



## AUTOMATING THE POSTING AND REFUNDING OF AWARD DISBURSEMENTS

SESSION 6026 November 13, 2018

CANADA ALLIANCE 12-14 NOVEMBER 2018

## PRESENTERS

### Alexander Lee

**Business Analyst** 

Concordia University

alexander.lee@concordia.ca

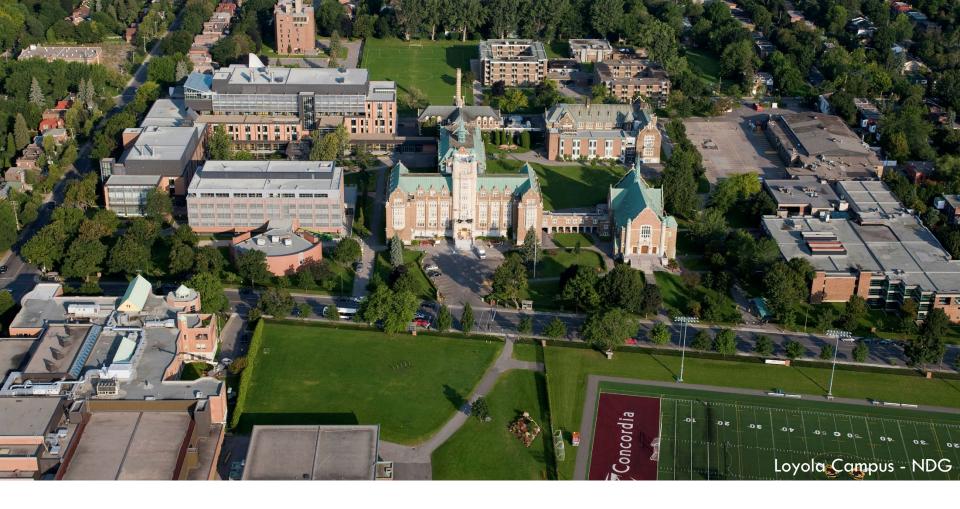


## YOUR ORGANIZATION

2018 Enrolment Count :	50 315
<ul> <li>Undergraduate :</li> </ul>	37 053
Graduate :	9 040
Continuing Education :	4 222
2018 UFTE Count : Faculty & Staff :	29 430 6450

Two Campuses

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## **ORGANIZATION & ORACLE**

#### **Current Production Environment**

- CS 9.2 PUM Image 5
- PeopleTools 8.55.15
- Oracle RDBMS 12c

Upgraded to 9.2 April 1<sup>st</sup> 2018

## OVERVIEW

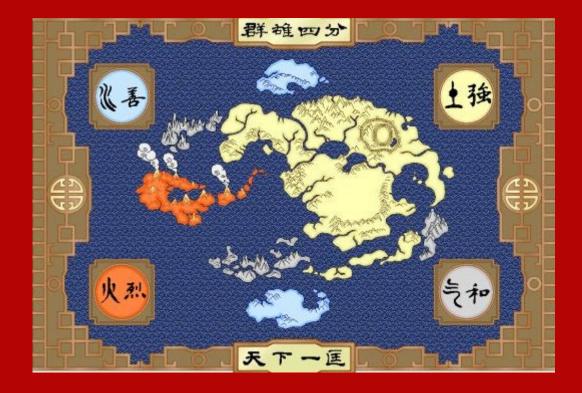
- 1. THE PATH TO PAYMENT What is the awarding process?
- 2. FINANCIAL AID What does Financial Aid do?
- 3. STUDENT FINANCIALS What does Student Financials do?
- 4. COMBINING FORCES AND AVOIDING PITFALLS Let's make this all work together

## **OBJECTIVES**

What goes on in Financial Aid and Student Financials to enable the entire process from award authorization up to refund processing.

How run controls are set up for Process Authorizations, Process Disbursements, Group Post Transactions and Create Refunds.

