Update Blank Unit Code

What you need to know:
a) This process is for updating the Unit Code for manually entered account numbers in Acct_Segment1.

PROCEDURE

1. Business Services will receive Cognos report with Account Number, Description & missing UT_Group_ID (Unit Code).
2. Business Services will go to GB1 screen in DEFINE to get unit code for account number.

Figure 1 – Example of Cognos Report sent monthly

	A	B	C	D	E
1			FAMIS Cognos 8 Rpt		
2	FAMIS Package	**Active Accounts with Blank Unit Codes**	iqtest.austin.utexas.edu		
3			Active Accounts with Blank Unit Codes		
4	ACCT_SEGMENT1	DESCRIPTION	UT_GROUP_ID	EFFECTIVE_DATE	EXPIRATION_DATE

3. Business Services will create a new spreadsheet with two columns, ACCT_SEGMENT1 and UT_GROUP_ID and email it to Information Management. This spreadsheet will be used to upload the information into FAMIS.

Figure 2 – Example of Spreadsheet to upload into FAMIS

UT_GROUP_ID_Update 7-7-09

	A	B
1	ACCT_SEGMENT1	UT_GROUP_ID
2		
3	1986312075	4500-001
4	1800230051	5103-000
5	3020608675	2120-000
6	1938102275	1640-600
7	3020549360	0400-000
8		

4. When the new spreadsheet is received, Information Management will have 7 days to update the information in the FAMIS database.
5. After completion, Business Services will receive confirmation email that the process has been completed.