Advantage 1450
Batch Interface Event

Help Desk
Advantage Training
Phone: (207) 624-7700

Please refer to the Amendments book on the OSC Accounting website to see if any modifications have been made to this training book since this version was published.

Batch Interface Event
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1 — Overview

This course provides an introduction to Advantage Interface processing capabilities and features. We review the Advantage interface process by viewing the Batch Interface Catalog and briefly discuss the process that occurs outside of Advantage.

Objectives

At the conclusion of this lesson, you will be able to:

- Describe the interface process
- Enter a Batch Interface Event (BIEVNT)
- Search the Batch Interface Event Catalog
- Review the status of your interface file on the Batch Interface Event Catalog
- Search for rejected documents in Document Catalog after overnight process is run

Resolving Issues

1. When seeking help with Advantage, first look through the training documentation to see if your issue can be resolved by following steps in the course book or quick reference guide. All materials are posted on the OSC website.

2. Contact a peer in your office to resolve the issue. This quick reference will result in the fastest problem resolution.

3. Your Agency Training Lead is also a great resource. Please see Appendix A to view the departments with which each Agency Training Lead is associated.

4. The State Help Desk is always an option. To contact, call 207.624.7700. Their hours of operation are 7:00am – 5:00pm Monday through Friday.

For more information on policies and procedures of the Advantage Help Desk, please go to the Office of the State Controller (OSC) website.

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2—The Interface Process

OSC requires designated interface partners to take action in Advantage prior to processing inbound interface files. Interface partners will be required to provide control total information for each interface file, and these control totals will automatically be validated against the actual transaction totals in the received file during the Advantage Pre-Processing step prior to the Document/Table Import step. If control totals do not match actual transaction totals, the interface file will fail and will not be staged to process with Advantage.

Flow Diagram

The business process for authorizing and submitting an interface into Advantage is depicted in the business process diagram below.
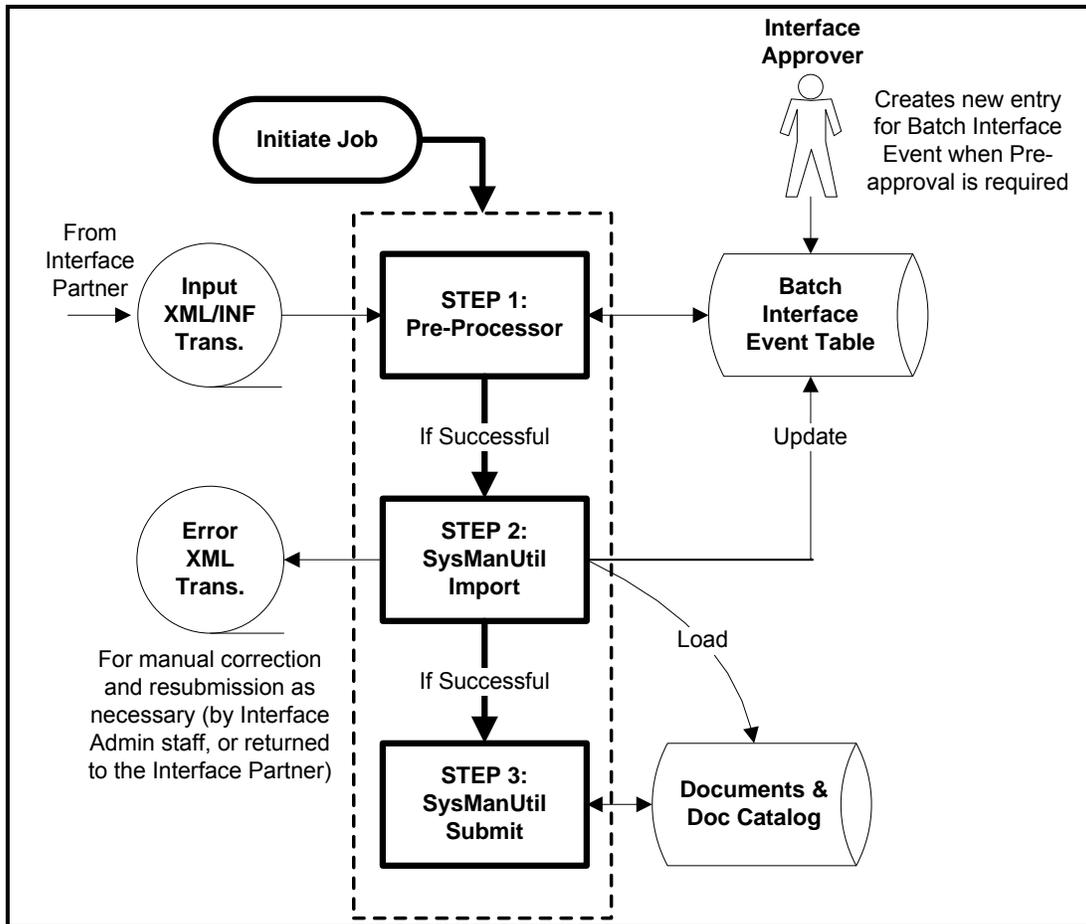
Three-Way Match for Successful Interface Transfer

