

SSIS/IFSpi Interface Setup Instructions

SQL Server - Statewide

If you are going to run these steps in a test environment prior to your production conversion to IFSpi, contact SSIS at SSIShelp@state.mn.us or 651-431-4801

This document contains the steps that need to be completed when your county is upgrading to IFSpi. The steps are broken down into three sections; "Preparation", "Update and Test" and "Cleanup". The summary table below lists a brief description of each step, the applications used for the step, along with the security function that is needed by the person completing this step. **Review this table ahead of time** to make sure you have the right people available on the day of the conversion. Detailed instructions for each step are on the pages following this table.

Summary Checklist				
Description	App	Security	Done	
Preparation- Complete steps 1 – 4 on the conversion date, before TriMin starts the conversion and after everyone is done with updates in IFS. No Vendor or Payment Information should be processed in IFS during this time. If you encounter an error on steps 1 – 4, contact the SSIS Help Line (651-431-4801)				
1	Verify all Payment Batches have been processed	SSIS Worker	Fiscal Default Activities If all batches have not been processed, you will need people with the following security, depending on what is left to do: Submit Payment Batch Request (SSIS Worker) Administer System (SSIS Admin) Process a SSIS payment batch (IFS)	<input type="checkbox"/>
2	Verify all Vendor Import errors have been addressed	SSIS Worker	Fiscal Default Activities If unresolved errors exist, you will also need: Administer System (SSIS Admin) Add/edit/delete vendors (IFS)	<input type="checkbox"/>
Steps 1 and 2 must be completed before continuing				
3	Disable the Payment and Vendor Interfaces STOP Call the SSIS Help desk – to update the pymtvar.settings on the SSIS server. 651-431-4801	SSIS Admin	Administer System	<input type="checkbox"/>
4	Create a Payment Batch that will be used after the IFSpi conversion	SSIS Worker	Create Payment Requests Approve Payment Request	<input type="checkbox"/>
Update and test - The following steps coincide with the IFSpi conversion performed by TriMin staff or your installer. Complete steps 5 - 11 after the IFSpi conversion is complete.				
5	TriMin or your installer will notify your primary contact that the conversion is complete and you can now begin step 6.			<input type="checkbox"/>

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Summary Checklist				
Description	App	Security	Done	
6	Update the Server Settings	SSIS server	SSIS server access	<input type="checkbox"/>
7	Verify the Vendor Interface is working correctly.	IFSpi	Edit vendors	<input type="checkbox"/>
		SSIS Admin	Administer System	<input type="checkbox"/>
8	Update the Payment Interface Settings	SSIS Admin	Administer System	<input type="checkbox"/>
9	Verify the Payment Interfaces are working correctly.	SSIS Worker	Submit Payment Batch Request	<input type="checkbox"/>
		SSIS Admin	Administer System	<input type="checkbox"/>
		IFSpi	Process a SSIS payment batch	<input type="checkbox"/>
Cleanup				
10	Vendor Clean up	IFSpi	Edit Vendors	<input type="checkbox"/>
11	Cancel the warrants if test Payment Request were used	SSIS Worker	Create Payment Modifications	<input type="checkbox"/>
		IFSpi	Cancel warrants	<input type="checkbox"/>

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Preparation

Complete steps 1 – 4 on the conversion date, before TriMin starts the conversion **and after everyone is done with updates in IFS. No Vendor or Payment Information should be processed in IFS during this time.** If you encounter an error on steps 1 – 4, contact the SSIS Help Line (651-431-4801)

Refer to the Summary Checklist on page 1 for security functions needed to perform these steps.

In the preparation steps you will make sure that processing for the Payment and Vendor interfaces is complete and turn off the interfaces. You will create a test Payment Batch, which will be used to test the interfaces after the conversion is complete.