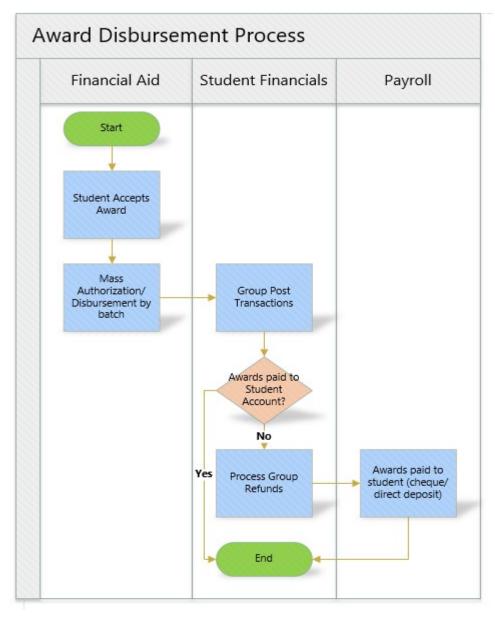
How to configure scheduled jobsets using Process Scheduler so that the entire process completes in a single run.



## 1. THE PATH TO PAYMENT

PROCESS OVERVIEW

## WORKFLOW



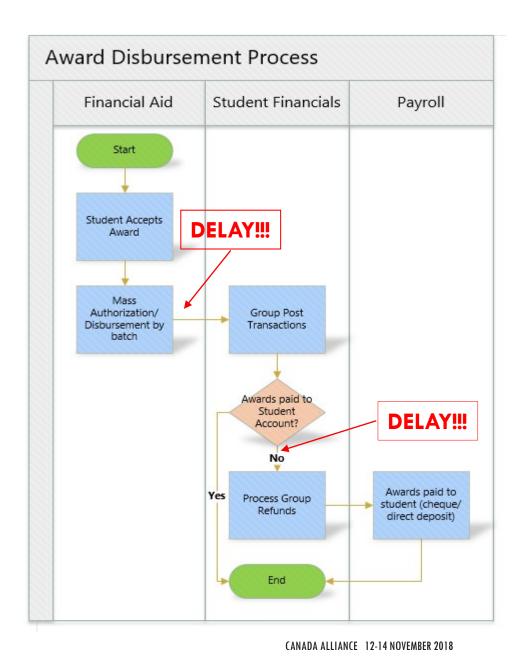
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## PROBLEMS

Financial Aid Jobs were separate from Student Financials.

Student Financials Jobs did not run sequentially.

Processing delays!





# **2. FINANCIAL AID** AUTHORIZE & DISBURSE

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## THE AWARDING PROCESS

### Assumptions:

- Student selection already done
- Awards have been assigned to students
- Students have accepted their awards in self-service

### Processes necessary to run:

- Process Award Authorizations
- Process Disbursements

## AUTHORIZATION

Navigation: Main Menu > Financial Aid > Disbursement > Process Award Authorizations

### Authorize Aid

Run Control ID: FA_AUTHSO	DD	Report Manager	Process Monitor	Run	
Run Control Parameters			Find   View All	First 🕙 1 of 1	🕑 Last
*Institution CONC	U 🔍 Concordia Univ	ersity	Active		+ -
*Aid Year 2019	Concordia Aid \	/ear 18-19			
Update Switch					
Process Selected Terms		Process Selected Items			
Select Terms		Personalize   F	ind   View All   💷   🔣	First 🕙 1-2 of 2	🕑 Last
Term					
1 2181 🔍 S	Summer 2018			+	-
2 2182 O	all 2018			+	-
Select Item Types		Personalize	Find   View All   💷   🔣	First 🕚 1 of 1 🤅	🕑 Last
Item Type					
1				+	—

## AUTHORIZED!

Aid Year 2019		Institution	CONCU					
			Find	View All	First	🕚 1 of	1 🕑	Last
Term 2182	Fall 2018	Career	Undergrad	I	Disbt ID	02		
Item Type	Hydro Quebec ES - JMSB			Dis	sbt Plan	AL		
Offer \$1 650.00	Accept \$1 650.00	Auth	\$1 650.00	Dis	sbursed	\$0.00		
Messages			Find	View All	First (	🕙 1 of 1	۱ 🛞	.ast
Run Date/Time		Disbt ID	02					
Disb./Rule Value		Student's Value						

# BEFORE DISBURSEMENT STARTS IN A NEW TERM

We run authorization manually on census date to view the authorization failure report.

Concordia uses a query split by career so that the Undergraduate Awards Office and the Graduate Awards Office can deal with the failures separately.