In order to process an Interface successfully, a three-way match must occur between the XML data file, the INF Control file and the Batch Interface Event (BIEVNT).

BIEVNT

INF file

XML file
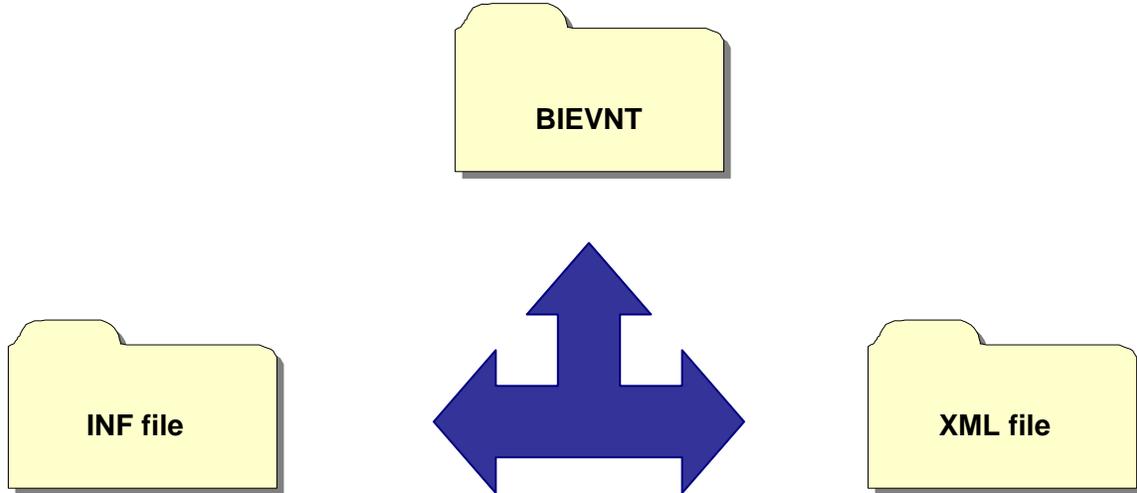
The three-way match can be set up to occur on any or all of the following fields:

- **Department**—Department Code
- **Expected Transactions**—Number of records contained in the file
- **Expected Dollar Total**—Total dollar amount contained in the file.

Example of these fields on the BIE

As mentioned above, the fields must coincide on all three files. The following is an example of an interface with matching XML, INF, and BIE values.