- 1) Verify all Payment Batches have been fully processed by checking that no Payment Batches have a Batch Status of "Submitted":
 - a) In SSIS Worker, select Searches/Logs / Payments / Payment Batch Search.
 - b) Search for Payment Batches using the following search criteria:

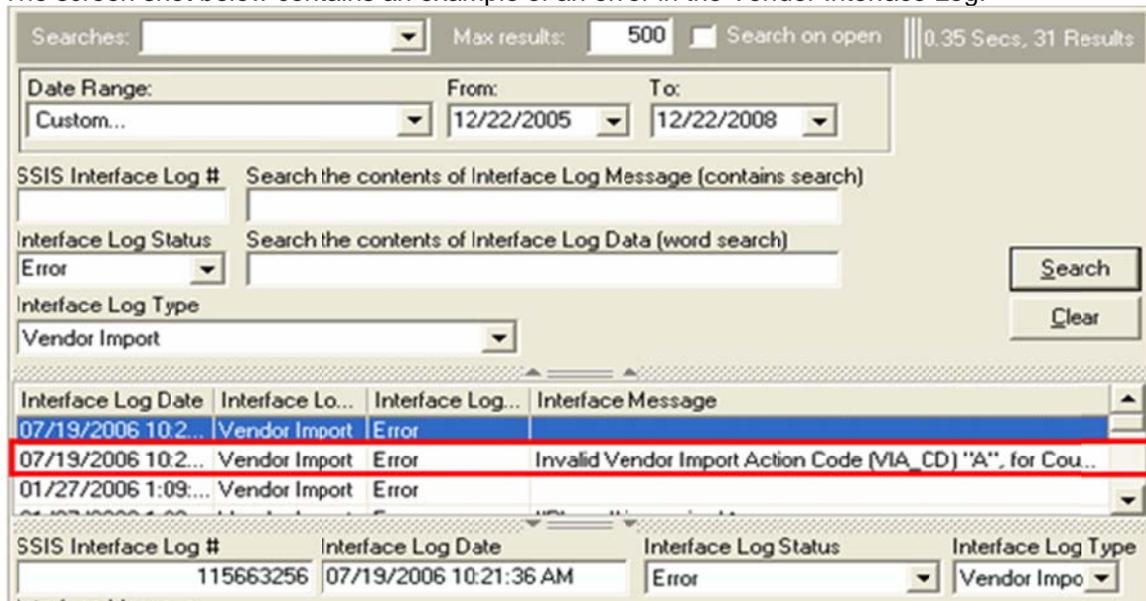
Owner:	Blank out the value in this field
Batch Status:	Submitted
 - c) If any Payment Batches have a Batch Status of "Submitted", processing of these batches must be completed before continuing. This will prevent unforeseen errors that may occur if you wait until after the conversion to IFSpi to process batches that have been submitted in SSIS.
- 2) Verify all Vendor Import errors have been addressed:
 - a) In SSIS Worker, select Searches/Logs / Interface Log
 - b) Search the Vendor Interface Log using the following search criteria:

Date Range:	Custom
From:	Yesterday's date
To:	Today's date
Interface Log Status:	Error
Interface Log Type:	Vendor Import
 - c) Correct errors as you normally would to prevent unforeseen problems that may occur if you wait until after the conversion to IFSpi to correct errors.
 - d) **Manually run Vendor Import.** This will ensure that all errors have been corrected and that nothing is waiting to be imported.

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The screen shot below contains an example of an error in the Vendor Interface Log:



- 3) Disable the Payment and Vendor Interfaces:
 - a) In **SSIS Admin**, select Tools / Interface Settings
 - b) Select the "Payment Request Settings" tab
 - c) Select "Disable Current Interface Job" on the Action Menu.
 - d) Repeat Step 3c for the following tabs, which are also on the "Interface Settings" screen:
 - Payment Batch Status Settings
 - Payment Confirmation Settings
 - Vendor Import Settings
 - e) **STOP Call SSIS Help Desk (661-431-4801) to request an update of the pymtvar.settings for SQL Server on your SSIS Server when all interfaces are disabled. SSIS will contact you when this setting has been updated.**

