

CGI Advantage[®] 4

Procurement Run Sheets Guide



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1 Purpose of the System Administration Guide

This manual is intended to help system administrators initiate, configure, monitor, and control all processing for CGI Advantage. The manual has five parts:

- The CGI Advantage System Administration Guide contains information about the CGI Advantage system architecture, and configuration (including the embedded third party components), post-installation setup, security configuration and considerations, workflow, job framework and its usage/maintenance, and other information pertinent to administering the application.
- The CGI Advantage HRM run sheet guides describe each process of CGI Advantage HRM in detail with its input, output, parameters, sort sequence, and selection criteria.
- The CGI Advantage Financial run sheet guides describe each process of CGI Advantage Financial in detail with its input, output, parameters, sort sequence, and selection criteria.
- The CGI Advantage HRM Payroll Engine System Administration Guide describes the system control tables and utilities for CGI Advantage HRM.
- The CGI Advantage VSS System Administration Guide describes each VSS process in detail with its input, output, parameters, sort sequence, and selection criteria.

System administration tasks include setting up and maintaining application security, querying and viewing the application status through logs and reports, managing workflow, setting up and maintaining system tables, and other critical application maintenance tasks.

1.1 Common terms and glossary used

The terms "Job" and "Batch" have been used interchangeably throughout the document. Please note that the CGI Advantage technical architecture is flexible enough to support the execution of jobs/batch processes while the application is available for online usage. In other words, the jobs/batch processes are technically not required to be "offline" processes.

2 Description of Processes

This chapter describes the processes in CGI Advantage that are considered system administration processes. For each process, you see information on these topics:

- Description
- Steps to Run this Process (if applicable)
- When to Run
- Major Input
- Output
- Parameters – Batch and Custom
- Sort Sequence
- Selection Criteria
- Notes
- Problem Resolution

System Wide Batch Parameters:

System wide batch parameter fields are available with each batch program, which provide the path for the input/output directory. These parameters allow sites to easily and quickly update the path for individual batch processes.

System wide batch parameters can be defined at the System Level, Area Level, Chain Job level, Chain Level or Job level. There has to be a default value set for the system wide batch parameters at any of these levels mentioned above so that the process will generate, read or write the respective files from the given location.

System wide batch parameters are defined at the System Level on the System Level Process Parameters (BATSETUP) reference page, searching for the Catalog Label of *Batch Catalog* and then choosing the record-level action of *Edit*.

- **AMSROOT** - Root directory of the batch files (for example, C:\AMSADV30\RTFiles)
- **AMSEXPORT** - For files that are created by the program and need to remain after the job is completed (i.e. cannot be temporary files). This could include interface files that come from/go to third party sources (for example, \$AMSROOT\ExportImport).
- **AMSIMPORT** - For files that are used by the program and need to remain after the job is completed (that is, cannot be temporary files). This could include interface files that come from/go to third party sources (for example, \$AMSROOT\ExportImport).
- **AMSLOGS** - For batch framework log files. If the job requires its own log files, this is where it is put (for example, \$AMSROOT\Logs).
- **AMSPARM** - Batch job parameter files specific to a single job instance only (for example, \$AMSROOT\Parms).
- **AMSTEMP** - For temporary files, usually stamped with process ID (for example, C:\TEMP).
- **AMSSPOOL** - Batch job report files, statistic files, exception reports, and so forth. These files may be sent to an OS print queue. File name is usually date and time stamped (for example, \$AMSROOT\Spool).

Note:

Assumptions while implementing system wide batch parameters: It is assumed that wherever in the Job processes system wide batch parameter variables (that is, AMSEXPORT, AMSIMPORT, AMSROOT, AMSLOGS, AMSPARM, AMSTEMP, AMSSPOOL) are declared as input parameters, care should be taken to set the overrideable flag for that variable to *true*, otherwise the process may fail.

Pivot Date/Year Validation:

Note:

Assumption for date attributes: Set the Earliest Year (EARLIEST_YEAR) and Latest Year (LATEST_YEAR) on the Application Parameter reference page. When defining the year range, attention should be given to setting a range vast enough to accommodate all system impacts (such as imported transactions). The Job input date/year must lie between the above year range; otherwise, the process will fail.

2.1 Procurement Batch and Chain Processes

The CGI Advantage Procurement product compiles all activities, transactions, and related correspondence for the procurement of goods and services into a repository that provides a single point for tracking, assignment, and reporting during the lifecycle of the procurement.

The Procurement processes are:

- [Agreement Renewal Notification](#)
- [Assembly Request Cleanup](#)
- [Authorization Service Alert](#)
- [Automated Volume Discount](#)
- [Catalog Indexing](#)
- [Catalog Load Process](#)
- [Closed Buysense PO's](#)
- [Close Expired Agreements](#)
- [Commodity and Stock Item Deactivation](#)
- [Contract Copy](#)
- [Deliver Ariba Information](#)
- [Expired Mandatory Purge on MA](#)
- [Headquarters Unique ID Cleanup](#)
- [Insurance Expiration Notification](#)
- [MA Batch Print](#)
- [Master Agreement Copy](#)
- [Matching Payment Creation](#)
- [PO Batch Print](#)
- [Process MA Pending Table](#)
- [Procurement Folder Historical Update](#)
- [Procurement Milestone Alerts](#)
- [Protest Action Alerts](#)
- [Renew Agreements](#)
- [Transaction Assembly](#)
- [Update Department on User, Buyer and Manager Tables](#)
- [Vendor Complaint Tracking](#)

Descriptions of these processes are organized in this section in alphabetical order.

2.1.1 Agreement Renewal Notification

Description

The Agreement Renewal Notification offline process will select records from the Master Agreement Transaction Header (MA_DOC_HDR) and Purchase Order Transaction Header with Doc Subtype 'CT' (PO_DOC_HDR) tables for all of the latest versions of the MA and CT transactions, respectively. The expiration date will be obtained from the MA Transaction Renewal Period table (MA_DOC_RNEWPER) and PO (for Doc Subtype 'CT') Transaction Renewal Period table (PO_DOC_RNEWPER). If the difference in days between the expiration date on the MA and/or PO Transaction Renewal Period tables and the expiration date on the Master Agreement Header and Purchase Order Header table are more than 0, then the Renewal Notification Days Prior to Expiration will be obtained from the Renewal Period table. If not found on the Renewal Period table, then it will be picked up from the Procurement Transaction Control (R_PRCU_DOC_CTRL) table for the transaction type of the MA and the Doc Subtype of 'CT' Transactions.

If the current system date is less than or equal to the expiration date on Master Agreement Transaction Header and/or Contract Transaction Header, and the difference between expiration date and current system date (in days) is less than the Renewal Notification Days Prior to Expiration as derived above, the process will issue alerts to the buyer or to any member of the buyer team assigned to the MA Doc record on the MA Doc Header and/or CT Doc record on the PO Doc Header.

The Job return status is set to "Successful" if an alert is issued to the buyer.

When to Run

This process can be run on an on demand, daily, weekly or monthly basis.

Major Input

- Master Agreement Transaction Header (MA_DOC_HDR)
- Master Agreement Transaction Renewal Period (MA_DOC_RNEWPER)
- Procurement Transaction Control (R_PRCU_DOC_CTRL)
- Purchase Order Transaction Header for Doc Subtype 'CT' (PO_DOC_HDR)
- Purchase Order Transaction Renewal Period for Doc Subtype 'CT' (PO_DOC_RNEWPER)

Output

Alerts will be issued to the buyer or any member of the buyer team assigned to the MA and/or CT Transactions in order to notify users when a Master Agreement and/or Contract is expired.

Parameters

Custom Parameters

SWBP Parameters:

Field Name	Description (Caption)	Required /Optional	Default Value	Comments
AMSLOG S	Logs Location at Deliver Ariba Information Job	Required	-	** Refer to Note: Assumptions for SWBP on page no. 5

Sort Criteria

The records to be obtained from the Renewal Period table are sorted on the basis of Transaction Code, Transaction Department Code, Transaction ID, Transaction Version Number, and Transaction Renewal Period Line number.

Selection Criteria

Records will be selected based on the following:

- MA and/or Doc Subtype 'CT' transactions that have transaction phase code as "final" and transaction function code as "new" or "modified" will be selected.

Problem Resolution

If the process was discontinued for any reasons then the job needs to be rescheduled again.

2.1.2 Assembly Request Cleanup

Description

The Assembly Request Cleanup process deletes records from the Assembly Request table (R_ASEM_REQ) as well as the matching entries on the Batch Job tables (BS_AGENT, BS_AGENT_LOG, and BS_AGENT_PARM) that are selected based on the items in the parameter section.

The Job Return Status is set to Successful if all of the specified tables are successfully updated.

When to Run

This process can be run on demand.

Major Input

The Assembly Request table (R_ASEM_REQ) and Batch Job tables (BS_AGENT, BS_AGENT_LOG, BS_AGENT_PARM)

Output

Entries Purged from the Assembly Request table (R_ASEM_REQ) and Batch Job tables (BS_AGENT, BS_AGENT_LOG, BS_AGENT_PARM)

Parameters

Job	Parameter	Description	Default Value
Assembly Request Cleanup	Number of Days DAY_NO	Number of Days from the current application date to the start date for the clean up.	-
	Transaction ID DOC_ID	Transaction ID	-
	Transaction Department DOC_DEPT_CD	Transaction Department	-
	Transaction Code DOC_CD	Transaction Code	-

Selection Criteria

The selection criteria is based on procurement transactions (SO, MA, PO) that match the criteria in the parameters above. The Number of Days from the current application date to the start for

the clean up will select all entries with a date difference greater than or equal to the parameter. For example, if the current system date is 10/31/2005, and the number of days parameter provided is 3, that would mean any transaction with an assembly job end date (R_ASEM_REQ.END_TM) on or before 10/28/2005 will be purged from the above mentioned tables.

If the Transaction ID is provided, the Transaction Department, and Transaction Code must also be provided.

The Number of Days entry must be a positive integer.

Problem Resolution

If the process was discontinued for any reason, check the batch parameters for valid values and reschedule the job.

2.1.3 Authorization Service Alert

Chain or Job Name	Authorization Service Alert
Recommended Frequency	This job can be run daily as part of the nightly cycle.
Single Instance Required	No
Can be restarted?	Yes
Reports generated	No

Overview

The Authorization Service Alert process will select records from the Authorization page where the Service To date is within the specified number of days to create an alert for the expiring soon authorization records. The process will issue alerts to the requestor of the Authorization Request transaction or the creator of the Authorization record on the Authorization (ASR) page.

The job can be restarted if it fails. If the failure occurred after the parameter validation, then the job should be restarted after resolving the errors.

If restart is not an immediate option, then a new job can be rescheduled. However, before rescheduling the job, the records loaded by the failed job should either be processed or discarded so that they do not remain in the catalog.

Parameter Validation

Parameter	Description	Default Value
Number of days (ALRT_IN_DAYS)	Indicates the number of days to create an alert before the Authorization expires.	90
Commit Block Size (COMMIT_BLK)	Indicates the commit needed after processing certain number of records.	No Default
Select Block Size (SELECT_BLOCK)	Indicates the number of records fetched at a time.	No Default
Alert Message (ALRT_MSG)	Indicates the alert message text.	Authorization <ASR_NO> expires by <EFF_END_DT>. <ul style="list-style-type: none"> • <ASR_NO> will be replaced by Authorization number from the Authorization table. • <EFF_END_DT> will be replaced by Service To date from the

		Authorization table.
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Selection of Records

On running the Authorization Service Alert job, an alert will be sent when both the below conditions are met:

- The Alert Sent (ALRT_SNT_FL) flag on the Authorization (R_ASR_INFO) table is set to *false*.
- The Application System Date + Number of days (from job parameter) is equal to Service To date.

Alert will be sent to the Requestor ID of the Authorization Request transaction or the Creator ID from the Authorization table.

Processing steps

Process Steps	Messages
1. Parameter Validation	<ul style="list-style-type: none"> • Validating Batch Parameters. • Parameters are valid or invalid depending on the validation. If the parameter is invalid, the invalid value will be displayed in the log. • Batch Parameter validation completed.
2. Selection of records	<ul style="list-style-type: none"> • Selecting eligible records. • If the selection returns 0 records, then the following message will be issued: "No eligible record found". • At the end, the following message will be issued: "Selection of records completed".
3. Processing of Records	<ul style="list-style-type: none"> • For the selected records, the job will send an alert to the Requestor ID or the Creator ID. • Once the alert is set, the ALRT_SNT_FL field on the R_ASR_INFO table will be set to <i>true</i>.

Restartability Information

If the job fails in any of the above steps, the job can be restarted after resolving the error.

Major Input

- Authorization (R_ASR_INFO) table
- Application System date

Batch parameters

Parameter	Description	Default Value
Number of days (ALRT_IN_DAYS)	Indicates the number of days to create an alert before the Authorization expires	Default value = 90. <ul style="list-style-type: none"> If empty, the system will default to 90. If 0 or negative number provided, the system will default to 90.
Commit Block Size (COMMIT_BLK)	It is not a required field. Controls how many records are committed by the application at one time. The size should be compatible with technical capabilities and performance guidelines.	No Default. <ul style="list-style-type: none"> If empty, the system will default to 1000. If 0 or negative number provided, the system will default to 1000.
Select Block Size (SELECT_BLOCK)	It is the number of Authorization records fetched at a time. If not entered, it is defaulted to 100. Can be used for Performance tuning.	No Default. <ul style="list-style-type: none"> If empty, the system will default to 100. If 0 or negative number provided, the system will default to 100.
Alert Message (ALRT_MSG)	It is required. It indicates the alert message text.	Default: Authorization <ASR_NO> expires by <EFF_END_DT>. <ul style="list-style-type: none"> <ASR_NO> will be replaced by Authorization number from the Authorization table. <EFF_END_DT> will be replaced by Service To date from the Authorization table.

Major Output

- Alerts to the Requester ID or the Creator ID
 - Alert to the Requestor ID if the Authorization Request transaction details are available on the Authorization table. The system will do a look up to the latest final version of the Authorization Request transaction and obtain the Requestor ID from Header.
 - If the Authorization Request transaction details are not available for the selected record (the Requestor ID is not available), alert will be sent to the Created By on the Authorization table.

Job Return code

Return Code	Condition
Successful (1)	<p>All selected Authorization records are processed successfully. The job log shows:</p> <ul style="list-style-type: none"> • Batch Parameter validation completed. • Authorization <ASR_NO> expires by <EFF_END_DT>. <p>Job logs displays the below if the given conditions are met:</p> <ul style="list-style-type: none"> • Cannot locate the Requestor ID in the Final Authorization Request transaction. The logs display the message: <ul style="list-style-type: none"> ○ Could not find Requester user id for document code " + fsDocCd + " Document Department code " + fsDocDeptCd " Document ID " + fsDocId • There is no Authorization Request transaction associated for the record or the Created By is blank on the Authorization page. The logs display the message: <ul style="list-style-type: none"> ○ Could not send the alerts for Authorization <ASR_NO> as the user details do not exists.
Warning (4)	<p>No eligible records found. The logs display the message:</p> <ul style="list-style-type: none"> • No eligible records. <p>This could be because</p> <ul style="list-style-type: none"> • The Alert Sent (ALRT_SNT_FL) flag on the Authorization (R_ASR_INFO) table is set to <i>true</i>. • The Application System Date + Number of days (from job parameter) is equal to Service To date.
Non-Fatal Error (8)	<p>All selected Authorization records are not processed successfully.</p>
Failed (12)	<p>The job may fail under the following conditions:</p> <ul style="list-style-type: none"> • Parameters are invalid. <ul style="list-style-type: none"> ○ Logs - Batch parameter validation failed. ○ If non-numeric is provided for Alert (days) or Commit Block Size or Select Block Size parameters, the logs display the following: <ul style="list-style-type: none"> • Number of Days should be a numeric value. • Commit block size should be a numeric value • Select block size should be a numeric value ○ Alert Message is not in an appropriate format. • Run time exceptions for unexpected situations. • Application Parameter ENABLE_COMM_ASR is not set to <i>true</i>. <ul style="list-style-type: none"> ○ Logs - Commodity authorization required feature is not enabled.

Return Code	Condition
Terminated (16)	This return code will be issued when the job is terminated by the user.
System Failure (20)	This return code will be issued when the job is terminated because of database server or network issues.

Sort Criteria

N/A

Selection Criteria

The batch job will read the Authorization table and select records that meet the below conditions:

- The Alert Sent (ALRT_SNT_FL) flag on the Authorization (R_ASR_INFO) table is set to false.
- The Application System Date + Number of days (from job parameter) is equal to Service To date.

Problem Resolution

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	All the parameters are validated successfully.	N/A	N/A
Warning (4)	The job ended with a Warning if there are no records selected.	N/A	N/A
Non Fatal Error (8)	All the selected authorization records are not processed successfully because there is no Authorization Request transaction associated for the record or the Created By is blank on the Authorization page.	Look for the Requester ID or the Creator ID for the records selected and update the Authorization Request transaction with the Requestor ID or Created By on the Authorization page.	
Failed (12)	The job failed due to Fatal conditions.	In this step, the job may fail under the following two conditions: <ul style="list-style-type: none"> • Encounters any runtime exceptions and failed during restart. • Parameter 	

Possible Return Codes	Condition	Recommendation	Other Instructions
		validation If the job fails because of the runtime exceptions, investigate the logs reported by the process, resolve the error, and restart the job.	
Terminated (16)	The job is terminated manually by the user.	The reason for the termination needs to be investigated. The job can either be restarted or schedule a new job.	
System Failure (20)	When the job is terminated because of database server or network issues.	The reason for the system failure needs to be investigated.	

2.1.4 Automated Volume Discount

Chain or Job Name	Automated Volume Discount
Recommended Frequency	On Demand
Single Instance Required	No
Can be restarted?	No
Reports generated	Automated Volume Discount Report

Overview

The Automated Volume Discount batch process assesses all Master Agreement Expenditures from the MA Pending Total table against the specified Master Agreement (MA). The process retrieves the records from the MA Pending Total table and updates the corresponding components on the MA.

The process performs two major functions as listed below:

1. Processing MA Pending Total table: Select records from the MA Pending Total (R_MA_PEND_TOT) table and updates the 'Net Paid to Vendor' amount field on the Vendor Line of the referenced Master Agreement (MA) transaction with the Total Paid Amount value from each record. If Net Paid to Vendor now exceeds an associated volume threshold on the MA, a record will be added to the Volume Discount Trigger (VOL_DISC_TRIG) table.
2. MA Modification: Selects records from the Volume Discount Trigger table and creates an MA modification for each record, applying the appropriate discount for the new tier to the amounts for all Commodity Lines. For each MA modification, the transaction is added to a report and an email is sent to the assigned buyer. If Net Paid to Vendor is lowered below the threshold for the taken discount, the transaction is added to the report and an email is sent to the assigned buyer but there will be no MA modification created (the buyer is expected to modify the MA manually).

Process Steps	Messages
1. Parameter Validation	<ul style="list-style-type: none"> Validating Batch Parameters. Parameters are valid or invalid depending on the validation. If the parameter is invalid, the invalid value will be displayed in the log. Batch parameter validation completed.
2. Selection of MA Pending Total Records	<ul style="list-style-type: none"> Selecting eligible MA Pending Total records. If the selection returns 0 records, then the following message will be issued: No Net Paid to Vendor amounts updated.

Process Steps	Messages
	<ul style="list-style-type: none"> At the end, the following message will be issued: Selection of MA Pending Total records completed.
3. Selection of Volume Discount Trigger Records	<ul style="list-style-type: none"> Selecting eligible Volume Discount Trigger records. If the selection returns 0 records, then the following message will be issued: No Volume Discount triggers found. At the end, the following message will be issued: Selection of Volume Discount Trigger records completed.
4. Report Generation	<ul style="list-style-type: none"> Creating Automated Volume Discount Report. Report created.
5. Email Generation	<ul style="list-style-type: none"> If any notices were created during the run: Sending email. At the end of this step, if any email was sent: Email sent - count: 1

Restartability Information

- If the job fails for any reason, a new job should be scheduled after correcting any conditions that caused the job to fail.
- The job is expected to be run daily after the Automated Disbursement chain has completed. It can be run on demand.

Major Input

- MA Pending Total (R_MA_PEND_TOT)
- Volume Discount Trigger (VOL_DISC_TRIG)

Batch Parameters

Note: The default values listed are those delivered with the software. Actual values may vary based on your site's setup.

Parameter	Description	Default Value
DOC_CD	Transaction Code This is a required parameter. This parameter allows a comma delimited list of MA Transaction Codes.	MA

FROM_MA_DEPT	From MA Department Conditionally required – From MA Department and To MA Department must both be provided or both be blank. Must be less than or equal to To MA Department. Must be valid on the DEPT table.	No Default
TO_MA_DEPT	To MA Department Conditionally required – From MA Department and To MA Department must both be provided or both be blank. Must be valid on the DEPT table.	No Default
DOC_ID	Transaction ID This is an optional parameter used to restrict the selection of MAs that match the Transaction ID specified.	No Default

Major Output

- MA Transaction Header (MA_DOC_HDR) – Modified On is updated when MA Transaction Vendor line is updated.
- MA Transaction Vendor (MA_DOC_VEND) – Net Paid to Vendor is updated to the value from the MA Pending Total record.
- Draft MA Modification Transactions
- Automated Volume Discount Report - The report will show draft MA transactions that were created. When a draft MA transaction is not created when one already exists or when the Total Paid Amount was lowered below the threshold for the current discount tier.

Job Return Code

Return Code	Condition
Successful (1)	Job ends successfully. A job completes successfully when all records are processed successfully or no records were found.
Warning (4)	This Return Code is not issued by this job.
Non Fatal Error (8)	This Return Code is not issued by this job.
Failed (12)	This return code will be issued under the following conditions: <ul style="list-style-type: none"> • Parameters are invalid. • Run time exceptions for unexpected situations.
Terminated (16)	This return code will be issued when the job is terminated by the user.
System Failure (20)	This return code will be issued when the job is terminated because of database server, application server, or

	network issues.
--	-----------------

Sort Criteria

N/A

Selection Criteria

Both selections (MA Pending Total and Volume Discount Trigger) are filtered by the batch parameter values.

