coming in from interfaces and other locations are interacting with the application in the forms of XML Files or Flat Files. These items can be re-acquired and re-run if a DB Restore is required.
- If large sections of the below Sample is not implemented for an individual site, a DB backup recommendation may not be necessary, if it was added assuming a large spate of work had been performed, or was about to be performed.
- The backup of the DB is not a lengthy action.
- The restoring of the backup is not lengthy in time.
- It is assumed that a strategy for the backing up of the Admin DB is incorporated into the Financial DB.

The bare minimum of backups should be after the online day has completed (or before nightly cycle commences) and after nightly cycle ends (or before online day begins). All other DB backups should be analyzed as to their necessity and the timing for the nightly cycle process.

Pre-Cycle Utilities Jobs		
Name	Description	Job Manager Application
Database Backup Recommended	A backup is recommended at this point.	Admin/Financial
MRT Generation	The Memory Resident Tables (MRT) Generation job stream allows for the ability to update the MRT file offline using the Advantage job framework. After generation the MRT file includes related security table data for use across all applications including Administration, Financial, Human Resource Management, and Vendor Self Service.	Admin
External Interface Jobs		
Name	Description	Job Manager Application
Load External Debts into INTR Process	This job loads the external debt records into Intercept Request.	Financial
Record Externally Intercepted Debts	This job generates the Intercept Transfer transaction for the externally intercepted debt records.	Financial

Deliver Ariba Information	Run this job only if your site uses the Buysense application, which includes Ariba software. This process checks for records on the Buysense XML Files (PO_BUYXML) table, and then sends the appropriate records to Buysense. Typically, the process is run continuously throughout the day in order to deliver new information to Buysense on a timely basis.	Financial
Prenote Batch Process	Selects Vendor/Customer records based on EFT status, generates EFT files and reports, and updates tables accordingly. The Prenote files created by this process must be sent to banks or other financial institutions.	Financial
Other Incoming Interfaces	Any other interfaces that are incoming should be scheduled here.	
Database Backup Recommended	A backup is recommended at this point.	Financial
Procurement Jobs		
Name	Description	Job Manager Application
Process MA Pending Table	Brings data from a pending table and updates Agreement Expended and Ordered Quantities and Amounts. The user should see no difference before or after running this job when viewing the Master Agreement.	Financial
Agreement Renewal Notification	Alerts buyers of master agreements that are about to expire.	Financial
Insurance Expiration Notification	Looks for expiring records on Insurance Certificates that have an Award Transaction Code and sends email notifications based on specific criteria.	Financial
Procurement Milestone Alerts	Alerts buyers about uncompleted milestones.	Financial
Scheduled Invoice Generation	Generates Recurring Invoices for the Recurring Amount on the scheduled payment dates.	Financial
Matching Payment Creation	Initiates payments to Vendors when orders meet certain Matching criteria per commodity line item.	Financial
Renew Master Agreements	Creates modification draft Master Agreements for all Renewals effective on a	Financial

	given date.	
Retainage Payout	Creates and submits Retainage Payout / Forfeiture transactions for all retainage payout methods.	Financial
Protest Action Alerts	Sends alerts to buyers and buyer teams for incomplete actions on the Protest page that are flagged to issue alerts.	Financial
Vendor Complaint Tracking	This job determines which Vendors have failed to respond to complaints listed on the Protest page, and then creates records on the Manage Email Letter Generation page. The Email Letter Generation process must be run to issue the notifications to the Vendors and Agency Contacts.	Financial
Inventory Jobs		
Name	Description	Job Manager Application
Backorder Servicing Process	Searches Stock Requisition transactions with Backordered Inventory items and attempts to fill them with recently available items.	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial
Inventory Receivable Generation Process	Generates Receivable/General Accounting Expenditure transactions for eligible Issue Confirmation and Stock Return transactions.	Financial
Expiration Notification	This job adds notification records to the Manage Email Letter Generation page that need sent to the contact person for the selected Warehouse, if the selected stock item is set up for lot or shelf expiration on the Inventory Maintenance Detail page. The Email Letter Generation process must be run to issue the notifications.	Financial
Inventory Replenishment Review	Searches the Inventory table for items that need to be reordered and places an entry on the Inventory Replenishment page.	Financial
Inventory Replenishment Process	Selects all entries on the Inventory Replenishment Table that do not have the Exclude flag set, and creates either Delivery Order or Requisition transactions for reordering.	Financial
Accounts Receivable Jobs		

