

## Month 12A Background

During Month 13 all transactions, both month 13 and 12A transactions are processed in our normal nightly processing runs for month 13. The only thing that distinguishes 12A transactions from month 13 transactions in FAS is the prior year flag of "1".

In order to create a reporting view of the 1<sup>st</sup> fiscal year (months 1 through 12 + 12A), transactions with a prior year flag of "1" are also saved to a special file that is used in our JAMDAY12A reporting runs. When we run the first of these special 12A simulated daily runs, we take the month ending ledgers from the end of Month 12 and apply the file of accumulated prior year transactions from the preceding regular nightly JAMDAY1 runs in order to create a 1st year reporting view.

The next night we start over with an empty special 12A transactions file and start accumulating prior year transactions again until we do another special JAMDAY12A special reporting run. We pick up the ledgers coming out of the last 12A special reporting run and post more prior year transactions to them. We build the 1<sup>st</sup> fiscal year reporting view off to the side, by taking prior year transactions that have already been processed in month 13 and adding them to physically separate ledgers that are used to isolate 1<sup>st</sup> year activity for reporting purposes.

At the end of 12A, we run the final special reporting process that takes the last of these reprocessed month 13 prior year flagged transactions and post them to the special 12A ledgers we've created. The 12A ledgers coming out of this last special 12A process are the basis of all our annual reporting.

Again, 12A processing, JAMDAY12AFIRST, JAMDAY12A AND JAMDAY12AEOM are simply special simulated daily processes used for reporting purposes that utilize data that has already been processed in our normal nightly month 13 runs.

## Operational Aspects of FAS, FASTRANS and 12A

FASTRANS is not FAS. Often times the two are conflated by users who submit their transactions to FAS using FASTRANS. FASTRANS is a separate pre-processing mechanism that runs on a different computer. It is simply a means to aggregate transactions from many sources into one data stream that is then FTP'd to the mainframe and processed into FAS on a nightly basis. FASTRANS was devised as a means to reduce central office data entry by providing a simple means for campus units to get their transactions to FAS.

FASTRANS has its own conventions. One of those conventions is the file naming convention. The file name tells FASTRANS the type of transaction that is being processed (ISD, CT, JV, etc.), the file format (space delimited or fixed) and the month number that files are being submitted to.

FASTRANS is a somewhat crude instrument in the sense that it doesn't do a lot of editing or processing. It merely checks to see that the transactions for a particular file type have the right number of fields for the type of transaction being submitted and that the fields are of the "right type" (numeric, alphabetic, the right number of characters, etc.).

The FAS system tells FASTRANS which month or months are open to submission by way of a month table maintained for FASTRANS. FASTRANS compares the month in the submitted file's name to the list of open months in the FAS\_Month\_Table. During month 13, month 12 is left in the list of open months in the FAS\_Month\_Table until month 12A is closed to campus. By convention, 1st year transactions are submitted to month 12.

Nightly, when FAS runs, it sends parameters to FASTRANS to tell it:

- which month's transactions to accumulate,
- that night's FAS run number and
- what prior year flag value to append to those transactions.

On a normal nightly run in May of the first year, FAS would say:

- give me everything that has not already been accumulated that has month 11 in its name,
- append a prior year flag of "0",
- put that night's number of 240 in the 1<sup>st</sup> record (the control header) so that we know we have the right file,
- then rename the FASTRANS files so that they are marked as accumulated and processed in run # 240 so that we don't pick them up again.

In July of the 2<sup>nd</sup> year (month 13), the accumulation process is run twice; once to accumulate all the files with month 13 in their name and once to accumulate all the files with month 12 in their name. For the month 13 files, a prior year flag of "0" is appended to each transaction. The month 12 files have a prior year flag of "1" appended to each transaction.

FAS processing begins each night by taking all transaction files from all sources (PAS, Student, Budget, Fastrans, etc.) and reads them into one program that creates a single data file that is processed in FAS. In a regular nightly FAS process, including month 13, all of these transactions are tagged with the accounting month of that night's FAS run. All transactions from all sources are processed and posted to the FAS ledgers, the data warehouse, Operational Data Store and FDI.

The only thing that distinguishes "12A" data from 13 data in FAS is the prior year flag = "1" vs prior year flag = "0" or " ".