Problem Resolution

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	All selected transactions are submitted successfully or no eligible transactions were found.	N/A	N/A
Warning (4)	This Return Code is not issued by this job.	N/A	N/A
Non Fatal Error (8)	This Return Code is not issued by this job.	N/A	N/A
Failed (12)	Job failed due to Fatal conditions. Sample Message: A problem has occurred while starting a database transaction.	If the job fails because of a runtime exception, investigate the exception reported by the process, resolve the error, and schedule another job.	N/A
Terminated (16)	Job is terminated manually by the user.	The reason for the termination needs to be investigated, and a new job can be scheduled.	N/A
System Failure (20)	When the job is terminated because of database server or network issues.	The reason for the system failure needs to be investigated, and a new job can be scheduled.	N/A

2.1.5 Catalog Indexing

Description

The Shopper (SHOP) page requires special multi-column indexes. Unlike normal indexes which are updated whenever the table rows change, these require periodic synchronization. The process will perform the necessary updates using direct SQL.

Please note: This job is not applicable when the database platform is IBM DB2 UDB because DB2 Text Search Administration commands cannot be directly called from an application. Please consult your System Administrator to inquire about the database update index task schedule and/or to request for the updates to be effected before the next scheduled iteration.

When to Run

This process is run nightly, and can be run on demand.

Major Input

- Index INV_CONCAT_CONTEXT on Inventory (R_INVN)
- Index PO_CONCAT_CONTEXT on Purchase Order Commodity Line (PO_DOC_COMM)
- Index COMM_CONCAT_CONTEXT on Commodity (R_COMM_CD)
- Index MA_CONCAT_CONTEXT on Master Agreement Commodity Line (MA_DOC_COMM)
- Index CTLG_CONCAT_CONTEXT on Master Agreement Catalog (MA_CTLG)

Output

None

Parameters

Job	Parameter	Description	Default Value
CatalogIndexing	CGI Advantage Application (ADV_APP)	CGI Advantage Application (1 for Financial or 2 for VSS)	1

Sort Sequence

None

Selection Criteria

None

Problem Resolution

No restoration of datasets or files from backups is required for this program. This job can be rerun as necessary.

2.1.6 Catalog Load Process

When to Run

This process can be run at any time.

Description

The Catalog Load Process allows Buyers to bulk load catalog items and pictures (from a vendor) associated with a Master Agreement (MA) catalog commodity line. The catalog items must be in a Microsoft Excel 2007/2010 file and must conform to the catalog format supported by Advantage. **Any references to “Catalog File” in this run sheet assume it is in this required format.** More details on this format are included in this run sheet and in the “Catalog Management” section in the *Procurement User Guide*.

Prior to initiating the actual catalog loading process, the Buyer should have reviewed the Catalog File that was forwarded by the Vendor to verify the file content, for example, accurate pricing, correct items, detailed item descriptions, and so forth. From a business process standpoint, the Buyer should take this opportunity to improve the quality of the data by expanding abbreviations, adding additional text or filling in additional fields if needed. From a system standpoint, the Buyer must also manually add the Vendor/Customer code to each line in the catalog file. The Buyer should perform this same review of the ZIP Picture file to ensure that the picture images included in the zip file are according to specifications and are associated with the appropriate catalog item in the Catalog File. The Buyer should also ensure that all image files listed in the Catalog File are included in the Picture ZIP file. In addition, the Commodity Code that is associated with the catalog items may need updated depending on how the Catalog Commodity Code Match (CATALOG_COMM_MATCH) parameter on the Application Parameter (APPCTRL) table is set. If the value of the parameter is *True* then the Commodity Code for all Catalog lines being loaded must match the Commodity Code on the Master Agreement's Commodity line.

After the files have been prepared for loading, the Buyer will save the files to their local PC hard drive or wherever it has been designated that the catalog files will reside making note of the file location so it can be identified for selection when the actual uploading setup takes place.

Once the files have been prepared and validated by the Buyer, the Buyer may then load the catalog and picture files to the Master Agreement Catalog Commodity Line using the transition link called Load Catalog. With the Master Agreement in Draft, the user may select the Load Catalog link and the page will transition and open to a page called Upload Catalog File. (Note: If the Inactive Line flag is set to True for the selected Master Agreement Catalog Commodity Line an error will be issued and the page will not transition the user to the Upload Catalog file page).

The link will not be active if the Master Agreement is not in Draft. The user will see the following three fields and two links on this page:

- **Catalog File** - This field is used for browsing and selecting the vendor's Catalog File. The full file name, file type and location of the Catalog File are required to successfully load the file. Clicking on the Browse button transitions and opens the standard Microsoft Windows file selection page and allows a user to select and bring back a file. A file path and name may also be manually entered.
- **Picture File** - This field is used for browsing and selecting the Picture ZIP file associated with the vendor's catalog. The full file name, file type and location of the Picture ZIP file is required to successfully load the file. Clicking on the Browse button transitions and opens the standard Microsoft Windows file selection page and allows a user to select and bring back a file. A file path and name may also be manually entered.
- **Load Type** - The Load Type field defines the type of catalog load the user will perform. The field is a CVL with two options, Full or Incremental. This field is required when loading the Catalog Files. The two types of catalog loading are defined as follows:

- **Full Load:** When the user wants to replace all existing catalog items or if the user is doing an initial full load of new catalog items, the Full Load Catalog Type should be selected. If performing a Full Load where there are preexisting records on the Catalog Maintenance (CATM) table for the Commodity Line, then any items not included will be considered as deleted.
- **Incremental Load:** When the user wants to update only catalog records that have changed since the last load, the Incremental Catalog Load type is selected. The same Catalog File format is required; however, during the Incremental load only those items that are new or have been changed will be loaded to the Catalog Maintenance (CATM) table. Several different versions of the Catalog File may be loaded to the same MA Catalog commodity line if the Load Type is Incremental. If users are loading only picture files, the load type will always load an incremental picture file on the picture attachment table.
- **Back Link** - The Back link returns the user to the Commodity Line of the Master Agreement and all data on the Upload Catalog File page will be removed.
- **Upload Link** - The Upload link is used to initiate the Catalog Load process. Once clicked, a series of real-time validations will be triggered. If successful, then the Catalog Load Batch process will be initiated to load the catalog.

NOTE: The Catalog Load Batch job exists as a standard job within the Batch Catalog, which allows users to trigger a manual load when the latest version of the MA is in Draft. The Catalog Load Process can also be triggered by selecting the Load Catalog action from the MA Catalog commodity line on a MA in Draft. Regardless of how scheduled, the job will perform the same functionality.

Detailed Description of the Batch Job

Catalog Upload

First, the system performs a look up to the Catalog Error Log table to see if any error records exist that match the Master Agreement ID (MA Doc Code, MA Doc Dept, MA Doc ID, and MA Doc Version) and Master Agreement Commodity Line Number of the Master Agreement for this catalog load. If any error records exist, these records are removed from the Catalog Error Log table in preparation for loading a new version of the Catalog File.

When a catalog load is initiated from an MA Commodity Line Type of Catalog it will check if the catalog file was provided. If there is no Catalog File provided it will go to the next step which is checking if a Picture ZIP File is provided. If the Catalog File is provided, the system will load all the rows from the Catalog File to the Catalog Staging table. It will periodically commit for clearing the memory based on the Commit Block Size. Existing data object edits and field inference logic will be triggered on commit. The system will accumulate all errors into the Catalog Error Log table that occur during the loading process and the process will not stop until all records have been processed or the Maximum Error Limit is met. Once the Maximum Error Limit has been reached the job will stop loading data and the job will fail. If any errors are encountered when the records are loaded to the Catalog Staging table, all records that were just loaded will be rolled back and/or deleted from the Catalog Staging table. The user will have to reload the entire file.

Once the load has completed successfully against the temporary Catalog Staging table, the job will compare and move staged records from the Catalog Staging table to the Catalog Maintenance (CATM) table based on the Catalog Load Type selected. Records uploaded to the same MA Commodity Line and with the same Supplier Part Number as a record on CATM are considered matching, and the remaining catalog fields are compared to determine if there are changes. Records moved to CATM by this process will remain in the *Draft* phase until the Master Agreement is finalized, at which point the phase of the new CATM records will be set to *Final*.

Before comparing the Catalog Staging table to CATM, if the Verify CATX parameter is set to Yes, any records on the Catalog Staging table, that match both the Supplier Part Number and either the Manufacturer Name and Manufacturer Part Number or the Universal Product Code of a record on the Inventory Catalog Crosswalk (CATX) table will have the listed Commodity Code replaced with the Commodity Code listed on CATX.

Load Type is Full

- All draft CATM records for this Master Agreement are deleted.
- The staging table records are compared to matching records on the CATM table. Different actions are taken depending on the following scenarios:
 - The record on the Catalog Staging table does not match or does match, but is different from, an existing CATM record.
 - The staging record is inserted into the CATM table.
 - The number of new records inserted by this scenario is displayed in the Catalog Load batch job logs as “Records Inserted” (for entirely new catalog records) and “Records Updated” (for changes compared to existing records).
- The record currently exists on CATM but does not exist on the Catalog Staging table.
 - A copy of the most recent Final record for the record is inserted on CATM with the status set to Inactive.
 - The number of records inserted by this scenario is displayed in the Catalog Load batch job logs as “Records Inactivated”.
- The record on the Catalog Staging table matches the record on CATM and has no changes.
 - Nothing happens. No new record is inserted into CATM.
- If no records were inserted into CATM by this process, then the uploaded Catalog is the same as the current Final catalog and resulted in no change to CATM. The job return code will be set as Warning to indicate this.

Load Type is Incremental

- Draft CATM records that match records on the Catalog Staging table are deleted.
 - For the Incremental Load Type only, the number of deletes is displayed in the Catalog Load batch job logs as “Draft records deleted”. This is shown and tracked because, if re-uploading an entire Catalog set to modify a Catalog line, including an initial Full load, deleting Draft Inactive records that are remaining from the initial Full load, with no further changes, is an expected outcome.
- The staging table records are compared to matching records on the CATM table. Different actions are taken depending on the following scenarios.
 - The record on the Catalog Staging table does not match or does match, but is different from, an existing CATM record.
 - The staging record is inserted into the CATM table.
 - The number of new records inserted by this scenario is displayed in the Catalog Load batch job logs as “Records Inserted” (for entirely new catalog records) and “Records Updated” (for changes compared to existing records).
- The record on the Catalog Staging table matches the record on CATM and has no changes.
 - Nothing happens. No new record is inserted to CATM.

- If no draft records were deleted from and no records were inserted into CATM by this process, then the uploaded Catalog caused no change to the CATM table. The job return code will be set as Warning to indicate this.

Note: If using the Verify CATX parameter, it is possible to receive the Warning return code if the uploaded catalog contains only new Commodity Codes, and no other changes, but the Commodity Codes were replaced by Commodity Codes in CATX that are the same as the previous version, resulting in no change to the CATM table.

After records are loaded to the Catalog Maintenance table and it will attach the Catalog file to the corresponding MA Commodity line using the key information.

Picture attachment

The next step is picture attachment where it will check the status of the catalog load and based on that it will proceed. If a Picture File does not exist, then the job should end with the same status as the prior step. If the catalog load was unsuccessful then it will run the picture attachment on validate mode where it will only validate the extensions (.jpg, .jpeg, .gif, .png or .bmp.) of the picture files. If there are errors then it will write each error to the Catalog Error Log table until it reaches the limit. If the catalog load was successful then it will also attach the picture files to the Picture Attachment table along with the validations of the extension.

The picture load will always run in an incremental mode where it will replace the file name if it already existed or it will add a new entry to the Picture Attachment table. After it attaches all the files to the Picture Attachment table it will also attach the zip file to the MA commodity line using the key information.

Email Notification

Once the batch job completes, the system will initiate an email to the user who loaded the catalog from the Master Agreement or to the user's email address specified when the batch job is submitted manually.

If the job return code is set to Warning because the uploaded Catalog caused no changes to CATM, the email that is sent will be the appropriate one for a successful Catalog load, assuming no other Failures or Warnings.

The following describes the Email Notification types and when the template will be used:

Email Type	Email Title	Email Description
CATEM1	Catalog and Picture File Successful	The Catalog Load Batch Job completed successfully. Both the Catalog and Picture file loaded successfully.
CATEM2	Catalog File Failed; Picture File Failed	The Catalog Load Batch Job completed; however, both the Catalog File and the Picture File failed.
CATEM3	Catalog File Failed; Picture File Warning	The Catalog Load Batch job completed unsuccessfully. The Catalog File failed. Because the Catalog File load failed, only the Picture File extensions were validated.
CATEM4	Catalog File Successful; No Picture File specified	The Catalog Load Batch job completed successfully. The Catalog File loaded successfully. No Picture File specified.
CATEM5	Catalog File Failed; No Picture	The Catalog Load Batch job completed successfully.

	File specified	The Catalog File loaded unsuccessfully. No Picture File specified.
CATEM6	Picture File Successful; No Catalog File specified	The Catalog Load Batch job completed successfully. The Picture File loaded successfully. No Catalog File specified.
CATEM7	Picture File Failed; No Catalog File specified	The Catalog Load Batch job completed successfully. The Picture File loaded unsuccessfully. No Catalog File specified.

Major Input

- The catalog items must be in a Microsoft Excel 2007/2010 file and must conform to the catalog format supported by Advantage.
- Picture files which should be included in a Zip file.
- MA Transaction in Draft mode.

Output

- MA_CTLG
- MA_DOC_COMM
- MA_CTLG_PIC_ATT
- MA_CTLG_LOG

Note: The input files (the CIF file, the Excel spreadsheet file, and/or the zip file containing one or more image files) are attached to the Commodity line from the parameter directory after the MA Catalog lines have been successfully saved (that is, the job completes successfully).

Parameters

Job	Parameter	Description	Default Value
CatalogLoad	(MA_DOC_CD) MA Transaction Code	MA Transaction Code of the transaction for which we want to upload the catalog records.	No Default
	(MA_DOC_DEPT) MA Transaction Department	MA Transaction Department of the transaction for which you want to upload the catalog records.	No Default
	(MA_DOC_ID) MA Transaction ID	MA Transaction ID of the transaction for which you want to upload the catalog records.	No Default

	(MA_DOC_VEND_LN_NO) MA Transaction Vendor Line Number	MA Transaction Vendor Line Number of the transaction for which you want to upload the catalog records.	No Default
	(MA_DOC_COMM_LN_NO) MA Transaction Commodity Line Number	MA Transaction Commodity Line Number of the transaction for which you want to upload the catalog records.	No Default
	(LOAD_TYP) Load Type (1 = Full Load , 2 = Incremental Load)	Load Type can be Full Load or Incremental Load based on the operation that you want.	No Default
	(CTLG_FILE_NM) Catalog File Name	Catalog File Name is the Catalog File that the user provides so that the batch job reads the file and uploads the data. Note: The Catalog File must be in a Microsoft Excel 2007/2010 file and must conform to the catalog format supported by Advantage	No Default
	(PICT_FILE_NM) Picture File Name	Picture File Name is the zip file containing all the pictures in .jpg, .jpeg, .gif, .png or .bmp. format.	No Default
	(USER_EMAIL_ADDR) User Email Address	User Email Address (from SCUSER, based on the User ID initiating the Catalog Load) or any email Id if the job is scheduled through batch setup.	No Default
	(MAX_ERR_LIM) Maximum Error Limit	The Maximum Error Limit parameter establishes the cutoff point at which the system will stop processing the catalog file. Once the system has reached the specified number of errors for a catalog file, the job will end with a Failed Status.	200
	(COMMIT_BLK_SZ) Commit Block Size	Commit Block Size. If not entered then defaulted to 100.	100

	(VERF_CATX) Verify CATX	This parameter is used to verify if the Catalog Upload records (Stock Item + Manufacturing Details) are present on the Inventory Catalog Crosswalk (CATX) table. The valid parameter values are Yes and No. If this parameter is set to Yes, then it will verify the records with the CATX table before inserting it to the CATM table. If it finds a matching item on the CATX table, then the job will switch the Commodity code (from the Catalog) to the Stock Item Number of the corresponding CATX record and upload the same to the CATM table. If it does not find a matching item in the CATX table, then the job will upload the existing catalog record to the CATM table as it is.	No
--	----------------------------	---	----

Sort Sequence

None

Selection Criteria

The transaction identifier parameters will select a single MA Transaction Commodity line: MA Transaction Code, MA Transaction Department, MA Transaction ID, MA Transaction Vendor Line Number, and MA Transaction Commodity Line Number. The MA transaction must be in Draft Phase, the Commodity line must have Line Type Catalog, and the Vendor Code and Commodity Code (dependent on the CATALOG_COMM_MATCH parameter on APPCTRL) values in the input file should match their corresponding values on the Commodity line.

Problem Resolution

1. Make sure that there is no other Job with the same Transaction Information run sequentially at that point in time.
2. Rerun the entire job with whatever mode it was run (Full or Incremental).
3. Confirm that the Inactive Line flag is not set to True for the MA Transaction Code, Dept, ID and Commodity Line Number specified in the batch parameters.
4. If there is an issue with the Microsoft Excel file formatting or the Microsoft Excel header then the following points should be reviewed.

NOTE: The Microsoft Excel file must have the correct number of columns, and the columns must be in the specified order.

The following # of columns and order is required:

Column A: VENDOR CUSTOMER CODE

Column B: SUPPLIER PART NUMBER

Column C: SUPPLIER NAME

Column D: MANUFACTURER NAME

Column E: MANUFACTURER PART NUMBER

Column F: COMMODITY CODE

Column G: ITEM DESCRIPTION

Column H: EXTENDED DESCRIPTION

Column I: UNIT OF MEASURE

Column J: LIST PRICE

Column K: DELIVERY DAYS

Column L: PRODUCT/CATEGORY

Column M: MODEL

Column N: DRAWING

Column O: PIECE

Column P: SERIAL NUMBER

Column Q: SPECIFICATION

Column R: SIZE

Column S: COLOR

Column T: PICTURE FILE NAME

COLUMN U: THUMBNAIL FILE NAME

COLUMN V: EXTERNAL SUPPLIER ID

COLUMN W: CUSTOMER PRICE

COLUMN X: SUPPLIER URL

COLUMN Y: MANUFACTURER URL

COLUMN Z: PARAMETRIC NAME

COLUMN AA: PARAMETRIC DATA

COLUMN AB: PUNCH OUT ENABLED

COLUMN AC: PUNCH OUT LEVEL

COLUMN AD: TERRITORY AVAILABLE

COLUMN AE: SUPPLIER AUXILIARY ID

COLUMN AF: MISC DATE 1

COLUMN AG: MISC DATE 2

COLUMN AH: MISC DATE 3

COLUMN AI: MISC AMOUNT 1

COLUMN AJ: MISC AMOUNT 2

COLUMN AK: MISC AMOUNT 3

COLUMN AL: MISC TEXT 1

COLUMN AM: MISC TEXT 2

COLUMN AN: MISC TEXT 3

COLUMN AO: UNIVERSAL PRODUCT CODE

Columns J (LIST PRICE), K (DELIVERY DAYS), W (CUSTOMER PRICE), AI (MISC AMOUNT 1), AJ (MISC AMOUNT 2) and AK (MISC AMOUNT 3) must be numeric. Columns AF (MISC DATE 1), AG (MISC DATE 2) and AH (MISC DATE 3) must be short date. The rest of the columns should have Text as the Format even if entering numbers, for example, SUPPLIER PART NUMBER – 1234678.

2.1.7 Closed Buysense PO's

Description

The BuysenseClose process is an offline batch process used for closing buysense purchase orders so that a procurement-only environment can archive these purchase orders. The user enters the list of departments for processing, the list of transaction codes specifying the purchase orders to be processed, and the number of days to wait after the commodity's delivery date.

The offline process selects all Purchase Order Transactions that have Buysense set to true, Transaction closed amount set to zero, Transaction Phase Code set to Final, and Transaction Code set to one of the transaction codes in the list of transaction codes provided by the user.

PO Transactions whose Rec Final flag is false and Line Type is 'SERVICE' are closed if the difference between the current date and the Service To date is equal to or greater than the Number of Days specified as an input parameter to the process. The Closed Contract Amt is set to Line Amount, Closed Quantity is set to Quantity, and Rec Final flag is set to true to close the PO Transaction.

PO Transactions whose Rec Final flag is false and Line Type is not 'SERVICE' are closed if the difference between the current date and the Delivery Date is equal to or more than the Number of Days specified as an input parameter to the process. The Closed Amount is set to Line Amount, Closed Quantity is set to Quantity, and Rec Final flag is set to true to close the PO Transaction.

If all the Commodity lines of a specific PO transaction are closed then the Closed Date is set to the current date, Closed Amount is set to its Actual Amount, incomplete required Milestones are set to Optional, and all States are marked as completed.

The Job return status is set to "Failed" if an exception is encountered.

When to Run

The BuysenseClose process can be run on demand.

Major Input

- PO Transaction (PO_DOC_HDR, PO_DOC_VEND, PO_DOC_COMM)

Other Input

- Procurement (R_PRCU_ID)

Output

- Processed PO Transactions are closed.

Parameters

Batch Parameters

Parameter	Description	Default Values
Department(s)	List of departments for processing; empty signifies	

	all departments	
Transaction code(s)	List of transaction codes specifying what purchase orders should processed	POB
Number of days	Number of days to wait after the commodity's delivery date	30

Custom Parameters

SWBP Parameters:

Field Name	Description (Caption)	Required /Optional	Default Value	Comments
AMSLOGS	Logs Location at Close buysense POs Job	Required	-	** Refer to Note: Assumptions for SWBP on page no. 7

Sort Criteria

None

Selection Criteria

For the departments specified, select PO Transactions that have Transaction Code set to one of the transaction codes mentioned in the list of transaction codes, Buysense set to true, Closed amount set to zero, and Transaction Phase Code set to Final.