Name	Description	Job Manager Application
Cash Receipt Generation	Used to record the payments received from a customer through Lockbox and over the counter transactions.	Financial
Delinquent Payment Plan	Determines the acceptable number of missed payments allowed for Payment Plans.	Financial
Payment Plan Maintenance	Maintains Payment Plan Information on the Payment Plan Detail table. Schedules Reminder Notifications on the Payment Plan Print table. Purges Payment Plans marked for Deletion.	Financial
Automatic Netting	Adjusts the unreserved credit balance against any outstanding Receivables or Collection transactions.	Financial
Issue Payments for Unreserved Credit Balance	Refunds unreserved credit balances to a customers.	Financial
Finance Charge	Assesses fees on delinquent receivables.	Financial
Past Due Invoice	Generates dunning notices and collection letters for invoice customers.	Financial
Past Due Statement	Includes dunning message on generated statements or generates collection letters based on the oldest receivable included on the statement.	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial
Generate Invoice	Generates an Invoice for original or modified receivables.	Financial
Generate Statement	Generates a Statement for customers.	Financial
Generate Payment Plan	Provides information about the payment plan and the print status of the notices for the payment plans.	Financial
Generate Write-Off Transactions	This is a chain job. The Select for Write-Off process selects transaction data from Receivable and Collection transactions which are significantly past due and updates the Pending Write Off page for user review. The Generate Write-Off Transaction process generates and submits the Write-off transaction(s) from the Pending Write Off	Financial

	page.	
Database Backup Recommended	A backup is recommended at this point.	Financial
Intercept Selection	If a customer is also a vendor, then Advantage can collect past due receivables by intercepting payment to the vendor/customer. This process selects those receivables and the Automated Disbursement Process tries to intercept the payments.	Financial
Intercept Notice	Prints the Notice of Intent to Intercept Letter for internal and external debtors.	Financial
Deposit Reconciliation	This process updates a Deposit's status, (for example, from <i>Outstanding</i> to <i>Confirmed</i> or <i>Canceled</i>), and checks for discrepancies between CGI Advantage deposit records and the bank's information.	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial
Disbursement Jobs		
Name	Description	Job Manager Application
Payment Hold Processing	This includes the following jobs: <ul style="list-style-type: none"> • Load Payment Hold by TIN • Select Payment Hold • Automated Payment Hold • Print Payment Hold Notice 	Financial
Extended Payment Request Scheduling batch process	This job calculates the Scheduled Payment Date based on various factors.	Financial
Disbursement Parameters Update	This is an automated mechanism for updating the To Date and Check Date fields on Disbursement Parameters to be used by the next run of the AD Chain.	Financial
Federal AD Vendor Extract Chain	This process identifies unique Taxpayer ID Numbers for Payment Requests scheduled for disbursement as checks or EFTs to non-miscellaneous vendors on the Disbursement Request page.	Financial
Federal AD Vendor Match Chain	This chain job loads the federal debts received from the U.S. Treasury Department's Financial Management Service (FMS) on the Non-Offset SADO Vendor Match File for taxpayers with	Financial

