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Assure iOptimize

Assure iOptimize Job Accounting User Guide

Version 10.0

Notices

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Precisely
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Introduction

1

This manual is for use with Assure iOptimize version 10.0.01.00 and later.

About Job Accounting

Job accounting enables you to collect and analyze job accounting computer usage data including the following:

- Number of print files, lines, and pages created by programs
- Number of database read, write, and update operations
- Number of communications read and write operations
- Actual lines and pages printed
- Time the job was active and suspended
- Actual number of bytes of control information and print data sent to the printer

The data collected by job accounting is used to cross charge computer usage, including one-off and recurring charges, to user divisions within the organization. This charging process can be used to manage and control costs ensuring the best use of time and resources.

Assure iOptimize records job resource data at the job level, however job accounting can provide detailed information about resources such as database, printer, communications, or segments within a job. Job accounting can also provide information for printed output as well as active and suspended time information.

This manual describes how to set up and use the Job Accounting functionality in iOptimize.

- This chapter contains overview information as well as the following procedures that need to be completed before configuring job accounting:
  - Creating a journal receiver and the QACGJRN journal in QSYS (see "Set Up the QACGJRN Journal" on page 7).

– Set the type of data that is gathered (see "Set System Value QACGLVL" on page 8)

- Chapter 2, "Working with iOptimize Job Accounting" on page 9 contains information on configuring job accounting in iOptimize.
- Chapter 3, "Working with Job Accounting in the Assure UI portal" on page 38 contains information on monitoring job accounting in the Assure iOptimize portal application in the Assure Unified Interface.

Set Up the QACGJRN Journal

iOptimize **Main Menu—>Option 4 (Configuration)—>Option 1** (iOptimize **Controls)—> Option 3 (Work with Audit Monitors)**

The QACGJRN journal collects job accounting information for both job and print data. For job accounting, a journal receiver and the QACGJRN journal must be created, both in QSYS.

1. From the iOptimize Main Menu, enter option 4 (Configuration), then enter option 1 (iOptimize Controls) and option 3 (Work with Audit Monitors).

   The Work with Audit Monitors screen displays.

2. Enter 13 (Start Monitor) next to QACGJRN to start the iOptimize monitor. This job is IDDYNACG.

   NOTE

   If there is no QACGJRN record on the Work with Audit Monitors screen, then it must be defined from within the iOptimize portal application. See "Define QACGJRN to show in Work with Audit Monitors screen" on page 7.

3. Verify that the status for QACGJRN changes to *ACT or *ACT TIMW.

Define QACGJRN to show in Work with Audit Monitors screen

If the QACGJRN record does not appear in the Work with Audit Monitors screen, do the following procedure from the iOptimize portal application to define it to iOptimize.

1. From the portal application, select the iopt instance for the system.
2. From the Summary page, select the Processes and Tasks portlet.
3. Select Processes.

4. When three processes are displayed, enable the Job accounting processes by using the Actions drop-down button.
5. In your iOptimize 5250 session, navigate to the Work with Audit Monitors screen and verify that the QACGJRN is displayed.

Set System Value QACGLVL

In QACGLVL you set whether job accounting gathers job usage data, print data, or both.

1. Enter the following command;

   ```
   WRKSYSVAL QACGLVL
   ```

   The Work with System Values screen displays.
2. Enter option 2 (Change) for the value, QACGLVL.

   The Change System Value screen displays.
3. Set the Accounting options for the following:
   - *JOB–if job accounting is being performed for job usage data
   - *PRINT–if job accounting is being performed for print data

Working with iOptimize Job Accounting

2

This chapter describes how to set up and use the Job Accounting functionality in Assure iOptimize from a 5250 emulator.

Do the following to set up Job Accounting in iOptimize:

1. Access Job Accounting (see "Access Job Accounting" on page 10).
2. Create item codes for items that will be cross charged (see "Work with Items" on page 10).
3. Enter site address and contact information (see "Working with Sites" on page 16).
4. Set up the divisions within a site (see "Working with Divisions" on page 18).
5. Set up which items are charged to a division (see "Working with Charges" on page 20).
6. Set up profiles (see "Working with Profile Registrations" on page 23).
7. Assign account codes to a site and division (see "Working with Account Assignments" on page 26).
8. Set up account code for unassigned data, if desired (see "Setting up unassigned data for automatic assignment" on page 28).
9. Schedule and/or run the generation of cross charges (see "Working with Cross Charges" on page 30).
10. Resolve usage data profile or account errors (see "Working with Unassigned Data" on page 35).