Problem Resolution

- If the process fails check the Log file for any errors that may have occurred while the program was running.
- No database restore is required. Correct the problem and rerun the job executing the program.

2.1.8 Close Expired Agreements

Description

The Close Expired Agreements process is an offline process used to close Agreements that have expired before the given expiration date.

The user specifies an expiration date as an input parameter when running the process. The offline process selects all new or modified agreements that are final and open and whose expiration date has been set. Agreements with an expiration date earlier than the expiration date specified as an input parameter by the user will be closed by setting Closed Date (DOC_CLSD_DT) on the MA transaction (MA_DOC_HDR) as the current date. If the user does not enter an expiration date as an input parameter then the process defaults to the current system date.

The Job return status is set to "Failed" if invalid expiration date is entered or if any other exception is encountered during process Run.

When to Run

The Close Expired Agreements process can be run on demand.

Major Input

- MA Transaction (MA_DOC_HDR)

Other Input

None

Output

- MA Transaction (MA_DOC_HDR)

Parameters

Batch Parameters

Parameter	Description	Default Values
Expiration Date	Close Agreements expired on this Date (MM/DD/YYYY).	

Sort Criteria

None

Selection Criteria

Select all new or modified MA Transactions that are final and open and whose expiration date has been set.

Problem Resolution

- If the process fails check the Log file for any errors that may have occurred while the program was running.
- No database restore is required. Correct the problem and rerun the job executing the program.
- This batch program produces new Advantage transactions, which are subject to the line limit functionality constraints. Sites should ensure that they run this job with parameters set to ensure that the created transactions are within the line limit controls.

2.1.9 Commodity and Stock Item Deactivation

Description

The Commodity and Stock Item Deactivation process is used to deactivate commodities that have been marked for de-activation on the Commodity table. For stock items that have been marked for de-activation on the Inventory Maintenance table, the process deletes deactivated stock items from the Inventory Maintenance table and their associated location records from the Inventory Location table. If there are Pending or Open Procurement or Inventory transactions, then it will not update the Commodity or Stock Item.

When to Run

The Commodity and Stock Item Deactivation process can be run daily or weekly as part of the nightly cycle or on demand. There is also the flexibility to change the automation interval to run the process to tailor it to site specific needs.

Major Input

- Commodity Table (R_COMM_CD)
- Inventory Maintenance Table (R_INVN)
- All Open and Pending Procurement and Inventory Transactions

Output

- Commodity Table (R_COMM_CD)
- Inventory Maintenance Table (R_INVN)

Parameters

None

Sort Criteria

None

Selection Criteria

- Selection criteria for obtaining stock items from R_INVN is:
 - Mark for de-activation is checked
 - All open and pending Procurement and Inventory transactions.
- Selection criteria for obtaining commodities from R_COMM_CD is:
 - Mark for de-activation is checked
 - No associated stock item records on R_INVN
 - All open and pending Procurement transactions.

Problem Resolution

None

2.1.10 Contract Copy

Job Name	Contract Copy
Recommended Frequency	This process can be run On Demand.
Single Instance Required	Yes
Can be restarted?	Yes
Reports generated	No

Overview

Contract Copy is a job in the Advantage Financial system and is available under the Financial/Procurement/Batch Jobs folder.

This batch job copies Contract (CT) transactions using the baseline transaction copy command. It selects CT transactions to copy based on the selection criteria passed in the job parameters.

The parameter RENEWAL_MONTH can be used to select one month of CT transactions to copy. The selection of transactions to be copied is filtered by the Effective Date (EFBGN_DT) of the month and year provided in the parameter. The Effective Date is in the Renewal Period panel within the CT transaction. If this parameter is left blank, then all months will be selected. If more than one month is desired, then the job can be run multiple times with different RENEWAL_MONTH parameters.

The acceptable job return code for the Contract Copy Batch job is Successful.

Process Steps	Messages
1. Parameter Validation	In this step, the job will validate the batch parameters. If any parameter is invalid, the appropriate message will be displayed in the logs and the job will return as "Failed".
2. Selection of Records	<p>In this step, the job will select records based on the selection criteria specified by the user as batch parameters, along with other default values:</p> <ul style="list-style-type: none"> • SELECT * FROM PO_DOC_RNEWPER • WHERE DOC_PHASE_CD = '3' -- Final • AND DOC_FUNC_CD <> '3' -- Not Cancelled • AND DOC_CD IN ('CT') • AND DOC_ID LIKE '%VAL_IN_PREV_DOC_ID%' -- Parameter value • -----If RENEWAL_MONTH contain a value in the parameter, apply this filter ----- • AND TO_CHAR(EFBGN_DT, 'YYYY-MM-DD') >= 'YEAR-MONTH-01' • AND TO_CHAR(EFBGN_DT, 'YYYY-MM-DD') <= 'YEAR-MONTH-31'

Process Steps	Messages
	<p>If the target transaction already exists, a new transaction is not created.</p> <ul style="list-style-type: none"> • If the selection returns 0 records, then the following message will be issued: “No eligible record found”. • Number of records (count) selected will be displayed. • At the end, the following message will be issued: “Selection of records completed.”

Steps in Running this Process

1. Parameter Validation.

In this step, the job will validate the batch parameters. If any parameter is invalid, the appropriate message will be displayed in the logs and the job will return as “Failed”.

2. Selection of Records.

In this step, the job will select records based on the selection criteria specified by the user as batch parameters, along with other default values:

```

SELECT * FROM PO_DOC_RNEWPER
WHERE DOC_PHASE_CD = '3' -- Final
AND DOC_FUNC_CD <> '3' -- Not Cancelled
AND DOC_CD IN ('CT')
AND DOC_ID LIKE '%VAL_IN_PREV_DOC_ID%' -- Parameter value
-----If RENEWAL_MONTH contain a value in the parameter, apply this filter -----
AND TO_CHAR(EFBGN_DT, 'YYYY-MM-DD') >= 'YEAR-MONTH-01'
AND TO_CHAR(EFBGN_DT, 'YYYY-MM-DD') <= 'YEAR-MONTH-31'
    
```

If the target transaction already exists, a new transaction is not created.

3. New Records

The following fields are copied directly from the old transactions to the new transactions:

- Procurement Folder (PRCU_ID)

The following fields are set in the new transaction based on the values passed on the parameter fields:

- Budget Fiscal Year (DOC_BFY)
- Fiscal year (DOC_FY_DC)
- Period (DOC_PER_DC)
- Issuer ID (ISSR_ID)
- Requestor ID (RQSTR_ID)
- The new Transaction ID (DOC_ID) is created by replacing the value from VAL_IN_PREV_DOC_ID with VAL_IN_NEW_DOC_ID.

The following information will NOT be copied to the new transactions:

- Accounting Distribution Lines

New transactions are inserted into the database in batches of 100 to improve performance. At the end of the run, it will commit any transactions left over if it doesn't reach the commit block of 100.

Major Input

- Procurement Transaction Header Table (PO_DOC_HDR)

Batch Parameters

The batch parameters will be set on demand by the Advantage Financial Admin team.

Parameter	Description	Default Value
DOC_BFY	Budget Fiscal Year for new Transactions Transactions created by this job will have this as the Budget Fiscal Year (DOC_BFY). Format CCYY	
DOC_FY_DC	Fiscal Year for new Transactions Transactions created by this job will have this as the Fiscal Year (DOC_FY_DC). Format CCYY	
DOC_PER_DC	Period for new Transactions Transactions created by this job will have this as the Period (DOC_PER_DC). Valid values are 1-12.	1
ISSR_ID	Issuer ID Transactions created by this job will have this as the Issuer ID (ISSR_ID) in the 'Requestor Issuer Buyer' tab.	SCHED1
RQSTR_ID	Requestor ID Transactions created by this job will have this as the Requestor ID (RQSTR_ID) in the 'Requestor Issuer Buyer' tab.	SCHED1
RENEWAL_MONTH	Month and Year Optional parameter. If this parameter contains a value, the selection of transactions to be copied is filtered by the Effective	

	Date (EFBGN_DT) of the month and year provided. The Effective Date comes from the Renewal Period panel. Format CCYY-MM	
VAL_IN_NEW_DOC_ID	Value in new DOC_ID This parameter works together with the VAL_IN_PREV_DOC_ID parameter. For example, the value in VAL_IN_PREV_DOC_ID could be 'FY17' and the value in VAL_IN_NEW_DOC_ID could be 'FY18'. All transactions that contain 'FY17' in the DOC_ID would then be copied and create new transactions with 'FY18' in the DOC_ID.	
VAL_IN_PREV_DOC_ID	Value in old DOC_ID This value is part of the selection criteria of the transactions that will be copied. WHERE DOC_ID like '%VAL_IN_PREV_DOC_ID%'	

Major Output

- CT transaction types are copied and new CT transactions are created as Draft/Held.

Sort Criteria

None.

Selection Criteria

In this step, the job will select records based on the selection criteria specified by the user as batch parameters, along with other default values:

```

SELECT * FROM PO_DOC_RNEWPER
WHERE DOC_PHASE_CD = '3' -- Final
AND DOC_FUNC_CD <> '3' -- Not Cancelled
AND DOC_CD IN ('CT')
AND DOC_ID LIKE '%VAL_IN_PREV_DOC_ID%' -- Parameter value
-----If RENEWAL_MONTH contain a value in the parameter, apply this filter -----
AND TO_CHAR(EFBGN_DT, 'YYYY-MM-DD') >= 'YEAR-MONTH-01'
AND TO_CHAR(EFBGN_DT, 'YYYY-MM-DD') <= 'YEAR-MONTH-31'
    
```

If the target transaction already exists, a new transaction is not created.

Problem Resolution

Look in the job log for errors, discard any transactions created and schedule a new job.

If the job fails for any batch parameter validation errors or any data setup reasons, then correct the data setup or the batch parameter values and schedule a new job. Discard any transactions that could have been created by the job during this run.

No database restore is required. Correct the problem and rerun the job executing the program. No restoration of datasets or files from backups is required for this program.

Return Code	Condition
Successful (1)	The job ends successfully. The CT transactions have been successfully copied.
Warning(4)	The job does not select any CT's, that is, no eligible records found to copy based on the parameters.
Failed (12)	<p>The job ends with a return code of <i>Failed</i> under the following conditions:</p> <ul style="list-style-type: none"> • Parameters are invalid. • Required Parameters are not entered
Terminated	This return code is issued when the job is terminated by the user. When this job ends with a return code of <i>Terminated</i> , subsequent jobs in the chain will be set to <i>Inactive</i> .
System Failure (20)	This return code will be issued when the job is terminated because of database server or network issues. When this job ends with the return code of <i>System Failure</i> , subsequent jobs in the chain will be set to inactive.

2.1.11 Deliver Ariba Information

Description

The Ariba Requisition Delivery process is responsible for determining what XML files and catalog CIF files need to be sent to buysense. The XML files represent Ariba requisitions generated from buysense purchase orders (POBs), usually at the conclusion of the solicitation process in end-to-end procurement. The catalog CIF files represent new catalogs, generated from master agreements (MAs) that are to be loaded into Ariba and are buysense-enabled. The Buysense XML Files (PO_BUYXML) table contains the XML files, links to their associated attachments, and catalog CIF files.

The Ariba Requisition Delivery process checks for the records on the Buysense XML Files (PO_BUYXML) table, and the process then sends the appropriate records to buysense. Record delivery occurs either via an FTP process or via a direct database update of the information. Regardless of the option for the particular record type, an initial connection occurs to the FTP server and/or database as appropriate. Upon a successful connection, a maximum of twenty-five records are selected from PO_BUYXML for delivery. These records are the first twenty-five that are found waiting to be transferred; that is, XFER_FL is false, and HALT_FL is false. The transferred flag (XFER_FL) is set to true on the selected records so that another execution of this process will not mistakenly pick up these records. Records that represent XML files or catalog CIF files are stored on PO_BUYXML. Records that represent attachments contain a link within the file name to the appropriate record on IN_OBJ_ATT_STOR. An XML file will not be delivered if any associated attachment has not already been sent. This XML file will be deferred, and XFER_FL for the record will be reset to false.

For FTP delivery, all files (XML files, CIF files, and attachments) are sent to the same directory on the FTP server. A complementary file is delivered for each XML file that specifies that the delivery is done; the file name is the same except that the “.xml” extension is changed to the “.sta” extension. For database delivery, attachments and CIF files are stored in one database table while the XML files are stored in another database table.

On the successful delivery of each record the process updates the completed date (CMP_DT) with the current system date. On the unsuccessful delivery of each file (record), the transferred flag (XFER_FL) on PO_BUYXML is reset to false, and the failure is logged. Any one failure causes the overall job process to have a return status of “Failed” even though there will be successful deliveries. An exception report is generated when the process fails.

The Job return status is set to “Successful” if the delivery to buysense is successful.

The Job return status is set to “Failed” if an error occurred in the process.

When to Run

This process can be run on an on-demand, custom, daily, weekly, or monthly basis. Nevertheless, it needs to be run when end-to-end procurement functionality is available. Typically, the process is run continuously throughout the day in order to deliver new information to buysense on a timely basis. For example, the process can be scheduled to execute every ten minutes.

Major Input

- Buysense XML Files (PO_BUYXML)
- Object Attachments Storage (IN_OBJ_ATT_STOR)

Output

If the delivery is successful, then the PO_BUYS_XML record is updated as follows:

1. The XFER_FL is set to true.
2. The CMP_DT is set with the current date.

Parameters

Parameter	Description	Default Value	Required
Attachment Delivery Method	Delivery method for attachments, FTP or database (DB)	FTP	Yes
CIF File Delivery Method	Delivery method for CIF files, FTP or database (DB)	FTP	Yes
Database Password	Database password for database delivery		Yes*
Database Table (BLOB)	Table to hold attachments and CIF files for database delivery		Yes*
Database Table (CLOB)	Table to hold XML files for database delivery	BUYSEN SE_IMPO RT_DAT A	Yes*
Database URL	Location of database for database delivery	jdbc:oracle:thin:@host:port:SID	Yes*
Database User ID	Database user ID for database delivery		Yes*
FTP Directory	Destination directory for FTP delivery		Yes*
FTP Passive Mode	Passive mode indicator for FTP delivery	false	Yes*
FTP Password	FTP password for FTP delivery		Yes*
FTP Server	FTP server for FTP delivery		Yes*

Parameter	Description	Default Value	Required
FTP User ID	FTP user ID for FTP delivery		Yes*
XML File Delivery Method	Delivery method for XML files, FTP or database (DB)	FTP	Yes

*Depending on the selected delivery method, FTP information or database information is not recorded. The default values that are environment-specific or login-specific should not be specified outside of internal development and system test. This type of day zero information should not be delivered.

Sort Criteria

None

Selection Criteria

Records are picked from PO_BUYXML where XFER_FL = 0 and HALT_FL = 0.

Problem Resolution

If the process was discontinued for any reason, then the job needs to be scheduled again or executed again at its regularly scheduled interval.

2.1.12 Expired Mandatory Purge on MA

Chain or Job Name	Expired Mandatory Purge MA
Recommended Frequency	The Expired Mandatory Purge MA batch job can be run daily as part of the nightly cycle or on demand.
Single Instance Required	Yes.
Can be restarted?	No.
Reports generated	No.

Overview

The Expired Mandatory Purge MA batch process in CGI Advantage Financial deletes records from the Mandatory Source Master Agreement Lines (MSMALS) table that expired before a parameter-defined date. The process performs a lookup on the MSMALS table for Mandatory Source MA entries that have a Commodity line with the same Commodity code but have not expired. If the process finds no other MA records, then the process will uncheck the Mandatory Source flag on the Commodity (COMM) table. Similarly this process will also uncheck the Master Agreement flags on the Commodity table, if there are no other expired or cancelled MA transactions using this Commodity Code. If there is an active MA that uses the same commodity code then the flag will remain checked until all MA transactions have expired or are cancelled and the job is run again. Once the process has determined that the MA transactions have expired for the Mandatory Commodity lines that meet the selection criteria, the process will delete/remove the records from the Mandatory Source Master Agreement Lines (MSMALS) table.

1. Based upon the parameters entered, the job will search and select all entries on MSMALS which meet the criteria for removal.
2. The process will perform a lookup on the MSMALS table for any other Mandatory Source MA entries that have a Commodity line with the same Commodity code but have not expired. If the process finds no other MA records, then the process will clear (uncheck) the Mandatory Source flag on the Commodity (COMM) table.
3. If there are no other expired or cancelled MA transactions using this Commodity Code on the MA transaction, the job will also clear (uncheck) the Master Agreement flag on the Commodity (COMM) table.
4. Expired MA records are removed from the Mandatory Source Master Agreement Lines (MSMALS) table.

Process Steps	Messages
1. Parameter Validation	<ul style="list-style-type: none"> • Validating Batch Parameters • If Expiration Date parameter is not provided then "Expiration Date is Required" will be displayed in the log. • If Expiration Date parameter is not valid on CLDT then "The Expiration Date is not a valid date on the Calendar Date (CLDT) table" will be displayed in the log. • If Expiration Date parameter is not provided in valid

Process Steps	Messages
	<p>MM/DD/YYYY format then “The Expiration Date must be in the mm/dd/yyyy format” will be displayed in the log.</p> <ul style="list-style-type: none"> • If Commit Size parameter is not provided then “Commit Size is defaulted to 1000” will be displayed in the log. • If Commit Size parameter is not a valid integer greater than zero then “Commit Size must be a positive whole number greater than zero” will be displayed in the log. • If Progression Counter parameter is not provided then “Progression Counter is defaulted to 1000” will be displayed in the log. • If Progression Counter parameter is not a valid integer greater than zero then “Progression Counter must be a positive whole number greater than zero” will be displayed in the log. • Parameter validation completed.
2. Selection of Records	<ul style="list-style-type: none"> • Selecting and processing eligible records
3. Processing of Selected Records	<ul style="list-style-type: none"> • Depending on progression Counter size the “<<Progression Count>> record(s) processed” will be displayed in the log. • If no records are selected to process then “No records selected for processing” will be displayed in log. • Total <<Total Count>> record(s) are processed. • Total <<Total Count>> record(s) are deleted from Mandatory Source Table. • Processing completed. • Updating Master Agreement flag on the Commodity table to False for Expired/Cancelled MA transactions.

Major Input

Tables

- Mandatory Source Master Agreement Lines (R_MSMALS)
- MA Header component (MA_DOC_HDR)
- MA Commodity component (MA_DOC_COMM)

Batch Parameters

Note: The default values listed are those delivered with the software. Actual values will vary based on your site’s setup.

Parameter	Description	Default Value
EFEND_DT	Required	(blank)

	The Expiration Date entered in this parameter is used to select all records on MSMALS table with an Expiration Date less than or equal to this value.	
COMMIT_SIZE	Optional Commit Block Size is a performance parameter used to control the number of records saved/updated.	1000
PROG_CTR_SIZE	Optional Progression Counter is a parameter that controls messaging to the job log stating the progress of the job.	1000

Major Output

- Mandatory Source Master Agreement Lines (R_MSMALS)
- Commodity (R_COMM_CD)

Job Return Code

Return Code	Condition
Successful (1)	All of the selected records are processed successfully by deleting expired records on the MSMALS table and updating the Mandatory Source flag on the Commodity (COMM) table.
Warning (4)	No eligible records found. This could be because of the following reasons: <ul style="list-style-type: none"> • No records found on the Mandatory Source Master Agreement Lines (MSMALS) table to delete.
Failed (12)	The job will fail under the following conditions: <ul style="list-style-type: none"> • Parameters are invalid. • Unable to delete expired records on Mandatory Source Master Agreement Lines (MSMALS). • Unable to update the Mandatory Source flag on the Commodity (COMM) table. • Run time exceptions for unexpected situations.
Terminated (16)	This return code will be issued when the job is terminated by the user.
System Failure (20)	This return code will be issued when the job is terminated because of database server or network issues.

Sort Criteria

Commodity code (COMM_CD) in ascending order.

Selection Criteria

Based upon the Expiration Date entered, the job will search and select all entries on MSMALS that meet the criteria for removal.

1. The process will perform a lookup to the MSMALS table for any other Mandatory Source MA entries that also have a Commodity line with the same Commodity Code but have not expired. If the process finds no other MA records, then the process will uncheck the Mandatory Source flag on the Commodity (COMM) table.
2. If there is no other Expired/Cancelled MA transactions using this Commodity Code on the MA transaction, the job will also clear (uncheck) the Master Agreement flag on the Commodity (COMM) table.

Problem Resolution

The following table shows the possible return codes and recommendations.

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	All of the parameters are validated successfully and all of the selected MSMALS records are processed successfully.	N/A	N/A
Warning (4)	Job ended with a Warning because no eligible record is selected for processing. Sample Message: No records selected for processing.	Provide the Expiration Date parameter such that at least one record exists on Mandatory Source Master Agreement Lines with the Expiration Date less than or equal to the job parameter value for the Expiration date.	Possibly a valid return code with no action required if there are no expired records.
Failed (12)	Required Parameters are not entered. Sample Message: 'Expiration Date' is Required.	The Expiration Date is not entered.	N/A
	Unable to delete records. Sample Message: Error occurred while	The reason for the failure needs to be investigated before scheduling a new job.	N/A

Possible Return Codes	Condition	Recommendation	Other Instructions
	processing the records.		
	Failed because of runtime exceptions for an unexpected situation.	The reason for the failure needs to be investigated before scheduling a new job.	N/A
Terminated (16)	Job is terminated manually by the user.	The reason for the termination needs to be investigated before scheduling a new job.	N/A
System Failure (20)	When the job is terminated because of database server or network issues	The reason for the System Failure needs to be investigated before scheduling a new job.	N/A

2.1.13 Headquarters Unique ID Cleanup

Description

The Headquarters Unique ID table manages auto-generated Address ID and Contact ID sequence numbers by Headquarters Account. The Headquarters Unique ID Cleanup process removes all unused HQ unique IDs from the table. Depending on the Headquarters Account code on the Headquarters Unique ID table it looks up the corresponding records in Master Address and the Vendor Contact tables. If there are no records found then it looks up in all Vendor Customer transactions having draft or pending phase based on the Vendor customer code. If a match is not found then the record in the Headquarters Unique ID table is deleted; otherwise, the next row is checked. The program ends after all entries in the Headquarters Unique ID table have been checked.