	scheduled Automated Disbursement payments into the Federal Vendor Intercept Header and Federal Vendor Intercept Match pages.	
Federal Vendor Offset Update Chain	This process identifies intercepted federal debts on the Intercept Activity page and populates associated transactions into the Federal Vendor Intercept Activity page as well as updates respective records on the Federal Vendor Intercept Header and Federal Vendor Intercept Match pages.	Financial
Federal Vendor Reversal File Generation	This process identifies offset reversal requests on the Federal Vendor Intercept Activity page and, if applicable, creates a State Agency Disbursing Office (SADO) Vendor Reversal file to the U.S. Treasury Department's Financial Management Service (FMS) for selected records.	Financial
Federal Debt Update File Generation	This chain job load the State debts to the Federal Offset Request page from the Intercept Request page and generates the debt update file, which is sent to the Bureau of Fiscal Service (BFS) for further offset processing.	Financial
Federal Vendor Collection Acknowledgement File Load	This process loads the State Agency Disbursing Office (SADO) Vendor Collection Acknowledgement Files received from the U.S. Treasury Department's Financial Management Service (FMS) into the Federal Vendor Intercept Header, Federal Vendor Intercept Match, and Federal Vendor Intercept Activity pages.	Financial
Federal Vendor Reversal Acknowledgement File Load	This process updates the reversal acknowledgement code and amount reversed by the U.S. Treasury Department's Financial Management Service (FMS) on the Federal Vendor Intercept Activity page for associated transactions received from FMS on the State Agency Disbursing Office (SADO) Vendor Reversal Acknowledgement File.	Financial
Federal Unprocessable File	This chain job converts the Unprocessable file received in the ERL format to the XML format and updates the Unprocessable information on the Federal Offset Request page.	Financial
Federal Collection File Job	This chain job loads the offset/reversal information received in the Collection file from the Bureau of Fiscal Service (BFS) to the Federal Offset Request, Intercept Request, Federal offset Activity and	Financial

	Federal Offset Summary pages.	
Generate Federal Offset Payment	This chain job generates the Federal Offset Transfer and General Accounting Federal Offset Payment transactions to transfer the funds and liquidate Receivable transactions.	Financial
Federal Vendor Intercept Archive	This process archives (purges) records from the Federal Vendor Intercept tables. There are four tables that can be archived by this process: <ul style="list-style-type: none"> • Federal Vendor Intercept Header • Federal Vendor Intercept Extract • Federal Vendor Intercept Match • Federal Vendor Intercept Activity 	Financial
Hold Payments for Pending Debts	This process selects Intercept Request records that have the Status set to <i>In Review</i> and places pending payment requests with the corresponding TIN and TIN Type combination on intercept hold. The pending payment requests are placed on hold with the Hold Reason retrieved from the Disbursement Hold Reason page, with the Intercept Hold indication set to <i>true</i> .	Financial
Automated Disbursement	Select authorized payments, edits payments for validity, processes payment adjustments, groups payment data, formats payments, and posts payment transactions.	Financial
Automated Interest Calculation Job	This job calculates the Interest on the Disbursements and generates an Interest Payment Request transaction.	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial
Disbursement Printing	For Automatic Disbursement transactions: Prints or reprint checks, warrants, and remittance advice. For Manual Disbursement transactions: Prints checks and warrants for eligible manual disbursements.	Financial
Multi Process Disb Journal Posting	When using the asynchronous posting method for disbursements, this job can be used instead of separate instances of the Journal Posting Initiator and Journal Engine. This job will do the tasks of both jobs in a multi-threaded mode to finish in less time.	Financial
CTX EDI Formatting Job	This process updates the CTX EDI	Financial

	Addenda table and the records from the CTX EDI Addenda will be the source for the EFACH job (for CTX formats)	
Automated Clearing House Format Printing	Creates the files to electronically transfer payment data to a bank or financial institution using the PPD+, CCD+ or CTX ACH Formats.	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial
CW Table Load Chain	Allows users to load check files to the Advantage application for the generation of check and EFT payments. Run this job if you are using the Check Writer functionality. The Check Writer (CW) jobs can be run in parallel to the Disbursement process.	Financial
Check Writer Pre-edit	Performs the validations for all information provided in the Check Writer files and infers the data from the various tables. Run this job if you are using the Check Writer functionality. The CW jobs can be run in parallel to the Disbursement process.	Financial
Check Writer Accounting Transaction Generation	Creates CW Accounting transactions for selected CW files to post accounting lines to the applicable Advantage journals. Run this job if you are using the Check Writer functionality. The CW jobs can be run in parallel to the Disbursement process.	Financial
CW Intercept Transaction Generation	Creates a single CW Intercept Transfer transaction for each payment that was intercepted within the selected Department/CW File ID. Run this job if you are using the Check Writer functionality. The CW jobs can be run in parallel to the Disbursement process.	Financial
CW Check/EFT Generation	Assigns check numbers for CW check payments without pre-assigned check numbers and EFT tracking numbers for CW EFT payments. Run this job if you are using the Check Writer functionality. The CW jobs can be run in parallel to the Disbursement process.	Financial
CW ACH File Generation Chain	Generates the ACH file following the NACHA rules for supported ACH formats to electronically deposit the Check Writer EFT payments. Run this job if you are using the Check Writer functionality. The CW jobs can be run in parallel to the Disbursement process.	Financial
CW EFT Reversal	This process performs two main functions:	Financial

