



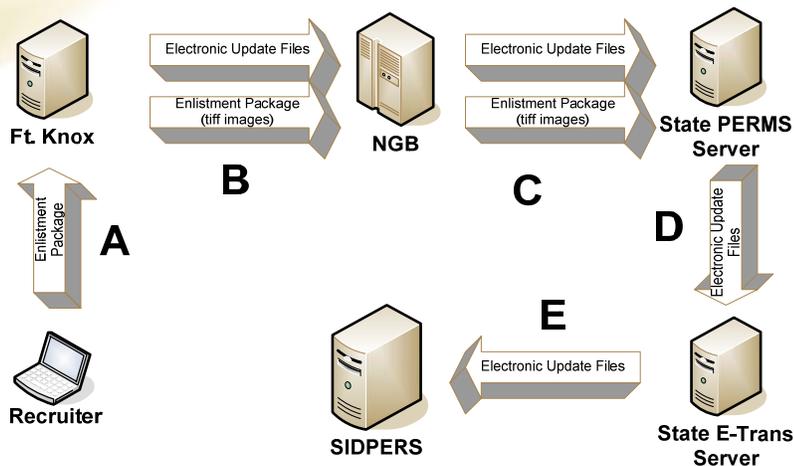
E-Trans Manager User's Guide

Background

E-Trans Manager helps analysts to track and manage electronic transactions that are entered into SIDPERS. An “Electronic Transaction” is the series of keystrokes that an analyst enters to apply a transaction to SIDPERS. A program and set of scripts on the SIDPERS system (upsimport.sh and sibupdate) reads in electronic transaction files and sends the keystrokes that are embedded in these files to the Oracle Forms transaction forms that an analyst uses. The E-Trans Manager system allows an analyst to avoid manually entering the transactions, while allowing Oracle Forms validations to occur on the transactions.

ARISS

ARISS generates electronic transaction files for all Prior Service Gains and Non-Prior Service Gains entered into the system. The following diagram illustrates how these documents are transferred from the ARISS system to a state.



- A** A recruiter enters the enlistment package. Data is transferred to the ARISS system at Ft. Knox.
- B** Ft. Knox generates an electronic transaction stream for NPSG and PSG transactions and transfers the data to NGB along with the TIFF images of the enlistment package.
- C** NGB splits out the electronic transaction files by state and transfers the files to each state's PERMS IQC Server. The TIFF images are put into the state's PERMS “Validation” queue.
- D** A SIDPERS Analyst imports the transaction files from the PERMS Server into E-Trans Manager using the “Import Tx Files” function.
- E** After QC of the transaction files, a SIDPERS Analyst recreates the electronic transaction files using the “Create Tx Files” function in E-Trans Manager. The files are moved to the SIDPERS system and the upsimport.sh script runs to process them into SIDPERS.

Processing Transactions in E-Trans Manager

Transactions in E-Trans Manager are tracked through several statuses:

Status	Description
Work In Progress	<p>The transaction has been brought in from ARISS and is waiting for processing (i.e., someone needs to look at it, validate it and create the SIDPERS Transaction file).</p> <p>These transactions appear on the “Work In Progress” screen.</p>
Held by User	<p>A user has viewed the transaction and has decided not to process it at this time.</p> <p>These transactions show on the “Work in Progress” screen.</p>
Ready to Send	<p>Transaction file is now ready to be sent to SIDPERS. NOTE: When you mark a transaction as “Ready to Send”, it queues the file up to be sent to SIDPERS but will not actually send it until you generate the electronic transaction file from the “Export Transactions” screen.</p> <p>These transactions appear in the “Export Transactions” screen.</p>
Sent to SIDPERS	<p>The transaction file was created to be sent to SIDPERS. You now need to check that the transaction made it through the process and was inputted into SIDPERS using the “Reconcile” function.</p> <p>These transactions appear on the “Transactions Sent” screen.</p>
Failed	<p>A transaction was sent to SIDPERS, but failed to reconcile against SIDPERS (i.e., it was not applied to SIDPERS). These transactions need to be researched to determine why they did not make it into SIDPERS.</p> <p>These transactions show on the “Transactions Sent” screen.</p>
Applied to SIDPERS	<p>The transaction was sent to SIDPERS and was successfully applied.</p> <p>These transactions no longer show on any of the screens unless the Search function is used.</p>
Removed Processing	<p>A user has removed the transaction and decided not to send it to SIDPERS.</p> <p>These transactions do not show on any of the screens unless the Search function is used.</p>
Resubmitted	<p>A transaction that a recruiter or analyst has changed and wants to resubmit.</p> <p>These transactions show up on the “Work In Progress” screen.</p>

Each transaction can also have a separate status for the “Packet Issues Manager”. This person is responsible for ensuring that enlistment packets that have issues are followed up on. You can flag a package as needing the attention of the package issue manager. When flagged as requiring follow up with the Package Issues Manager, a transaction can then either be held from processing into SIDPERS, or you can go ahead and push the transaction into SIDPERS, then follow up with fixes for it later.