See "Working with Job Accounting in the Assure UI portal" on page 38 for information on monitoring Job accounting in the Assure iOptimize portal application in the Assure Unified Interface and "Introduction" on page 6 for additional steps needed to set up Job accounting in iOptimize.

Access Job Accounting

iOptimize Main Menu—>Option 5 (Accounting code analysis)

Job accounting functionality is accessed from the iOptimize Accounting Code Analysis Menu. The options on this menu are used in conjunction with the Accounting metrics in the iOptimize portal application (see "Working with Job Accounting in the Assure UI portal" on page 38 for more information).

Work with Items

iOptimize Accounting Code Analysis Menu—>Option 2 (Work with Items)

You create item codes for items that will be cross charged in the Work with Items screen.

The screen contains the following:

Columns	Description
Item	The item code.
Type	The type of item.
Eff. Date	The date on which the item becomes effective.
Current Price	The price for the item, based on the effective date.
Description	A description of the item.
UoM	The unit of measure for the item.

The following actions are available:

Option	Description
1 (Create)	Create an item (see "Creating an Item" on page 11).
2 (Change)	Modify an existing item (see "Modifying an Item" on page 13).
4 (Delete)	Delete an item (see "Deleting an Item" on page 13).
5 (Display)	Display item information (see "Displaying Item Information" on page 12).

Option	Description
7 (Pricing)	Configure item pricing (see "Working with Item Pricing" on page 13).
8 (Discounts)	Configure item discounts (see "Working with Item Discounts" on page 15).

Creating an Item

1. On the Work with Items screen, enter option 1 (Create) on the first line to create an item, and enter the item name.
2. Enter the following:

Parameter	Description
Description	Enter a description of the item.
Definition	Displays the i Usage value sequence number.
i Usage	If *USAGE is entered in Type of Item, press F4 to select the IBM i utilization metric for which usage data is collected. • Disk Storage • Processing unit time used • Number of routing steps • Total transaction time • Number of transactions • Synchronous auxiliary I/O • Number of print lines • Number of printed pages • Number of printed files • Number of database write operations • Number of database read operations • Number of database update, delete, FEOF, etc • Number of communication write operations • Time job was active (milliseconds) • Time job was suspended (milliseconds) • Asynch I/O • Total number of print pages produced • Total print lines produced • Total number of bytes sent to printer
Type of item	Select the item type: • *ONE OFF–Items charged once to a particular Division (see "Working with Divisions" on page 18). • *RECUR–Items that could be charged repeatedly over a period of time (for example, maintenance charges). The period of time (duration) over which the charge is repeated is defined for each individual Division (see "Working with Divisions" on page 18). • *USAGE–Items that map to specific utilization metrics

Parameter	Description
Unit of Measure	One of the following: • If *USAGE is the Type of item, the default unit displays. This cannot be changed. • If *ONE OFF or *RECUR is the item type, this defaults to Each. **Note:** Do not change the Unit of Measure.
Price	Enter a price for the item. If a price change occurs, the new price can be entered using option 7 (see "Working with Item Pricing" on page 13).
Effective Date	Enter the date on which the price becomes effective.
Discount	Optionally, enter a discount amount for the item. If a change to the discount rate occurs, the new item discount must be entered using option 8 (see "Working with Item Discounts" on page 15). If you enter a Discount, you cannot enter a Percentage. **Note:** Negative discount amounts are treated as a surcharge, not a discount.
Percentage	Optionally, enter a percentage discount for the item. If a change to the percentage occurs, the new percentage discount must be entered using option 8 (see "Working with Item Discounts" on page 15). If you enter a Percentage, you cannot enter a Discount. **Note:** Negative discount amounts are treated as a surcharge, not a discount.
Effective Date	Enter the date on which the discount becomes effective.
Discount Text	Enter text to describe the discount on the surcharge report.

