

FMS Month-End Processing

December 2020

The following outlines the FMS month-end job scheduling process. Process levels displayed assume that job group FG001D (Daily Accounting) is scheduled at Process Level **B**, and job group FG088D (Customer Accounts Billing) is scheduled at Process Level **C**. If this is not the case, please adjust your schedule accordingly.

FMS month-end processing consists of three parts:

- [Part I: Prior to Month-End Processing](#)
- [Part II: Month-End Processing](#)
- [Part III: After Month-End Processing](#)

Notes: When scheduling the month-end processes, leave the FREQ (frequency) field on the Job Scheduling screens blank.

After month-end processing, remember to change YR-MO (year/month) parameter to 2101.

Part I - Prior to Month-End Processing

Job or Job Group	Title	Execution Time	Process Level	Date
FG017R	COA Processing	P	D	See Note
Parameters	Parameter Options			
GA1210-BEG-DATE	The beginning date for which records are to be printed. Format is YYYYMMDD.			
GA1210-END-DATE	The ending date for which records are to be printed. Format is YYYYMMDD.			
Note:	Run FG017R (COA Processing) the day before month-end. If month-end is scheduled for Jan 8 , FG017R needs to be run Jan 7 .			

Part II - Month End Processing

Daily copy-over job groups

Job or Job Group	Title	Execution Time	Process Level	Date
FG066D	Daily Cashiering Process	B	A	Daily
FG001D	Daily Accounting Evening	B	B	Daily
FG088D	Customer Accounts Billing	P	C	Daily

Month-end jobs or job groups

CAUTION!

FG021M (Tuition Distribution) cannot be scheduled at the same process level as FG001D (Daily Accounting) or FG012M (Monthly General Ledger Reporting). FG021M must run after FG001D and before FG012M.

* All month-end jobs or job groups must be scheduled for the same date.

Job or Job Group	Title	Execution Time	Process Level	Date*
FG021M	Tuition Distribution	B	D	1/08/21, 1/11/21 or 1/12/21
Parameters	Parameter Options			
FYR	2021			
YR-MO	2012			
Notes:	When scheduling FG021M (Tuition Distribution), do select FG006D (Pooled Cash). Print the Daily Batch Reports (GA1200J) on the line printer (LP) .			

Job or Job Group	Title	Execution Time	Process Level	Date*
GA1215J	Rebuild Accounting/Budget Cross Reference	B	E	1/08/21, 1/11/21, or 1/12/21
Parameters	Parameter Options			
FYR	2021			

Job or Job Group	Title	Execution Time	Process Level	Date*
FG012M	Monthly General Ledger Reporting	B	F	1/08/21, 1/11/21 or 1/12/21
Parameters	Parameter Options			
YR-MO	2012			
GA1300-RPT-TYP	M			
MO13-RPT-IND	0			
RPT-ONLY-SWITCH	N			

Job or Job Group	Title	Execution Time	Process Level	Date*
FG013M	Monthly Budget: Group 1	B	F	1/08/21, 1/11/21 or 1/12/21
Parameters	Parameter Options			
YR-MO	2012			
BA1290-RPT-TYP	M			
MO13-RPT-IND	0			

Job or Job Group	Title	Execution Time	Process Level	Date*
FG016M	Monthly Budget: Group 11	B	G	1/08/21, 1/11/21 or 1/12/21
Parameters	Parameter Options			
BA1214-PURG-DATE	Date month-end processes (1/08/21, 1/11/21, or 1/12/21).			

Job or Job Group	Title	Execution Time	Process Level	Date*
GA1337J	Subledger Reports	B	G	1/08/21, 1/11/21 or 1/12/21
Parameters	Parameter Options			
Ga1337-SLEDG-CD	Cannot be left blank.			

AFRS Processing (SBCTC Only)

AFRS (Agency Financial Reporting System) transactions are due to OFM (Office of Financial Management) by **January 15, 2021**.

To meet this schedule the SBCTC-ITD will consolidate each college's AFRS file, created by FG029M (AFRS Reporting), on **January 13, 2021**.

Part III - After Month-End Processing

Job or Job Group	Title	Execution Time	Process Level	Date
SM9425J	Financial Aid Expenditures	B	B	One day after month-end
Parameters	Parameter Options			
FYR	2021			

Job or Job Group	Title	Execution Time	Process Level	Date
FG011M	Monthly Purges	X	C	1/22/21
Parameters	Parameter Options			
FYR	2021			
YR-MO	2012			

Job or Job Group	Title	Execution Time	Process Level	Date
FG067R	POS Purges	X	Z	1/22/21
Parameters	Parameter Options			
BM1761-END-DATE	The date from which to remove data. Retaining a <u>minimum</u> of 6 months of data is recommended. The format is YYMMDD.			
Notes:	<ol style="list-style-type: none"> 1. There are two ways to schedule job group FG067R (POS Purges): <ul style="list-style-type: none"> o Schedule the job group using Execution Time X and Process Level Z. o Schedule the job group using Execution Time I (Immediate) and enter a time that is 15 minutes after the following jobs have started: <ol style="list-style-type: none"> 1. ZX0730J (Web Transaction Server Halt) 2. ZX0830J (Web Credit Card Transaction Server Halt) 2. Report BM1703 (Journal Tape Report) output should be printed on microfiche. <p>These methods are recommended to avoid causing FG067R to fail (job status of GroupFail) because the database is being accessed by another process.</p>			

If you have any questions or concerns please contact Customer Support at support@sbctc.edu .