<p>Process</p>	<ul style="list-style-type: none"> • When you need to reverse or reclaim a CW EFT payment, you can insert a record on CWEFTREV to identify the CW EFT payment that needs to be reversed or reclaimed before running the CW EFT Reversal Process to generate the ACH file with the requested CW EFT payment reversal information to send to the bank. • After the reversal has been sent, if it is not returned (rejected) by the bank, the associated Check Writer EFT Reversal record can be marked as <i>Reversal Confirmed</i> before running the CW EFT Reversal Process again, which initiates the cancellation for the successfully reversed or reclaimed CW EFT payment by setting the corresponding Check Writer Payment record's Cancellation Status to <i>Cancellation Requested</i>. 	
<p>CW EFT Return Process</p>	<p>This chain job processes the CW EFT Returns from the bank and initiates the cancellation for returned CW EFT payments. The process also marks the vendors as ineligible for EFT at the Vendor Location level and Address level, if applicable.</p>	<p>Financial</p>
<p>Initiate CW Mass Cancellation</p>	<p>This process initiates the cancellation of Check Writer payments. This job selects records from the CW Cancellation Parameters page that have the Active flag selected. If the selected records are valid on Check Reconciliation and Check Writer Payment, then the corresponding Check Writer Payment record is updated to set the Cancellation Status to <i>Cancellation Requested</i>.</p>	<p>Financial</p>
<p>CW Cancellation</p>	<p>This chain job creates Check Writer Cancellation transactions to cancel the Check Writer Payment records that are marked for Cancellation (Cancellation Status is <i>Cancellation Requested</i>).</p>	<p>Financial</p>
<p>CW 1099 Posting</p>	<p>Builds 1099 reportable posting lines for each payment within a selected CW File ID where the CW Accounting transaction generated 1099 reportable posting lines. Run this job if you are using the Check Writer functionality. The CW jobs can be run in parallel to the Disbursement process.</p>	<p>Financial</p>
<p>Check Reconciliation</p>	<p>This process updates a Check's status, (for example, from <i>Outstanding</i> to Paid),</p>	<p>Financial</p>

	cleared date, and looks for discrepancies between CGI Advantage records and the bank's information.	
Generate Warrant Reconciliation Transaction	This job automatically generates Warrant Reconciliation transactions to reclassify the funds to cash for the warranted records (Status is <i>Warranted</i> on Check Reconciliation) that were reconciled (that is, Recently Reconciled indication is <i>true</i> on Check Reconciliation) by the Check Reconciliation batch process. Note: The reconciled Check Reconciliation records will not be moved to the Paid Check page until the Check Reconciliation job is run. Sites can run the Check Reconciliation process right after this job.	Financial
CWWR Transaction Generation	This process generates Check Writer Warrant Reconciliation Auto transactions to reclassify funds to cash for the warranted records that were reconciled by the Check Reconciliation batch process. This job is only needed if your site uses the Check Writer module. Note: The reconciled Check Reconciliation records will not be moved to Paid Check until the Check Reconciliation job is run. Sites can run the Check Reconciliation process right after this job.	Financial
Export INTR records to Intercept Externally	This job exports the Intercept Request records to an external payment system for Intercept. The records includes both internal and external debts.	Financial
Issue Payment for Intercepted External Debts	This job generates transactions to transfer the intercepted funds to external entities for external debt intercepted.	Financial
Fixed Asset Jobs		
Name	Description	Job Manager Application
Shell Generation Process	Generates Fixed Asset Acquisition transactions based on data loaded to the Fixed Asset Payment Request page (and associated pages) from procurement and accounts payable activity with Fixed Asset commodity codes.	Financial
Fixed Asset Intent Job	Selects records on the Fixed Asset Intent pages to generate Fixed Asset Acquisition transactions.	Financial
Fixed Assets Suspect After Encumbrance	Produces a report that lists encumbrance corrections that corrected an encumbrance that is currently associated with a fixed	Financial