	XML	INF	BIE
Batch/File Name	WCM0515GAX1	WCM0515GAX1	WCM0515GAX1
Batch Count	199	199	199
Batch Amount	35,906.39	35,906.39	35,906.39

Interface Pre-Processing (Noon Process)

Prior to Interface pre-processing, also known as the Interface Noon Process, the technical contact for the interface partner will load the INF and XML files to the server. Then they will send the functional contact an email with the information to enter Advantage's BIE. Here is a sample email of what the functional contact will receive:

```
BatchID=PAY0614PAJV1;
DeptCode=08C;
DocCreator=INTFPAY;
UnitCode=PAY1;
ImportDate=2011-06-14;
TransCode=PAJV;
TableName=;
TransCount=000196;
TransDollarAmount=+7641153.09;
```

Interface pre-processing is as follows:

- Interface files (including INF) must be submitted by noon
- File names must contain current day's date – file naming conventions are posted on the OSC website
- Online BIE entry must be saved in Advantage by noon
- Pre-processing begins at noon
- Current day files will be removed from FTP directory
- Presence of file (GAX, PRC, RE, etc) with current date invokes 3-way match processing
- Files that pass will be staged for nightly processing
- Failed files will be copied to rejected folder and appear on the Batch Interface Event Catalog
- Agency (functional contact) must check BIE entry on the Batch Interface Event Catalog after 1:30pm to determine pass/fail status of pre-processing
- Rejected files will not be processed – Controller's Office must be contacted

The Noon Process reads through the interface transaction file (.xml) and calculates the (actual) total number of transactions and the total dollar amount. It verifies against the control totals provided with the interface request in the .INF file.

The process also verifies that each of the following fields is correct:

- Batch ID
- Department
- Transaction Type
- Import Date
- Transaction Total
- Approval provided by the interface administrator/approver on the BIE Catalog

Rejected Files

An agency file could reject during pre-processing due to one of the following reasons:

- no interface (.xml) file found
- no .INF file found
- BIE invalid controls totals

Examples of Rejected Files

This section provides two examples explaining why an interface file could reject.

Rejected INF file

In the screen shot below, you should note that the BatchID does not equal the .inf file name (i.e. ESL061<u>3</u>GAX1); these must be equal for a successful transfer. Additionally, the .inf file name, BatchID and Import Date must all contain the same data reference. For example, if the Import Date is 06-13-11, then the Batch ID and .inf file name must contain "0613" in their naming convention.

```
ESL0615GAX1.INF

BatchID=ESL0613GAX1;
DeptCode=05A;
DocCreator=INTFESL;
UnitCode=ESL1;
ImportDate=2011-06-13;
TransCode=GAX;
TableName=;
TransCount=189;
TransDollarAmount= 5164937.85;
```

Rejected BIE

In the screen shot below, you should note that the **Expected Dollar Total** entered on the BIE does not match with the calculated total from the .xml file, as shown in the **Actual Dollar Total** field (i.e. $14,818.48). Since this BIE rejected, the .xml, .inf (including Batch ID) and BIE files must be renamed (i.e. ILS0322GAX2) prior to resubmitting the files.

Nightly Processing

When a three-way match is found and is successfully processed during the Noon Process, then the batch will undergo nightly processing. Interfaces are processed at the front end of the Nightly Batch Cycle and are processed in an order defined in the Phase List. They are processed in two steps:

1. Import and
2. Submit

Document transactions (i.e. GAX, PRC, etc) of an interface processing can be seen the next day on the Document Catalog.

Rejected Files

The following describes why and how a file could reject:

- XML problems will cause the entire file to be rejected
- Funding, vendor or data problems may cause individual documents to be rejected, these must be corrected through the Document Catalog

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3—Transferring Interface Files

There are two Advantage pages you will be using to transfer interface files:

1. Batch Interface Event Catalog (BIECTLG)
2. Batch Interface Event (BIEVNT)

The Batch Interface Event Catalog allows you to search for your interface to confirm it processes successfully. It also allows you to create the BIEVNT, which automates the process of transferring files. Interface Partners will have to enter a BIEVNT to notify OSC that you have submitted an interface file. It is important to become familiar with both the BIEVNT and the Batch Interface Event Catalog.

