

## FA AND SITE AUTOMATED PROCESSES

The FA can activate an automatic interface of financial data, Site created accounting transactions (including Cost Redistribution, Expenditure Correction and Returned Expenditure transactions) and expenditures from STARS/FL.

This type of data exchange can be set to happen at given intervals of time. Depending on the type of data transfer, the interval options can be Saturday-Sunday, daily, Tuesday and Thursday, Monday-Wednesday-Friday or Every "X" Minutes.

To activate any or all of the automatic interfacing:

- Click Tools on the Menu Bar.
- Click on the Automated Processes selection and receive a window similar to the following:

Active	Description	Last Date/Time Executed	Method	Interval Type	Scheduled Run Time	Minute Interval
<input type="checkbox"/>	Install Site(s).	3/21/01 08:10:07	Automatic	Every X Minutes		5
<input checked="" type="checkbox"/>	Send Financial Framework to Site(s).	3/23/01 13:48:18	Automatic	Every X Minutes		5
<input type="checkbox"/>	Install Site(s) in the outyear.	10/13/00 00:00:00	Automatic	Every X Minutes		0
<input type="checkbox"/>	Send outyear Financial Framework to Site(s).	10/13/00 00:00:00	Automatic	Every X Minutes		0
<input type="checkbox"/>	Send expenditures to the Site(s).	3/21/01 09:33:26	Automatic	Every X Minutes		5
<input checked="" type="checkbox"/>	Receive accounting transactions from the Site(s).	3/21/01 14:03:22	Automatic	Daily	14:00	0
<input type="checkbox"/>	Process transactions from external system(s).	3/20/01 13:22:44	Automatic	Daily	18:00	

Reset Save Close Help

Under most circumstances, whenever a new Site is to be established, there is a required physical installation process that involves a specific file of data being generated and used in the process. However, if the newly established Site is to share an integrated Oracle database, then the physical process can be automated by activating a particular Automated Process.

The selection for “Install Site(s)” will automatically establish Site data for each and every Site created in the FA that does not already reside in the shared database. This selection is to establish any New Sites that are created in the current fiscal year of the FA.

The selection for “Install Site(s) in the outyear” will do the same thing for any newly established Sites at the FA for the outyear. It is **essential** that this function be unchecked until such time that the FA has performed the Process Outyear function and has made all required/desired changes to the Outyear Financial Framework.

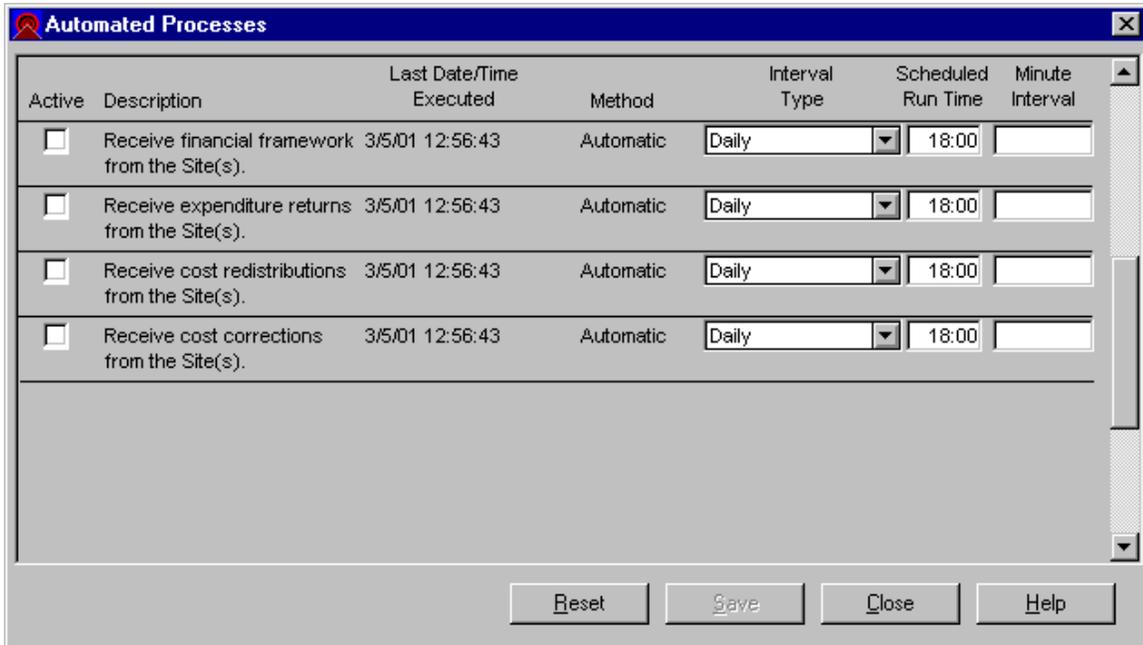
The selection for “Send Financial Framework to Site(s)” will allow sending Site User-Ids, Site data, RC, OPTAR, Authorization and Job Order Number data along with Serial Ranges periodically as set in the options. This applies to **only current fiscal year data** and is only applicable for Sites that share the integrated Oracle database with the FA. *The recommended setting for this function is **daily** at a time to be determined by each individual command, usually at either the end or beginning of the normal business day.* This setting will ensure that each site has the latest financial framework to start each business day.