When to Run

Run On Demand.

Major Input

- R_VEND_HQ_UNID
- R_MSTR_AD
- R_VEND_CNTAC
- VCC_DOC_VCUST
- VCM_DOC_HDR

Output

- R_VEND_HQ_UNID

Parameters

No batch parameters or custom parameters required.

Sort Sequence

SEQ_NM

Selection Criteria

1. Select all the records from Headquarters Unique ID table (R_VEND_HQ_UNID) sorted on SEQ_NM.
2. For records having Account Indicator as 'A' it will first check if a corresponding record exists on the Master Address table (R_MSTR_AD).
3. For records having the Account Indicator as 'C' it will check if a corresponding record exists on the Vendor Contact table (R_VEND_CNTAC).

4. If no corresponding records are found in either of these tables (Master Address & Vendor Contact) then it checks for Vendor Customer transactions (VCC_DOC_VCUST and VCM_DOC_HDR) with a draft or pending phase based on the Vendor customer code.
5. If no corresponding records are found then the existing record is deleted from the Headquarters Unique ID table.

Problem Resolution

No database restore is required. Correct the problem and rerun the job executing the program. No restoration of datasets or files from backups is required for this program.

2.1.14 Insurance Expiration Notification

Description

The Insurance Expiration Notification offline process selects all of the records from the Insurance Certificates (R_INSU_CERT) table and processes those records that have an Award Transaction Code (AWD_DOC_CD).

For each of the five policies (General Liability Policy, Automobile Policy, Excess Policy, Other Policy and Workers Compensation Policy) the process sends an email notification as per the criteria mentioned below:

- The number of days between the expiration date on the insurance policy and the current date is equal to or less than the Notification of Days Prior to Expiration of the policy, an email notification is sent warning the buyer that the policy is about to expire.
- The number of days between the expiration date on the insurance policy and the current date is less than zero then an email notification is sent stating that the policy has expired.

The process updates the associated policy's exception warning flag or exception notification flag in the Insurance Certificates (R_INSU_CERT) table once an email notification is sent to the buyer.

The Insurance Expiration Notification process retrieves the Buyer's name from the Buyer (R_BUYER) table and the Buyer's email address from the Security User Directory Information (R_SC_USER_DIR_INFO) table to send out the email notification.

The Job return status is set to "Successful" by default and if an exception is encountered then the Job return status is set to "Failed".

When to Run

The Insurance Expiration Notification process can be run on demand or nightly.

Major Input

- Insurance Certificates table (R_INSU_CERT)
- Buyer table (R_BUYR)
- Security User Directory Information (R_SC_USER_DIR_INFO)

Output

- Email notification is sent to the buyer warning him that the insurance policy will expire soon.
- Email notification is sent to the buyer informing him that the insurance policy has expired.
- Updates to the Insurance Certificates table (R_INSU_CERT)

Parameters

None

Sort Sequence

None

Selection Criteria

None

Problem Resolution

If the process was discontinued for any reasons then the job has to be rescheduled.

2.1.15 MA (Master Agreement) Batch Print

Chain or Job Name	MA Batch Print
Recommended Frequency	This chain job can be run whenever there is a need to print Master Agreement transaction types through a Batch Job.
Single Instance Required	Yes
Can be restarted?	Yes
Reports generated	Yes, the first job and the last job in the chain generate 1 report.

Overview

MA Batch Print is a chain job in CGI Advantage Financial and is available under the Financial, Procurement, and Chain Job folder.

This chain job consists of two batch jobs that work together to print Master Agreement transaction types based on the selection criteria passed in the batch parameters, and then it creates a report of the transactions that were printed.

The MA Batch Print chain has the following jobs (each of the jobs listed below is described in subsequent sections):

1. [MA Batch Printing Initiator](#)
2. [MA Batch Print Facilitator](#)

The acceptable job return codes (configured in the Configure Chain Job section of the Job Setup in CGI Advantage) for the jobs in the MA Batch Print chain are delivered to be set to Successful.

Major Input

- Master Agreement Transaction Header Table (MA_DOC_HDR)
- Master Agreement Transaction Vendor Table (MA_DOC_VEND)

Major Output

- MA transaction is submitted for printing.
- MA Printing History table is updated.

Chain Job Return code

The following table shows the potential return codes for the MA Batch Print chain job. Note that the Chain job will end with the highest return code across all of the jobs.

Return Code	Condition
Successful (1)	All of the jobs end successfully.

Warning (4)	One of the jobs in the chain ends with a return code of "Warning."
Non-Fatal Error (8)	One of the jobs in the chain ends with a return code of "Non-Fatal Error."
Failed (12)	One of the jobs in the chain ends with a return code of "Failed."
Terminated (16)	One of the jobs in the chain ends with a return code of "Terminated."
System Failure (20)	One of the jobs in the chain ends with a return code of "System Failure."

Problem Resolution

Look into the job log for errors. Correct the problem and restart the job.

If the job fails for any batch parameter validation errors or data setup reasons, then correct the data setup or the batch parameter values and schedule a new job.

MA Batch Print Chain: MA Batch Printing Initiator Job

Job Name	MA Batch Printing Initiator
Recommended Frequency	This process is run on demand as part of the Chain Job.
Single Instance Required	Yes
Can be restarted?	Yes
Reports Generated	Yes

Overview

Based on the batch parameters entered and the selection logic, a parameter file is created by this job. This parameter file will list all of the Mater Agreement transactions to be printed as well as the information required to schedule a System Maintenance Utility job that will execute individual Print Jobs (that is, call the DOC_ACTN_PRINT action) for all transactions listed in the parameter file.

The job will select records and transactions from the Master Agreement Transaction Header table (MA_DOC_HDR) based on the selection criteria provided by the user as batch parameters and where the Transaction Type = "MA" and Transaction Phase = "FINAL."

The Batch Print Report is also created, which details the transactions that have been written to the parameter file(s) and the path of the parameter file(s).

Steps in Running this Process

1. Parameter Validation

In this step, the job will validate the batch parameters. If any parameter is invalid, the appropriate message will be displayed in the log and the job will return as "Failed."

2. Selection of Records

In this step, the job will select records based on the selection criteria specified by the user as batch parameters, where the Transaction Type = "MA", and Transaction Phase = "FINAL."

The Sort Order of the records is determined by the batch parameter "SORT_ORDER"; if this parameter is blank, the default sort order is used.

3. Creating Parameter File

In this step, the job will create and write to a parameter file the transaction records. The job sorts the records as per the batch parameter "SORT_ORDER" and groups together by Transaction Code under an **ACTN_CD block where the grouping will not change the sort order. Each time the DOC_CD value changes, a new **ACTN_CD block is created.

4. Updating Facilitator Table

This step inserts a new row into the Facilitator table for each parameter file created.

5. Creating Batch Print Report

This step creates the Batch Print Report, which details the transactions that have been written to the parameter file(s) and the name of the parameter file(s) with the path.

The following table shows the various steps that the MA Batch Printing Initiator Job goes through and the messages issued at each step.

Process Steps	Messages
1. Parameter Validation	<ul style="list-style-type: none"> Validating Batch Parameters. Parameters are valid or invalid depending on the Validation. If the parameter is invalid, the invalid value will be displayed in the log. Batch Parameter validation completed.
2. Selection of Records	<ul style="list-style-type: none"> If no records were found to be processed based on the batch parameters entered, then the following message will be issued: "No records found to be processed". For any exception condition, the following message will be issued: Error selecting transactions. Error: "Error Message".
3. Creating Parameter File and Batch Print Report	<ul style="list-style-type: none"> The following message will be issued: Created param file: "File Name" for batch print facilitator. After the parameter file/s has been created, the following message will be issued: A total of "Count" transactions were identified for printing. "Count" will be the actual count of transactions selected. The following message will be issued: Total # "Count" written to Doc Print Selection report. "Count" will be the actual count of transactions selected.

Restartability Information

If the job fails in any of the above steps, the job can be restarted after resolving the error. If the job is restarted, it will delete existing parameter files and delete previously created facilitator records.

Major Input

- Master Agreement Transaction Header (MA_DOC_HDR)
- Master Agreement Transaction Vendor Table (MA_DOC_VEND)

Batch Parameters

Parameter	Description	Default Value
DOC_CD	Transaction Code This is a required parameter. This parameter allows a comma delimited list of MA Transaction Codes to be selected for printing (for example, MA, MAS, and so forth.)	
DOC_DEPT_CD	Transaction Department Code This is an optional parameter used to restrict the selection of MA's that have the Department specified. The department specified must be a valid code on the Department (DEPT) table.	
DOC_FY	Fiscal Year This is an optional parameter to restrict the selection of Master Agreement to those with the specified Fiscal Year. Must be a valid fiscal year on the Fiscal Year table.	
DOC_ID	Transaction ID This is an optional parameter used to restrict the selection of MA's that match the Transaction ID specified	
DOC_UNIT_CD	Transaction Unit Code This is an optional parameter used to restrict the selection of MA's that have a Unit specified. If a Unit is specified Department is required as well, and both must be valid on the Unit table for the specified Fiscal Year.	
DUPLEX_PRNT	Print on Both Sides This is a required parameter. Valid values are Y or N. If Y is entered then	

Parameter	Description	Default Value
	<p>the MA transaction information will be printed on both sides of the paper. If N is entered then the MA transaction information will only be printed on one side of the paper.</p>	
EFBGN_DT	<p>Transaction Acceptance Start Date</p> <p>This is an optional parameter. The Acceptance dates are used to define a date range for MA's to select. The MA must be submitted on a date greater than or equal to the Transaction Acceptance Start Date to be included in the batch. The date must be entered in the mm/dd/yyyy format.</p>	
EFEND_DT	<p>Transaction Acceptance End Date</p> <p>This is an optional parameter. The Acceptance dates are used to define a date range for MA's to select. The MA must be submitted on a date less than or equal to the Transaction Acceptance End Date to be included in the batch. The date must be entered in the mm/dd/yyyy format.</p>	
EXCLUDE_INACTIVE_LINES	<p>Exclude Inactive Lines</p> <p>This is a required parameter. Valid values are Y or N. For MA Modifications, this parameter indicates whether Inactive Lines should be printed.</p>	Y
FILE_LOCATION	<p>Output File Location</p> <p>This is a required parameter that is used to provide the path for the generated parameter file. The parameter file contains the list of Master Agreements to be printed.</p>	
INCLUDE_CANCELED_MA	<p>Include Canceled MA</p> <p>This is a required parameter that is used to indicate if Master Agreements that have been canceled should be printed or not. If set to 'NO' then they will not be included. If set to 'YES' then canceled Master Agreements will be printed.</p>	NO
NUM_COPIES	<p>Number of Copies</p> <p>This is a required field that provides the number of copies that should be printed</p>	

Parameter	Description	Default Value
	for each selected MA.	
PARM_FIL_VERBOSE	<p>SMU Log Message Details</p> <p>This is an optional parameter that controls whether a parameter file's information is displayed in the job log. If set to "N" a message is not generated. If set to "Y" or any other value, parameter line information in the parameter file will be displayed in the job log. This parameter is exceptional such that it can be specified outside of the parameter file and still be used.</p>	N
PRNT_APPL_RSRC_ID	Print Application Resource	
PRNT_JOB_CD	<p>Print Job Code</p> <p>This is a required parameter that identifies which print job to use (for example, MA_FORM). The Combination of Print Resource, Transaction Code, and Print Job Code must be a valid combination on the Forms Printing Application Control table (FPAC).</p>	
PRNT_RSRC_ID	<p>Print Resource ID</p> <p>That is a required parameter that identifies which printer to use. This is the Print Resource table in the Admin application. The Combination of Print Resource, Transaction Code, and Print Job Code must be a valid combination on the Forms Printing Application Control table (FPAC).</p>	
PRNT_USER_ID	<p>Print User ID</p> <p>This is an optional parameter. When specified it identifies the User Id of the user that should execute the print.</p>	
PROCESSOR_NO	<p>Number of Processes</p> <p>This is a required parameter and the value should be set to 1.</p>	1
SORT_ORDER	<p>Sort Order</p> <p>This is an optional parameter used to define the order in which the selected MA's can be sorted. You can specify any column in either the MA_DOC_HDR or MA_DOC_VEND table and either</p>	

Parameter	Description	Default Value
	ascending or descending. For example, MA_DOC_VEND.ZIP ASC Refer to the "Sort Criteria" section of this run sheet for more information.	
VEND_CUST_CD	Vendor Code This is an optional parameter used to restrict the list of MA's selected to only those that match the Vendor Code entered.	
USE_LAST_PRN_DT	Print Items from last run date If set to NO, it will pick the start and end dates	

Major Output

- Parameter File, this will list all of the Master Agreements to be printed.
- Batch Print Report, this details the transactions that have been written to the parameter file/s and the path of the parameter file/s.

Job Return Code

The following table shows the potential job return codes for the MA Batch Printing Initiator Job.

Return Code	Condition
Successful (1)	All of the parameters are validated successfully and selected records are processed successfully.
Warning (4)	No eligible records found. This could be because of the following reason: <ul style="list-style-type: none"> • No records found on the Master Agreement Transaction Header Table for the batch parameters entered.
Failed (12)	The job will fail under the following conditions: <ul style="list-style-type: none"> • Parameters are invalid. • User not authorized to print. • Run time exceptions for unexpected situations. When this job ends with a return code of Failed, subsequent jobs in the chain will be set to inactive.
Terminated (16)	This return code will be issued when the job is terminated by the user. When this job ends with a return code of Terminated subsequent jobs in the chain will be set to inactive.
System Failure (20)	This return code will be issued when the job is terminated because of database server or network issues. When this job ends with a return code of System Failure, subsequent jobs in

Return Code	Condition
	the chain will be set to inactive.

Sort Criteria

- The Sort Order of the records is determined by the batch parameter "SORT_ORDER".
- Valid format for the parameter is of type MA_DOC_VEND.ZIP ASC / DESC.
- Valid tables are MA_DOC_HDR and MA_DOC_VEND followed by the attribute name and then the keyword ASC / DESC.
- If the SORT_ORDER parameter is blank the default sort order ("DOC_CD, DOC_DEPT_CD, DOC_ID, DOC_VERS_NO") is used.

Selection Criteria

The basic selection criteria for Master Agreements will be as follows:

- All transactions where Transaction Type = MA AND
- Transaction Phase = "FINAL" and
- Other conditions specified in the Batch Parameters are met.

Problem Resolution

Look into the job log for errors. Correct the problem and restart the job.

If the job fails for any batch parameter validation errors or data setup reasons, then correct the data setup or the batch parameter values and schedule a new job.

The following table shows the possible return codes and recommendations for each processing step.

Step 1: Parameter Validation

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	All of the parameters are validated successfully.	N/A	
Warning (4)	N/A	This step does not issue this return code.	This step does not issue this return code.
Non-Fatal Error (8)	N/A	This step does not issue this return code.	This step does not issue this return code.
Failed (12)	Required Parameters are not entered Sample Message: No Transaction Code(s) specified.	Enter the Transaction code and restart the job.	

Possible Return Codes	Condition	Recommendation	Other Instructions
	Entered Parameters are not valid Sample Message: The Start Date parameter is not valid on CLDT.	Enter the correct parameter and restart the job.	
	Failed because of runtime exceptions for an unexpected situation.	The reason for the failure needs to be investigated before restarting the job.	
Terminated (16)	Job is terminated manually by the user.	The reason for the termination needs to be investigated. The job can either be restarted or rescheduled.	
System Failure (20)	When the job is terminated because of database server or network issues.	The reason for the System Failure needs to be investigated. The job can either be restarted or rescheduled.	

Step 2: Selection of records

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	Records have been selected.	N/A	
Warning (4)	No records found on the Master Agreement Transaction Header Table for the batch parameters entered.	The job can be rescheduled with a different set of parameters.	
Non-Fatal Error (8)	N/A	This step does not issue this return code.	This step does not issue this return code.
Failed (12)	Failed because of runtime exceptions for an unexpected situation.	In this step the job can fail with fatal conditions only on encountering unknown exceptions. If that happens, investigate the exception reported by the process, resolve the error, and restart the job.	
Terminated (16)	Job is terminated	The reason for the termination needs to be investigated. The	

Possible Return Codes	Condition	Recommendation	Other Instructions
	manually by the user.	job can either be restarted or rescheduled.	
System Failure (20)	When the job is terminated because of database server or network issues.	The reason for the System Failure needs to be investigated. The job can either be restarted or rescheduled.	

Step 3: Creating Parameter File and Batch Print Report

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	Parameter File was created and the Report was generated.	N/A	
Warning (4)	N/A	This step does not issue this return code.	
Non-Fatal Error (8)	N/A	This step does not issue this return code.	
Failed (12)	Failed because of runtime exceptions for an unexpected situation.	In this step the job can fail with fatal conditions only on encountering unknown exceptions. If that happens, investigate the exception reported by the process, resolve the error, and restart the job.	
Terminated (16)	Job is terminated manually by the user.	The reason for the termination needs to be investigated. The job can either be restarted or rescheduled.	
System Failure (20)	When the job is terminated because of database server or network issues.	The reason for the System Failure needs to be investigated. The job can either be restarted or rescheduled.	

MA Batch Print Chain: MA Batch Print Facilitator Job

Job Name	MA Batch Printing Facilitator
Recommended Frequency	This process is run on demand as part of the Chain Job.
Single Instance Required	Yes
Can be restarted?	Yes
Reports Generated	No

Overview

The Facilitator job reads the Facilitator table to get all records for the specific Job ID and spawns SMU jobs using the parameter file names from the Facilitator table as input. These SMU jobs are submitted with the "DOC_ACTN_PRINT" command.

After the transactions have been submitted for printing, the Procurement Print History Table (POPH) table will be updated for each transaction.

Restartability Information

The job can be restarted after the error has been resolved to continue printing transactions in the parameter file that were not yet printed in the previous run. If there is any error printing any transaction, the Print Job will not continue; therefore, the user must restart the job after the problem has been resolved to complete the Print Job.

Major Input

- SMU job parameter file
- Transactions in the Transaction Catalog

Batch Parameters

Parameter	Description	Default Value
ARCHIVE_RESTORE_ID	Archive Restore Id This is a required parameter, and should be left at the default value.	7
COMMIT_BLOCK_SIZE	Commit Block Size This is a required parameter.	1000
PROCESSOR_NO	Number of Processors This is a required parameter, and should be left at the default value.	1
SLEEP_TIME	Sleep Time This is a required parameter, and should be left at the default value.	5

Parameter	Description	Default Value
SMU_CTLG_ID	SMU Batch Catalog ID This is a required parameter, and should be left at the default value.	3

Major Output

- Printed Transactions
- Updated Transactions (with Last Print Date populated)
- MA Printing History Table Updated

For more details, refer to the SMU Transaction Print Job run sheet in the *CGI Advantage Financial – Utilities Run Sheets* guide.

2.1.16 Master Agreement Copy

Chain or Job Name	Master Agreement Copy
Recommended Frequency	Yearly, as part of the annual process to create new MA transactions by coping existing MA transaction for the next fiscal year. This batch job can be run on demand.
Single Instance Required	Yes
Can be restarted?	Yes
Reports generated	No

Overview

Master Agreement Copy is a job in the Advantage Financial system and is available under the Financial/Procurement/Batch Jobs folder.

This batch job copies Master Agreement (MA) transactions using the baseline transaction copy command. It selects MA transactions to copy based on the selection criteria passed in the job parameters.

The acceptable job return code of the Master Agreement Copy Batch job is Successful.

Steps in Running this Process

1. Parameter Validation

In this step, the job validates the batch parameters. If any parameter is invalid, the appropriate message is displayed in the logs and the job is returned as Failed.

2. Selection of Records

In this step, the job selects records based on the selection criteria specified by the user as batch parameters along with other default values:

```
SELECT * FROM MA_DOC_HDR
WHERE DOC_PHASE_CD = '3' --Final
AND DOC_FUNC_CD <> '3' -- Not Cancelled
AND DOC_ID LIKE '%VAL_IN_PREV_DOC_ID%' --Parameter Value
AND TO_CHAR(EFEND_DT, 'YYYY-MM-DD') = 'PARAM_VALUE';
```

If the target transaction already exists, a new transaction is not created.

3. New Records

The following fields are copied directly from the old transactions to the new transactions:

- Procurement Folder (PRCU_ID)

The following fields are set in the new transaction based on the values passed on the parameter fields:

- Budget Fiscal Year (DOC_BFY)
- Fiscal Year (DOC_FY_DC)
- Period (DOC_PER_DC)
- Effective Begin Date (EFBGN_DT)
- Expiration Date (EFEND_DT)
- The new Transaction ID (DOC_ID) is created by replacing the value from VAL_IN_PREV_DOC_ID with VAL_IN_NEW_DOC_ID.
- The extended description contains a date range (DSCR_EXT_OLD_BGNDT and DSCR_EXT_OLD_ENDDT). These dates are updated based on the parameters: DSCR_EXT_NEW_BGNDT and DSCR_EXT_NEW_ENDDT.

New transactions are inserted into the database in batches of 100 to improve performance. At the end of the run, it commits transactions left over if it doesn't reach the commit block of 100.

Major Input

- Master Agreement Transaction Header Table (MA_DOC_HDR)

Major Output

- MA transactions are copied and new copies are created as Draft/Held

Job Return Code

Return Code	Condition
Successful (1)	The job ends successfully, copy 0 or more transactions.
Failed (12)	This return code will be issued under the following conditions: <ul style="list-style-type: none"> • Parameters are invalid. • Run time exceptions for unexpected situations.
Terminated (16)	This return code will be issued when the job is terminated by the user.
System Failure (20)	This return code will be issued when the job is terminated because of database server or network issues.