Navigating to the Batch Interface Event Catalog

To use the Batch Interface Event Catalog, follow these instructions:

1. From the Secondary Navigation Panel, click **Search** to expand the section.

2. Click Page Search.

3. Enter **BIE** in **Page Code** field.

4. Click Browse.

5. The following page will display. Click Batch Interface Event Catalog to open the catalog.
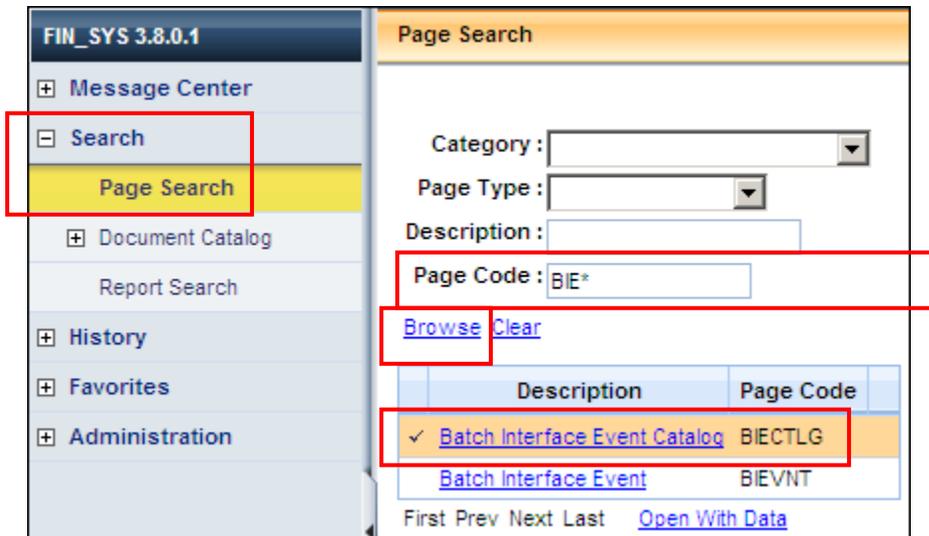
6. The Catalog will appear as follows. From this page, Batch Interface Events can be searched for or created by clicking either <u>Search</u> or <u>Create</u>. Both of these processes will be detailed in the following pages.

Batch Interface Event Catalog

Search | Create

▼ **Batch Event Identifier**

Batch ID :

Transaction :

Department :

Table Name :

Unit :

Import Date :

▶ User Information

▶ Batch Event State

Browse Clear

Department	Unit	Batch ID	Import Date	Transaction	Table Name	Approval Status	Processing Status
✓ 18F	AL11	AL1007BGCA1	10/07/2010	BGCA			Not Processed
18F	AL11	AL10107BGCA1	01/07/2008	BGCA			Received/Processed
18F	AL11	AL10107BGCA1	01/07/2010	BGCA			Received/Processed
18F	AL11	AL10108BGCA1	01/08/2008	BGCA			Received/Processed
18F	AL11	AL10108BGCA1	01/08/2009	BGCA			Received/Processed
18F	AL11	AL10108BGCA1	01/08/2010	BGCA			Received/Processed
18F	AL11	AL10109BGCA1	01/09/2009	BGCA			Received/Processed
18F	AL11	AL10110BGCA1	01/10/2008	BGCA			Received/Processed
18F	AL11	AL10111BGCA1	01/11/2008	BGCA			Received/Processed
18F	AL11	AL10114BGCA1	01/14/2010	BGCA			Received/Processed

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Batch Interface Event

Saving as a Favorite

⊞ History

⊞ Favorites

⊞ Administration

"Favorites" is a list created by the user specifically for the user. One great feature of favorites is that you can save your search results and frequently-visited pages as part of your favorites!

- Favorites allow us to navigate directly to specific favorite pages.
- Favorites persist from one login session to the next.
- Favorites can be quickly and easily defined . They can be organized into folders if desired.

Once you have accessed the Batch Interface Event Catalog, right click on the mouse and select **Add to Favorites**.

