



Financial Systems

DATE: January 20, 2009

AREA: Financials - All Areas

TOPIC: Financial Report Requests

EFFECTIVE: Immediately

MESSAGE:

Currently, in the PeopleSoft Financials system, reports that have been scheduled to run after 7:00pm are processed after the financials batch cycle has completed.

Effective today, 1/20/09, the Team Georgia Marketplace project has gone live. To support the new functionality in TGM, the process scheduler will run 24 hours a day. (Starting 1/21/09) As such, reports will run when scheduled. Allowing reports to process at the exact time that they are scheduled may cause those reports to not contain the complete day's financial activity since they can start before batch finishes. To mitigate this risk, SAO will implement a new process for requesting reports to run after batch has finished.

Effective tomorrow, 1/21/09, SAO will implement a change to the Process Scheduler so that reports scheduled with a 'Run Time' of 11:59:00PM will only process after the batch cycle has completed. Therefore, it is important to request reports with a 'Run Time' of 11:59:00PM if they are to be run after batch finishes. It is this exact 'Run Time' that will be the key to identifying requests which are to be held until after batch.

ACTION:

To schedule reports so that they will only be processed after the batch cycle has completed, the reports **MUST** be scheduled with a 'Run Time' of exactly 11:59:00PM.

ADDITIONAL INFORMATION/RESOURCES:

N/A

QUESTIONS: Financials Systems Help Desk
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