- 4) Create a Payment Batch that will be used after the IFSpi conversion to test the interfaces between SSIS and IFSpi:
 - a) In SSIS Worker, create a new Payment Batch.
 - b) Add two new Payment Requests to the batch as described below:

Payment Request #1 - Foster care maintenance payment with a payee– this will test the use of payee information in IFSpi and printing of the remittance advice

Payment Request #2 – Admin payment to the payee in Payment Request #1, if you don't use Payees, create another foster care Payment Request for the same vendor in Payment Request #1 – this will test combining payments onto one warrant.
 - Notes:
 - You can create actual payments that will be sent to vendors or you can create test payments that will later be cancelled in SSIS and IFSpi.
 - If you create test payments, enter a note in the "Remittance adv. desc. / reason" field indicating these payments were used to test the new interface to IFSpi..
 - c) Approve the Payment Requests.
 - d) Make a note of the Payment Batch # to use in later steps

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- 5) TriMin or your installer will notify your primary contact that the conversion is complete and you can now begin step 6.

This completes the preparation steps. The remaining steps are to be completed after the IFSpi conversion.

NOTE: The IFSpi conversion process may involve considerable time before you can continue with the remaining steps. Contact TriMin or your installer if you have questions

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Update and Test – The following steps coincide with the IFSpi conversion performed by TriMin staff or your installer.

Complete steps 6 –11 after the IFSpi conversion is complete.

In these steps you will update the interface settings to work with IFSpi, turn the interfaces on, and test the Vendor and Payment interfaces.

- 6) Update the Vendor Interface Settings on the **SSIS Server**:
 - a) Go to the SSIS server
 - b) Select Start, then select “Programs”
 - c) Select "SSIS Server", then select “Vendor Import”
 - d) Select the “County Accounting System Connection Settings” tab
 - i) Select the “MSSQL” SQL Server driver in the drop down below "County Accounting System Connection Information"
 - ii) Click on the "Change Driver" button
 - iii) Click on the "SQL Server Database" checkbox

