

Daily and Nightly Processing

Nightly Processes:

The nightly processes are run using the Recurrence process in PeopleSoft. The processes have their own Recurrence ID based on the order and time the processes are to run.

Accounts Payable Processes are as follows:

- Matching – this process is run to matching on the vouchers that have met all of the matching rules. This process is run to pickup any that were not processed by the Accounts Payable Technicians.
- Voucher Budget Check 1 – this process is run to Budget Check all of the vouchers that have been matched and ready to be Budget Checked. The process is first run with transaction type, AP_VOUCHER. The AP_VOUCHER type is used to Budget Check all other voucher lines.
- Voucher Post – this is processed to post all vouchers that have been match (if needed), and Budget Checked. This process is done only in the nightly process
- Payment Post – used to post all payments that are available to post.
- Extract Claim Information – used to extract vouchers that are ready to be claimed
- Voucher Claim Post – post vouchers as claimable
- Build Claims - used to build claims for the staging table.
- Voucher Budget Check 2 - this process is run to Budget Check all vouchers that have been closed. The process is run the second time using the transaction type of AP_ACCT_LN will budget check the voucher lines that have been closed..

Purchase Order Processes are as follows:

- Budget Check 1– for purchase orders that have been canceled and dispatched. This process is used to pickup any purchase orders that were not budget checked by the Buyers.
- Purchase Order Close – to close purchase orders that have completely gone through the Purchase Order cycle. It changes the status applicable POs to Completed.
- Budget Check 2- for Purchase Orders that were marked Completed in the Close process

Requisition Processes are as follows:

- Budget Check 1 – for requisitions that are Complete, Approved or Canceled. The process for the approved is used to pickups any requisitions that were not Budget Checked by the Departments when the requisition was approved.
- Requisition Close – to close requisitions that are fully canceled or fully sourced and no longer need to be modified. This changes the status requisitions to completed.
- Budget Check 2 – for requisitions that were marked Completed in the Close process

Journal Generator

- This is only processed at night to post the Accounts Payable activity from the above processes. The job will also edit and post the journal.

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Nightly Process Schedule:

The following is the order in which the jobs are scheduled:

Mass Change Asset Management
Data Maintenance
AP Matching
Voucher BCM
AP Voucher Post
AP Payment Post
AP Claims Extract
AP Claims Voucher Post
AP Claims Build
AP Voucher BCM 2
PO BCM 1
Requisition BCM 1
PO Recon
PO BCM 2
Requisition BCM 2
PO BCM 3
Requisition Recon
Journal Generator for AP
Payment Predictor for Accounts Receivable
Accounts Receivable Update
Journal Generator for Billing
Journal Generator for Accounts Receivable
KK Variance Report
Combo Edit Build
PO Notification Process
Journal Generator for Student Financials

Daily Process

The following morning the jobs are verified for a true “Success” in their completion, in the process monitor. The jobs are each check by going into the View/Trace Log link of the job. Once in the View/Trace Log link on the Message Log, this will indicate whether the job had a true “Success”.

Once all of the jobs are checked the Ledger Variance Report is reviewed to see that the ledgers are in balance. The first section lists the voucher if any, those have not been distributed but have a valid Budget Check for the night’s processing. In many cases these are control groups for external feeds such as Office Depot, Library or Credit Card. The control group must be posted and go through the Journal Generator process through posting. Once all of these steps are complete then the Report should be processed again and checked. The second section will list the Journals that have not been posted normal this is OK unless it is the end of the month. The third section will list the amounts if any that are out of balance by the fund.

There are various queries run in the morning to determine if all processing has been done. The first query SLO_CMS_is to check all voucher accounting lines have been distributed.

Every morning the Cashnet extract file is loaded into PeopleSoft Financials and posted. This process involves the loading the transaction file, running a query to compare the totals, processing, editing and posting the journal.

The BBD100 feed is processed if there was a feed the night before, the normal schedule is every Monday, Tuesday and Friday morning. There can be exceptions if Student Accounts determines there is a need for a feed on other days. The file is loaded into PeopleSoft using the load process. Once the file is loaded it is journal generated, edited and posted. The BBA400 feed file for student checks is processed every Tuesday and Friday mornings. This also can have exceptions depending on the days of the term. The student file is loaded using the load program. The Student Vouchers are entered as control groups using the SetID of SLSTD. The control groups are then edited, BCM and posted. Once this process is done the query SLO_CMS_STUDENT_NOT_POSTED_T is run to verify all vouchers have been posted.

Office Responsibilities

The Contract and Procurement Buyers for the most part do their processing during the day for purchase orders. The Buyer will dispatch a Purchase Order and Budget Check once it is approved. The Requestors (End-Users) will process the Budget Check function on the Requisitions once it is approved. The first group of Budget Check function is only run at night to pickup the Purchase Orders and Requisitions that were missed during the day.

The Accounts Payable Office is running the matching and BCM process, the process run during the evening are for anything missed during the day. The claims process is run at

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night with the exception of the Submit Claims process; this is run by the Accounts Payable Manager. The Paycycle process is also processed by the Accounts Payable Manager.

The online journal processing the individual offices are processing their own journals all the through posting. This process is done on line and not in batch.

Attached is a spreadsheet with the various jobs that are processed on a daily, nightly, weekly and monthly schedule. The spread sheet lists the process type, the process name, run control, recurrence used, a brief description and the purpose of the process.



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