

# FMS Month-End Processing

## February 2021

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 2103.**

If you have any questions, please email SBCTC-ITD Customer Support at [support@sbctc.edu](mailto:support@sbctc.edu)

### Part I - Prior to Month-End Processing

Job or Job Group	Title	Execution Time	Process Level	Date
<b>FG017R</b>	COA Processing	P	D	See Note
Parameters	Parameter Options			
GA1210-BEG-DATE	The beginning date for which records are to be printed. Format is YYMMDD.			
GA1210-END-DATE	The ending date for which records are to be printed. Format is YYMMDD.			
<b>Note:</b>	Run FG017R (COA Processing) the day <b>before</b> month-end. If month-end is scheduled for <b>March 8</b> , FG017R needs to be run <b>March 5</b> .			

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## 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*
<b>FG021M</b>	Tuition Distribution	B	D	03/08/21, 03/09/21, or 03/10/21
<b>Parameters</b>	<b>Parameter Options</b>			
FYR	2021			
YR-MO	2102			
<b>Notes:</b>	When scheduling FG021M (Tuition Distribution), <b>do</b> select FG006D (Pooled Cash). Print the Daily Batch Reports (GA1200J) on the <b>line printer (LP)</b> .			

Job or Job Group	Title	Execution Time	Process Level	Date*
<b>GA1215J</b>	Rebuild Accounting/Budget Cross Reference	B	E	03/08/21, 03/09/21, or 03/10/21
<b>Parameters</b>	<b>Parameter Options</b>			
FYR	2021			

Job or Job Group	Title	Execution Time	Process Level	Date*
<b>FG012M</b>	Monthly General Ledger Reporting	B	F	03/08/21, 03/09/21, or 03/10/21
<b>Parameters</b>	<b>Parameter Options</b>			
YR-MO	2102			
GA1300-RPT-TYP	M			
MO13-RPT-IND	0			
RPT-ONLY-SWITCH	N			

Job or Job Group	Title	Execution Time	Process Level	Date*
<b>FG013M</b>	Monthly Budget: Group 1	B	F	03/08/21, 03/09/21, or 03/10/21
Parameters	Parameter Options			
YR-MO	2102			
BA1290-RPT-TYP	M			
MO13-RPT-IND	0			

Job or Job Group	Title	Execution Time	Process Level	Date*
<b>FG016M</b>	Monthly Budget: Group 11	B	G	03/08/21, 03/09/21, or 03/10/21
Parameters	Parameter Options			
BA1214-PURG-DATE	Date month-end processes (03/08/21, 03/09/21, or 03/10/21).			

Job or Job Group	Title	Execution Time	Process Level	Date*
<b>GA1337J</b>	Subledger Reports	B	G	03/08/21, 03/09/21, or 03/10/21
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 **March 12, 2021**.

To meet this schedule the SBCTC-ITD will consolidate each college's AFRS file, created by FG029M (AFRS Reporting), on **March 11, 2021**.

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### Part III - After Month-End Processing

Job or Job Group	Title	Execution Time	Process Level	Date
<b>SM9425J</b>	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
<b>FG011M</b>	Monthly Purges	X	C	03/26/21
Parameters	Parameter Options			
FYR	2021			
YR-MO	2102			

Job or Job Group	Title	Execution Time	Process Level	Date
<b>FG067R</b>	POS Purges	X	Z	03/26/21
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.			
<b>Notes:</b>	<p>1. There are <b>two ways</b> to schedule job group FG067R (POS Purges):</p> <ul style="list-style-type: none"> <li>○ Schedule the job group using Execution Time <b>X</b> and Process Level <b>Z</b>.</li> <li>○ Schedule the job group using Execution Time <b>I</b> (Immediate) and enter a time that is 15 minutes after the following jobs have started: <ul style="list-style-type: none"> <li>1. ZX0730J (Web Transaction Server Halt)</li> <li>2. ZX0830J (Web Credit Card Transaction Server Halt)</li> </ul> </li> </ul> <p>2. Report BM1703 (Journal Tape Report) output should be printed on <b>microfiche</b>.</p> <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>			

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