Correction	asset record.	
Utility Jobs		
Name	Description	Job Manager Application
Record Specific Alerts	Creates and loads emails to be sent for selected records from the Record Specific Alerts page.	Financial
Future Transaction Trigger	Creates all transactions set to be future triggered based on their original transaction and the options set for future triggering. This job is often followed by a System Maintenance Utility job to submit those triggered transactions that are not placed on hold by the trigger process.	Financial
Multiple Transaction Submit	Submits all scheduled transactions.	Financial
Catalog Indexing	Adds a special index to each table that needs to be included in the search on the Shopper page, which allows a single search field to search against multiple columns on various source data objects.	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial
General Accounting Jobs		
Name	Description	Job Manager Application
Journal Posting Initiator	Moves records from a Journal Posting Indicator of <i>Not Ready to Post</i> to <i>Ready to Post</i> . See separate listing in Disbursements for the Multi Process Disb Journal Posting .	Financial
Journalization Engine	Generates journal records from posting lines used, for transactions that are asynchronous. See separate listing in Disbursements for the Multi Process Disb Journal Posting .	Financial
Ledgerization Engine	Summarizes journal records into ledger records according to rules defined on Journal/Ledger Control.	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial
Automated Bank Account Transfer Process	Facilitates the movement of bank account balances between various bank accounts in both CGI Advantage Financial and in the	Financial

	actual bank account at a bank.	
ABAL Process	Updates the Daily Bank Balance page with a single record per bank account for the Balance Date provided as a parameter to this process.	Financial
Begin Day Balance Batch	Updates the ITD Balance Sheet Balance Detail and ITD Balance Sheet Balance Summary pages by moving the Balance amount into the Begin Day Balance amount so that users know what balance the account started the day out with for comparison to the current balance.	Financial
Ledgerization Engine – in “Process Logged Gaps” mode	Checks gaps to determine if new journal records exist that should be summarized to ledgers. See Run Sheet for further suggestions on the frequency of this process (daily, weekly, or not needed at all).	Financial
Debt Management Jobs		
Name	Description	Job Manager Application
Initial Debt Accounting	This chain job creates accounting transactions that record the initial accounting for debt authorizations and debt instruments set up for automated accounting.	Financial
Debt Payment & Billing	This chain job creates accounting transactions for scheduled debt payments and billings.	Financial
Periodic Debt Accounting	This chain job runs in two very different modes with the non-accrual one being the mode that can be run nightly to create accounting transactions for scheduled amortizations, compounding interest, and various lease-end events.	Financial
Cost Accounting Jobs		
Name	Description	Job Manager Application
Program Asset Generation	Automates the management and recognition of capital balances with regard to construction in progress. The process generates Fixed Asset transactions that increase, change the Fixed Asset Type, and	Financial

	cancel Fixed Asset Components.	
Reimbursement Selection and Calculation Process	Gathers appropriate accounting data that has been charged against cost accounting structures associated to cost reimbursement agreements, applies funding split rules for costs associated to programs classified as back-end split, and creates the input file for the Reimbursement Generation Process.	Financial
Reimbursement Generation Process	Reads output from the Selection and Calculation process. Selects records based upon user-defined values entered on the Reimbursement Frequency Date table and on the Reimbursement Generation Custom Parameter table. Applies CMIA drawdown rules for programs identified as such. Applies maximum reimbursement amounts for Non-CMIA programs. Processing of negative or modified / reclassified records.	Financial
Reimbursement Output Process	Generates, loads, and submits transactions to record the accounting events of the Cost Accounting Reimbursement process. Generates electronic billing files for external customers. Generates the Federal Highway Administration (FHWA) electronic file for States payment requests of the Federal share of highway related programs.	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial
Investment Jobs		
Name	Description	Job Manager Application
Income Allocation Process	This process moves cash from pool funds to participatory funds.	Financial
Cash Sweep Process	This process moves cash from participatory funds to pool funds, including any cash received by the participatory fund from the "Income Allocation Process".	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial
Archiving and Purge Jobs		
Name	Description	Job Manager Application
Temporary Table Purge	Purges Transaction Reference Lifecycle and Vendor Transaction History, and restores the	Financial