The selection for “Send outyear Financial Framework to Site(s)” will allow the same data exchange as above except this is for the **outyear data only**. It is **essential** that this function be unchecked until such time that the FA has performed the Process Outyear function and has made all required/desired changes to the Outyear Financial Framework.

The selection for “Send expenditures to the Site(s)” will allow the sending of all valid, unsuspending, current expenditures (those from STARS-FL and – for BUMED – those generated as a result of DMLSS cost transfers) to Sites sharing the database. This function should be set to be performed once weekly. Set to run on any given day at a time to be determined by each individual command.

The selection of “Receive accounting transactions from the Site(s)” will allow receipt of accounting transactions from all Sites. Current fiscal year transactions and any prior year transactions created since the last export to the FA will be included. Any outyear transactions at the Site are excluded. **This function should be set to run daily near the end of each business day but at least 30 minutes before you intend to FTP your accounting transactions to STARS-FL.**

The selection of “Process transactions from external system(s)” is a unique option in this automation process. All the other selections take data from the FA database and write to the Site database or vice versa. This selection will cause periodic checking to see if a file exists in a given location. The location can be on any designated drive but the folder/subfolder name must be UTILITIES\IN. The file name looked for in this location must also be constant. (Both the drive and filename must be established in the Oracle scripting.) The file should then always be staged in that specific location and as that specific name (i.e. D:\FASTDATA\IN\AUTOB1 - the D:\FASTDATA\IN is the default during FASTDATA Oracle installation). In order for the file to actually be accepted, it must be in B1 format. If accepted, a Parsing action takes place. The records will be divided according to Site ownership of the Job Order Number on the individual records. These records will be delivered to the respective Sites and stored as suspended External Interface records. They will be available at each Site for External Interface correction and processing under the Inbound Interface selection. This function should be set to run every 30 minutes.



The selection of “Receive financial framework from the Site(s)” will allow receipt of the current fiscal year only financial data. This includes the new obligation amounts and Last Used number for the Serial Ranges. This function can be set to run as often as each individual command desires to have the Status of Funds updated at the FA but not more often than every 30 minutes.

The selection of “Receive expenditure returns from the Site(s)” will allow receipt of any expenditures that are marked at the Site(s) for return to the FA that have not previously been sent to the FA. This function should be set to run once per week and should be set to run a sufficient time after expenditures have been sent to each site to give site personnel time to process those expenditure transactions.

The selection of “Receive cost redistributions from the Site(s)” will allow receipt of any cost redistribution transactions from the Site(s) that have not previously been sent to the FA. This function should be set to run once per week and should be set to run a sufficient time after expenditures have been sent to each site to give site personnel time to process those expenditure transactions.

The selection of “Receive cost corrections from the Site(s)” will allow receipt of any cost corrections on expenditures at the Site that resulted in a cost redistribution action that have not previously been sent to the FA. This function should be set to run once per week and should be set to run a sufficient time after expenditures have been sent to each site to give site personnel time to process those expenditure transactions.

## **ACTIVATION**

Once the Interval Type, and any applicable Scheduled Run Time and/or Minute Interval has been properly set, then putting a checkmark in the Active checkbox will cause the applicable process to become eligible for automation.

Even though requests for these processes are set through this window, it is not this process that actually initiates the interfacing. The Oracle Database Administrator (DBA) must authorize these activities to take place. The DBA can also establish a time frame that may greatly alter these window settings. The DBA establishes a “wake-up” request that will periodically allow searching the FA database to see if any of these Automated Processes are activated. These two things in combination are what actually allow the data transfers.

If the Database Administrator (DBA) sets the “wake-up” process to run once every hour, then setting the Minute Interval on this window for any selection of less than 60 minutes will allow the process to actually run only once an hour.

During a FASTDATA software upgrade, the database jobs will be set to run every ten minutes regardless of any lesser setting on this window.

## **RESET**

The Reset button, if clicked, will restore all of the settings to their default values.

## **CAUTIONS**

If documents need to be reviewed at the Site prior to actual release of the transactions to the FA, then the “Receive accounting transactions from the Site(s)” should certainly not be set to a minute interval. Possibly a Daily or Monday-Wednesday-Friday setting would be more appropriate.

Similarly, if the FA is in the middle of establishing the financial framework for a new Site, it would be best if the “Install Site” is unchecked (deactivated) until such time as the FA considers the financial framework valid.