3. Press Enter.
4. After an item has been created, pricing and discounts can be configured. For more information, see:
   - "Working with Item Pricing" on page 13
   - "Working with Item Discounts" on page 15

Displaying Item Information

On the Work with Items screen, enter option 5 (Display) next to the item for which you want to display information (see "Creating an Item" on page 11 for information on the parameters on this screen).

Modifying an Item

On the Work with Items screen, enter option 2 (Change) next to the item for which you want to display information (see "Creating an Item" on page 11 for information on the parameters on this screen).

Deleting an Item

NOTE

You cannot delete an item that has been listed on a cross charge sheet.

1. On the Work with Items screen, enter option 4 (Delete) next to the item you want to delete.
2. In the screen that displays, press Enter to confirm the deletion.

Working with Item Pricing

iOptimize Accounting Code Analysis Menu—>Option 2 (Work with Items) —>Option 7 (Pricing)

The Work with Item Pricing screen is used to configure the price for an item.

The screen contains the following:

Column	Description
Effective	The date on which this price becomes effective.
Price	The price of the item.

NOTE

All items must have a currently effective price before cross charging can occur.

The following actions are available:

Option	Description
1 (Create)	Create a price for the item (see "Creating a Price for an Item" on page 14).
2 (Change)	Modify an existing item price (see "Modifying Item Pricing" on page 14).
4 (Delete)	Delete an item price (see "Deleting Item Pricing" on page 14).
5 (Display)	View information about an existing item price (see "Displaying Item Price Information" on page 14).

Creating a Price for an Item

1. On the Work with Item Pricing screen, enter option 1 (Create) on the first line to create an item, then enter the date on which the price is effective.
2. On the next Work with Item Pricing screen, enter the following:

Field	Description
Price	Enter the price for the item.
Effective Date	Enter the date on which the price takes effect.

3. Press Enter.

Displaying Item Price Information

On the Work with Item Pricing screen, enter option 5 (Display) next to the price for which you want to display information (see "Creating a Price for an Item" on page 14 for parameter information).

Modifying Item Pricing

1. On the Work with Item Pricing screen, enter option 2 (Change) next to the price for which you want to display information (see "Creating a Price for an Item" on page 14 for parameter information).
2. Modify the pricing information as required.

Deleting Item Pricing

1. On the Work with Item Pricing screen, enter option 4 (Delete) next to the price you want to delete.
2. In the screen that displays, press Enter to confirm the deletion.

Working with Item Discounts

iOptimize Accounting Code Analysis Menu—>Option 2 (Work with Items) —>Option 8 (Discounts)

Discounts can be configured for individual items on the Work with Item Pricing screen (see "Working with Divisions" on page 18 to set up discounts for a division).

The screen contains the following:

Column	Description
Effective	The date on which the price becomes effective for this item.
Discount/Percent	The discount amount or discount percentage for the item.
Description	A description of the discount.

The following actions are available:

Option	Description
1 (Create)	Create a price for the item (see "Creating a Discount" on page 15).
2 (Change)	Modify an existing item price (see "Modifying a Discount" on page 16).
4 (Delete)	Delete an item price (see "Deleting a Discount" on page 16).
5 (Display)	View information about an existing item price (see "Displaying Discount Information" on page 16).

Creating a Discount

1. On the Work with Discounts screen, enter option 1 (Create) on the first line to create a discount, then enter the date on which the discount is effective.
2. On the next Work with Discounts screen, enter the following:

Parameter	Description
Discount	Enter the discount amount for the item. If you enter a value in Discount you cannot enter a value in Percentage.
Percentage	Enter a percentage discount for the item. If you enter a value in Percentage, you cannot enter a value in Discount.

Parameter	Description
Effective Date	Enter the date on which the discount takes effect.
Description	Optionally, enter a description of the discount.

Displaying Discount Information

On the Work with Discounts screen, enter option 5 (Display) next to the discount for which you want to display discount information (see "Creating a Discount" on page 15 for parameter information).

Modifying a Discount

1. On the Work with Discounts screen, enter option 2 (Change) next to the discount you want to modify.
2. Modify the parameters as required (see "Creating a Discount" on page 15 for parameter information).