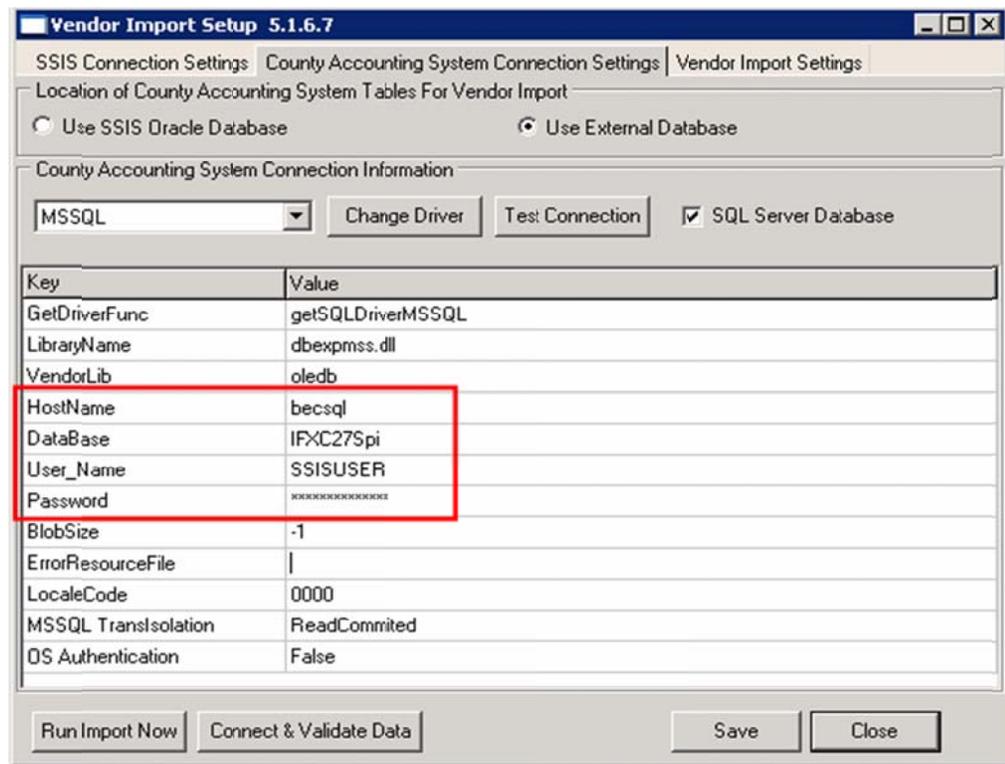


- iv) Update the values for the following "Key" fields listed below.

SQL Only		
Key	Description	Value
HostName	The name of the SQL Server host Example: BECSQL	
Database (Server name)	Name of the IFSpi database on the SQL Server Example: if current IFS library name = IFXC27, new Database name will be IFXC27Spi.	XXXXXXSpi Where XXXXXX = current IFS library
User_Name	System user profile that runs the Vendor Import to SSIS. This user will only have Read/Write access to CPYMTHDR, CPYMTREQ, CPMBATST, CPYMTERR, CPYMTCNF, VNIMPORT and SSISVNDR tables. This IFSpi user profile needs to exist on the SQL server for db authority purposes and have rights granted to IFXCxxDpi(xx = county number) in the QSys library.	SSISUSER

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SQL Only		
Key	Description	Value
Password	<p>Set up a non-expiring password for the system user created above.</p> <p>For security reasons, do not enter the value on this worksheet.</p>	



- e) Click on the "Save" button
- f) Click on the "Test Connection" button.

One of the following messages will display:

- "Connection was Successful" If this message displays, you have completed the changes needed on the server
- "Connection Failed" If this message displays, repeat steps a through f. If you still get this message, contact the SSIS Help Line (651-431-4801).

- 7) Verify the Vendor Interface is working correctly.