Batch Interface Event Catalog

Search | Create

▼ Batch Event Identifier

Batch ID :

Transaction :

Department : 10A

Table Name :

Unit :

Import Date :

| Field Level Help |
| Show Description |
| Page Help |
| Print Page |
| Add To Favorites |

▶ User Information

▶ Batch Event State

Browse Clear

	Department	Unit	Batch ID	Import Date	Transaction	Table Name	Approval Status	Processing Status
✓	10A	ASP1	ASP0102GAX1	01/02/2008	GAX			Received/Processed
	10A	ASP1	ASP0102GAX1	01/02/2009	GAX			Received/Processed
	10A	ASP1	ASP0103GAX1	01/03/2008	GAX			Received/Processed

A new window opens. Enter a description of the Favorite; this will appear in the Secondary Navigation panel.

Click **OK**.
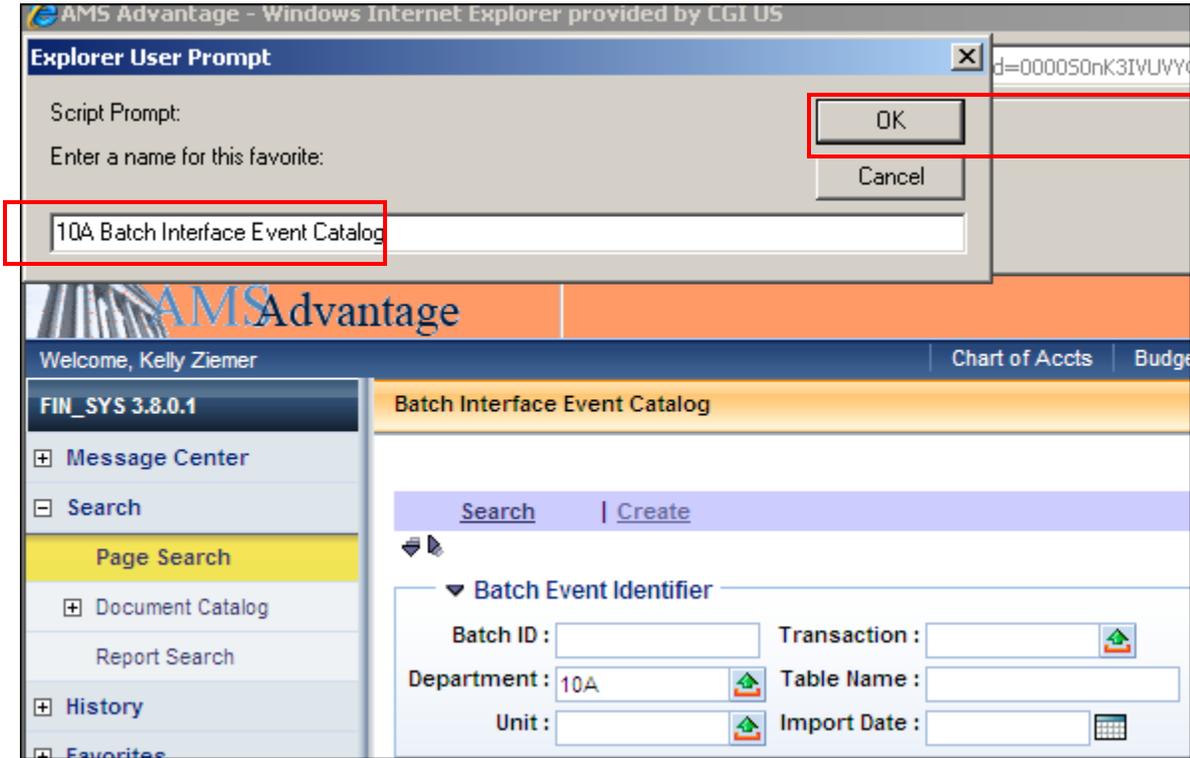
An informational message appears saying that "The favorite was successfully added."