## DISBURSEMENT

Navigation: Main Menu > Financial Aid > Disbursement > Process Disbursements

**Disburse Aid** 

Run Control ID: FA_DISBSOI	DD	Report Manager	Process Monitor	Run			
D. 0. 1 I.D							
Run Control Parameters							
*Institution CONCL	Concordia University	Active	9				
*Aid Year 2019	Concordia Aid Year 18-19						
Honor Disbursement Date							
Process Selected Terms							
Select Terms		Persona	alize   Find   View All   🖟	a   🏢	First 🕚	1-2 of 2	🕑 Last
Term							
1 2181 🔍	Summer 2018					+	-
2 2182 🔾	Fall 2018					+	-

## DISBURSED!

### Award is disbursed but not yet on the student's account.

the second second second		ID					
Aid Year 2019		Institution	CONCU				
			Find	View All	First 🕚	1 of 1	🕑 Last
Term 2182	Fall 2018	Career	Undergrad	D	isbt ID 02		
Item Type	Hydro Quebec ES - JMSB			Dis	bt Plan AL		
Offer \$1 650.00	Accept \$1 650.00	Auth	\$1 650.00	Disl	bursed \$1 (	650.00	
Messages			Find	View All	First 🕚	1 of 1 🕐	Last
Run Date/Time	11/09/2018 4:11:03PM Award Disbursed.	Disbt ID	02	Mess	sages		
Disb./Rule Value		Student's Value					

## ANTICIPATED AID

### Award is only showing under anticipated aid

### **Customer Accounts**

Business Unit CONCU

	Name Total 0.00		,	Anticipated	ID d Aid 1 650.00	Academic Inf	formation
Account Details							
Account Type	Account Number	Term	E	Balance	Currency Code	Open Date	Status
Compulsory	COMP001	Winter 2019		901.00	CAD	07/22/2018	Active
Health	HEALTH001	Winter 2019		116.00		07/22/2018	Active
Tuition	TUITION001	Winter 2019		1 227.75		07/22/2018	Active
Compulsory	COMP001	Fall 2018		0.00		06/21/2018	Active
Health	HEALTH001	Fall 2018		0.00		06/21/2018	Active
Misc	MISC001	Fall 2018		2 244.75		09/06/2018	Active
Tuition	TUITION001	Fall 2018		0.00		06/21/2018	Active

## WHAT'S NEXT?

If no errors occur:

Over to Student Financials!

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## **3. STUDENT FINANCIALS** POST, PAY & REFUND

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## POST TRANSACTIONS

Disbursed awards are kept in Student Financials group post staging area until the Group Post process is run.

Awards only display on the student's account after this process.

## **GROUP DATA STAGING AREA**

Student Financials can see the content of the disbursement batch by going to Create Group Data Entries

Navigation: Main Menu > Student Financials > Charges and payments > Group Processing > Create Group Data Entries

	rmation you have an	nd click Search.	Leave neigs	DIARK for a list of al	values.						
First on Fr											
Find an Ex	sting Value Ad	d a New Value	1								
▼ Search	Criteria										
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## **GROUP DATA CONTINUED**

### Group content summary

Favorites 👻 🛛 Main Menu 👻	> Student Fin	ancials 🗸 🚿	Charges and Payments $\checkmark$ > G	roup Proces	sing 🗸 > Create Group Data Entr	ies		
Course Entry Course Line En								
Group Entry Group Line Er	itry							
Business (	Jnit CONCU		Group ID 0	0000000015	5265			
*Group 1	Type Financial Aid		✓		*Accounting Date 11/01/20	18 🛐		
*Origi	in ID 00002 🔍	Fin Aid			*Received 11/01/20	18 🛐		
Original Grou	p ID	Q			*Entry Date 11/01/20	18 🛐		
	Create New	Charge Item	1		Operator CU_FA_	BATCH		
					Assign To			
Control Totals					Display Option			
$\checkmark$	Balance Group				Range in DB	1	to	2
Control Total	3 300.00	CAD	Control Count	2	Display	1	to	2
Entered Total	3 300.00		Entered Count	2	Total in DB	2		
Difference	0.00		Difference Count	0	Group Error Message			
Posted Total	3 300.00		Posted Count	2	Group Error Message			
Posted Date 11	/01/2018				Process Ins	tance		Error
Effective Status								
Edit Status	Not Edited			De	eposit Balance Balanced			
*Posting Action	Posted		$\checkmark$		Posting Status Balance			
Return to Searc	ch † Previous	in List 🚛	Next in List			<b>_</b>	\dd	图 Update/Display

