

Business Process Procedures

9.50 RECALC THIRD PARTY CONTRACTS

Overview These procedures walk an operator through the step-by-step process of recalculating third party contracts.

Key Points Until the end of the adjustment period (last date, as established on the Third Party Contract setup page), you should periodically recalculate third-party contracts to make sure all adjustments to charges are recognized.

The run control for the process can accommodate an individual contract name, or a range of names.

Important Because this process uses a lot of computer resources, it may only be run on the PSUNXPM server after hours.

Navigation [Main Menu](#) > [Student Financials](#) > [Payment Plans](#) > [ReCalc Third Party Contracts](#)

Detailed Directions

FIRST-TIME USERS: If this is the first time you have run the Register Total Report, you must add a run control. Continue with Step 1.

REPEAT USERS: If you have previously run the Register Totals Report, continue with Step 3.

Step 1 Navigate to the Recalc Third Party Contracts page. The following dialog window appears.

Recalc Third Party Contracts
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
 Add a New Value

Run Control ID: begins with


Case Sensitive

[Basic Search](#)


[Find an Existing Value](#) | [Add a New Value](#)

Step 2 Click [Add a New Value](#). The following dialog window appears.

The dialog window titled "Recalc Third Party Contracts" has two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. It contains a text input field labeled "Run Control ID:" with a cursor inside. Below the field is a yellow "Add" button. At the bottom of the dialog, there are two blue links: "Find an Existing Value" and "Add a New Value".

Enter a name for your Run Control ID and click . Continue with Step 4 below.

Detailed Directions if You Have Previously Run the Report.

Step 3 If you have previously run this report, type in the name of your Run Control ID or click  to search for your run control. Double click on the correct run control.

The dialog window titled "Recalc Third Party Contracts" has two tabs: "Find an Existing Value" and "Add a New Value". The "Find an Existing Value" tab is active. It contains a text input field with a cursor. Below the field is a yellow "Search" button and a yellow "Clear" button. To the right of the "Clear" button are two blue links: "Basic Search" and "Save Search Criteria". At the bottom of the dialog, there are two blue links: "Find an Existing Value" and "Add a New Value".

Enter any information you have and click Search. Leave fields blank for a list of all values.

Enter contract number using the following naming convention:

Case Sensitive
 YYYYYTLLLLXXXXXXXXXXXXXX

All users continue with Step 4.

Step 4 The Recalc Third Party Contracts page displays.

The main page titled "Recalc Third Party Contracts" shows the "Run Control ID" as "recalc_tpc". There are links for "Report Manager" and "Process Monitor", and a yellow "Run" button.


Parameters


Business Unit: NV280 Northern Virginia Comm College


Contract Number From: 2052CESRCIT Contract Number To: 2052CRSRCIT

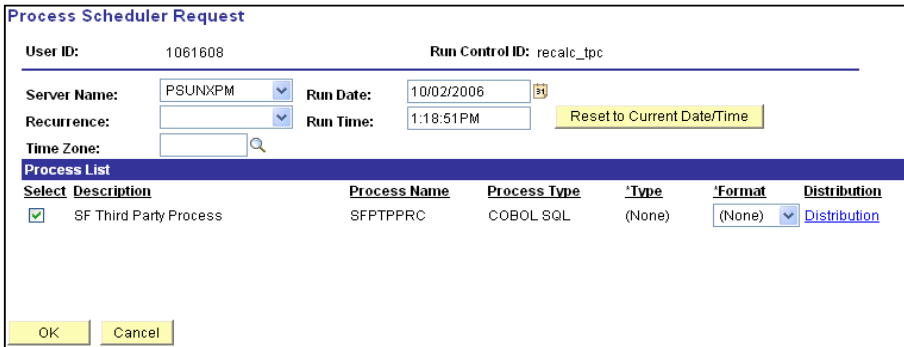
Buttons at the bottom: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display.

Step 5 Enter the contract number in the **Contract Number From** field, or click  to lookup.

Tab out of the field and the same contract number will default in the **Contract Number To** field, or to calc more than one contract enter the last contract number in the **Contract Number To** field or click  to lookup.

Click  to save the page.


Step 6 Click  to run to initiate the process. The Process Scheduler Request page appears.




