CGI Advantage® 4

Grantor

Run Sheets Guide

CGI

Table of Contents

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 Grantor Batch Processes

Grantor is a functional area within Advantage Financial that is used to track grants where you are the grantor or you are a pass-through grantor. Grantees and Sub Grantees can be a variety of different entities: a non-profit agency, another municipality, another department, an individual, a business, and so forth.

For a description of the Grantor batch process in Advantage Financial, refer to the following section:

- [Update Random Compliance](#)

2.1.1 Update Random Compliance

Job Name	Update Random Compliance
Recommended Frequency	This job can be run by an administrator from the Job Manager page on demand.
Single Instance Required	Yes
Can be restarted?	No
Reports generated	No reports are generated.

Overview

Update Random Compliance is a batch job in CGI Advantage Financial and is available under Financial/Grants/Batch Job folder.

This job selects records from Grant Fiscal year Profile table and updates the Random Compliance flag to true/Checked.

Process Steps	Messages
1. Parameter Validation	• 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	• Selecting eligible records. • If the selection returns 0 records, then the following message will be issued: "No eligible record found". • Number of records selected will be displayed. • At the end, the following message will be issued: "Total number of GYPRO records updated in Random Compliance: (count)".
3. Processing of Records	• For the selected records, the job will set 'Random Compliance' flag to Yes/checked on the Grant Year Profile (GYPRO) table.

Major Input

R_GRNT_FY_PFRL

Batch Parameters

The following are the delivered parameter values, which may have been updated through Batch Setup.

Parameter	Description	Default Value
Grant Department (DEPT_CD)	Required. The Department of the Grant Year	(No Default)

	Profile record.	
Grant Year (GRNT_YR)	Required. Input can be for multiple years but must be comma separated.	(No Default)
Grant Type (GRNT_TYP)	Required. Input can be for multiple Grant Types but must be comma separated.	(No Default)
Grantee (VEND_CUST_CD)	Optional. Input can be for multiple Grantee Codes but must be comma separated.	(No Default)

Major Output

R_GRNT_FY_PFRL

Job Return Code

Return Code	Condition
Successful (1)	The job ends as *Successful* when the log updates with 'Total number of Grant Year Profile (GYPRO) records updated in Random Compliance: (count)'.
Warning (4)	A warning results when the Batch Parameters are Invalid. Most common is: No eligible records found in selection. This could be because of the following reasons: • Wrong Parameters • No records matched selection criteria
Non-Fatal Error (8)	A non-fatal error is issued when the application is down.
Failed (12)	The job fails under the following conditions: • Parameters are invalid.
Terminated (16)	The job is terminated by the user.
System Failure (20)	A system failure is issued when the job is terminated because of database server or network issues.

Sort Criteria

NA

Selection Criteria

The batch job reads the R_GRNT_FY_PFRL table and selects records that meet the following conditions:

• Random Compliance flag is false/unchecked.

- 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.