## **GROUP DATA CONTINUED**

### Single entry in group

Group Entry Group Line Entry	/			
Business Unit	CONCU	Group ID 00000000015274		
Group Line Details		Fi	nd   View All Fi	irst 🕚 2 of 2 🕑 Last
Group Line Number	Q		Mark For Dele	ete 🛨 🗖
Balance	0.00	Academic Info	ormation	
Account Type	Q		Item Effective Da	te 11/09/2018
Item Type	Hydro Quebec ES - JMSB		Due Da	te
Item Amount	1 650.00 Currency Code CA	D Currency Detail		
Term	2182 Q Fall 2018			
Reference Number		Application Information		
Payment Information				
Payment ID	Q Payment Details	Tender Details	Use Excess A	ccount
Payment Method	¥		Excess	Account
Charge Priority	TRAD Q Service Indicator			
	Restrict Payment to Account			

## **POSTING THE GROUP**

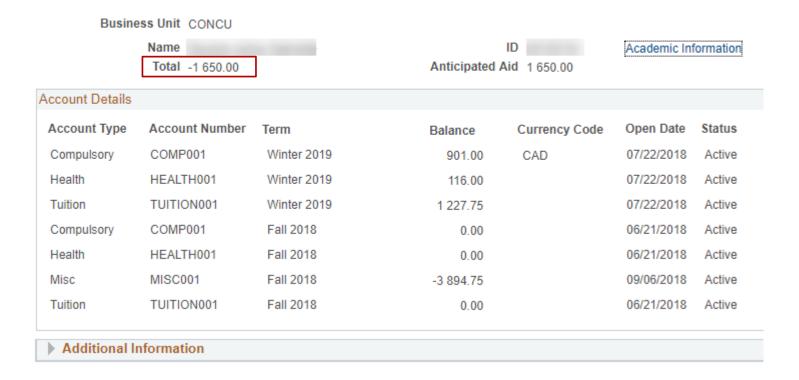
Navigation: Main Menu > Student Financials > Charges and payments > Group Processing > Post Transactions

### **Post Transactions**

Run Control ID: SF_FA_POSTING	Report Manager	Process Monitor	Run
Parameters			
Business Unit CONCU Q	Concordia Univ	versity	
Group Type F 🔍	Financial Aid		
Starting Group ID 0000000000	1000 🔍		
Ending Group ID 0000000100	0000 🔍		
Operator ID		Q	
Assigned to Operator ID		Q	Reset Process Instance

## AWARD NOW SHOWS ON ACCOUNT

### **Customer Accounts**



## AFTER GROUP POST

All awards posted are now being displayed on the Student's account.

Charges are paid according to the account types listed on the item type configuration respecting the overall charge priority.

In Concordia's case charge priority TRAD = award is applied to all tuition and fees owing.

Charge Priority UNRESTR = unrestricted. The full award is recorded as a payment to the student's account but is not applied to any charges.

The student can choose to apply the balance to their fees and request a refund of the unapplied credit remaining in both cases.

However...

## PAYROLL AWARDS

Some UNRESTR awards have rules that they pay directly to the student and not the student account.

Normally refunds requested by the student are paid by Financial Services.

For the Payroll Awards the student would not submit a refund request but the payment will happen automatically through Payroll.

We can do this by the Batch Refund Process.

## **CONFIGURE REFUNDS**

Navigation: Main Menu > Student Financials > Refunds > Process Batch Refunds > Create Refunds

Batch Refund Academic Programs	Accounts / Terms	em Types		
Run Control ID: SF_FA_REFUND	Repor	rt Manager Process Monitor	Run	
Required Parameters				
Batch	ID 00000004008	Check Batch Refunds	Batch Refund Messages	
Business U	nit CONCU 🔍	Concordia University		
Refund Metho	od P 🔍	Payroll		
Run Option	1 Individual and Organiz	zation 🔻	Report Only	
Run Option	Both Financial Aid and	d Non FA 🔹	Calc Tuition if Required	
Sponsor Refund Option	on No Sponsor	▼		
Refund Item Ty	pe 📃 🔍	Financial Aid Refund		
Address Usa	ge SF_ADDRESS 🔍	Student Financials Address		
Contact Ty	pe TPC	Third Party Contract		
Refund Service Impa	act RFND	No Refunds		
Event	ID			

