

End of Month Processing to be done on last business day of month

First thing in the morning (on PC7)

1. Bloomberg Pricing Job copies files between share drive folders
2. In Investments app run UpdatePricing: Select > Utilities > UpdatePricing
3. Also run IAEndOfMonth under Utilities

End of Day

1. On Windows XP, open Visual Basic 6
2. 2 jobs: Receipt370 and MonthlyFundBalances, both listed under recent projects. Open each solution and hit F5. This will create 3 files between both jobs: IAFundAvail.txt, IAFundCash.txt, and Receipt370File.txt. copy 3 files to share drive to overwrite the previous month files.
3. On PC7, Copy 3 files just created to local machine
4. On PC7, run Investments app, From Utilities run WPSEndOfMonth job
5. Run InvestmentSystemDaily cycle like normal daily process
6. From Utilities run INVEndOfMonth
7. Send email to ComputerOperator Investments is Done
8. Run TIS w/WeeklyDrafts
9. After TIS complete from Utilities run GLEndOfMonth
10. Create Backup folder of F and o folders like normal

INVMonthly

This job will be run about 5 business days into the month. The delay is caused by the fact that the banks that report earnings to us have 5 business days in which to report the end of month earnings, which have to be applied to the investment system in order for these jobs to be accurate. All of the jobs in the INVMONTHLY stream are running for the previous month, but there are no dates that need changed – these jobs were coded to correctly look for the previous month, and do so automatically.

On PC 7,

1. Copy 3 files (IAFundAvail.txt, IAFundCash.txt, and Receipt370File.txt) from sharedrive to windows 7 machine
2. Run Investments app, from Select menu, select INVMonthly job and run all of the steps.
3. Email Files (INV200,216,216,217,310,320,325,330,650) to Fiscal Operations Staff