In FDI, they use the prior year flag to handle 12A transactions a little differently than FAS. The difference is primarily in how you view transactions. In FDI, 12A transactions are shown as part of month June. In FAS (OFIS transaction detail) they are seen as part of month 13.

### **12A after it is closed to campus**

While the FASTRANS naming conventions dictate what month the user intends to submit the file to, individual transactions in FASTRANS do not carry the month number. FAS determines the month number that is being processed and adds it to transactions when they are processed in FAS. This is significant, because after month 12A is closed to campus, central offices will submit transactions to month 99 and they will be processed in FAS as prior year transactions in month 13.

When month 12A is closed to campus, FAS alters the FASTRANS month table to remove month 12, but adds month 99 (no one outside of central offices can use month 99).

This allows central offices and UWEO (UWEO is the only exception to the central office rule) to continue to submit "12A" transactions that are physically segregated and distinct from month 13 transactions, but insures that campus cannot submit 12A transactions.

FAS simply sends parameters to FASTRANS that tell it to accumulate everything with month 99 in the name and append a prior year flag of "1" to the transactions. FAS also separately accumulates all month 13 transactions and tell FASTRANS to append a prior year flag of "0" to the transactions.

Both 12A and 13 are processed together in the same run. FAS process control parameters that drive FAS processing insure that all the transactions post to the correct accounting month. The “99” is simply part of the FASTRANS naming convention and has no impact on FAS processing.

**If needed,** We will Preview Month-12A FASTRANS ONLY for Deans Day on July 25<sup>th</sup>, and the last 3 days of 12A (July 27<sup>th</sup>, 28<sup>th</sup> & 29<sup>th</sup>). After the Preview runs, we will Un-accumulate the FASTRANS files for normal processing. Month-13 FASTRANS and the Un-accumulated Month-12A files will be accumulated at the normal time around 6:45pm.

Rejected transactions are corrected and resubmitted in subsequent runs as they would be normally. Rejections and batch totals can either be viewed in the full PDF version of the accepted/rejected batch balance report in Cora:

I:\fin-mgmt\cora\QUIPU\FASDAY001\SPAN-DEFAULT\<run number>\AM11409.PDF

OR you can use the online accepted/rejected report at:

<https://edw.washington.edu/Reports/Pages/Report.aspx?ItemPath=/Financial/FAS+Batch+Summary+Report> .

**On the Last Day for Campus (July 21<sup>st</sup>)**, FAS programmers will NOT do a mid-day preview. This is because there are too many FASTRANS files which will continue to be submitted to month 12.

**On Dean’s Day (July 25th) and the last three runs of 12A on July 27<sup>th</sup>, 28<sup>th</sup>, and 29<sup>th</sup>**, FAS programmers will do a mid-day preview. This involves running an accumulation of all FASTRANS transactions submitted to month 99.

In all preview’s we will run them through Batch Balance **on the production mainframe (to pick up the latest Fin index changes)** to get the accepted/rejected report.

Transactions must be submitted to [JVreq@uw.edu](mailto:JVreq@uw.edu) and to data entry by 10am in order to make it into the preview run.

A PDF version of the accepted/rejected report will be emailed to [accountg@uw.edu](mailto:accountg@uw.edu). The central office staff designated to coordinate corrections (Dave Beaulieu/Gina Salois for FY2016) will redistribute the report information as needed.

FAS programmers will reverse the FASTRANS accumulation done for the preview.

See “How to unaccumulate files...” accessed from the Fin Team Fastrans Menu at:

[https://www.washington.edu/is/fin/kiosk/Misc/FASTRANS/fastrans\\_menu.html](https://www.washington.edu/is/fin/kiosk/Misc/FASTRANS/fastrans_menu.html).

Financial Services will coordinate the correction and resubmission of all rejected transactions.

Corrected transactions must be resubmitted prior to **4pm, replacing the original file containing the rejected transactions**. It’s critical to know what transactions each file contains and to insure the integrity of each batch of transactions.

All files, originals not requiring corrections, originals with errors that have not been replaced and those that have been corrected and replaced will be accumulated and posted as part of the normal nightly process. **The critical error we need to watch out for is the resubmission of a batch using a different name that leaves the original batch that contained errors out there to be re-accumulated causing both the old and the corrected transactions to reject and possibly resulting in double postings.**