## SELECT ITEM TYPES TO REFUND

The item types here will have refunds created for them as long as the student has not applied their award to their charges.

atch Refund	Academic	Programs	Accounts / Terms	Item Type	s					
Run Control ID:	SF_FA_R	EFUND		Report Mana	iger Proces	s Monitor	Run			
Required Para	ameters									
Ba	ntch ID 000 Types	000004008		Check Batch	Refunds		Batch Refund	Messages		
💌 Item Ty	pes					Personal	ize   Find   💷   🔣	First 🕚 1-7 of 7		Last
*Item Type Fro	om	Description	1		*Item Type To		Description			
-	Q	Naim Mahl	ab Travel Awd Tel Av	/i		Q	Naim Mahlab Travel	Awd Tel Avi	+	-
	Q	QC Mobilit	y Bursary			Q	QC Mobility Bursary		+	-
	Q	Concordia	Accelerator Award			Q	Concordia Accelerate	or Award	+	-
	Q	Concordia	Conference and Exp	0		Q	Concordia Conference	e and Expo	+	-
	Q	3MT Comp	etition Winner			Q	3MT Competition Wi	nner	+	-
	Q	Gender Su	mmit Registration			Q	Gender Summit Reg	istration	+	-
	Q	Fondation	Universitaire Pierre			Q	Fondation Universita	ire Pierre	+	-

## **GENERATE REPORT FOR PAYROLL**

All items with refunds get sent to payroll using a report that is manually run and sent before the payroll deadline.

Payroll deadlines can be fluid so a regular scheduled run would not be appropriate.

The report is date driven and picks up all Financial Aid refund item types.

## **REQUESTING THE REPORT**

Report is retrieved using Query Report Viewer

Navigation: Main Menu > Reporting Tools > BI Publisher > Query Report Viewer

*5	Search by	Report Name	✓ begins with		CU_RPT058				
Search	Advanced	Search							
Search Result	s		Show Templa	te Prompts					
Search Result Report Defini				Find   View All	121	First	۲	1 of 1 🔮	Last
Search Result Report Defini Report Name		ion		Find   View All	Format	First Burst		1 of 1 🔮	

## PAYROLL REPORT CONTINUED

Favorites -	Main Menu 👻 > Reporti	ng Tools $\star$ > BI Publisher $\star$	> Query Report	Viewer						
Query Report Viewer         Enter any information you have and click Search. Leave fields blank for a list of all values.         *Search by       Report Name         v       begins with         CU_RPT058         Search       Advanced Search         Search Results       Show Template Prompts										
Search Result			-		×					
Report Definit		Personalize   Find   View All			Help					
Report Name CU_RPT058	Description cu_rpt058 student refund		*Format Burs	CU_RPT058						
				start date: 11/02/2018 5 end date: 11/09/2018 5 OK Cancel	.:					

## THE REPORT!

STUDENT ID	FAMILY NAME	GIVEN NAME	EMPLOYEE ID	PAYROLL PAY ACCOUNT	PAYMENT	ADDLINE1	ADDLINE2	ADDLINE3	СІТҮ	STATE	COUNTRY	POSTAL	SEX	BIRTHDATE	AWARD PRINT NAME
					929.94										Concordia University
															Conference And
															Exposition Award
					971.75										Concordia University
															Conference And
															Exposition Award
					565.43										Concordia University
															Conference And
															Exposition Award
					697.30										Concordia University
															Conference And
															Exposition Award
					00.0										Quebec Mobility
															Bursary
					00.00										Concordia University
															Conference And
															Exposition Award
					1000.00										Concordia University
															Conference And
															Exposition Award
					1000.00										Concordia University
															Conference And
															Exposition Award
					833.67										Concordia University
															Conference And
															Exposition Award

## ISSUES WITH THE OLD METHOD

Since Student Financials jobs are not tied to Financial Aid jobs there could be a delay of several hours where Financial Aid does not see the award payment on their student account but sees the award as being disbursed.

Financial Aid must rely on Student Financials to complete this process.

Payroll refunds must be processed immediately after posting to the student account so that the balance does not show to the student. There have been cases where a student requested that a Payroll award be applied to their charges.

Solution: Combine the jobs!



### 4. COMBINING FORCES (AND AVOIDING PITFALLS)

We have a common goal

## SCHEDULING THE PROCESSES

We will use scheduled job sets to run these items.