Process	tables to an empty state after each run. Normally the data in the tables will be removed for that user session each time a search is performed on the pages pages. This job is used to remove any remaining records on the table caused perhaps by an abnormal program termination.	
Batch Output Purge	Purges files and lists what was purged in the Batch Output Purge Report.	Financial
FAPR Purge Process	Removes records from the Fixed Asset Payment Request page where the Fixed Asset Acquisition Shell transaction has been successfully submitted or the shell has been discarded and the Ready To Purge indication is <i>true</i> .	Financial
Transaction Archiving	Archives transactions from the Transaction Catalog.	Financial
Job Manager Output Archive	Archives records from BS Agent, BS Agent Log, and BS Agent Parm as per user specified selection criteria.	Financial
Matching Tables Archive	Archives records from Matching Status pages.	Financial
VCM Tracking Table Purge	Purges records on the Vendor Customer Modification tracking page based on user specified parameters.	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial
Systems Assurance Jobs – Nightly		
Name	Description	Job Manager Application
System Assurance 01 – Budget Actuals Versus Ledgers, Journals and Posting Line Catalog	Compares the ledgers, journals, and the posting line catalog with the actual amounts on the budget tables. Specifically, the actual amounts that are summarized by posting code and chart of account elements are compared across these different database tables.	Financial
System Assurance 02 – Accounting Control Tables Versus Ledgers, Journals, and Posting Line Catalog	Verifies that the ledgers, journals, and the posting line catalog are in sync with the Balance Sheet Account Balance, Fund Balance, and Cash Balance pages. Specifically, amounts, summarized by posting code and chart of account elements, are compared across these different	Financial

	database tables.	
System Assurance 03 – Debits Equal Credits	Ensures that debits equal credits within a user-specified balanced journal/balanced ledger since the last time this process was run.	Financial
Systems Assurance Jobs - Periodic (should be scheduled per site requirements)		
Name	Description	Job Manager Application
System Assurance 04 – The Accounting Lines of the ABS and PR Transaction Types vs. the Disbursement Request (DISRQ) Table	Ensures the integrity of all records on the Disbursement Request by comparing accounting line records for Payment Request, Payroll, and Accounting-Based Spending transactions to the Disbursement Request data.	Financial
System Assurance 05 – Disbursement Request (DISRQ) Table vs. ABS and PR Transaction Accounting Lines	Ensures the integrity of all records on Disbursement Request by comparing its records with records on Payment Request, Payroll, and Accounting-Based Spending transactions	Financial
System Assurance 06 – Transaction Component Levels In-sync	Examines the transactions in the Transaction Catalog to ensure that all of the components within each transaction have the same transaction phase, function, and status. This process also verifies that all posting lines in a transaction have the same journal posting indicator.	Financial
System Assurance 07 – Journal/Ledger Cross Reference table In-sync	Ensures that records have been summarized into the ledger from the journals correctly. Specifically, this process ensures that a journal record did not post to the same ledger twice and that it posted the appropriate set of ledgers as defined on Journal Ledger Control Detail.	Financial
System Assurance 08 – Ledger to Journal Diagnostic Process	Verifies that the ledger record you specify sums up to the journal records of which it is comprised. Specifically this process ensures that the journal records associated with the ledger record -- as it is recorded on Journal Ledger Cross Reference -- equal the total amount of the ledger record.	Financial
System Assurance 09 - Customer Account VS Journal and Posting Line Catalog	Verifies that account receivable transactions are posted to the Customer Account Information page correctly.	Financial

