# New Collection Agency Package

The following is to be completed by the user:

1. After receiving a new file from the collection agencies, place the password protected file in either the CMRE or RSI folders by navigating to: \\bi-exchstaging\BI_CommissionBills
    a. In the case of RSI, after extracting the Excel file from RSI's new security there is no password. The password needs to be added back to the worksheet before adding to the RSI folder.
    b. In Excel, hit the File Menu button, click Protect Workbook, and Encrypt with Password. The password needs to be the same password as provided by RSI.
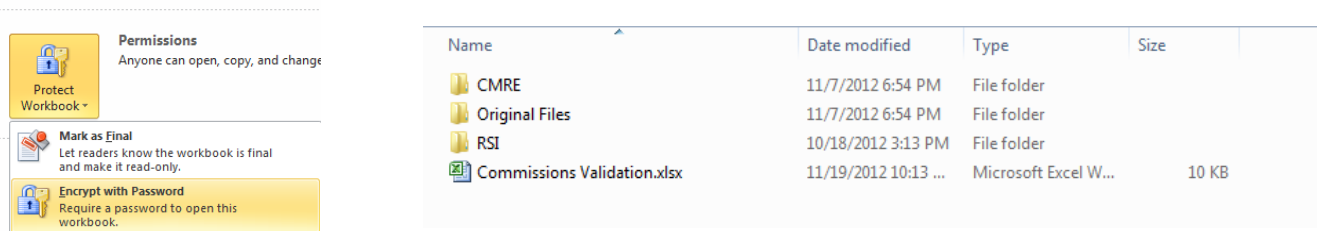
2. After placing the files into their respective folders, open the "*Commissions Validation.xlsx*" file.
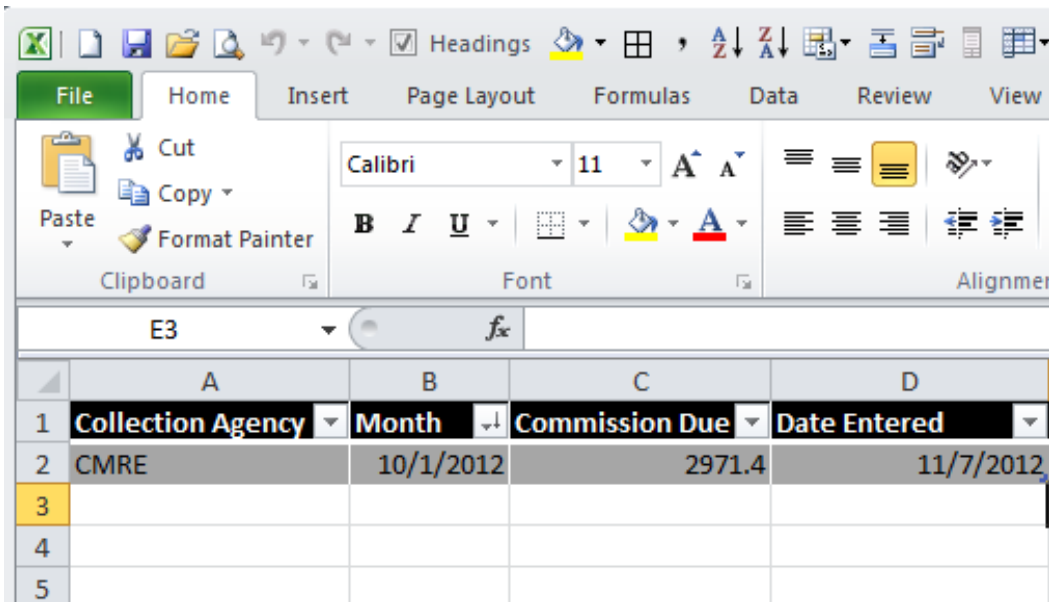
3. Enter the following information into the Excel worksheet:
    *   Collection Agency name from the drop-down menu
    *   The <u>First Day of the Month</u> for the billing period in the collection agency file
    *   Commission Amount Due (indicated in the collection agency file cover sheet)
    *   Date Information Entered from the drop-down menu

For example: if a CMRE file and RSI file are placed into their folders on the same day, create separate rows for both CMRE and RSI files in the "Commissions Validation" Excel file.

Note: The steps above all need to be completed on the same day.

When the next file(s) are received and put into their folders, remove the previously entered row(s) from the "Commissions Validation" Excel file and replace with the new bill information received.

The SSIS package entails the following steps and logic:

1. The package is set to run at 9pm daily on BI-EXCHSTAGING, if there are no new files, the package will quit.
2. After the user completes the steps above the following will be completed.
3. A create a job ID will be created in sequential order after the most recent job ID # in dbo.CollectionAgencyBillsValidation in BI-Ops on BI-Starschema
4. Checks for files in CMRE folder, if a file is found completes the following steps:
   a. Renames and saves original files into the "Original Files" folder located at: \\bi-exchstaging\BI_CommissionBills with the date entered and collection agency name
   b. Creates a copy of the file without password protection and renames it in the hidden "Upload File" folder
   c. Imports data and appends CMRE collection agency name to CollAgcy_Bills_Temp in BI-Ops on BI-Starschema
5. Checks for files in RSI folder, if a file is found completes the following steps:
   a. Renames and saves original files into the "Original Files" folder located at: \\bi-exchstaging\BI_CommissionBills with the date entered and collection agency name
   b. Creates a copy of the file without password protection and renames it in the hidden "Upload File" folder
   c. Imports data and appends RSI collection agency name to CollAgcy_Bills_Temp in BI-Ops on BI-Starschema
6. The Commissions Validation Excel spreadsheet is then uploaded to the CollectionAgencyBillsValidation.
7. The Sum of commissions due in the CollAgcy_Bills_Temp table for each collection agency is compared to the amounts in CollectionAgencyBillsValidation.
   a. If the amounts do not match, the package fails and Chris and Sam receive an email notification.
   b. If the amounts match, the information is inserted from CollAgcy_Bills_Temp to the CollAgcy_Bills table in Bi-Ops on BI-Starschema.
8. The files used for data upload to CollAgcy_Bill_Temp are then deleted because of PHI in the files.
   a. Note: Original files were saved in steps 4 & 5 with passwords.
9. Chris and Sam receive an email stating successful upload to table.
10. SSRS report is then kicked off to save the report file(s) in Excel format to \\bi-sp\ssrs_reports\CollectionAgencyBills to be included in email for finance.
11. Package pauses for 3 minutes to allow file generation and then emails will be sent to Derrick Hsu and Mylam Le in finance with Chris and Sam CC'd for confirmation and records.
12. On next package run, CollAgcy_Bills_Temp will be truncated to remove all existing records.