Batch Parameters

Parameter	Description	Default Value
DSCR_EXT_NEW_BGNDT	New Begin Date in Extended Description This date will replace the Begin Date in the Extended Description if the Begin	

Parameter	Description	Default Value
	Date equals DSCR_EXT_OLD_BGNDT. Date Format should be: MONTH NAME Day, Year (JULY 1, 2017)	
DSCR_EXT_NEW_ENDDT	New End Date in Extended Description This date will replace the End Date in the Extended Description if the End Date equals DSCR_EXT_OLD_ENDDT. Date format should be: MONTH NAME Day, Year (JUNE 30, 2018)	
DSCR_EXT_OLD_BGNDT	Begin Date to be replaced Extended Description This date should match exactly as it appears in the Extended Description, including uppercase letters in the month name. (for example, JULY 1, 2016)	
DSCR_EXT_OLD_ENDDT	End Date to be replaced in Extended Description This date should match exactly as it appears in the Extended Description, including uppercase letters in the month name. (for example, JUNE 30, 2017)	
EFBGN_DT_NEW	Effective Begin Date of new transactions Transactions created by this job will have this date as the Effective Begin Date (EFBGN_DT). Format: MM/DD/CCYY	
EFEND_DT_NEW	Expiration Date of new transactions Transactions created by this job will have this date as the Expiration Date (EFEND_DT). Format: MM/DD/CCYY	
EFEND_DT_OLD	Expiration Date of transactions to be copied This date is part of the selection criteria of transactions that will be copied. Format: MM/DD/CCYY	
NEW_BFY	Budget Fiscal Year for new transactions Transactions created by this job will	

Parameter	Description	Default Value
	have this as the Budget Fiscal Year (DOC_BFY). Format: CC/YY	
NEW_FY	Fiscal Year for new transactions Transactions create by this job will have this as the Fiscal Year (DOC_FY_DC). Format: CC/YY	
NEW_PER	Period for new transactions Transactions created by this job will have this as the Period (DOC_PER_DC). Format: 123	
VAL_IN_NEW_DOC_ID	Value in new DOC_ID This parameter works together with parameter VAL_IN_PREV_DOC_ID. For example, the value in VAL_IN_PREV_DOC_ID could be 'FY17' and the value in VAL_IN_NEW_DOC_ID could be 'FY18'. All transactions that contain 'FY17' in the DOC_ID are then copied and new transactions created with 'FY18' in the DOC_ID.	
VAL_IN_PREV_DOC_ID	Value in old DOC_ID This value is part of the selection criteria of the transactions that will be copied. WHERE DOC_ID like '%VAL_IN_PREV_DOC_ID%'.	

Problem Resolution

Look in the job log for errors discard any transaction created and schedule a new job.

If the job fails for any batch parameter validation errors or any data setup reasons, then correct the data setup or the batch parameter values and schedule a new job. Discard any transactions that are created by the job during this run.

2.1.17 Matching Payment Creation

Description

This process initiates payments to Vendors when orders meet certain Matching criteria per commodity line item. This chain process generates and submits a Matching Payment Request (PRM), or Matching PR - Negative (PRN with an Inverse Reference Type), and/or Internal Matching Payment Request (PRMI). Each transaction code is created under a different situation. The most common, the PRM, is created when the Invoice and/or Receiver that was matched contain a Partial or Final Reference Type. The PRN is created when the Invoice matched contains an Inverse Reference Type. The PRMI is created when the vendor matched is marked as an Internal Account on the Vendor Customer table.

The chain is designed to be run in the following sequential order: The first job, Run Matching Manager, evaluates which commodity lines have met all matching requirements and selects those for payment request. The job then goes on to payment transaction information in an XML file. When creating transactions in the XML file, the job will ensure that no transaction created will exceed any line limit restrictions for the PR_DOC_VEND, PR_DOC_COMM, or PR_DOC_ACTG components established on the Transaction Component Requirements table. A new transaction will be generated whenever a limit is reached in addition to the parameter option of breaking on a change of vendor code. Care should be taken when setting that Single Vendor parameter to N because this could lead to very large transactions if component limits are not in place for the PR transaction type.

As part of the Grantor subsystem, the Grantor Invoice transaction references the Grantor Award (GG) transaction. When the APPCTRL parameter GRANT_BUDG_CAT_COA is defined with a valid value, the Run Matching Manager job, which is used to build a new PRM / PRN / PRNI transactions, works slightly differently for Grantor transactions than when it is performed for transactions outside of the Grantor subsystem. The primary difference is that all of the MATCH_STA_INV records for the same IN transaction will be built inside of the same PR transaction, and when a new IN transaction is encountered, a new PR transaction will be built (this is whether the passed in Parameter for SingleVend is Y or N).

The second main difference is in terms of how the records are ordered from the MATCH_STA_INV table. The ordering of the records for Grantor Invoice transactions ignores the job parameter USE_REF_INFO and orders the set of MATCH_STA_INV records using the IN transaction Information as the primary fields with the Award / Referenced fields as secondary.

The second job, Match Load, is a System Maintenance Utility (SMU) job that loads the XML file created in the first job into the application. Transactions are loaded with the Ready status. The transactions at this point do not have any accounting lines, only commodity lines.

The third job, Match Submit, is another System Maintenance Utility job, which submits the Ready PRM/PRMI/PRN transactions. In the process of being submitted, accounting lines are generated on the payment requests. The same logic is used to generate these lines via the batch process as is used when creating transactions manually. The accounting lines created on the Payment Request are the same as those found on the referenced Purchase Order. Any lines on the Order that have a Reserved Funding value of No will be created on the Request if that accounting line is not already closed. Lines that have a Reserved Funding value of Yes or Locked will not be generated.

When two Fiscal Years (FY) are open at the same time, as is the case prior to running the Open Item Roll, transactions that reference a prior year transaction created by the Matching Manager process by default are created with a Budget Fiscal Year (BFY) field filled with last year's BFY but the FY field is filled in with the current year. Whenever the BFY must be equal to FY for Accrued Expenditures (PRM and PRN) and for Cash Expenditures (PRMI), an option to enforce whether or not the matching payments should have the BFY equal to the FY is given. If the BFY is prior to the current year and the "MATCH_BFY_FY" Application Parameter is set to 'True', then the FY

field on the Accounting Line is set equal to the value on the Application Parameter "MATCH_FY". Similarly an option on the Application Parameters table will supply an accounting period for the generated transactions. If "MATCH_BFY_FY" is set to 'True', an accounting period value will have to be set on the "MATCH_APD" Application Parameter.

When to Run

This process can be run anytime. There is no set frequency to run this process. As the time between runs gets longer, the time to run the chain and the number of transactions generated may increase significantly. Timing of data entry for Invoices and Receivers can also cause fluctuations in the amount of time to run and the amount of output.

Major Input

The Data objects, which are the input to the process:

Auto Transaction Number Table	AUTO_DOC_NO
Match Status Award Table	MATCH_STA_AWD
Match Status Award Line Table	MATCH_STA_AWD_LN
Match Status Invoice Table	MATCH_STA_INV
Match Status Invoice Header Table	MATCH_STA_INV_HDR
Transaction Header Catalog	DOC_HDR
Procurement Transaction Control. This is used to see if the Invoice Doc Code and Referenced Award Doc Code are defined as Grantor Transaction Codes.	R_PRCU_DOC_CTRL

Output

- Matching Payment Request Transaction in Final Phase
- Internal Matching Payment Request Transaction in Final Phase
- Matching PR - Negative (Inverse Reference) in Final Phase

Parameters

Job	Parameter	Description	Default Value
Run Matching Manager	DOC_DEPT	The transaction department used to create Payment Requests if the Use Referenced Order Information parameter is not set to Y.	(blank)

Job	Parameter	Description	Default Value
	DOC_PRFX	Optional transaction prefix used at the beginning of the Transaction ID.	(blank) and program will use a value of ****
	DOC_UNIT	The transaction unit used to create the Payment Requests if the Use Referenced Order Information parameter is not set to Y.	(blank)
	INT_DOC_CD	Internal Transaction Code	PRMI – If blank the program will use PRMI by default.
	SingleVend	Allow a single vendor line per Payment Request. Valid values are Y or N; Y = Yes and N = No. This parameter is ignored when processing MATCH_STA_INV records associated with Grantor Invoices and when the APPCTRL parameter, GRANT_BUDG_CAT_CO A, is defined with a valid value.	Y
	DOC_CD	Transaction code used to create the Payment Request transaction.	PRM
	INV_DOC_CD	Transaction code used to create the Inverse Payment Request transactions.	PRN

Job	Parameter	Description	Default Value
	USE_REF_INF O	Use Transaction Department and Unit from Referenced Order. Enter "Y" or "N". This parameter is ignored when processing MATCH_STA_INV records associated with Grantor Invoices and when the APPCTRL parameter, GRANT_BUDG_CAT_COA, is defined with a valid value.	N
	AMSEXPORT (**Refer to Note: Assumptions for SWBP on page no. 7)	Export Location at Run Matching Manager Job	Uses system default
	AMSLOGS (**Refer to Note: Assumptions for SWBP on page no. 7)	Logs Location at Matching Manager Job	Uses system default
	AMSPARM (**Refer to Note: Assumptions for SWBP on page no. 7)	Parameter Location at Matching Manager Job	Uses system default
Match Load	PARAM_FILE	Batch Driver File	\$\$AMSPARM\$\$/MatchingLoad.txt
Match Submit	PARAM_FILE	Batch Driver File	\$\$AMSPARM\$\$/MatchingSubmit.txt

Parameter	Validations Performed
DOC_DEPT	Must be a valid department on the Department Table
DOC_PRFX	See ADNT edits below

DOC_UNIT	Must be a valid unit on the Unit Table with the DOC_DEPT and current fiscal year
INT_DOC_CD	Must be a valid transaction code on the Transaction Control Table and have a transaction type of PR. Must have a transaction sub type of PRMI if a transaction sub type value exists for the transaction code.
SingleVend	Must be Y or N
DOC_CD	Must be a valid transaction code on the Transaction Control Table and have a transaction type of PR. Must have a transaction sub type of PRM if a transaction sub type value exists for the transaction code.
INV_DOC_CD	Must be a valid transaction code on the Transaction Control Table and have a transaction type of PR. Must have a transaction sub type of PRN if a transaction sub type value exists for the transaction code.
USE_REF_INFO	Must be Y or N
AMSEXPORT (**Refer to Note: Assumptions for SWBP on page no. 7)	Must be a valid directory
AMSLOGS (**Refer to Note: Assumptions for SWBP on page no. 7)	Must be a valid directory
AMSPARM (**Refer to Note: Assumptions for SWBP on page no. 7)	Must be a valid directory

The following combination edits are performed against the Automatic Transaction Numbering (ADNT) table:

- DOC_CD + DOC_DEPT + DOC_PFX (if supplied) + current fiscal year
- INV_DOC_CD + DOC_DEPT + DOC_PFX (if supplied) + current fiscal year
- INT_DOC_CD + DOC_DEPT + DOC_PFX (if supplied) + current fiscal year

Given the above edits, if the USE_REF_INFO option is Y, ADNT records need to exist at a minimum for each transaction code with a wildcard (****) department. Payment Requests generated will first try to find a matching ADNT record with the transaction department from the Order, but if that is not successful, the record for the wildcard will be used. Additionally, when the

USE_REF_INFO parameter is Y, DOC_DEPT and DOC_UNIT are no longer required and must actually be blank.

Sorting & Breaking Criteria

Sorting occurs with each of the selections performed. Details on that sorting are listed in the "Selection" section below. Payment Request transactions that are generated are not sorted as a group, but have the inherited sorting from the selection of records used to create the transactions.

Breaking will occur based on several data conditions:

- Reference Type: Inverse references will be placed on separate Payment Requests from Partial and Final References.
- Transaction Department & Unit: When the Use Reference Information parameter is used, Payment Requests will use the Transaction Department and Unit values from the matched Non-Grantor Purchase Order. When those values change, a new Payment Request is created.
- If the Use Single Vendor parameter is used, a separate Payment Requests will be created for each change in Vendor code. If the Invoice is Grantor and when the APPCTRL parameter GRANT_BUDG_CAT_COA is defined with a valid value, then it will break when a new Invoice is encountered or when all of the Grantor Invoices have been processed.

Then additional breaking will occur based on component line limits established on the Transaction Component Requirements table.

1. If the Use Single Vendor parameter is not used, then the PR_DOC_VEND line limit will be reviewed. If a limit exists for that component and it is reached, then a new Payment Request will be created with vendor lines that would not fit. This will continue until all vendor lines are exhausted. If no limit exists, then all vendors will be placed on one transaction if limits #5 and #6 are not exceeded. (This will not apply to Grantor Invoices when the APPCTRL parameter GRANT_BUDG_CAT_COA is defined with a valid value.)
2. The PR_DOC_COMM line limit will be reviewed next. If a limit exists for that component and it is reached, then a new Payment Request will be created with commodity lines and their parent vendor lines that would not fit. This will continue until all commodity lines are exhausted. If no limit exists, then all commodities will be placed on one transaction if limit #6 is not exceeded.
3. The PR_DOC_ACTG line limit will be reviewed. If a limit exists for that component and it is reached, then a new Payment Request will be created with accounting lines and their parent commodity and vendor lines that would not fit. Accounting lines will not be split across multiple transactions as they are not directly created for a transaction. When all the accounting lines for a commodity line will not fit on one transaction that commodity line will go to a new transaction. If it is found that the number of accounting lines exceeds the limit and there is just a single commodity line for the transaction, no transaction will be generated. The Run Matching Manager will finish processing other records and end with a Non-Fatal status. The chain will continue, but the job log for the Run Matching Manager will list out the transaction code, department, ID, vendor line, and commodity line of the transaction that would not fit on a Payment Request. An error message stating the PR_DOC_ACTG limit was exceeded and what that limit is will follow. If no limit exists, then the number of accounting lines on generated transactions will depend on the commodity lines placed on a transaction.

Selection Criteria

Run Matching Manager

Purchase Orders with commodity lines that have a Matching Indicator equal to Order/Invoice/Receipt and Order/Invoice must be processed by Invoice in order to check the 'Partial Payment of an Invoice Allowed' Flag. These will be picked up first, and then the process will go back and get the Order/Receipt matches separately since they do not have invoices.

1. Selection of Matching Indicator = Order/Invoice/Receipt and Order/Invoice (Grantor Invoices)

If the APPCTRL parameter GRANT_BUDG_CAT_COA is defined with a valid value, then the following logic is processed. Otherwise, this iteration will not be performed.

The order by clause is:

IN_DOC_CD,IN_DOC_DEPT_CD,IN_DOC_ID, IN_DOC_VEND_LN_NO,
IN_DOC_COMM_LN_NO, AWD_DOC_CD,AWD_DOC_DEPT_CD, AWD_DOC_ID,
AWD_DOC_VEND_LN_NO,AWD_DOC_COMM_LN_NO

Those ordered records are then searched for Invoice that have at least one commodity line where the GeneratePayment Request Flag (IN_LN_GEN_PR_CT) is true (value of 1).

Then if the Partial Payment of an Invoice Allowed Flag (PART_PYMT_INV_ALWD) is true OR

If the Partial Payment of an Invoice Allowed flag is false and the Number of Invoice (IN) Commodity Lines (IN_LN_CT) is equal to the Number of Invoice (IN) Commodity Lines that have a Payment Request flag as true. (Value of 1)

Then such records are selected from the Matching Status Invoice (MATCH_STA_INV) relating to the Matching Status Invoice Header for processing with an additional selection criteria if having a Reference Type (RF_TYP) not equal to Inverse (value of 5) and for IN Transaction Codes which have the Grantor flag checked on PRDOC.

2. Selection of Matching Indicator = Order/Invoice/Receipt and Order/Invoice (Non-Grantor Invoices)

If the Use Referenced Information (USE_REF_INFO) parameter is N, then the Matching Status Invoice Header (MATCH_STA_INV_HDR) is first ordered by the Concat Key (CONCAT_KEY), Invoice Transaction Code (IN_DOC_CD), Invoice Transaction Department (IN_DOC_DEPT_CD), Invoice Transaction ID (IN_DOC_ID), Invoice Vendor Line (IN_DOC_VEND_LN_NO), and Invoice Commodity Line (IN_DOC_COMM_LN_NO).

If the Use Referenced Information (USE_REF_INFO) parameter is Y, then the Matching Status Invoice Header (MATCH_STA_INV_HDR) is first ordered by Award Transaction Department (AWD_DOC_DEPT_CD), Award Transaction Unit (AWD_DOC_UNIT_CD), Concat Key (CONCAT_KEY), Invoice Transaction Code (IN_DOC_CD), Invoice Transaction Department (IN_DOC_DEPT_CD), Invoice Transaction ID (IN_DOC_ID), Invoice Vendor Line (IN_DOC_VEND_LN_NO), and Invoice Commodity Line (IN_DOC_COMM_LN_NO).

The Concat Key used above is VEND_CUST_CD + AD_ID + DFLT_DISB_FRMT + SCHED_PYMT_DT, VEND_SNGL_CHK_FL, DISB_PRTY_CD, + ONL_DISB_RQST_FL + VEND_DISB_CAT + HDLG_CD.

Those ordered records are then searched for Invoice that have at least one commodity line where the GeneratePayment Request Flag (IN_LN_GEN_PR_CT) is true (value of 1).

Then if the Partial Payment of an Invoice Allowed Flag (PART_PYMT_INV_ALWD) is true OR

If the 'Partial Payment of an Invoice Allowed' Flag is false and the Number of Invoice (IN) Commodity Lines (IN_LN_CT) is equal to the Number of Invoice (IN) Commodity Lines that have a Payment Request Flag as true. (value of 1)

Then such records are selected from the Matching Status Invoice (MATCH_STA_INV) relating to the Matching Status Invoice Header for processing with an additional selection criteria if having a Reference Type (RF_TYP) not equal to Inverse (value of 5) and for IN

Transaction Codes which have the Grantor flag unchecked on PRDOC and when a new APPCTRL parameter GRANT_BUDG_CAT_COA is defined with a valid value. If the new APPCTRL parameter GRANT_BUDG_CAT_COA is not defined then all IN transaction codes will be processed by this iteration.

3. Selection of Matching Indicator = Order/Receipt

If the Use Reference Information parameter is N, then the Matching Status Award Line (MATCH_STA_AWD_LN) is first ordered by Concat Key (CONCAT_KEY), Transaction Code (DOC_CD), Transaction Department (DOC_DEPT_CD), Transaction ID (DOC_ID), Vendor Line (DOC_VEND_LN_NO), and Commodity Line (DOC_COMM_LN_NO).

If the Use Reference Information parameter is Y, then the Matching Status Award Line (MATCH_STA_AWD_LN) is first ordered by Transaction Department (DOC_DEPT_CD), Transaction Unit (DOC_UNIT_CD), Concat Key (CONCAT_KEY), Transaction Code (DOC_CD), Transaction ID (DOC_ID), Vendor Line (DOC_VEND_LN_NO), and Commodity Line (DOC_COMM_LN_NO).

Those ordered records are then searched for records that have values of Generate Payment Request Flag (GEN_CM_FL) of true (value of 1) and Matching Indicator (MTCH_IND) of Order/Receipt (value of 1) and selects those records for processing.

4. Selection of Invoices with Inverse References (Grantor Invoices)

If the APPCTRL parameter GRANT_BUDG_CAT_COA is defined with a valid value, then the following logic is processed. Otherwise, this iteration will not be performed.

The order by clause is:

IN_DOC_CD, IN_DOC_DEPT_CD, IN_DOC_ID, IN_DOC_VEND_LN_NO,
IN_DOC_COMM_LN_NO, AWD_DOC_CD, AWD_DOC_DEPT_CD, AWD_DOC_ID,
AWD_DOC_VEND_LN_NO, AWD_DOC_COMM_LN_NO

Those ordered records are then searched for records which have a negative Invoiced Quantity (INVD_QTY) or negative Service Contract Amount (INVD_CNTRC_AM) with a Reference Type (RF_TYP) of Inverse (Value of 5) and for IN Transaction Codes which have the Grantor flag checked on PRDOC. Selects these records to create inverse invoice payments and when the APPCTRL parameter GRANT_BUDG_CAT_COA is defined with a valid value.

5. Selection of Invoices with Inverse References (Non-Grantor Invoices)

If the Use Reference Information parameter is N, then the Matching Status Invoice Line (MATCH_STA_INV) is first ordered by Reference Type (RF_TYP), Concat Key (CONCAT_KEY), Award Transaction Code (AWD_DOC_CD), Award Transaction Department (AWD_DOC_DEPT_CD) Award Transaction ID (AWD_DOC_ID), Award Vendor Line (AWD_DOC_VEND_LN_NO), Award Commodity Line (AWD_DOC_COMM_LN_NO), Invoice Transaction Code (IN_DOC_CD), Invoice Transaction Department (IN_DOC_DEPT_CD), Invoice Transaction ID (IN_DOC_ID), Invoice Vendor Line (IN_DOC_VEND_LN_NO), and finally Invoice Commodity Line (IN_DOC_COMM_LN_NO).

If the Use Reference Information parameter is Y, then the Matching Status Invoice Line (MATCH_STA_INV) is first ordered by Reference Type (RF_TYP), Award Transaction Department (AWD_DOC_DEPT_CD), Award Transaction Unit (AWD_DOC_UNIT_CD), Concat Key (CONCAT_KEY), Award Transaction Code (AWD_DOC_CD), Award Transaction Department (AWD_DOC_DEPT_CD), Award Transaction ID (AWD_DOC_ID), Award Vendor Line (AWD_DOC_VEND_LN_NO), Award

Commodity Line (AWD_DOC_COMM_LN_NO), Invoice Transaction Code (IN_DOC_CD), Invoice Transaction Department (IN_DOC_DEPT_CD), Invoice Transaction ID (IN_DOC_ID), Invoice Vendor Line (IN_DOC_VEND_LN_NO), and finally Invoice Commodity Line (IN_DOC_COMM_LN_NO).