Process Scheduler Request

User ID: 1061608 Run Control ID: recalc_tpc

Server Name: PSUNXPM Run Date: 10/02/2006

Recurrence: Recurrence dropdown Run Time: 1:18:51 PM 


Time Zone: Time Zone dropdown 

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	SF Third Party Process	SFPTPPRC	COBOL SQL	(None)	(None)	Distribution

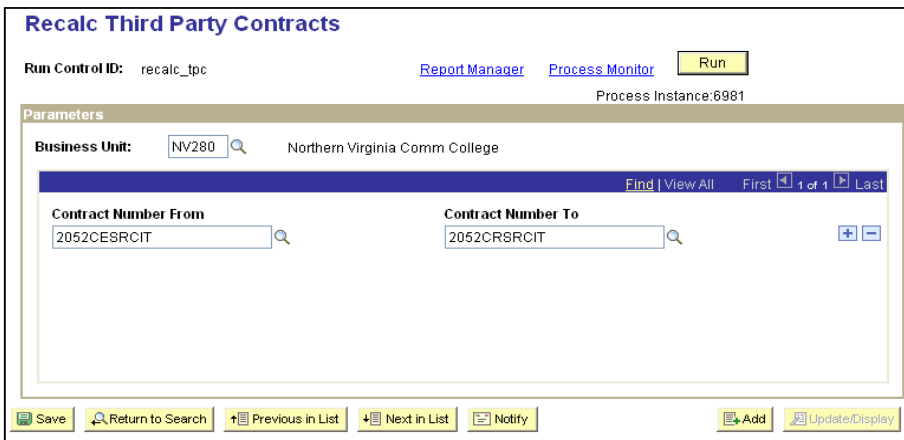
OK Cancel

Verify the following on the page:


1. Server Name is PSUNXPM
2. The Select checkbox is checked for process name SFPTPPRC
3. The Type is None.
4. The Format is None.

Step 7 Click  to run the SF Third Party Process.

Step 8 After initiating the process, the Recalc Third Party Contracts page will reappear.



Recalc Third Party Contracts

Run Control ID: recalc_tpc [Report Manager](#) [Process Monitor](#) 


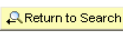
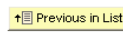
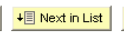



Process Instance: 6981

Parameters

Business Unit: NV280 Northern Virginia Comm College

Find | View All First 1 of 1 Last

Contract Number From: 2052CESRCIT Contract Number To: 2052CRSRCIT

Step 9 Click [Process Monitor](#) and the Process List page will appear.

Process List [Server List](#)

View Process Request For

User ID: Type: Last: 10 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6981		COBOL SQL	SFPTPPRC	1061608	10/02/2006 1:18:51PM EDT	Processing	N/A	Details
<input type="checkbox"/>	6980		Application Engine	VX_AE3_DDPGE	PSANGANEE	10/02/2006 1:18:48PM EDT	No Success	Posted	Details
<input type="checkbox"/>	6979		Application Engine	VX_AE3_DDPGE	PSANGANEE	10/02/2006 1:04:49PM EDT	No Success	Posted	Details
<input type="checkbox"/>	6978		Application Engine	VX_AE3_DDPGE	PSANGANEE	10/02/2006 1:02:40PM EDT	No Success	Posted	Details
<input type="checkbox"/>	6977		Application Engine	VX_AE3_DDPGE	PSANGANEE	10/02/2006 12:59:01PM EDT	No Success	Posted	Details
<input type="checkbox"/>	6967		PSJob	VX_GLJOB	PSANGANEE	10/02/2006 12:26:19PM EDT	Success	Posted	Details
<input type="checkbox"/>	6959		PSJob	VX_GLJOB	PSANGANEE	10/02/2006 12:21:22PM EDT	Cancelled	Posted	Details
<input type="checkbox"/>	6953		PSJob	VX_GLJOB	PSANGANEE	10/02/2006 12:10:33PM EDT	Cancelled	Posted	Details

Step 10 Periodically click to refresh the Process Monitor page. Use this page to check the process until it has finished processing and the Run Status for your report shows Success. Report any errors to NovaConnect Support Services.