Processing ARISS Transactions

As described in the *Background* section, ARISS transactions (NPSG and PSG) are sent to each state via the PERMS IQC Server. These transactions must be imported into E-Trans Manager using the “**Import Transaction Files**” screen. The “Browse” button locates the NPSG and PSG transaction files and uploads them to the server. The user sets the Status to “Held by User” to put the transactions on the “Work in Progress” screen, and clicks the “Import Transactions” button. The system will then show a count of the number of transactions that were imported from this file, and will put these transactions on the “Work In Progress” screen.

Once all the transactions are imported for the day, you can send an email notification out to interested parties with the “Send Transaction Arrival Report” button. This report lists all the soldiers and the types of transactions that were imported for the day. You can control who receives this report from the “Admin” page under the “Email Settings”. Make sure the “Enable Email Notifications” is turned on and the mail server is set to your exchange server.

From the “**Work In Progress**” screen, an analyst can click on a soldier’s name to bring up the “Transaction Information” screen, which displays the details behind the NPSG and PSG transactions. This screen provides a “Validate” function that checks the data, processing several business rules to ensure that the transaction will make it into SIDPERS correctly. It returns two types of errors – Warning and Critical. A “Warning” error requires user scrutiny, but will not result in the transaction being rejected by SIDPERS. A “Critical” error will be rejected by SIDPERS unless fixed and must therefore be corrected before sending it to SIDPERS. These errors are displayed in a list and the offending data elements are highlighted in red. By clicking on a specific error, the analyst can view the data element in question.

All codes in this screen that are linked to a reference table in SIDPERS show both the code and the value. Lists containing only a few items are displayed in combo boxes, while more lengthy lists can be queried by clicking on [*](#) to the right of the data element.

From the “**Transaction Information**” screen, an analyst can flag the transaction for follow up with the Packet Issues Manager, resend the transaction to SIDPERS, remove the transaction from processing, view an audit log of the changes made to the transaction, and enter comments or notes about the transaction.

If a transaction is flagged for follow up by the Packet Issues Manager, it will show up on the “**Packets with Issues**” screen. This screen allows you to assign individual personnel to follow up on a transaction. You can manage the list of personnel to assign packets to through the “Assignment Email Addresses” link. Once the assignments are made, you can send an email notification out to these individuals that includes the transaction information and any notes that were made on the transaction. Once the issue has been resolved, you can either send it back to the analyst for further review (if the transaction has not already been sent to SIDPERS), or simply mark the transaction as completed.

To send transactions to SIDPERS, use the **Export Transactions** screen. There are three fields at the top of this screen that must be configured from the “Admin” screen:

Transaction Originator Code This is the Transaction Originator code that will be sent to SIDPERS. This code shows in the transaction history table in SIDPERS to determine the source of the transaction. It defaults to “CMS”. It must be a valid Transaction Origination Code in SIDPERS.

Path of File Folder This is the path where electronic transaction files are created. It can be a share on your network, or can be a local directory on the web server. If the path is a share, then the user account must have full read/write permissions on the share.

NOTE: If the transactions do not get created and no error messages appear, then it may be necessary to give “Everyone” full control of that folder on the local box (not the share – the local folder permissions).

E-Mail Address This is the e-mail address to which the electronic update process will send a report from



SIDPERS. When the transactions are run through the electronic update scripts on the SIDPERS system, an e-mail will be sent to this address summarizing which transactions were processed.

Once the transaction files are generated, they must be moved to SIDPERS and processed by the upsimport.sh shell scripts. If you want E-Trans Manager to FTP the files automatically to the SIDPERS box, make sure your SIDPERS FTP information is filled in through the "Admin" page and check the "FTP Files to SIDPERS on Create Tx" check box.

After the transactions are processed, you can go to the "**Transactions Sent**" page. This page shows all transactions that have been sent to SIDPERS but that have not been "Reconciled" (i.e. checked against SIDPERS to ensure they made it in). The user can then select "Reconcile" and the system will attempt to determine which of the transactions on the screen actually were imported into SIDPERS. The reconciliation function looks for active records in SIDPERS for each of the NPSG and PSG transactions. If an active record is found, the transaction is marked as "Applied to SIDPERS" and is removed from this screen. Transactions that did not find a match are marked as "Failed" and remain on the screen until action is taken on them. The user can then either "Resubmit" the transaction, moving it back to the "Work in Progress" screen, or "Remove" the transaction, marking it as "Removed Processing" and taking it off of the screen.

Other Utilities

E-Trans Manager also includes other features:

Transactions Report This report can be used to view transactions and their status by Soldier, Effective, Date Status Changed, and current Status.

View SIDPERS Tx This screen allows the user to quickly view the SIDPERS Transaction History table for a soldier.

Admin This screen allows you to set the following options:

Transactions

- UPC to be used in export transaction file names – When the transaction file is generated, the value entered here will be part of the file name.
- Transaction Originator Code – the SIDPERS transaction originator code that will show for all transactions sent by E-Trans Manager. This defaults to “CMS” and must be a valid transaction originator code in SIDPERS.
- Path of File Folder – the location (on the web server) where the electronic transaction files will be generated.
- E-Mail Address – the email address that the upsimport.sh script will send a report to about whether the transactions went through or not.
- Create ATCH Transactions for all Non Prior Service Gains – set this option to “On” if you want to generate an ATCH transaction to attach the soldier to a different unit for every NPSG transaction. On the “Transaction Information” screen, an additional field will be added for the unit to attach the soldier to.