Those ordered records are then searched for records which have a negative Invoiced Quantity (INVD_QTY) or negative Service Contract Amount (INVD_CNTRC_AM) with a Reference Type (RF_TYP) of Inverse (Value of 5) and for IN Transaction Codes which have the Grantor flag unchecked on PRDOC. If the APPCTRL parameter GRANT_BUDG_CAT_COA is not defined then all IN Transaction Codes will be processed by this iteration. Selects these records to create inverse invoice payments.

6. Selection of Zero Dollar Invoices

Ordering was done in the previous selection.

Searches Matching Status Invoice Lines (MATCH_STA_INV) for records which have zero dollars amount and Reference Type (RF_TYP) of Inverse (Value of 5) to generate zero dollar payment

Records selected from the four steps above are then used to create payment transaction information in an XML file that is written as MatchingDocument.xml in the directory specified as the AMSEXPOR batch parameter.

Match Load

This job loads all the payment transactions from MatchingDocument.xml generated in step one in ready status.

Match Submit

This job searches the Transaction Catalog for PRM/PRMI/PRN transactions whose statuses are equal to Ready. It then selects these records for processing and performs the Submit action on them. The submit action causes the automatic generation of accounting lines before any editing occurs.

Problem Resolution

No database restore is required. If the job fails during Run Matching Manager correct the problem and rerun the jobs executing the process. If it fails with a Non Fatal Return Code, then there were matching lines that could not be successfully referenced by payment requests because of component line limits. See the job log when this happens to find details on what lines were not selected. The limit will have to be temporarily increased in order for the job step to select the records. Such a large payment request may lead to downstream transactions also exceeding limits.

If the job fails during the Match Load step and no transactions were loaded, the XML file is still available for a subsequent run of the Matching Manager chain after disabling the first job step. If a partial number of transactions loaded, then SMU created a file in the Import Error directory containing the transactions that would not load. That XML file can be manually corrected if the errors causing the load failure cannot be fixed online. Then the error file can then be loaded again with another SMU. Alternatively, those failed transactions can be left in the Import Error directory and the matched orders will be picked up in the next matching run. The problems encountered on the initial load will likely appear again if not rectified online.

If the job fails during Match Submit it is because one or more transactions failed with errors. You can either manually validate/submit the transaction(s), submit a separate SMU submit job, or rerun the Matching Manager chain with the first two jobs disabled. No restoration of data sets or files from backups is required for this process.

2.1.18 PO Batch Print

Chain or Job Name	PO Batch Print
Recommended Frequency	This chain job can be run whenever there is a need to print Purchase Order transaction types through a Batch Job.
Single Instance Required	Yes
Can be restarted?	Yes
Reports generated	Yes, the first job and the last job in the chain generate 1 report.

Overview

PO Batch Print is a chain job in CGI Advantage Financial and is available under the Financial / Procurement / Chain Job folder.

This chain job is a group of 3 batch jobs that work together to print Purchase Order transaction types based on the selection criteria passed as batch parameters and then create a report of the transactions which were printed.

The PO Batch Print chain has the following jobs (each of the jobs listed below, is described in subsequent sections):

1. [PO Batch Printing Initiator](#)
2. [PO Batch Print Facilitator](#)
3. [PO Batch Print Registry](#)

The acceptable job return codes (configured in the Configure Chain Job section of the Job Setup in CGI Advantage) for the jobs in the PO Batch Print chain are delivered to be set to Successful.

Major Input

- Purchase Order Transaction Header Table (PO_DOC_HDR)
- Purchase Order Transaction Vendor Table (PO_DOC_VEND)

Major Output

- PO Transaction is submitted for printing.
- PO Printing History Table is updated.
- PO Print Registry Report is created.

Chain Job Return code

The following table shows the potential return codes for the PO Batch Print chain job. Note that the Chain job will end with the highest return code across all of the jobs.

Return Code	Condition
Successful (1)	All of the jobs end successfully.
Warning (4)	One of the jobs in the chain ends with a return code of "Warning".
Non Fatal Error (8)	One of the jobs in the chain ends with a return code of "Non Fatal Error".
Failed (12)	One of the jobs in the chain ends with a return code of "Failed".
Terminated (16)	One of the jobs in the chain ends with a return code of "Terminated".
System Failure (20)	One of the jobs in the chain ends with a return code of "System Failure".

Problem Resolution

Look into the job log for errors. Correct the problem and restart the job.

If the job fails for any batch parameter validation errors or data setup reasons then correct the data setup or the batch parameter values and schedule a new job.

PO Batch Print Chain: PO Batch Printing Initiator Job

Job Name	PO Batch Printing Initiator
Recommended Frequency	This process is run on demand as part of the Chain Job.
Single Instance Required	Yes.
Can be restarted?	Yes.
Reports Generated	Yes.

Overview

Based on the batch parameters entered and the selection logic, a parameter file is created by this job. This parameter file will list all of the Purchase Orders to be printed as well as the information required to schedule a System Maintenance Utility job that will execute individual Print Jobs (that is, call the DOC_ACTN_PRINT action) for all transactions listed in the parameter file.

The job will select records / transactions from the Purchase Order Transaction Header table (PO_DOC_HDR) based on the selection criteria provided by the user as batch parameters and where the Transaction Type = "PO" and Transaction Phase = "FINAL".

The Batch Print Report is also created, which details the transactions that have been written to the parameter file/s and the path of the parameter file/s.

Steps in Running this Process

4. Parameter Validation

In this step the job will validate the batch parameters. If any parameter is invalid, the appropriate message will be displayed in the log and the job will return as "Failed".

5. Selection of Records

In this step the job will select records based on the selection criteria specified by the user as batch parameters and where the Transaction Type = "PO" and Transaction Phase = "FINAL".

The Sort Order of the records is determined by the batch parameter "SORT_ORDER"; if this parameter is blank the default sort order is used.

6. Creating Parameter File.

In this step the job will create and write to a parameter file the transaction records which are sorted as per the batch parameter "SORT_ORDER" and grouped together by Transaction Code under an **ACTN_CD block where the grouping will not change the sort order. Each time the DOC_CD value changes, a new **ACTN_CD block will be created.

7. Updating Facilitator Table.

This step inserts a new row into the facilitator table for each parameter file created.

8. Creating Batch Print Report.

This step will create the Batch Print Report which details the transactions that have been written to the parameter file/s and the name of the parameter file/s with the path.

The following table shows the various steps that the PO Batch Printing Initiator Job goes through and the messages issued at each step.

Process Steps	Messages
1. Parameter Validation	<ul style="list-style-type: none"> • Validating Batch Parameters. • Parameters are valid or invalid depending on the Validation. If the parameter is invalid, the invalid value will be displayed in the log. • Batch Parameter validation completed.
2. Selection of Records	<ul style="list-style-type: none"> • If no records were found to be processed based on the batch parameters entered then the following message will be issued: "No records found to be processed". • For any exception condition the following message will be issued: Error selecting transactions. Error: "Error Message".
3. Creating Parameter File and Batch Print Report	<ul style="list-style-type: none"> • The following message will be issued: Created param file: "File Name" for batch print facilitator. • After the parameter file/s has been created the following message will be issued: A total of "Count" transactions were identified for printing.

Process Steps	Messages
	<p>"Count" will be the actual count of transactions selected.</p> <ul style="list-style-type: none"> The following message will be issued: Total # "Count" written to Doc Print Selection report. "Count" will be the actual count of transactions selected.

Restartability Information

If the job fails in any of the above steps the job can be restarted after resolving the error. If the job is restarted, it will delete existing parameter files and delete previously created facilitator records.

Major Input

- Purchase Order Transaction Header (PO_DOC_HDR)
- Purchase Order Transaction Vendor Table (PO_DOC_VEND)

Batch Parameters

Parameter	Description	Default Value
DOC_CD	<p>Transaction Code</p> <p>This is a required parameter. This parameter allows a comma delimited list of PO Transaction Codes to be selected for printing (for example, PO, CT, SC, and so forth.)</p>	
DOC_DEPT_CD	<p>Transaction Department Code</p> <p>This is an optional parameter used to restrict the selection of POs that have the Department specified. The department specified must be a valid code on the Department (DEPT) table.</p>	
DOC_FY	<p>Fiscal Year</p> <p>This is an optional parameter to restrict the selection of Purchase Orders to those with the specified Fiscal Year. Must be a valid fiscal year on the Fiscal Year table.</p>	
DOC_ID	<p>Transaction ID</p> <p>This is an optional parameter used to restrict the selection of POs that match the Transaction ID specified Note: you can use the "*" wildcard character for searching.</p>	
DOC_UNIT_CD	<p>Transaction Unit Code</p>	

Parameter	Description	Default Value
	<p>This is an optional parameter used to restrict the selection of POs that have a Unit specified. If a Unit is specified Department is required as well, and both must be valid on the Unit table for the specified Fiscal Year.</p>	
<p>DUPLEX_PRNT</p>	<p>Print on Both Sides</p> <p>This is a required parameter. Valid values are Y or N. If Y is entered then the PO transaction information will be printed on both sides of the paper. If N is entered then the PO transaction information will only be printed on one side of the paper.</p>	
<p>EFBGN_DT</p>	<p>Transaction Acceptance Start Date</p> <p>This is an optional parameter. The Acceptance dates are used to define a date range for POs to select. The PO must be submitted on a date greater than or equal to the Transaction Acceptance Start Date to be included in the batch. The date must be entered in the mm/dd/yyyy format.</p>	
<p>EFEND_DT</p>	<p>Transaction Acceptance End Date</p> <p>This is an optional parameter. The Acceptance dates are used to define a date range for POs to select. The PO must be submitted on a date less than or equal to the Transaction Acceptance End Date to be included in the batch. The date must be entered in the mm/dd/yyyy format.</p>	
<p>EXCLUDE_INACTIVE_LIN ES</p>	<p>Exclude Inactive Lines</p> <p>This is a required parameter. Valid values are Y or N. For PO Modifications, this parameter indicates whether Inactive Lines should be printed.</p>	<p>Y</p>
<p>FILE_LOCATION</p>	<p>Output File Location</p> <p>This is a required parameter that is used to provide the path for the generated parameter file. The parameter file contains the list of Purchase Orders to be printed.</p>	
<p>INCLUDE_CANCELED_PO</p>	<p>Include Canceled PO</p> <p>This is a required parameter that is used</p>	<p>NO</p>

Parameter	Description	Default Value
	to indicate if Purchase Orders that have been canceled should be printed or not. If set to 'NO' then they will not be included. If set to 'YES' then canceled Purchase Orders will be printed.	
NUM_COPIES	Number of Copies This is a required field that provides the number of copies that should be printed for each selected PO.	
ONLINE_PRINT_FILE_NAME	Online Print File Name This is a required parameter. When set to "Yes", it will name output files in the same format as online manual prints. When set to "No", the output file name will maintain its original format.	No
PARM_FIL_VERBOSE	SMU Log Message Details This is an optional parameter that controls whether a parameter file's information is displayed in the job log. If set to "N" a message is not generated. If set to "Y" or any other value, parameter line information in the parameter file will be displayed in the job log. This parameter is exceptional such that it can be specified outside of the parameter file and still be used.	N
PRNT_APPL_RSRC_ID	Print Application Resource	
PRNT_JOB_CD	Print Job Code This is a required parameter that identifies which print job to use (for example, PO_FORM). The Combination of Print Resource, Transaction Code and Print Job Code must be a valid combination on the Forms Printing Application Control table (FPAC).	
PRNT_RSRC_ID	Print Resource ID That is a required parameter that identifies which printer to use. This is the Print Resource table in the Admin application. The Combination of Print Resource, Transaction Code and Print Job Code must be a valid combination on the Forms Printing Application Control table (FPAC).	

Parameter	Description	Default Value
PRNT_USER_ID	Print User ID This is an optional parameter. When specified it identifies the User Id of the user that should execute the print.	
PROCESSOR_NO	Number of Processes This is a required parameter and the value should be set to 1.	1
REPRINT_ITEMS	Reprint Items Already Printed This is a required parameter. If Y is entered then, PO's that have already been printed will be re-printed. Valid values are Y or N.	N
SORT_ORDER	Sort Order This is an optional parameter used to define the order in which the selected POs can be sorted. You can specify any column in either the PO_DOC_HDR or PO_DOC_VEND table and either ascending or descending. For example, PO_DOC_VEND.ZIP ASC Refer to the "Sort Criteria" section of this run sheet for more information.	
VEND_CUST_CD	Vendor Code This is an optional parameter used to restrict the list of POs selected to only those that match the Vendor Code entered.	

Major Output

- Parameter File, this will list all of the Purchase Orders to be printed.
- Batch Print Report, this details the transactions that have been written to the parameter file/s and the path of the parameter file/s.

Job Return Code

The following table shows the potential job return codes for the PO Batch Printing Initiator Job.

Return Code	Condition
Successful (1)	All of the parameters are validated successfully, and selected records are processed successfully.

Return Code	Condition
Warning (4)	<p>No eligible records found. This could be because of the following reason:</p> <ul style="list-style-type: none"> No records found on the Purchase Order Transaction Header Table for the batch parameters entered.
Failed (12)	<p>The job will fail under the following conditions:</p> <ul style="list-style-type: none"> Parameters are invalid. User not authorized to print. Run time exceptions for unexpected situations. <p>When this job ends with a return code of Failed, subsequent jobs in the chain will be set to inactive.</p>
Terminated (16)	<p>This return code will be issued when the job is terminated by the user. When this job ends with a return code of Terminated subsequent jobs in the chain will be set to inactive.</p>
System Failure (20)	<p>This return code will be issued when the job is terminated because of database server or network issues. When this job ends with a return code of System Failure, subsequent jobs in the chain will be set to inactive.</p>

Sort Criteria

- The Sort Order of the records is determined by the batch parameter "SORT_ORDER".
- Valid format for the parameter is of type PO_DOC_VEND.ZIP ASC / DESC.
- Valid tables are PO_DOC_HDR and PO_DOC_VEND followed by the attribute name and then the keyword ASC / DESC.
- If the SORT_ORDER parameter is blank the default sort order ("DOC_CD, DOC_DEPT_CD, DOC_ID, DOC_VERS_NO") is used.

Selection Criteria

The basic selection criteria for Purchase Orders will be as follows:

- All transactions where Transaction Type = PO AND
- Transaction Phase = "FINAL" and
- Other conditions specified in the Batch Parameters are met.

Problem Resolution

Look into the job log for errors. Correct the problem and restart the job.

If the job fails for any batch parameter validation errors or data setup reasons, then correct the data setup or the batch parameter values and schedule a new job.

The following table shows the possible return codes and recommendations for each processing step.

Step 1: Parameter Validation

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	All of the parameters are validated successfully.	N/A	
Warning (4)	N/A	This step does not issue this return code.	This step does not issue this return code.
Non Fatal Error (8)	N/A	This step does not issue this return code.	This step does not issue this return code.
Failed (12)	Required Parameters are not entered Sample Message: No Transaction Code(s) specified.	Enter the Transaction code and restart the job.	
	Entered Parameters are not valid Sample Message: The Start Date parameter is not valid on CLDT.	Enter the correct parameter and restart the job.	
	Failed because of runtime exceptions for an unexpected situation.	The reason for the failure needs to be investigated before restarting the job.	
Terminated (16)	Job is terminated manually by the user.	The reason for the termination needs to be investigated. The job can either be restarted or rescheduled.	
System Failure (20)	When the job is terminated because of database server or network issues.	The reason for the System Failure needs to be investigated. The job can either be restarted or rescheduled.	

Step 2: Selection of records

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	Records have been selected.	N/A	
Warning (4)	No records found on the Purchase Order Transaction Header Table for the batch parameters entered.	The job can be rescheduled with a different set of parameters.	
Non-Fatal Error (8)	N/A	This step does not issue this return code.	This step does not issue this return code.
Failed (12)	Failed because of runtime exceptions for an unexpected situation.	In this step the job can fail with fatal conditions only on encountering unknown exceptions. If that happens, investigate the exception reported by the process, resolve the error and restart the job.	
Terminated (16)	Job is terminated manually by the user.	The reason for the termination needs to be investigated. The job can either be restarted or rescheduled.	
System Failure (20)	When the job is terminated because of database server or network issues.	The reason for the System Failure needs to be investigated. The job can either be restarted or rescheduled.	

Step 3: Creating Parameter File and Batch Print Report

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	Parameter File was created and the Report was generated.	N/A	
Warning (4)	N/A	This step does not issue	

Possible Return Codes	Condition	Recommendation	Other Instructions
		this return code.	
Non Fatal Error (8)	N/A	This step does not issue this return code.	
Failed (12)	Failed because of runtime exceptions for an unexpected situation.	In this step the job can fail with fatal conditions only on encountering unknown exceptions. If that happens, investigate the exception reported by the process, resolve the error and restart the job.	
Terminated (16)	Job is terminated manually by the user.	The reason for the termination needs to be investigated. The job can either be restarted or rescheduled.	
System Failure (20)	When the job is terminated because of database server or network issues.	The reason for the System Failure needs to be investigated. The job can either be restarted or rescheduled.	

PO Batch Print Chain: PO Batch Print Facilitator Job

Job Name	PO Batch Printing Facilitator
Recommended Frequency	This process is run on demand as part of the Chain Job.
Single Instance Required	Yes.
Can be restarted?	Yes.
Reports Generated	No.

Overview

The Facilitator job reads the Facilitator table to get all records for the specific Job ID, and spawns SMU jobs using the parameter file names from the Facilitator table as input. These SMU jobs are submitted with the "DOC_ACTN_PRINT" command.

After the transactions have been submitted for printing, the Procurement Print History Table (POPH) table will be updated for each transaction.

Restartability Information

The job can be restarted after the error has been resolved to continue printing transactions in the parameter file that were not yet printed in the previous run. If there is any error printing any transaction, the Print Job will not continue and hence the user must restart the job after the problem has been resolved to complete the Print Job.

Major Input

- SMU job parameter file
- Transactions in the Transaction Catalog

Batch Parameters

Parameter	Description	Default Value
ARCHIVE_RESTORE_ID	Archive Restore Id This is a required parameter, and should be left at the default value.	7
COMMIT_BLOCK_SIZE	Commit Block Size This is a required parameter.	1000
PROCESSOR_NO	Number of Processors This is a required parameter, and should be left at the default value.	1
SLEEP_TIME	Sleep Time This is a required parameter, and should be left at the default value.	5
SMU_CTLG_ID	SMU Batch Catalog ID This is a required parameter, and should be left at the default value.	3
PARAM_FIL_VERBOSE	Log Message Details This is an optional parameter that controls whether a parameter file's information is displayed in the job log. If set to "N" a message is not generated. If set to "Y" or any other value, parameter line information in the parameter file will be displayed in the job log. This parameter is exceptional such that it can be specified outside of the parameter file and still be used.	N

Major Output

- Printed Transactions
- Updated Transactions (with Last Print Date populated)
- PO Printing History Table Updated

For more details, refer to the SMU Transaction Print Job run sheet in the *CGI Advantage Financial – Utilities Run Sheets* guide.

PO Batch Print Chain: PO Batch Print Registry Job

Job Name	PO Batch Print Registry
Recommended Frequency	This process is run on demand as part of the Chain Job.
Single Instance Required	Yes.
Can be restarted?	Yes.
Reports Generated	Yes.

Overview

The Print Registry job will produce a report based on the entries made on the PO Printing History Table during the execution of the job. This will allow users to validate the number of Print-outs against the number they should have received. The job will select records / transactions from PO Printing History Table for the current Chain Id to create the report.

The following table shows the various steps that the PO Batch Printing Initiator Job goes through and the messages issued at each step.

Process Steps	Messages
1) Selection of Records and Generating Report	<ul style="list-style-type: none"> • The following message will be issued when the records have been selected and report generated. Records processed "Count" Count will have the actual value of the transactions processed. • For any exception condition the following message will be issued: "Error Message"

Restartability Information

If the job fails in any of the above steps the job can be restarted after resolving the error. If the job is restarted, it will delete existing parameter files and delete previously created facilitator records.

Major Input

- PO Printing History Table

Batch Parameters

None

Major Output

- Purchase Order Print Registry Report

Job Return Code

The following table shows the potential job return codes for the PO Batch Printing Initiator Job.

Return Code	Condition
Successful (1)	Records are processed and the report is generated.
Failed (12)	The job will fail under the following conditions: <ul style="list-style-type: none"> • Run time exceptions for unexpected situations. When this job ends with a return code of Failed, subsequent jobs in the chain will be set to inactive.
Terminated (16)	This return code will be issued when the job is terminated by the user. When this job ends with a return code of Terminated, subsequent jobs in the chain will be set to inactive.
System Failure (20)	This return code will be issued when the job is terminated because of database server or network issues. When this job ends with a return code of System Failure, subsequent jobs in the chain will be set to inactive.

Sort Criteria

The Sort Order of the records will be determined by the UNID key column of the PO Printing History Table.

Selection Criteria

The basic selection criteria will be as follows:

- All records on PO Printing History Table where Chain Id = Current Chain Id

Problem Resolution

Look into the job log for errors. Correct the problem and restart the job.

2.1.19 Process MA Pending Table

Job Name	Process MA Pending Table
Recommended Frequency	Daily or On Demand
Single Instance Required	Yes
Can be restarted?	N/A
Reports generated	No

Overview

The Process MA Pending Table batch assesses all pending Master Agreement Orders and Expenditures from the Pending Table against the specified MA. The process retrieves the records from the Pending table and updates the corresponding components on the MA.

The process can be run specifically for a single MA or for all of the records related to all of the MA's. When run for a specific MA, the process updates all of the components based on the records retrieved from the Pending table and finally if the update is successful, it will delete all processed records from the table. When run in Full mode, the process updates the components for all of the MA's with records in the pending table and finally deletes all of the records from this table.