System Assurance 10 – Link Assurances	Verifies that the linked amount stored on the link table is calculated correctly. It also verifies that the linked revenue amounts on expense budget lines are correct at the linked level as defined by the floor, ceiling, and percentage link parameters.	Financial
System Assurance 11 – Budget Systems Assurance	Verifies that records in the budget journal are in sync with budget amounts recorded on all budget tables. These actual amounts are the stand-alone budget buckets that are updated by budget transactions.	Financial
System Assurance 12 - Budgeting Incremental Updates Systems Assurance	Generates a report to show the differences between the Budget Tables and the Budget Constraint Amount data.	Financial
System Assurance 15 – Open Amounts	Verifies that at the budget line level, one or more budget amounts (defined by parameters) are in sync with the total open amounts on accounting transactions that match that budget line. A report generated by the job will display the values on the budget, the open amounts on the related transactions and the amount posted to the journal. This process will not correct the out of sync conditions. That has to be done with a journal voucher.	Financial
System Assurance 16 - Missing Posting Lines	This batch job generates two reports of accounting lines with no posting lines where a transaction has reached the final and historical final transaction phase. The first report displays transactions that have a transaction function of New or Cancellation. The second report displays transactions that have a transaction function of Modification.	Financial
Financial/VSS Synchronization		
Name	Description	Job Manager Application
Export from VSS	Exports all of the vendor responses and attachments for solicitations, invoices along with their attachments, other vendor details which are newly added or which are changed, and the supporting table records that have changed and need to be updated in Advantage.	Vendor Self Service
Load to Advantage	Imports all of the vendor responses, which are exported from VSS along with their attachments, invoices along with their	Financial

	attachments, also other vendor details which are newly added or which are changed, and the supporting table records that have changed and need to be updated in Advantage so as to be in sync with VSS.	
Create Certification Transactions	Creates Vendor Customer Modification transaction for each new Vendor Customer record imported from CGI Advantage Vendor Self Service where the Create Certification Transaction indication is <i>true</i> .	Financial
DPC Table Export	Extracts data from VSS and creates an XML file, which will be used during the VCM Tracking Table Load process in Financial.	Vendor Self Service
VCM Tracking Table Load	Loads the VCM Tracking Table using the XML file created from the DPC Table Export batch job in VSS or the XML file from the interfacing department.	Financial
Tracking Table to VCM Transaction Creation	The Tracking Table to VCM Transaction Creation process adds the opportunity for the client to review changes made by the vendor prior to updating the Vendor Customer table in Advantage.	Financial
Export from Advantage	Exports all of the vendor solicitations and attachments for solicitations, other vendor details which are newly added or which are changed, and the supporting table records that have changed and need to be updated in VSS.	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial
Load to VSS	Imports all of the solicitations, which are exported from Advantage along with their attachments; also other vendor details which are newly added or which are changed, and the supporting table records that have changed and need to be updated in VSS so as to be in sync with Advantage.	Vendor Self Service
Catalog Export from Advantage	Determines which Catalog Maintenance and Picture Attachment table records need to be sent from CGI Advantage Financial to VSS and sends the files to the FTP directory specified in the parameters.	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial

Load Catalog to VSS	Identifies which recently transferred files from the Catalog and Picture transfer chain job need to be loaded into VSS and imports these new records into VSS.	Vendor Self Service
VCM Tracking Table Export	Extracts data from the Advantage VCM Tracking Table in order to update the VSS Transaction Pending Changes Table (DPC), or to provide files with the status of vendor updates for departments that have chosen to interface Vendor/Customer updates.	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial
DPC Load	Extracts data sent to the Ready_To_Load folder by the VCM Tracking Table Export job in Financial to the ExportImport directory and updates the DPC table in VSS.	Vendor Self Service
Catalog Indexing	Adds a special index to each table that needs to be included in the search on the VSS Catalog Search page, which allows a single search field to search against multiple columns on various source data objects.	Vendor Self Service
Email Letter Generation	Picks up the records from the Manage Email Letter Generation page in CGI Advantage Financial sorted on the basis of Date/Time stamp and generates emails and letters.	Financial
Email Letter Generation	Picks up the records from the Manage Email Letter Generation table in CGI Advantage Vendor Self Service sorted on the basis of Date/Time stamp and generates emails and letters.	Vendor Self Service
DPC Purge	Removes the Approved or Rejected records on the VSS DPC table according to user specified parameters.	Vendor Self Service
SA 13 Out of Sync differences between Financial and VSS	The SA13 job is used to report on all out of sync differences between Financial and VSS tables.	Financial
Grant Lifecycle Management Jobs		
Name	Description	Job Manager Application
Generate Alerts	Identifies alert date records within the Grant Lifecycle Management module and determines whether alerts need to be sent to Grant Users for the specific date records. The process also initiates the	Financial