Click **Favorites** to view your new addition.
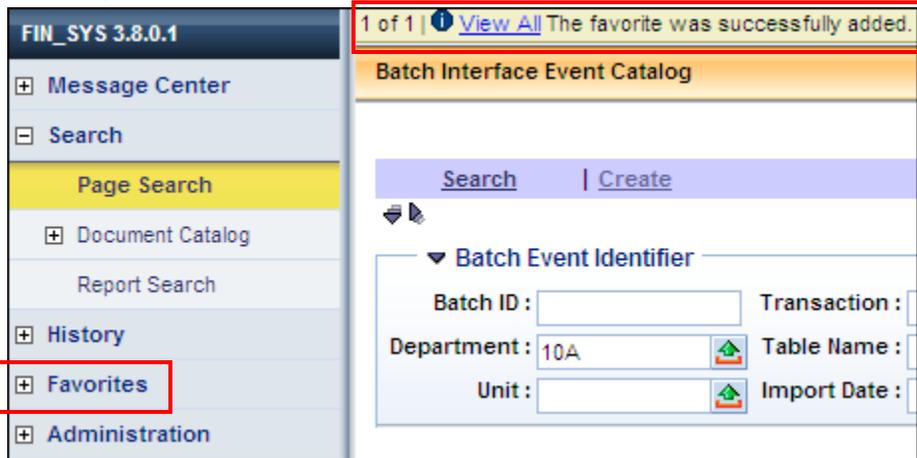
The new favorite appears in the panel. Click the favorite link to navigate to the page.

Creating a New Batch Interface Event

Creating a new Batch Interface Event can be done from the:

1. Batch Interface Event Catalog—by clicking Batch Interface Event
2. Batch Interface Event Catalog—by clicking Create and then Create again
3. Batch Interface Event—by clicking Insert to add a new record

Step-by-Step from the Catalog

1. Navigate to the Batch Interface Event Catalog.
2. Select Batch Interface Event. The option to insert a new Batch Interface Event record will display.

3. Click <u>Insert</u> to add a new Batch Interface Event.

4. A blank Batch Interface Event Page will appear. Populate the following fields using the data provided by the technical contact:

Required Fields	Values
Batch ID	Enter the Batch ID, as shown in the sample email above
Department	Select the code by clicking the Pick List
Unit	Select the code by clicking the Pick List
Transaction	Select the code by clicking the Pick List
Import Date	Click the Calendar icon to select the date. Defaults to today's date.

5. Click **Created by Information** to expand the section.

6. Populate the following fields:

Required Fields	Values
Expected Transactions	Enter the number
Expected Dollar Total	Enter the value

7. **Approval Information** and **Processing Information** sections are grayed out and need no alteration. Click Save.
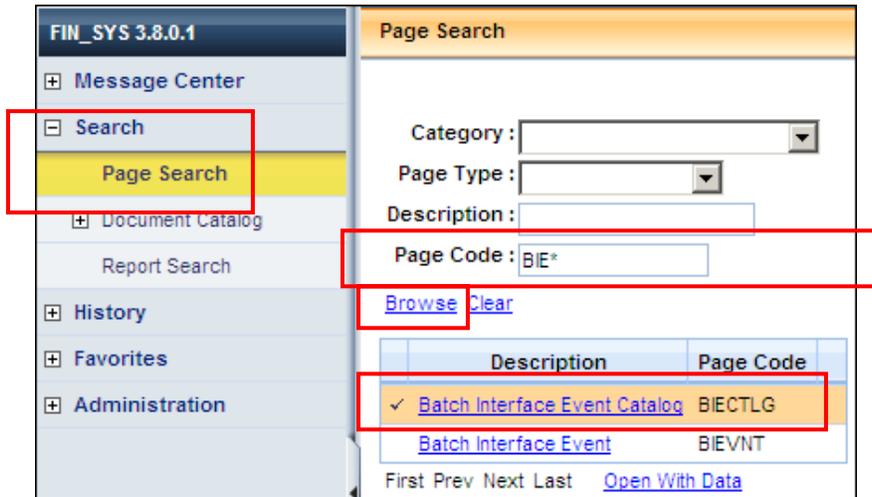
Searching for a Batch Interface Event

Batch Interface Events can be located using the Batch Interface Event Catalog. The entries in the Batch Interface Event Catalog display relevant information pertaining to each entry, such as transaction, approval status and processing status.