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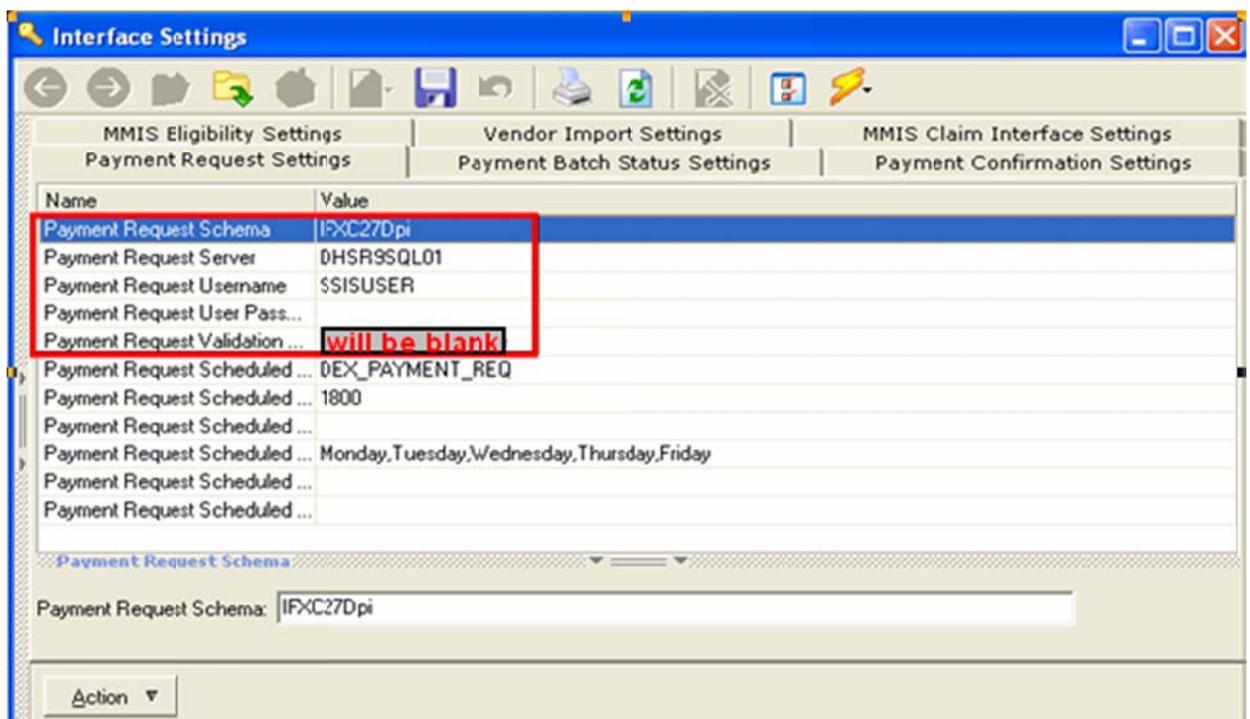
- a) In **IFSpi**, edit a current SSIS vendor. Select a vendor and insert an "X" at the end of the vendor name. This will be changed back in the cleanup process.
 - b) Enable and run the Vendor Import:
 - i) In **SSIS Admin**, select Tools / Interface Settings
 - ii) Select the "Vendor Import Settings" tab
 - iii) Select "Enable Current Interface Job" on the Action Menu.
 - iv) Select "Run Current Interface Job" on the Action Menu.
 - c) Check the Interface log:
 - i) In **SSIS Worker**, select Searches/Logs / Interface Log
 - ii) Search the Vendor Interface Log using the following search criteria:

Date Range:	Today
Interface Log Status:	Leave blank
Interface Log Type:	Vendor Import
 - iii) Verify the interface ran successfully
 - d) Use Bus Org Search to verify the new vendor was updated in SSIS.
- 8) Update the Payment Interface Settings in **SSIS Admin**.
- a) In SSIS Admin, select Tools / Interface Settings
 - b) Select the "Payment Request Settings" tab
 - i) Update the values for the following "Setting" fields listed below.

SQL Server		
Setting Name	Description	Value
Schema	The name of the database where the IFSpi interface tables are located. Example: if current IFS library name = IFXC27, new Database name will be IFXC27Spi	XXXXXXSpi Where XXXXXX = current IFS library
Server	Name of the SQL Server where the IFSpi interface tables are located. Example: BECSQL	
Username	System user profile that runs the Vendor Import to SSIS. This user will only have Read/Write access to CPYMTHDR, CPYMTREQ, CPMBATST, CPYMTERR, CPYMTCNF, VNIMPORT and SSISVNDR tables.	SSISUSER
User Password	Set up a non-expiring password for the system user created above. For security reasons, do not enter the value on this worksheet.	

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SQL Server		
Setting Name	Description	Value
Payment Request Validation Routine	<p>This field should now be blank. If not blank, delete the information in this field.</p> <p><i>Note: This field only displays on the "Payment Request Settings" tab.</i></p>	



- ii) **Update the values for the "Payment Batch Status Settings" tab and the "Payment Confirmation Settings" tab. From Payment Batch Status Settings tab, access Action and select 'Copy from Payment Request Settings', repeat for 'Payment Confirmation Settings'.**
- 9) Verify the Payment Interfaces are working correctly.

In the steps below, you will use the Payment Batch created in the preparation steps to test the Payment Interfaces.

 - a) Submit the Payment Batch created in the preparation steps.
 - b) Enable and run the Payment Request Interface:
 - i) In **SSIS Admin**, select Tools / Interface Settings
 - ii) Select the "Payment Request Settings" tab
 - iii) Select "Enable Current Interface Job" on the Action Menu.
 - iv) Select "Run Current Interface Job" on the Action Menu.

