

BATCH PROCESSING

BEST PRACTICE GUIDE

Batch job processes can be triggered throughout the day or on a monthly basis and there are a number of handy hints to support or improve the processes. Here are four points to make batch processing work at an optimal level:

1 CREATE A DATABASE BACK-UP FIRST

Always make a back-up of the paragon database prior to running a batch processing cycle, because if a process fails, or there is a critical error, there is always a clean data-point to restore to. In unusual circumstances (if the error persists after restoring the database) please contact Paragon Client Services.

2 ALWAYS REVERT TO A DATABASE BACK-UP IN THE EVENT OF A FAILURE

Immediately revert to a back-up of the database if a batch process fails. **Note:** Proceeding with a database associated with a failed batch job run could cause further problems that may not be immediately apparent, if a back-up is not immediately deployed.

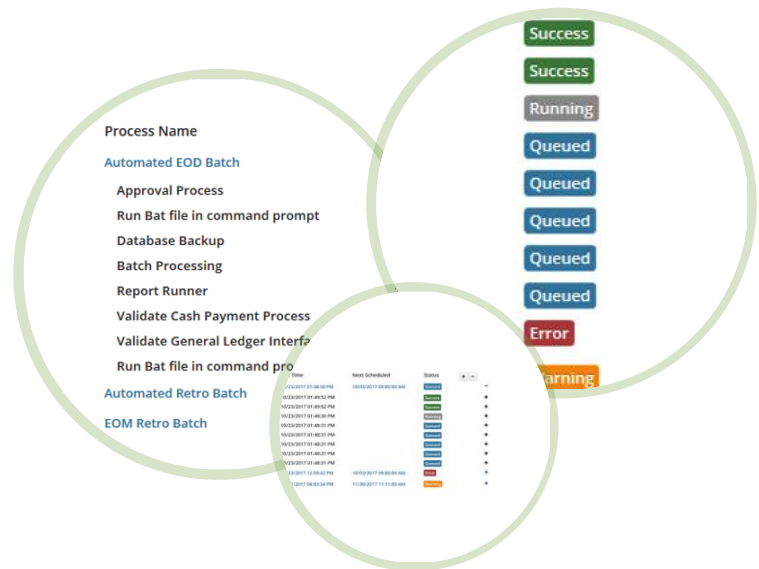
3 REVIEW THE BATCH OUTPUT FILE

The output file from every batch run highlights exceptions that may have occurred throughout the process. This file must always be assessed for errors after each batch run.

4 REVIEW THE BATCH OUTPUT FILE

It is essential to implement adequate controls and processes, which include defining who is permitted to run batch processes and when they are triggered. Internal rules are critical to ensure the accuracy and validity of calculations. For example, a common control is to provide a checklist to ensure all daily activities have been completed.

It is recommended that batches run once a day to finalize the work completed. The only exception would be when there is a need for a 'retro batch' - running a batch to post activities that occurs overnight, such as sweep accounts. Although it is possible to initiate partial batch runs on an ad-hoc basis, we recommend that batch processing be a consistent, repeatable activity.



Typical Automated Batch Sequence

CONCLUSION

Remember that you can enhance your batch processing by adding our Paragon Automation Module. While rigorous internal controls are good practice, the best way to run an efficient operation is to automate them entirely. This enables the construction of approval steps and processes to validate relevant daily tasks before a batch run commences.

An automated process achieves more than a regular batch run: it automatically generates a database back-up, run reports and automates many other manual tasks, particularly when closing out each accounting period.