Required: Batch user with security access to both Financial Aid components and Student Financials components.

Payroll report is not part of nightly batch run.

### BATCH USER SECURITY REQUIRED

Batch User should have access to the following components to run this process:

Authorization Run control Menu: PACKAGE\_AID Component: RUNCTL\_AUTHRIZE

Disbursement Run Control Menu: PACKAGE\_AID Component: RUNCTL\_AUTHRIZE

Post Transactions Run Control Menu: MAINTAIN\_RECEIVABLES Component: RUN\_SFPGRPST

Create Refunds Run Control Menu: REFUND\_CUSTOMERS Component: RUN\_SFPREFND

Jobs Menu: PROCESS\_SCHEDULER Component: PRCSJOBDEFN

Schedule JobSet Definitions Menu: PROCESS\_SCHEDULER Component: SCHDLDEFN

### JOB SETUP

Navigate to Jobs

Main Menu > PeopleTools > Process Scheduler > Jobs

Create a new job set

Add new Value

#### **Job Definitions**

 Eind an Existing Value
 Add a New Value

 Process Job Name:
 FA\_DISBU

 Add
 Add

#### Add Process Types and Process Names

Job Definition	Job Definition Options	Job Distribution	Job Notification	D				
	nt:	Default Cat	regory		JobSet Report			
Process List								
Process Type	e Proces	ss Name Des	cription		Run Always On Warning	Run Always On Error		
1 COBOL SQL	L Q FAPA	UTHS 🔍 Bac	kground Mass Autho	rization			+	-
2 COBOL SQI	L 🔍 FAPD	ISBS 🔍 Bac	kground Mass Disbu	rsement			+	-
3 COBOL SQI	L Q SFPG	RPST Q Gro	up Posting Process				+	-
4 COBOL SQI		EFND 🔍 Bato	ch Refund				+	-

Navigate to Jobset Definition Schedule

Main Menu > PeopleTools > Process Scheduler > Schedule JobSet Definitions

Schedule JobSet Definitions

<u>Find an Existi</u>	ng Value Add a New Value
Schedule Name	: FA_DISBU
Job Name:	FA_DISBU
Add	

#### Configure tab Schedule JobSet Definition

Schedule JobSet Def	finition Sch	edule <u>J</u> obSet Items	Schedule JobSet	<u>R</u> equests
Schedule Name	FA_DISBU	JobSet Report	Report M	lanager Process Monito
Job Name	FA_DISBU			
Schedule Informati	ion			
User ID:	CU_FA_BATC	сн		
*Description:	FA_DISBU		*Status:	Active •
*Run Control ID:	FA_DISBU		*Priority	Medium 🔻
Time Information				
*Begin Date:	11/07/2018	*Time:6:30:00P	Zone:	EST Q
Recurrence Name:			Q Run	NOW
Server Information				
*Server Run Option:	Any Server	۲	7	
Primary Server:	Q	Operating Sys	tem:	<b>v</b>

### SIDEBAR: RECURRENCES

Recurrence Definition Recurrence	Exception	
Recurrence Definition		
Recurrence Name: FA_DAILY		Schedule Next Recurrence when
Description: FA_DAILY		<ul> <li>Current request is initiated</li> <li>Prior recurrence has completed</li> </ul>
Recurrence Pattern		
<ul> <li>Daily</li> <li>Everyday</li> <li>Weekly</li> <li>Every Weekday</li> <li>Monthly</li> <li>Customize Dates</li> </ul>	𝒞 Sunday 🖤 Monday 🖤 T 𝒞 Thursday 🖤 Friday 🖤 S	uesday 🖉 Wednesday Saturday
Start Request E	End Request	Repeat
Date: 01/26/2015	)ate:	Every: 0 Minutes <b>v</b>
Time: 8:00:00PM	ïme:	For: 0 Hours V
✓ Do not schedule any processes n	nissed from the recurrence patter	rn.
Run on Specific Dates	Person	nalize   Find   🖾   🔜 🛛 First 🕚 1 of 1 🕑 Last
Run Date (From) Run Date (To)	Effective Until (Year) Descripti	ion
3		+ -
🔚 Save 🔯 Return to Search 🖃	Notify	📮 Add 🛛 🖉 Update/Display