Step-by-Step

To search within the Batch Interface Event Catalog, follow these instructions:

1. From the Secondary Navigation Panel, click **Search** to expand the section.
2. Click Page Search.
3. Enter **BIE** in **Page Code** field.
4. Click Browse.
5. The following page will display. Click Batch Interface Event Catalog to open the catalog.

6. The Batch Interface Event Catalog page displays. Enter search criteria into any or all of the fields below, including **Batch ID**, **Department**, **Unit**, **Transaction**, **Table Name**, and **Import Date**.

7. Make sure you are on the <u>Search</u> option. Click <u>Browse</u>.

8. The following page will appear. You can view the Processing Status to understand if the document was processed or rejected.

9. Click a record's <u>Batch ID</u> to open the particular Batch Interface Event.

Batch Interface Event Catalog

Search | Create

▼ **Batch Event Identifier**

Batch ID : [   ] Transaction : [GAX   ] 🔼

Department : [10A   ] 🔼 Table Name : [   ]

Unit : [   ] 🔼 Import Date : [   ] 🗓

▷ **User Information**

▷ **Batch Event State**

Browse Clear

	Department	Unit	Batch ID	Import Date	Transaction	Table Name	Approval Status	Processing Status	
✓	10A	ASP1	ASP0102GAX1	01/02/2008	GAX			Received/Processed	
	10A	ASP1	ASP0102GAX1	01/02/2009	GAX			Received/Processed	
	10A	ASP1	ASP0103GAX1	01/03/2008	GAX			Received/Processed	
	10A	ASP1	ASP0103GAX1	01/03/2011	GAX			Received/Processed	
	10A	ASP1	ASP0104GAX1	01/04/2008	GAX			Received/Processed	
	10A	ASP1	ASP0104GAX1	01/04/2010	GAX			Received/Processed	
	10A	ASP1	ASP0104GAX1	01/04/2011	GAX			Received/Processed	
	10A	ASP1	ASP0105GAX1	01/05/2009	GAX			Received/Processed	
	10A	ASP1	ASP0105GAX1	01/05/2010	GAX			Received/Processed	
	10A	ASP1	ASP0105GAX1	01/05/2011	GAX			Received/Processed	

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⌗ Batch Interface Event

10. The Batch Interface Event opens.

Notice that since the Noon Process has run, the **Processing Information** section of the BIE is populated with the interface information.

Checking the Status of your Interface

To check the status of your interface, navigate to the BIE Catalog after noon and search for your interface file.

Your interface could have one of the following statuses:

- Received/Processes—means file passed 3-way match.
- Received/Rejected—means the file failed 3-way match. This usually means that there was a discrepancy in count or amount, you may open BIE and compare values. Must rename file (.xml, .inf & BIE) then contact OSC accounting to rerun the 3-way match (interface noon process).
- Not Processed—means the BIE was not picked up during the 3-way match. This usually means that a typo was entered or no INF/XML file was loaded. Contact OSC Accounting to rerun the 3-way match (interface noon process).

Batch Interface Event Catalog—Searching for the BIE

Batch Interface Event Catalog

Search | Create

▼ **Batch Event Identifier**

Batch ID : [____] Transaction : GAX

Department : 10A Table Name : [____]

Unit : [____] Import Date : [____]