The process performs a wide array of functions the most important of which are listed below:

1. **Parameter Validation:** The flow of the process starts with validating all of the parameters provided as input by the user. The user can specify the three counters (Select Block Size, Commit Size and Progression Counter) if desired, else as per the design, they would be defaulted. The user must specify either all of the MA parameters (DOC_ID, DOC_DEPT_CD and DOC_CD) targeting a specific MA or should not specify any (Full Mode). If this criterion is not met, the process would fail with a return code of 'FAILED'.
2. **Record Selection:** Based on the parameters provided, either all of the pending records will be retrieved or records specific to the MA specified would be retrieved. As part of the process, only those records will be retrieved from the table for which at least one non-zero amount or quantity exist. (It would not make a difference on the MA component if all of the columns in the pending table have 0\$ amounts and hence as a performance feature the process will disregard them). All of the records will be sorted in the order of the DOC_ID, DOC_CD and DOC_DEPT_CD before the next step. Based on the value of the Selection parameter provided by the user (or defaulted), records will be retrieved accordingly.
3. **Processing Pending table records:** For each of the records retrieved, the corresponding MA component record will be looked upon. If the component is found, the corresponding non-zero dollar amount will be used to update the corresponding field in the component. If the component is not found, the process will fail and return with an error code of FAILED notifying the user that the component could not be located. However, for records related to MA AUTHDEPT and AUTHUNIT components, if the records are not found, the process would look into the reference tables before returning with an error. Thus, if the record is not found in MA_DOC_AUTHDEPT the process will look into R_AUTHDEPT before returning with an error and similarly it will look into MA_DOC_AUTDEPT if the record is not found in R_AUTHDEPT. This is also true similarly for the AUTHUNIT component. Once all of the records for a specific MA have been processed, these records will be removed from the pending table. After updating all of the components of the MA, the process will commit the

transaction if the commit counter has been reached. The user will be notified of the progression of the process with messages in the job log which will be generated based on the value of the progression counter. The process will continue for all of the records retrieved in the previous step.

4. **Purge all 0\$ records from the Pending table:** If the process was run in Full mode, after Successful completion of the previous step, all of the records having all 0\$ amounts will be purged from the Pending table.
5. After successful completion of the prior 2 steps, in Full mode, a check is performed to see if the Pending table is empty. If this is true the process will complete 'Successfully'; otherwise, the process will return with a NON_FATAL_ERROR and the user will be notified of the possible problem.

The user will be notified of the following messages in each of the above steps:

Process Steps	Messages
<p>1. Parameter Validation</p>	<ul style="list-style-type: none"> • "Validating input parameters." • Parameters are valid or invalid depending on the Validation. If the parameter is invalid, the invalid value will be displayed in the log. • "Completed validating input parameters."
<p>2. Processing of Records</p>	<ul style="list-style-type: none"> • "Processing MA Pending Balance records." • If the selection returns 0 records, then the following message will be issued: "No records found in the MA Pending Balance table" in Full Mode and "No pending records found for the requested MA" when the process is run for a specific MA. • Based on the value of the Commit counter, if the count is reached, the message "Completed saving changes for (number of transactions) transactions." will be displayed to the user. • Based on the value of the Progression counter, if the count is reached, the message "Processing Record# (Record Number) Transaction ID (DOC_ID) Transaction Code (DOC_CD) Doc Dept CD (DOC_DEPT_CD)." will be displayed to the user. • Different messages will be displayed to the user based on the types of errors encountered. • On successful completion of this part of the process, the message "Completed Processing MA Pending Balance Records" will be logged for the user.
<p>3. Purging 0\$ Pending records</p>	<p>If the process is run In Full mode:</p> <ul style="list-style-type: none"> • "Purging remaining zero dollar records from the Pending Table." • Based on the number of records purged, the following message will be displayed to the user "Purged (number of records) zero dollar records from the Pending Table"

Process Steps	Messages
4. Check if the Pending table is empty	<ul style="list-style-type: none"> • If the process is run In Full mode: • If the table is not empty, the message "There still appears to be records inside the Pending table when we should have processed all of the records. Please contact the appropriate individuals to rectify the issue." Will be logged for the user.

Restartability Information

This job cannot be restarted. If the job failed due to any reason, schedule a new job after correcting the errors that caused the job to fail.

The process can be rescheduled based on the following:

- If the process failed because the corresponding MA component was not found for the Pending table records, these records should be manually removed from the R_MA_PEND_BAL table before scheduling the process again.
- If the process was successful in the prior run, it can be rescheduled without any updates to the table.
- If the process failed because of any other reason, the issue should be resolved prior to rescheduling the process again.

Major Input

- R_MA_PEND_BAL: Records from the MA Pending balances table are used to update the corresponding MA component/reference tables.

Major Output

- MA_DOC_HDR, MA_DOC_COMM, MA_DOC_VEND, MA_DOC_AUTHDEPT, MA_DOC_AUTHUNIT, R_AUTHREF, and R_AUTHREFU: The records in these tables will be updated if there are any corresponding non-zero pending amounts in the pending table.

Batch Parameters

Parameter Name	Description	Default Value
COMMIT_BLOCK_SIZE	Optional Field. Indicates the number of transactions to be processed before committing the transaction.	100
SELECT_BLOCK_SIZE	Optional Field. Maximum number of records to be selected from the R_MA_PEND_BAL table.	1000
PROGRESSION_COUNTER	Optional Field. Indicates the number of records to be processed before notifying the user with the progression message of the current status of	1000

	the process.	
MA_DOC_CD	Optional field. Transaction code of the MA to be processed.	
MA_DOC_ID	Optional field. Transaction ID of the MA to be processed.	
MA_DOC_DEPT_CD	Optional field. Transaction Department code of the MA to be processed.	

Note: Either all of the MA specific parameters must be specified or none should be specified.

Job Return Code

Return Code	Condition
Successful (1)	<ul style="list-style-type: none"> All of the Pending table records are processed successfully in Full mode. All of the components of the MA are updated successfully with the records in the Pending table for a MA-specific run.
Warning (4)	<p>No eligible records found. This could be because of the following reasons:</p> <ul style="list-style-type: none"> No records were found in the Pending table for Full mode. No records found in the Pending table for the specific MA specified in the input parameters.
Non-Fatal Error (8)	<p>This situation will be encountered in Full mode when the pending component record is either for MA_DOC_AUTHDEPT, MA_DOC_AUTHUNIT, R_AUTHREF or R_AUTHREFU and the corresponding record was not found in the associated tables and so these records are not removed from the R_MA_PEND_BAL table. This notifies the user the reason why there are records still present in the Pending table.</p>
Failed (12)	<p>The job will fail under the following conditions:</p> <ul style="list-style-type: none"> Input Parameters are invalid. Unable to find the MA component for the MA pending table record. This will happen only when the process is run in MA-specific mode by providing the 3 input MA parameters. Run time exceptions for unexpected situations. Even after processing all of the records in the Pending table (Full mode), at the end of the process, there appear to be records present in the Pending table.
Terminated (16)	<p>This return code will be issued when the job is terminated by the user.</p>

Sort Criteria

The records retrieved for processing by the system will be ordered in an ascending order of the DOC_CD, DOC_DEPT_CD and DOC_ID and descending order of the AGRMNT_COMP_ID. This ensures that all of the records pertaining to the same transaction are processed together and these records are further sorted in the order of their components.

Selection Criteria

The records will be selected from the Pending table based on the mode the process is run.

- Full Mode: When run in this mode, all of the pending table records with at least one non-zero dollar amount field will be selected by the process.
- MA-specific Mode: All records specific to the MA input parameters will be selected from the Pending table. Similar to the Full Mode, the system will select only those records from this set with at least one non-zero dollar amount field.

Problem Resolution

Since the job cannot be restarted, if the job ends with any return code (Failed or Terminated) a new job should only be scheduled with the same parameters. However, if the job ends with a return code of Non-Fatal, it is necessary to investigate why there are records still present in the Pending table when the process should have processed all of the records and removed the entries in the Pending table (In Full Mode).

The following tables show the possible return codes and recommendations for each processing step.

Step 1: Parameter Validation

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	All of the parameters are validated successfully.	N/A	N/A
Failed (12)	Job failed since the parameters could not be validated successfully.	Check the System log messages for the specific parameters which were not provided correctly and schedule a new job with the correct parameters.	N/A

Step 2: Record Selection

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	Required records were selected successfully from the	N/A	N/A

Possible Return Codes	Condition	Recommendation	Other Instructions
	R_MA_PEND_BAL table.		
Warning (4)	No Pending table records were found for the specific MA requested. The pending table was empty when the process was run in Full Mode.	Make sure that records exist for the specific MA requested or make sure that the Pending table is not empty.	N/A
Failed (12)	Job failed due to Fatal conditions.	This can happen if the process failed due to Run time exceptions.	N/A

Step 3: Processing Pending table records

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	All of the records selected in the previous step were processed successfully.	N/A	N/A
Warning (4)	No records were processed because of the following: <ul style="list-style-type: none"> No Pending table records were found for the specific MA requested. The pending table was empty when the process was run in Full Mode. 	Make sure that records exist for the specific MA requested or make sure that the Pending table is not empty.	N/A
Failed (12)	Job failed due to Fatal conditions	This can happen if the process failed due to Run time exceptions.	N/A

Step 4: Purge all 0\$ records from the Pending table (Full Mode only)

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	All of the records were not selected in the Full mode since all of the Fields that had 0\$ amounts were purged from the R_MA_PEND_BAL table.	N/A	N/A
Failed (12)	This step failed as records existed in the Pending table even after purging the 0\$ records.	This can happen if the process failed due to Run time exceptions.	N/A

2.1.20 Procurement Folder Historical Update

Chain or Job Name	Procurement Folder Historical Update
Recommended Frequency	Monthly, Quarterly, Annually or as per requirement.
Single Instance Required	Yes
Can be restarted?	Yes
Reports generated	Yes.

Overview

Over a period of time a large number of completed and discarded Procurement Folders may accumulate within the system and do not provide much use and can be marked as historical Procurement Folders. Historical Procurement Folders will not appear, by default, while browsing Procurement Folder-related data.

This batch job marks records in the Procurement Folder (R_PRCU_ID) table, which are older than a stipulated number of days, as historical. Subsequently all of the related records (for a given Procurement Folder) on related Procurement Folder “child tables” (Bid Deposit, Letter of Credit, Vendor Correspondence, Warranty, etc.) are also marked as historical. The Historical Procurement Folder Flag is set to true on all such records. This job does not physically remove Procurement Folder data from the system.

The Procurement Folder Historical Update job supports two run modes: Report Only and Update modes. Report Only mode will produce reports without modifying any Procurement Folder data. Update mode will produce the reports and update the Procurement Folder data.

The job also creates two reports:

- The Procurement Archival Details report containing the list of all Procurement Folders, and each folder’s child table records, that will be marked as historical.
- An optional Transactions Awaiting Archival report listing the transactions which are linked to the Procurement Folders being marked as historical but are still present in the Transaction Catalog (i.e. have not been archived).

Restartability Information

This job supports re-startability. If the job fails for any reason, the same job can be rescheduled.

When to Run

This job thus can be run on a periodic basis (monthly, quarterly, annually) or more frequently, on demand whenever there is need to reduce the number of non-historical Procurement Folders visible, by default, in the system.

Description

The purpose of this job is to mark the Procurement Folders, which are older than a stipulated number of days as Historical. This stipulated number of days is specified as a job parameter.

Procurement Folders having their Closed Date (for completed Procurement Folders) or Estimated Completion Date (for discarded Procurement Folders) earlier than the number of days from the current system date are eligible to be Historical.

After setting the Historical Procurement Record flag on a Procurement Folder (R_PRCU_ID) record and saving the Procurement Folder record, the Historical Procurement Record flag value is automatically replicated to all the related Procurement Folder child tables. The list of Procurement Folder child tables is:

- Procurement State (PRCUST – R_PRCU_ST)
- Procurement Milestone (MLSTNST – R_PRCU_MLSTN_ST)
- Procurement Transaction (PRCUDOC – R_PRCU_DOC_ST)
- Procurement Notes (PRCUNOTE – R_PRCU_NOTE)
- Bid Deposit (BIDDPS – R_BID_DPS)
- Procurement Bonds (PBOND – R_BOND)
- Vendor Correspondence (CORSPD – R_CORSPD)
- Contract Assignment (CNTCASGN – R_CNTRC_ASGN)
- Insurance Certificate (INSUCERT – R_INSU_CERT)
- Liquidated Damage (LQDDMG – R_LQD_DMG)
- Letter Of Credit (LTRCR – R_LTRCR)
- Warranty (WTY – R_WTY)
- Buyer Performance Comment (BPRFCMT – R_BUYR_PERF_CMNTS)
- Buyer Team Performance Comment (TPRFCMT – R_TEAM_PERF_CMNTS)
- Retainage Summary (RTGSUM – R_RTG_SUM)
- Retainage Details (RTGDET – R_RTG_DET)
- Vendor Solicitation List (VENDSLST – R_VENDSLST)
- Protest (PRTST – R_PRTST)
- Claims Tracking (CLMTRK – R_CLMTRK)
- Matching Status (MATA – MATCH_STA_AWD)
- Matching Status Single Award Line (MATSA – MATCH_STA_AWD_LN)
- Grant Events Schedule (GES - R_GRNTR_EVNT_SCHED)
- Grant Report (GRPT - R_GRNTR_RPT)

Procurement Folder updates are committed according to the Commit Block Size job parameter. For example, a Commit Block Size of 100 indicates that a commit is performed once every 100 Procurement Folders regardless of the number of records contained in the Procurement Folder. The updates required for a single Procurement Folder will always be contained within a single commit block.

This job also generates two reports.

Procurement Archival Details

This report contains the list of records from the Procurement Folders and its child tables which are marked as historical.

Transactions Awaiting Archival (optional)

This optional report contains the list of transactions still present in the Transaction Catalog (i.e. that are not archived) that belong to the Procurement Folders that are marked as historical.

Major Input

- Procurement (R_PRCU_ID)

Output

- Procurement (R_PRCU_ID)

The job generates two reports:

- Procurement Archive Details
- Transactions Awaiting Archival (optional)

Parameters

Batch Parameters

Parameter	Description	Default Values
NO_OF_DAY_UPDATE	Number of Days for Update	
CLIENT_NM	Client name for reports	
UPDATE_DISCRD_ONLY	Update Discarded Folders Only - Y/N	
COMMIT_SIZE	Commit block size	1000
RUN_MODE	Run Mode (1 - Report Only, 2 - Update)	1
REP_UNARCHVD_DOCS	Provide Report of Unarchived Transactions in Historical Procurement Folders	

Selection Criteria

- Selection criteria for obtaining the eligible Procurement Folders from R_PRCU_ID is:
 - Select records from the Procurement (R_PRCU_ID) table where the Historical Procurement Folder Flag (HIST_REC_FL) is False/No (0/zero)

AND

If the UPDATE_DISCRD_ONLY parameter is Y then Discarded Flag (DISCARDED_FL) = True/Yes (1) AND Expected Completion Date (EXPT_COMPLETE_DT) < (CurrentDate - NO_OF_DAY_UPDATE)

If the UPDATE_DISCRD_ONLY parameter is N then Discarded Flag (DISCARDED_FL) = False/No (0/zero) AND Closed Date (CLSD_DT) < (Current Date - NO_OF_DAY_UPDATE)

Process Steps	Messages
1. Parameter validation	<p>Validating Batch Parameters</p> <ul style="list-style-type: none"> If the parameter is invalid, the log message will show the error statement. <p>Batch Parameter validation completed</p>
2. Reports Initialization	Report Initialization completed
3. Update Procurement Folders as Historical	<ul style="list-style-type: none"> When the number of records reach the Commit Size they are saved and the below message appears in job logs Number of records processed: XX If no eligible records are found then following message appears in job logs No records eligible for selection.
4. Generate Procurement Folder Archive Details	<ul style="list-style-type: none"> This report gives the table names and the key attributes of the record which is being marked as Historical It gives Sub Total number of the number of records marked as Historical under a Procurement Folder and the Grand Total of how many Procurement Folders are marked as Historical
5. Generate Transactions Awaiting Archival Report	<ul style="list-style-type: none"> This report gives the list of transactions for a particular Procurement Folder which is being marked as Historical but the transaction is still present on Transaction Catalog It gives Sub Total number of the number of records marked as Historical under a Procurement Folder and the Grand Total of how many Procurement Folders are marked as Historical

Problem Resolution

- It is a good practice to look at the log of the job even if the job has run successfully.
- The process can be restarted. If the job fails for any data setup reasons then correct the data setup and restart the job. When the job is restarted it begins processing from the last unsuccessful record on which the failure occurred.

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	Parameter validation was successful and report was generated successfully.	N/A	N/A
Warning (4)	No records were eligible to be marked as Historical	Number of Days for Update job parameter can be increased to check more records	N/A
Non Fatal Error (8)	Job does not end with this return code.	N/A	N/A
Failed (12)	Job failed due to Fatal conditions.	<p>In this step, the job can fail under the following conditions.</p> <p>1) Encounters any runtime exceptions and</p> <p>2) Invalid parameter found</p> <p>3) report layout files could not be found</p> <p>If the job fails because of these, investigate the problem.</p> <p>Submit a new report after the reason for failure has been resolved.</p>	N/A
Terminated (16)	Job is terminated manually by the user.	<p>Reason for the termination needs to be investigated.</p> <p>Reschedule a new job after the reason for termination is resolved.</p>	N/A
System Failure (20)	When the job is terminated because of database server or network issues.	<p>Reason for the System Failure needs to be investigated.</p> <p>Reschedule a new job after the reason for termination is resolved.</p>	N/A

2.1.21 Procurement Milestone Alerts

Description

The Procurement Milestone Alerts process sends alerts to procurement buyers and managers according to the milestone rules in the Procurement Milestone table. The process searches for uncompleted milestones in open procurements when Procurement Milestone rules indicate alerts are to be sent and the uncompleted milestone's expected completion date meets the "number of days" threshold set for buyer or for manager.

For example, alerts are enabled for these conditions:

- Procurement Milestone with the Milestone ID = 18
- Description = Site Inspection
buyers are notified within 10 days of expected completion
managers are notified within 5 days of expected completion
- The Procurement Milestone Alerts process sends alerts for all uncompleted occurrences of Milestone 18 in open procurements where the expected completion date is within 5 days of the system date (for managers) and is within 10 days of the system date (for buyers).

When to Run

Once per day

Major Input

- Procurements (R_PRCU_ID, R_PRCU_ST, R_PRCU_MLSTN_ST) tables
- Procurement Milestones (R_PRCU_MLSTN) table

Output

- Alerts

Parameters

Batch Parameters

Parameter	Description	Default Value
(COMMIT_BLOCK)	Commit Block Size(if not entered then defaulted to 1000)	1000

Sort Sequence

None

Selection Criteria

- Milestone ID
- Expected Completion Date

2.1.22 Protest Action Alerts

Chain or Job Name	Protest Action Alerts
Recommended Frequency	The Protest Action Alerts batch job can be run daily as part of the nightly cycle or on demand.
Single Instance Required	No.
Can be restarted?	No.
Reports generated	No.

Overview

The Protest Action Alerts job in CGI Advantage Financial sends alerts to buyers and buyer teams for incomplete actions on the Protest page that are flagged to issue alerts. Alerts are issued for each action record where all of the following are true:

- A Protest Action record has an Alert Date that is equal to or less than the current system date. (Alert Date = Estimated Completion Date – Alert Days)
- The value selected in the Protest Status field does not have the Final indicator selected.
- The Completed flag has not been selected for a Protest Action record.
- The Issue Alert flag is selected.

For each selected record, an alert is sent to the respective buyer and buyer team members on the PRTST page.

Process Steps	Messages
1. Parameter Validation	<ul style="list-style-type: none"> • Validating Batch Parameters • If Commit Size parameter is not provided then “Commit Block Size is empty so defaulted to 1000” will be displayed in the log. • If Commit Size parameter is not a valid integer then “Commit Block Size must be a positive integer.” will be displayed in the log. • If the Commit Block Size is not greater than zero then “Commit Block Size must be greater than Zero.” will be displayed in the log. • Batch Parameter validation failed will display in the log if the parameter validation has failed. • Batch Parameter validation completed
2. Selection of Records	<ul style="list-style-type: none"> • Selecting eligible records • Selection of eligible records completed
3. Processing of	<ul style="list-style-type: none"> • Processing the selected records

Process Steps	Messages
Selected Records	<ul style="list-style-type: none"> Processing completed

Major Input

- Protest (R_PRTST)
- Protest Action (R_PRTST_ACTN)
- Protest Status CVL (CVL_PRTST_STA)

Batch Parameters

Note: The default values listed are those delivered with the software. Actual values will vary based on your site's setup.

Parameter	Description	Default Value
COMMIT_SIZE	Optional Commit Block Size is a performance parameter used to control the number of records saved/updated.	1000

Major Output

- Alerts (IN_ALERTS)

Job Return Code

Return Code	Condition
Successful (1)	All of the selected records are processed successfully by issuing alerts on the IN_ALERTS table.
Warning (4)	<ul style="list-style-type: none"> Not Issued.
Non Fatal Error (8)	Not Issued.
Failed (12)	The job will fail under the following conditions: <ul style="list-style-type: none"> Parameters are invalid. Run time exceptions for unexpected situations.
Terminated (16)	This return code is issued when the job is terminated by the user.
System Failure (20)	This return code is issued when the job is terminated because of database server or network issues.

Sort Criteria

Protest ID (PRTST_UNID) in ascending order.

Selection Criteria

- Selected if all of the following conditions are met:
 - The Estimated completion Date is within the number of days specified on the 'Alert Day' field, of the system date.
 - The Protest Status is a non-final status on CVL_PRTST_STA.
 - The Protest Action is not completed (COMPLETE_FL is false).
 - The Protest Action is selected to issue alerts (ISS_ALRT_FL is true).

Problem Resolution

The following table shows the possible return codes and recommendations.