PERMS Links

- State PERMS Server Login Page – this is use to simply provide a hyperlink to log into your PERMS server from within E-Trans manager. This should be in a valid URL format.

Email Settings

- Enable Email Notifications – turns on or off the ability to send emails. Turn this off if you are getting errors sending email.
- Mail Server – the server name for your local Exchange server.
- Administer Email list for Packets Report – click the “Admin Email List” to add and remove emails from the list of people that get notified when a transaction is imported into E-Trans Manager.

FTP Files to SIDPERS

- FTP Host – IP or system name for your SIDPERS system.
- Directory to place electronic files – the location on your SIDPERS box where the upsimport.sh script will process the electronic transaction files (e.g. /sidpers/ups/upsin/ups2data).
- FTP Login – SIDPERS login use to connect to FTP.
- FTP Password – password for the FTP login.
- Test FTP Connection – this will test the FTP information by logging in to the FTP server and changing directory to the location specified.

Upload ARISS Data This allows you to import the ARISS variance report (sent out as a spreadsheet from NGB)



ARISS Variance Report

into E-Trans Manager so that you can track soldiers through the process. This allows you to view the variance report data that has been imported using the "Upload ARISS Data" page. E-Trans Manager will compare the ARISS variance report with the transactions that have come through E-Trans and provide you with the current status.

NGB Enlistment Criteria

This is the electronic version of the NGB Enlistment Criteria for viewing purposes.

Best Practices

The following are suggested practices for successfully implementing E-Trans Manager.

Organization	Responsibilities and Functions Performed
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Gains Section	<u>Responsibilities</u>
	<u>Functions Performed</u>

- Ensure the accuracy and timeliness of the NPSG and PSG transactions.

Functions Performed

- Import new NPSG/PSG Transactions into E-Trans Manager each morning. After importing the files, move them to an archive directory.
- Validate NPSG/PSG Transactions. When transaction appears correct, select the Resubmit button to save any changes and put them back in the “Transactions to Process” screen.

SIDPERS	<u>Responsibilities</u>
	<u>Functions Performed</u>

Responsibilities

- Overall quality assurance of all SIDPERS transactions.

Functions Performed

- Create electronic transaction files from the “Transactions to Process” screen. Select all transactions with an effective date prior to today and a status not equal to “Held by User”.
- Move all transactions from E-Trans output share to SIDPERS.
- Run reconciliation on the “Transactions Sent Page” after the transactions have been processed.

DPI	<u>Responsibilities</u>
	<u>Function Performed</u>

Responsibilities

- Ensure the electronic update scripts run on a regular basis.

Function Performed

- Run SIDPERS electronic update scripts or schedule them to run automatically.

J6	<u>Responsibilities</u>
	<u>Functions Performed</u>

Responsibilities

- Initial installation and configuration of E-Trans Manager software.
- Installation of upgrades and patches.
- Basic server maintenance and backup.
- Management of share for enlistment packets and folder on IQC Server that contains NPSG/PSG transactions.

Functions Performed

- Assign initial admin users (usually in the J1) to the application.
- Backup of application databases.
- Create/manage share for enlistment packages.
- Create/manage share for NPSG/PSG transactions.
- Apply OS patches.

J1	<u>Responsibilities</u>
	<u>Functions Performed</u>

Responsibilities

- Overall responsibility for Personnel.

Functions Performed

Recruiting & Retention

- Configure users in User Admin to have Access to E-Trans Manager.
- Responsibilities
- Provide the enlistment packages for the Gains section.

Functions Performed

- Coordinate with the Packet Issues Manager to follow up on packets that have issues.

Inter-organizational Agreements

Organizations	Question	Answer
J6 – J1	On what server will E-Trans Manager be installed?	
J6 – J1	How often will the application databases be backed up?	
J6 – J1	Who will be the J6 POC for issues regarding E-Trans Manager such as trouble shooting and installation of upgrades?	
J6 – J1	Who will be the J1 POC for service interruptions (i.e., the server needs to go down for maintenance)?	
J6 – J1	Who needs administrative access to the application in the J1 in order to add additional users to the applications?	
J6 – Gains Section – R&R	Where will the network share reside for R&R to download the enlistment packages?	
J6 – Gains Section – R&R	Who will need permissions to the share where the enlistment packages are placed?	
SIDPERS – DPI	When will the SIDPERS electronic update programs be run each day?	
SIDPERS – DPI	Where do the electronic transaction files need to be placed in order for them to be processed by the electronic update programs?	
SIDPERS – Gains Section	When will the electronic transaction files be created each day (i.e., when is the cutoff time for NPSG/PSG transactions to be completed)?	
J1 – SIDPERS – Gains Section - R&R	What users will need application rights to E-Trans Manager?	