



University System of North Dakota

Higher Education Financials
Grants

Information document on Process Scheduler

Peoplesoft (Release 8.4)

Version 1.0
October 2, 2004

What is the “Process Scheduler” ?

The process scheduler is a way to automatically run Peoplesoft processes on a scheduled basis. This is usually Nightly, Weekly or Monthly.

Processes that are scheduled are usually ones that contain processing for everyone in a Business Unit and would use up a lot of computer processing time if run during the day or is quicker to run as a whole.

Processes that will be automatically scheduled for the Grants modules would probably include:

- F&A creation
- AP to PC pull
- GL to PC pull
- Contracts to Billing Interface
- Billing Invoice creation
- Accounts Receivable Update
- Processes that send information between the Grants Billing modules

What this means to me?

As a general Grants person doing billing you should be aware which processes are run on what schedule. This will tell you when new Billing rows have been created.

You will also need to be aware when Payroll and Student Finance and AP Payments are run so that you have the most up-to-date data to be billed.

INFORMATION 1:- PROCESS SCHEDULER

Navigation: Peopletools → Process Scheduler → Jobs

Step 1.1

- Jobs are a group of individual Peoplesoft processes that are set up in Peoplesoft to run as a Group. Below is the Billing Jobs for loading the Billing interface and creating invoices.

Job Definition | Job Definition Options | Job Distribution | Job Notification | Job Messages

Process Type: PSJob [JobSet Report](#)
 Job Name: ND8
 *Description: NORTH DAKOTA PROCESS SCHEDUL
 Run Mode: Serial
 *Priority: Medium

Process List			
*Process Type	*Process Name	Description	Run Always
1 Application Engine	CA_MS_PRCS	Milestone Update Process	<input checked="" type="checkbox"/> + -
2 Application Engine	CA_BI_INTFC	Contracts to Billing Interface	<input checked="" type="checkbox"/> + -
3 Application Engine	BIIF0001	Billing Interface	<input checked="" type="checkbox"/> + -
4 Application Engine	NDS_INTFC_BI	Billing Load Interface	<input checked="" type="checkbox"/> + -
5 PSJob	BIJOB03	Single Action Invoice	<input type="checkbox"/> + -
6 PSJob	BIJOB50	ProjectContract Single Action	<input type="checkbox"/> + -

Step 1.2

To run all the Grants Billing jobs together, an overall job is usually set up that links all your individual jobs. Below is the monthly Job called "NDU_MTH" that combines all the Individual Grants billing jobs, ND8, ND9, ND10, ND11. These Jobs are broken up in case we want to schedule one of the individual jobs as well, for example ND11, the AR update, to run on a daily basis.

Below is the Master Job that combines all Grants Billing processes.

Job Definition | Job Definition Options | Job Distribution | Job Notification | Job Messages

Process Type: PSJob [JobSet Report](#)
 Job Name: NDU_GM
 *Description: Run GRANTS BILLING
 Run Mode: Serial
 *Priority: Medium

Process List			
*Process Type	*Process Name	Description	Run Always
1 PSJob	ND8	NORTH DAKOTA PROCESS SCHEDULER	<input type="checkbox"/> + -
2 PSJob	ND9	NORTH DAKOTA PROCESS SCHEDULER	<input type="checkbox"/> + -
3 PSJob	ND10	NORTH DAKOTA PROCESS	<input type="checkbox"/> + -
4 PSJob	ND11	NORTH DAKOTA SCHEDULER	<input type="checkbox"/> + -

INFORMATION 3:

Navigation: *Peopletools* → *Process Scheduler* → *Schedule JobSet Definitions*

Step 3.1

The overall Job is then Scheduled on the JobSet definition with the Recurrence name we set up earlier. We now map our Job to our recurrence. The time the process starts is put in the *Time field. In this case 8:00:00PM

[Schedule JobSet Definition](#) | [Schedule JobSet Items](#) | [Schedule JobSet Requests](#)

Schedule Name: NDU_MTH [JobSet Report](#) [Report Manager Process Monitor](#)
Job Name: NDU_GM

Schedule Information

User ID: llangbein
***Description:** ***Status:**
***Run Control ID:** ***Priority:**

Time Information

***Begin Date:** ***Time:** ***Time Zone:**
Recurrence Name:

Server Information

***Server Run Option:**
Primary Server: **Operating System:**

Step 3.2

- The Run control ID's for that recurrence JobSet relate to each individual processes run control. These will need to be updated where appropriate.

[Schedule JobSet Definition](#) | [Schedule JobSet Items](#) | [Schedule JobSet Requests](#)

Schedule Name: NDU_MTH [JobSet Report](#) [Report Manager Process Monitor](#)
Job Name: NDU_GM

Job Name: ND8 **PSJob**

Process List
[General Settings](#) | [Output Settings](#) | [Server Settings](#) | [Time Settings](#) | [Other Settings](#) | [\[??\]](#)

Process Name	Description	Process Type	Run Control ID
CA_MS_PRC5	Milestone Update Process	Application Engine	ND81
CA_BI_INTFC	Contracts to Billing Interface	Application Engine	ND82
BIIF0001	Billing Interface	Application Engine	ND83
NDS_INTFC_BI	Billing Load Interface	Application Engine	ND84
BUJOB03	Single Action Invoice	PSJob	ND85
BUJOB50	Project/Contract Single Action	PSJob	ND86

Above you can see all the processes that are scheduled in the scheduler

Step 3.3

- These Jobs can be set up to email people on the completion or error of the Job.

[Job Definition](#) | [Job Definition Options](#) | [Job Distribution](#) | [Job Notification](#) | [Job Messages](#)

Process Type: PSJob [JobSet Report](#)
Job Name: ND8 NORTH DAKOTA PROCESS SCHEDULER

Override Notification List from Processes in Job List

Notifications

ID Type	*Distribution ID	On Error	On Success	Disabled
User sahorner	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
User dschmidt	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
User khendrickson	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