	sending of the alert (that is, Detailed E-mail, Summary E-mail or Calendar Item).	
Grants.gov Interface	<p>Batch process that imports the grants.gov XML file stored at http://www.grants.gov/search/XMLExtract.do to the Available Opportunity Details Page. Supports viewing available grant opportunities within Advantage Financial</p> <p>Note: The process should be run after the latest XML file is provided by grants.gov – which is between 4AM EST and 5AM EST.</p>	Financial
Utilities Jobs		
Name	Description	Job Manager Application
Identify and Archive Stale Gaps – in Archive & Identify Stale Gaps mode	<p>Archives gaps that were previously marked <i>stale</i> and then marks new gaps as <i>stale</i>. The stale gaps will remain until the next run. While gaps are marked “stale”, they are read by processes but skipped for processing.</p> <p>Note: If there is time in your nightly cycle processing window, then this job should be run nightly. Otherwise, it should be run weekly at a minimum.</p>	Financial
Online Forms Cleanup	<p>This job loops through online View Forms Management records selecting those that have been previously accessed, or those that have expired, and deletes those records along with the corresponding PDF files. Generated PDF files will be purged nightly if the related View Forms Management records have been accessed, or per a predetermined period of time if it has not been accessed.</p>	Financial
Database Backup Recommended	A backup is recommended at this point.	Financial
Begin Day	Updates the system date parameter through the batch interface.	Financial
Begin Day	Updates the system date parameter through the batch interface.	Vendor Self Service
Automated Workflow Escalations	Performs the warning notification and escalation of Worklist items that are pending in a User’s Worklist for more than a specific period of time.	Financial

Considerations for DB Backup

The Introduction of DB Backups into the Nightly Cycle is something that is based upon many different variables. The basic variable set for determining where DB Backups should be placed in the nightly cycle is as follows:

1. The length of time to back up the DB. [The DB here is the Financial DB; however, the Admin DB and its state must also be considered and incorporated into the Backup strategy. This may not be a simple strategy if your client site contains both Financial and HR, which share a common Admin DB.]
2. The length of time to restore the DB.
3. The length of time to perform individual steps in the cycle at your client site, as this may vary from client site to client site.
4. If an individual step meets the following criteria: does not have the restart capability, alters data and steps before it consumed a significant amount of processing time.
5. The size of the window for performing all steps inside of the nightly cycle, including intermediate backups.
6. If a step of the nightly cycle takes a long time to complete.
7. If there is an interdependency between steps of the nightly cycle.
8. If there is high variability in the processing time of a job, due to peaks and troughs of records to process.
9. If there are jobs that are added into the Nightly Cycle on a periodic basis, but are not run every night.
10. If there is an interconnectedness of external systems with this application.

Before determining where backups should occur, you need to calculate the following:

- The length of time it takes to complete the nightly cycle, without backups
- The available window for your nightly cycle
- The length of time it takes to backup the DB
- The length of time it takes to restore the DB

Once you have determined the above calculations, you can then determine how many database backups can be embedded in the nightly cycle.

When CGI Advantage Financial interacts with external systems, both in terms of accepting data into Advantage Financial as well as sending data externally the Database Backup Strategy may need to include a backup after the interaction with the external system. This reduces the duplicate interaction between Financial and that external system, if a database restore is required.

For example, if you generate EFTs to a Financial institution, and you successfully process that job, but a later job fails and requires a restore of your database back to a valid state prior to your interaction with the Financial Institution. When you restart your nightly cycle it would theoretically have to walk through the job with your Financial institution a second time, which might cause duplicate payments.

The bare minimum of backups should be after the online day has completed (or before nightly cycle commences) and after nightly cycle ends (or before online day begins). All other DB backups should be analyzed as to their necessity and the timing for the nightly cycle process.