Schedule Job Set Definition		Schedu	le <u>J</u> obSet Items	Schedu	ule JobSet <u>R</u> e	equests		
Schedule Name	FA_DIS	BU	JobSet Report		Report Mar	nager	Process I	Monitor
Job Name	FA_DIS	BU						
Schedule Informat	ion							
User ID:	CU_FA	BATCH						
*Description:	FA_DIS	BU			*Status:	Active	٣	
*Run Control ID:	FA_DIS	BU			*Priority:	Mediu	m 🔻	
Time Information								
*Begin Date:	11/07/20	18 🛐	*Time: 6:30:00	PM	*Time Zone:	EST	Q	
Recurrence Name:	FA_DAII	Y		Q	Run No	W		
Server Information	1							
*Server Run Option:	Any Ser	ver		•				
Primary Server:		Q	Operating Sy	stem:		•		

Configure tab Schedule JobSet Items

Click on Expand Node

Schedule JobSet De	hedule JobSet Definition Schedule JobSet Items		Schedule JobSe	t <u>R</u> equests				
Schedule Name	FA_DISBU	J JobSet Report	Report N	lanager Pro	rocess Monitor			
Job Name	FA_DISBU	J						
Left Right		Job Name FA_DISB Process List	U FA_DISB	U				
		General Settings	Output Settings	Server Setting	gs Time Settings	Other	Settings 💷	
FA_DISBU	]	Process Name	Description		Process Type		Run Control ID	
📴 FA_DISBU		FA_DISBU	FA_DISBU		PSJob			]

#### Enter Run Control ID for each process name

Schedule JobSet De	finition So	chedule JobSet Items	Schedule JobSet Requests		
Schedule Name	FA_DISBU	J JobSet Report	Report Manager Proce	ss Monitor	
Job Name	FA_DISBU	I			
Left Right		Job Name FA_DISBU Process List	PSJob		
		General Settings	Output Settings Server Settings	Time Settings Other S	Settings 💷
FA_DISBU		Process Name	Description	Process Type	Run Control ID
FA_DISBU		FAPAUTHS	Background Mass Authorization	COBOL SQL	FA_AUTHSODD
		FAPDISBS	Background Mass Disbursement	COBOL SQL	FA_DISBSODD
		SFPGRPST	Group Posting Process	COBOL SQL	SF_FA_POSTING
		SFPREFND	Batch Refund	COBOL SQL	SF_FA_REFUND

### **READY TO GO!**

Schedule JobSet Definition		Schedul	e <u>J</u> obSet Items	Sched	ule JobSet <u>R</u> e	equests		
Schedule Name	FA_DIS	BU	JobSet Report		Report Man	ager	Process I	Monitor
Job Name	FA_DIS	BU						
Schedule Informat	ion							
User ID:	CU_FA	BATCH						
*Description:	FA_DISE	3U			*Status:	Active	•	
*Run Control ID:	FA_DISE	3U			*Priority:	Mediu	m 🔻	
Time Information								
*Begin Date:	11/07/20	18 崩	*Time: 6:30:00	PM	*Time Zone:	EST	Q	
Recurrence Name:	FA_DAIL	Y		Q	Run No	W		
Server Information	1							
*Server Run Option:	Any Sen	/er		v				
Primary Server:		Q	Operating Sy	stem:		7		

### SOME THINGS TO THINK ABOUT...

We currently check failed group postings the following day so if there are issues there may be delays in resolving them (especially if the Jobset runs over the weekend).

The payroll report is still not scheduled as UGRD awards and GRAD awards want to review report before it is issued.

IMPORTANT: If a student does not have an address the refund is not created (nor can they request a refund).

Remember to update the Authorization and Disbursement run controls each term!

### SUMMARY



### THE AFTERMATH

Since combining the jobs into a single jobset we no longer have timing issues. The next job runs immediately following the previous job.

Entire process took several hours due to individual process scheduled at different times. Now entire job is done in minutes!

Students will no longer request refunds for Payroll Awards.

Peace of mind! Everyone sleeps better.



## **CONCLUDING THOUGHTS** ANY QUESTIONS?

### PRESENTERS

#### Alexander Lee

**Business Analyst** 

Concordia University

alexander.lee@concordia.ca

# ALL ALLIANCE PRESENTATIONS WILL BE AVAILABLE FOR DOWNLOAD FROM THE CONFERENCE SITE





# THANK YOU!



CANADA ALLIANCE 12-14 NOVEMBER 2018