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	All of the parameters are validated successfully and all of the selected Protest Action Alerts records are processed successfully.	N/A	N/A
Warning (4)	N/A	N/A	N/A
Non Fatal Error (8)	N/A	N/A	N/A
Failed (12)	Required Parameters are not entered. Sample Message: Commit Block Size must be greater than Zero.	Enter a valid positive non-zero integer for the Commit Block Size.	N/A
	Failed because of runtime exceptions for an unexpected situation.	The reason for the failure needs to be investigated before scheduling a new job.	N/A
Terminated (16)	Job is terminated manually by the user.	The reason for the termination needs to be investigated before scheduling a new job.	N/A
System Failure	When the job is	The reason for the System	N/A

Possible Return Codes	Condition	Recommendation	Other Instructions
(20)	terminated because of database server or network issues.	Failure needs to be investigated before scheduling a new job.	

2.1.23 Renew Agreements

Description

The Renew Agreements process creates modification Agreements (MA or CT) for all Renewals (RN) effective on a given date. The Agreement Commodity Lines are 'renewed' based on the Price Adjustment Indicator on the associated RN transaction. In addition, this process also issues reminder alerts to the buyers for Agreements (MA or CT) when the effective date is less than or equal to the application date.

When creating the modified Agreement, the system will take into the account the Inactive Line flag and create the Commodity Lines on the modified Agreements based on the Price Adjustment Indicators as follows:

- If the Price Adjustment Indicator is set to Prices Firm or Price Escalation Percentage, any Agreement Commodity Line where the Inactive Line flag is true will remain unchanged and the flag will be set to true on the Modification (MA or CT) transaction.
- If the Price Adjustment Indicator is Line Adjustment Required:
 - If the Inactive Line flag is no longer set to True on the RN Transaction for a specific (MA or CT) Commodity Line, the requested adjustments will be made to the line and the Inactive Line flag will be unchecked on the associated (MA or CT) Commodity Line when creating the modification Agreement transaction.
 - If the Inactive Line flag is set to True (where it previously was not) on the RN Transaction for a specific (MA or CT) Commodity Line, the Inactive Line flag will be set to true on the Modification (MA or CT) and the quantity will be modified down to zero.
 - If the Inactive Line flag is still remains set to True on the RN Transaction for a specific (MA or CT) Commodity Line, the Inactive Line flag will remain unchanged and the flag will be set to true on the modification MA transaction.

Special note concerning renewing a Catalog Line: If a (MA or CT) Commodity Line with line type of Catalog is marked inactive, when the (MA or CT) line is renewed the Inactive Line flag may be unchecked on the RN and the Renewal Process will create a modification MA with the Inactive Line flag unchecked. However, the associated catalog records will not be reactivated; in order to reactivate the catalog records, the catalog will need to be reloaded.

When to Run

The Renew Agreements process may be executed whenever it is desired to create modification draft Agreements (MA or CT) based on finalized Renewals (RN).

Major Input

- Final Renewal (RN) transactions

Output

- Modified or New version of the Agreement transaction will be created based on the **Create New Transaction for Agreement Renewal Period** flag on Procurement Transaction Control (PRDOC):

- If the **Create New Transaction for Agreement Renewal Period** flag is checked then the job creates a New Agreement transaction which is a copy of the Agreement transaction being renewed.
- If the **Create New Transaction for Agreement Renewal Period** flag is unchecked then the job creates a Modification of the Agreement transaction being renewed.
- Buyer Alerts.

Parameters

Batch Parameters

Description (Caption)	Parameter Name	Default Value
Effective Date	Effective_Date	(today)
Reason for Modification	REAS_MOD	[blank]
Transaction Sub Type	DOC_SUBTYP	[blank]
Copy the attachment to renewed transaction.	COPY_ATTACHMENT	Yes

The Renew Agreements process processes all final Renewals (RN) effective on the date provided by the Effective_Date parameter.

The Reason for Modification (REAS_MOD) parameter value will be carried forward on to award modifications created as a result of the batch job. The Reason for Modification parameter is required.

The Transaction Sub Type (DOC_SUBTYP) parameter will allow the job to be configured to select only MA Transaction Sub Types, select only CT Transaction Sub Types, or select both MA and CT Transaction Sub Types.

When the Copy Attachment (COPY_ATTACHMENT) parameter value is set to Yes, the job will carry forward the attachments on the Header tab in the Master Agreement transactions generated by the Renew Agreements job. When the parameter value is set to No, the job will not carry forward the attachments.

There are three acceptable parameter values:

- MA - the job selects only transactions with Transaction Sub Type of MA.
- CT - the job selects only transactions with Transaction Sub Type of CT.
- CT, MA - the job selects the transactions with a Transaction Sub Type of both CT and MA for renewal.

Sort Sequence

None

Selection Criteria

The Renew Agreements job processes all final Renewals (RN) based on the following criteria:

- Effective Date provided in the Effective_Date parameter.
- Transaction Sub Type provided in the DOC_SUBTYP parameter.

Problem Resolution

The Renew Agreements process may encounter difficulty if two final Renewals exist for the same Agreement and are effective on the same date. The Renew Agreements process may also encounter difficulty if a modification draft of the target Agreement was created between the time the Renewal was finalized and execution of the Renew Agreements process.

This batch program produces new Advantage transactions, which are subject to the line limit functionality constraints. Sites should ensure that they run this job with parameters set to ensure that the created transactions are within the line limit controls.

2.1.24 Transaction Assembly

Description

The Transaction Assembly process takes the terms and conditions and support transaction XML attachments for the SO, PO, and MA procurement transactions and renders them to an attachment PDF on the transaction's header. The Transaction Assembly process may be executed during the transaction's draft, pending or final phase on demand and it is executed automatically when the procurement transaction is submitted to final.

The Job Return Status is set to Successful if all of the PDF is successfully attached to the requesting transaction's header.

When to Run

This process can be run while the transaction is in any phase by clicking the "Assemble Transaction" link on the header or the process is run automatically when the transaction is submitted to final.

Major Input

Procurement Transaction Header, Components and attachments from the source transaction, and the Default Form defined on the Header.

Output

PDF file which is attached to the requesting transaction's header.

Parameters

No Parameters are required for this job.

Selection Criteria

The current transaction is selected when the Assemble Transaction link is clicked on the header.

Problem Resolution

If the process was discontinued for any reason, then the job needs to be rescheduled again.

In draft phase assembly, the transaction should not be edited while the batch processes is running, it may cause the job to fail. If the Assemble Job log indicates it fails because another user has modified the transaction component be sure the transaction has not been edited during job execution.

In draft phase assembly, the transaction may not be able to be edited after the batch process has executed. If the transaction indicates the transaction cannot be modified because another user has modified the transaction component be sure to reopen the transaction to refresh the jobs changes to the transaction.

2.1.25 Update Department on User, Buyer and Manager Tables

Chain or Job Name	Update Department on Procurement User, Buyer and Manager Tables
Recommended Frequency	This job can be run daily as part of the nightly cycle or on demand for a small set of records.
Single Instance Required	No
Can be restarted?	Yes
Reports generated	User Home Department updates to Procurement User, Buyer and Manager Tables Report

Overview

When the User's home department is changed in the CGI Advantage Administration application on the User Information (SCUSER) table, the system does not automatically push/update the change to the Procurement User (USER), Buyer (BUYR) and Manager (MANG) tables in the CGI Advantage Financial application. The Update Department on Procurement User, Buyer and Manager Tables batch job will push/update the user's home department value from the User Information (SCUSER) table to the USER, BUYR, and MANG tables.

The job can be restarted if it fails. If the failure occurred after the parameter validation, then the job should be restarted after resolving the errors.

If the restart is not the immediate option, then a new job can be rescheduled, but before rescheduling the job, the records loaded by the failed job should either be processed or discarded so that they do not remain in the catalog.

The User Home Department updates to Procurement User, Buyer and Manager Tables report displays all the old values and the updated new values for the Department field from the USER, BUYR and MANG tables that are being updated.

		Update from SCUSER to BUYR Table		Update from SCUSER to MANG Table		Update from SCUSER to USER Table	
Sr. No.	User ID.	Old Dept.	New Dept.	Old Dept.	New Dept.	Old Dept.	New Dept.
1	BY12	BWB	CW14			BWB	CW14
2	pshirsat	BWB	CW14	BWB	CW14	BWB	CW14
3	rj			010	CW15	010	CW15

Total Number Of BUYR Records Updated: 2
 Total Number Of MANG Records Updated: 2
 Total Number Of USER Records Updated: 3

Parameter Validation

If the Commit Block Size or Select Block Size parameter value is entered as non-numeric, the job will issue a validation error.

Parameter	Description	Default Value
CLIENT_NM	Client name for reports	No Default
COMMIT_BLK	Commit Block Size	No Default
SELECT_BLOCK	Select Block Size	No Default

Selection of Records

On running the Update Department on the User, Buyer, and Manager Tables job, it will select the records from the Procurement User, Buyer, and Manager tables and will compare with the SCUSER table based on the SCUSER table USER ID = USER table USER ID or SCUSER USER ID = BUYR ID or SCUSER USER ID = MGR ID.

The job will first check the Procurement User table followed by the Buyer table and then compare it with the Manager table and update the department field values on the User, the Buyer and the Manger tables.

If the department value between two tables is different, the system will update the Department field on the Procurement User, the Buyer and the Manager tables to match the value from the SCUSER table.

If the department on the SCUSER table is invalid, for those records it will issue an error in the log as department does not exist on the Department table and update will fail on the Procurement User, the Buyer and the Manger tables for those records.

Processing steps

Process Steps	Messages
3. Parameter Validation	<ul style="list-style-type: none"> Validating Batch Parameters. Parameters are valid or invalid depending on the Validation. If the parameter is invalid, the invalid value will be displayed in the log. Batch Parameter validation completed.
4. Selection of records	<ul style="list-style-type: none"> Selecting eligible records. If the selection returns 0 records, then the following message will be issued: "No eligible record found". Number of records (count) selected will be displayed. At the end, the following message will be issued: Selection of records completed.
5. Processing of Records	<ul style="list-style-type: none"> For the selected Procurement User, Buyer and Manager records, the job will update the department value on the USER, BUYR and MANG tables with the

Process Steps	Messages
	value from the SCUSER table.

Restartability Information

This job can be restarted if it is failed. The job has the following checkpoints:

- The checkpoint is before updating the record on the USER, BUYR and MANG tables.
- When restarted, the job will start from the last saved checkpoint. For example, if the job encountered an error and the job restarted, then the job will start processing the remaining records to update on the User, Buyer and Manager tables.

Major Input

- User Information (R_SC_USER_INFO) table
- Procurement User (R_PRCU_USER) table
- Buyer (R_BUYR) table
- Manger (R_MGR) table

Batch parameters

Parameter	Description	Default Value
Client name for Report (CLIENT_NM)	Optional field. Entry of a value in this field specifies the name that will appear on report.	No Default
Commit Block Size (COMMIT_BLK)	It is not a required field. Controls how many records are committed by the application at one time. The size should be compatible with technical capabilities and performance guidelines.	No Default
Select Block Size (SELECT_BLOCK)	It is the number of SCUSER records fetched at a time. If not entered, it is defaulted to 1000. Can be used for Performance tuning.	No Default

Major Output

- Procurement User (R_PRCU_USER) table
- Buyer (R_BUYR) table
- Manger (R_MGR) table

Job Return code

Return Code	Condition
Successful	All selected User, Buyer and Manger records are processed

Return Code	Condition
(1)	successfully.
Warning (4)	No eligible records found. This could be because of the following reasons: No difference between the SCUSER and User/ Buyer/ Manager tables department value.
Non-Fatal Error (8)	All selected Manger records are not processed successfully.
Failed (12)	The job will fail under the following conditions: <ul style="list-style-type: none"> Parameters are invalid Run time exceptions for unexpected situations.
Terminated (16)	This return code will be issued when the job is terminated by the user.
System Failure (20)	This return code will be issued when the job is terminated because of database server or network issues.

Sort Criteria

N/A

Selection Criteria

The batch job will read the SCUSER table and select records that meet the below conditions:

- On running the Update Department on the Manager Table job, it will select the records from the User, Buyer and Manager tables and will compare with the SCUSER table based on SCUSER USER ID = USER table USER ID or SCUSER USER ID = BUYR ID or SCUSER USER ID = MGR ID.
- If the department value between two tables is different, the system will update the Department field on the User, Buyer and Manager tables to match with the value from the SCUSER table where the Department field value is not set to ALL.

Problem Resolution

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	All the parameters are validated successfully.	N/A	N/A

Possible Return Codes	Condition	Recommendation	Other Instructions
Warning (4)	The job ended with a Warning because there is no difference between SCUSER and user/ buyer/ manger table's department value.	N/A	N/A
Non Fatal Error (8)	All the selected User, Buyer and Manager records are not processed successfully.	The job would have skipped those records that have failed in the Department code validation on the Department table.	
Failed (12)	The job failed due to Fatal conditions.	<p>In this step, the job may fail under the following two conditions:</p> <ul style="list-style-type: none"> • Encounters any runtime exceptions and failed during restart. • Parameter validation <p>If the job fails because of the runtime exceptions, investigate the logs reported by the process, resolve the error, and restart the job.</p>	
Terminated (16)	The job is terminated manually by the user.	The reason for the termination needs to be investigated. The job can either be restarted or schedule a new job.	
System Failure (20)	When the job is terminated because of database server or network issues.	The reason for the system failure needs to be investigated.	

2.1.26 Vendor Complaint Tracking

Chain or Job Name	Vendor Complaint Tracking
Recommended Frequency	This job should be run daily, after the day's transactions have processed, but can also be run on demand.
Single Instance Required	No
Can be restarted?	No
Reports generated	No.

Overview

The Performance Evaluation (PE) transaction and the Protest (PRTST) page provide users the ability to create and track complaints registered against vendors or specific vendor contracts. If a vendor does not respond to the complaint within the required timeframe as specified on the complaint record, a follow-up notification will then be sent to the vendor, and a copy of that notification will be sent to the agency contact.

The Follow-Up Email Type and Follow-Up Body Text determine what Follow-Up notification to send to a Vendor that does not respond by the Vendor Required Response Date. The selection criteria for this job include performing a look up to the PRTST table to find records where Complaint Email Type is populated, the Vendor Required Response Date is less than the current system date, and where Protest Status is populated with a value other than *Resolved*, *Denied*, *Sustained*, or *Withdrawn*. Complaint records that are selected by this process will attempt to use the Contact Email Address from the Vendor's default 'Ordering' address to create an Email Letter table entry. If that is not present, a letter entry will be created instead for the Vendor's default 'Ordering' address. If the default 'Ordering' address is not found, a batch log entry is generated for the entry. If a notification is successfully generated for the vendor in the EMAIL table, an email notification is generated for the Agency Contact listed on the complaint record. The Total Follow-Ups Sent count for the complaint record is incremented by one and the Vendor Response Required Date is incremented by the Follow-Up Email Type's Number of Days to Respond value.

Once this process is complete, the Email Letter Generation batch process needs to be run to issue the notifications to the Vendors and Agency Contacts.

Process Steps	Messages
1. Parameter Validation	<ul style="list-style-type: none"> Validating batch parameters. Parameters are valid or invalid. If a parameter is invalid, the invalid value will be displayed in the log. Invalid Batch Parameters or Batch Parameter validation completed.
2. Selection of Records	<ul style="list-style-type: none"> Selecting eligible records. If the selection returns 0 records, then the following message will be issued:

Process Steps	Messages
	<p>"No records selected for processing."</p> <ul style="list-style-type: none"> Number of Protest Records Processed: (count) will be displayed.

Restartability Information

- This process is not restartable, but addressing any issues encountered during process and rescheduling the job should not impact any previous entries of the job that were processed successfully and committed. Failed entries once corrected, should be evaluated again using the selection criteria discussed in the overview. Any issues with records that were processed successfully can be handled by adjusting the entry's Vendor Required Response Date.
- This job can be run on demand at any time to generate EMAIL table records. The job should be run at least once for each business day to ensure that all complaint emails and letters are sent out in a timely manner and it should be executed before the Email Letter Generation batch process.

Major Input

- Protest (R_PRTST)
- Vendor/Customer (R_VEND_CUST)
- Vendor Complaint Email Template (VCET)
- Address (R_AD)

Note: The default values listed are those delivered with the software. Actual values may vary based on your site's setup.

Parameter	Description	Default Value
SELECT_BLK	Select Block Size (Default = 500)	500
COMMIT_BLK	Commit Block Size (Default = 500)	500

Major Output

- Email Letter Table (R_EMAIL_LTR_GEN)
- Protest (R_PRTST)

Job Return Code

The following table shows the potential job return codes for the Vendor Complaint Tracking job:

Return Code	Condition
Successful (1)	All the selected records are processed successfully.

Warning (4)	This job will issue a Warning return code under the following condition: <ul style="list-style-type: none"> • No records are selected for processing.
Non-Fatal Error (8)	This job will issue a Warning return code under the following conditions: <ul style="list-style-type: none"> • One or more records fail to send a notification. • One or more records fail to update.
Failed (12)	The job will fail under the following conditions: <ul style="list-style-type: none"> • Parameters are invalid. • Run time exceptions for unexpected situations.
Terminated (16)	This return code will be issued when the job is terminated by the user.
System Failure (20)	This return code will be issued when the job is terminated because of database server or network issues.

Sort Criteria

- Protest ID (UNID)

Selection Criteria

- Protest (R_PRTST)

Selects the records from the Protest (R_PRTST) table where the Complaint Email Type is populated, the Vendor Required Response Date is less than the Current System Date, and the Protest Status contains any value other than *Resolved, Denied, Sustained, or Withdrawn*.

Problem Resolution

Possible Return Codes	Condition	Recommendation	Other Instructions
Successful (1)	All of the parameters are validated successfully.	N/A	N/A
Warning (4)	Job ended with a Warning because there are no Complaint records to be processed. Sample Message: No records selected	Verify the system date. Also verify the Vendor Required Response Date and Protest Status of the Protest entries expected to be included in the selection process.	

Possible Return Codes	Condition	Recommendation	Other Instructions
	for processing.		
Non-Fatal Error (8)	This Return Code is issued when there is a problem updating a Protest table record or issuing a notification.	The job will skip any updates to entries in that commit block where the record has failed. The reason for the record to fail should be investigated and once it has been corrected, a new job should be scheduled.	Depending on the number of records being processed, the smaller the commit block size, the longer the job execution time. With that consideration in mind, commit block sizes of one will allow for successful records to finish processing while leaving unsuccessful records to be investigated.
Failed (12)	Job failed due to Fatal conditions.	If the job fails for parameter validations, correct the parameter and run a new job. If the job fails because of the runtime exceptions, investigate the exception reported by the process, resolve the error and run a new job.	
Terminated (16)	Job is terminated manually by the user.	The reason for the termination needs to be investigated. Then a new job can be scheduled.	
System Failure (20)	When the job is terminated because of database server or network issues.	The reason for the System Failure needs to be investigated. Then a new job can be scheduled.	

2.2 Procurement Report Processes

Procurement contains the following report job.

- [Master Agreement Activity Report](#)

2.2.1 Master Agreement Activity Report

Description

This job is used for generating the Master Agreement Activity report for all of the active Master Agreements for a given fiscal year. It generates the total amount encumbered and expended for the MA activity.

The report is generated in 2 modes: *Summary* (focusing on spending at the Contract and Vendor level), and *Detail* (focusing on spending at the more granular Commodity Line level).

When to Run

On Demand

Major Input

Define the major input in the following format:

Table Name (data object name)

- R_DEPT
- R_UNIT
- PO_DOC_HDR
- PO_DOC_COMM
- PR_DOC_COMM
- PR_DOC_ACTG
- MA_DOC_BUSTYP
- MA_DOC_HDR
- MA_DOC_COMM
- MA_DOC_VEND

Output

- Report is generated as output in HTML and PDF format.

Parameters

Job	Parameter	Description	Default Value
MA Activity Report	ACT_FRM_DT	Enter Activity From Date (mm/dd/ccyy) (** Refer to Note: Pivot Date/Year Validation , while entering the date)	

Job	Parameter	Description	Default Value
	ACT_TO_DT	Enter Activity To Date (mm/dd/ccyy) (** Refer to Note: Pivot Date/Year Validation , while entering the date)	
	CLIENT_NAME	Enter Client Name for the Report Run	
	FY	Enter Fiscal Year for the Report Run	Current Fiscal Year
	GROUP1_CD	Enter Vend. Class. Grp #1 (comma-separated)	
	GROUP1_NM	Enter Name of Vend. Class. Group #1.	
	GROUP2_CD	Enter Vend. Class. Grp #2 (comma-separated)	
	GROUP2_NM	Enter Name of Vend. Class. Group #2.	
	GROUP3_CD	Enter Vend. Class. Grp #3 (comma-separated)	
	GROUP3_NM	Enter Name of Vend. Class. Group #3.	
	REPORT_ID	Report Id	
	REPORT_MODE	Report Mode (1-Summary, 2-Detail)	1

Sort Sequence

Summary:

ORDER BY DOC_DEPT_CD, DOC_UNIT_CD, DOC_ID, DOC_VEND_LN_NO

Detail:

GROUP BY DOC_DEPT_CD, DOC_UNIT_CD, DOC_ID, DOC_VEND_LN_NO,
DOC_COMM_LN_NO

Selection Criteria

Summary:

```
SELECT * FROM MA_DOC_VEND, MA_DOC_HDR
WHERE DOC_FY_DC= <<Valid Fiscal Year>>
      AND EFEND_DT >= <<Beginning of Fiscal Year>>
      AND EFEND_DT <= <<End of Fiscal Year>>
```

Detail:

```
SELECT * FROM MA_DOC_COMM, MA_DOC_VEND, MA_DOC_HDR
WHERE DOC_FY_DC= <<Valid Fiscal Year>>
      AND EFEND_DT >= <<Beginning of Fiscal Year>>
      AND EFEND_DT <= <<End of Fiscal Year>>
```

Problem Resolution

None