▶ **User Information**

▶ **Batch Event State**

Browse Clear

	Department	Unit	Batch ID	Import Date	Transaction	Table Name	Approval Status	Processing Status
✓	10A	ASP1	ASP0102GAX1	01/02/2008	GAX			Received/Processed
	10A	ASP1	ASP0102GAX1	01/02/2009	GAX			Received/Processed
	10A	ASP1	ASP0103GAX1	01/03/2008	GAX			Received/Processed
	10A	ASP1	ASP0103GAX1	01/03/2011	GAX			Received/Processed
	10A	ASP1	ASP0104GAX1	01/04/2008	GAX			Received/Processed
	10A	ASP1	ASP0104GAX1	01/04/2010	GAX			Received/Processed
	10A	ASP1	ASP0104GAX1	01/04/2011	GAX			Received/Processed
	10A	ASP1	ASP0105GAX1	01/05/2009	GAX			Received/Processed
	10A	ASP1	ASP0105GAX1	01/05/2010	GAX			Received/Processed
	10A	ASP1	ASP0105GAX1	01/05/2011	GAX			Received/Processed

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Batch Interface Event

If your file is in a Received/Processed status, then confirm that the document transaction was created. To do this, check the Document Catalog the next morning and verify that the documents posted to Final. Modify and approve rejected documents to final status.

A tip for finding the documents in the Document Catalog after they are processed:

When searching for the **Document ID** in the Document Catalog, type in the prefix and the 4 char date with the wild card, example: "**ASP0105***". Then choose the **Create Date**. This should select only the documents processed by the interface for that day. Choose a **Status** of **Rejected** or **Submitted**.

Document Catalog—Searching for the Document Transactions Resulting from the BIE

Document Catalog

Create

▼ Document Identifier

Code : GAX   Unit :
Dept. : 10A   ID : ASP0105*

▼ User Information

Create User ID :   Create Date : 1/5/11

▼ Document State

Function :   Status : Submitted
   Phase :

Browse Clear

Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
☐	GAX	10A	ASP1	ASP01051110205382099	No	1	New	Final	Submitted	1/5/11	INTFASP	$56.00	Yes
☐	GAX	10A	ASP1	ASP01051110205382100	No	1	New	Final	Submitted	1/5/11	INTFASP	$437.14	Yes
☐	GAX	10A	ASP1	ASP01051110205382101	No	1	New	Final	Submitted	1/5/11	INTFASP	$39.00	Yes
☐	GAX	10A	ASP1	ASP01051110205382102	No	1	New	Final	Submitted	1/5/11	INTFASP	$363.80	Yes
☐	GAX	10A	ASP1	ASP01051110205382103	No	1	New	Final	Submitted	1/5/11	INTFASP	$7.00	Yes
☐	GAX	10A	ASP1	ASP01051110205382104	No	1	New	Final	Submitted	1/5/11	INTFASP	$100.00	Yes
☐	GAX	10A	ASP1	ASP01051110205382105	No	1	New	Final	Submitted	1/5/11	INTFASP	$970.00	Yes
☐	GAX	10A	ASP1	ASP01051110205382106	No	1	New	Final	Submitted	1/5/11	INTFASP	$185.00	Yes
☐	GAX	10A	ASP1	ASP01051110205382107	No	1	New	Final	Submitted	1/5/11	INTFASP	$30.00	Yes
☐	GAX	10A	ASP1	ASP01051110205382108	No	1	New	Final	Submitted	1/5/11	INTFASP	$200.00	Yes

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Menu

Copying/Pasting a Record

Rather than creating a new record each time, you may find that it is easier to copy and paste a record if the interface file information is similar to a previously created record.

1. Search for the record that you want to copy. Note the √ on the selected record and it will be highlighted.

2. Click <u>Batch Interface Event.</u>

3. The record appears. Click <u>Copy</u> and then immediately click <u>Paste</u>.

4. Make changes to the entry. Here we change the **Batch ID**, **Import Date**, **Expected Transactions**, and **Expected Dollar Total** fields.

5. Click <u>Save</u>.

    NOTE: The record cannot be saved unless changes are made; otherwise, you receive an error message indicating that the record is not unique.

Deleting a Record in the Catalog

Email OSC Accounting if you need to delete a record from the Batch Interface Event Catalog.

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Appendix A—Agency Training Leads

Agency Training Leads are your point of contact for questions you have regarding Advantage or registering for training classes. The complete list of Leads by Service Center can be found on the OSC website.