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- c) Check the Interface Log:
 - i) In **SSIS Worker**, select Searches/Logs / Interface Log
 - ii) Search the Payment Interface Log using the following search criteria:
 - Date Range: Today
 - Interface Log Status: Leave blank
 - Interface Log Type: All Payment Interfaces
 - iii) Verify the Payment Interface Request ran successfully. If the log does not display an entry, go back to Step 8 and check your settings. Correct if necessary and repeat Step 9b. If there is still no log entry, contact the SSIS Help Desk.
- d) Enable and run the Payment Batch Status Interface:
 - i) In **SSIS Admin**, select Tools / Interface Settings
 - ii) Select the "Payment Batch Status Settings" tab
 - iii) Select "Enable Current Interface Job" on the Action Menu.
 - iv) Select "Run Current Interface Job" on the Action Menu.
 - v) **The default scheduler in IFSpi is set to run the validation routine every 15 minutes. You may have to wait for this interface to run.**
- e) Check the Interface Log:
 - i) In **SSIS Worker**, select Searches/Logs / Interface Log
 - ii) Search the Payment Interface Log using the following search criteria:
 - Date Range: Today
 - Interface Log Status: Leave blank
 - Interface Log Type: All Payment Interfaces
 - iii) Verify the Payment Interface Batch Status was successful. If Payment Batch Status Interface does not display an entry on the log, repeat Step 9d. If still no entry, contact the SSIS Help Desk.
- f) Verify the Payment Batch has the following values:
 - Batch Status: Submitted
 - Submission Status: Successful
- g) In **IFSpi**, process the batch and print the check.
- h) Enable and run the Payment Confirmation Interface:
 - i) In **SSIS Admin**, select Tools / Interface Settings
 - ii) Select the "Payment Confirmation Settings" tab
 - iii) Select "Enable Current Interface Job" on the Action menu.
 - iv) Select "Run Current Interface Job" on the Action menu.
- i) Check the Interface log:
 - i) In **SSIS Worker**, select Searches/Logs / Interface Log
 - ii) Search the Payment Interface Log using the following search criteria:
 - Date Range: Today
 - Interface Log Status: Leave blank
 - Interface Log Type: All Payment Interfaces
 - iii) Verify the interfaces ran successfully. If Payment Interface Confirmation does not display with a status of Successful, repeat Step 9h. If still no entry, contact the SSIS Help Desk.
- j) Verify the Payment Batch has the following values:
 - Batch Status: Paid

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- k) Verify the Payment Requests in the batch have been updated with the correct "Warrant/GL Number", "Warrant/ Eff. Date", and "Warrant/GL Amount".

This completes the update and test steps. You are ready to do the cleanup.

Cleanup

Complete steps 10 – 12 after the Update and Test, steps 6 – 9 are complete.

Refer to the Summary Checklist on page 1 for security functions needed to perform these steps.

In the cleanup steps you will cancel the warrant if test Payment Requests were used and notify SSIS that your conversion is complete.

10) Vendor

- a) In **IFSpi**, remove the "X" that was added to the vendor selected in step 7a. the record will update in SSIS the next time the Vendor Import process runs

11) Payment Requests

- a) If actual Payment Requests were used to test the Payment Interfaces, no cleanup is required.
- b) If test Payment Requests were used to test the Payment Interfaces, the warrant must be cancelled in both SSIS and IFSpi.

- i) In **SSIS Worker**, cancel the payments by selecting one of the test Payment Requests and select "Create Cancellation".

(1) Include a note in the "Remittance adv. desc. /reason" field indicating these payments were used to test the new interface to IFSpi.

Both Payments will display on the Cancellation screen and both will be cancelled when you click on the "OK" button.

- ii) In **IFSpi**, cancel the warrant created for the test batch.
- iii) Destroy the warrant.