Deleting a Discount

1. On the Work with Discounts screen, enter option 4 (Delete) next to the discount you want to delete.
2. In the screen that displays, press Enter to confirm the deletion.

Working with Sites

iOptimize Accounting Code Analysis Menu—>Option 1 (Work with Sites/Divisions/Charges)

At least one site must be configured to enable job accounting. The Work with Sites screen is used to enter site address and contact information.

In addition, if multiple sites with the same divisions need to be configured (for example, each site has both a Finance and an IT division), a default site can be set up in the Work with Sites screen. Configuring a default site enables automatic configuration of divisions for each site. For example, if a default site with a Finance division and an IT division is set up, both the Finance and IT divisions are automatically added to any sites that are subsequently created (see "Creating a Site" on page 17 and "Creating a Division" on page 19 for more information).

NOTE

A division may exist at more than one site.

The screen contains the following:

Column	Description
Site	The name of the site.
Description	A description of the site.
No. of Divisions	The number of divisions configured for the site.

The following actions are available:

Option	Description
1 (Create)	Create a new site (see "Creating a Site" on page 17).
2 (Change)	Modify site information (see "Modifying a Site" on page 18).
4 (Delete)	Delete a site (see "Deleting a Site" on page 18).
5 (Display)	Display site information (see "Displaying Site Information" on page 18).
7 (Work with Divisions)	Create and maintain divisions (see "Working with Divisions" on page 18).

Creating a Site

1. On the Work with Sites screen, enter option 1 (Create) on the first line to create a site, then enter the name of the site. If you are creating a default site and divisions, enter *DEFAULT for the site name (see "Working with Sites" on page 16 for information on default sites and divisions).
2. On the next Work with Sites screen, optionally, enter the following.

Parameter	Description
Description	A description of the site.
Address	The site address.
Post/ZIP code	The post code or ZIP code for the site.
Manager/contact	The name of the person to contact at the site.
Telephone	The phone number for the site.
Email	The email address for the site.

Displaying Site Information

On the Work with Sites screen, enter option 5 (Display) to display information about the site (see "Creating a Site" on page 17 for parameter information).

Modifying a Site

1. On the Work with Sites screen, enter option 2 (Change) next to the site you want to modify.
2. Modify the site information as required (see "Creating a Site" on page 17 for parameter information).

Deleting a Site

NOTE

A site cannot be deleted if it has usage data attributed to it.

1. On the Work with Sites screen, enter option 4 (Delete) next to the site you want to delete.
2. In the screen that displays, press Enter to confirm the deletion.

Working with Divisions

iOptimize Accounting Code Analysis Menu—>Option 1 (Work with Sites/Divisions/Charges)—>Option 7 (Work with Divisions)

You can set up one or more divisions within a site. The Work with Divisions screen shows the existing divisions for a selected site.

In addition, if you need to configure multiple sites with the same divisions (for example, each site has both a Finance and an IT division), you can set up a default site in the Work with Sites screen. Configuring a default site enables you to set up divisions that are automatically created for each site. For example, if you set up a default site with a Finance division and an IT division, both the Finance and IT division are automatically added to any sites that are subsequently created (see "Creating a Site" on page 17 and "Creating a Division" on page 19 for more information).

NOTE

At least one division must be set up for each site. A division may exist at more than one site.

The screen contains the following:

Column	Description
Division	The name of the division.
Description	A description of the division.
Disc	Specifies if a discount amount or discount percentage is applied to the total value of the monthly cross charge for the division.
Charges	Specifies if there are any charges setup for the division.

The following actions are available:

Option	Description
1 (Create)	Create a new division (see "Creating a Division" on page 19).
2 (Change)	Modify a division (see "Modifying a Division" on page 20).
4 (Delete)	Delete a division (see "Deleting a Division" on page 20).
5 (Display)	Display information about a division (see "Displaying Division Information" on page 20).
7 (Charges)	Create and maintain charges for a division (see "Working with Charges" on page 20).

Creating a Division

1. On the Work with Divisions screen, enter option 1 (Create) on the first line to create a division, then enter the division name.
2. On the next Work with Divisions screen, enter the following:

Parameter	Description
Description	Enter a description for the division.
Manager/Contact	Enter the contact person for the division.
Telephone	Enter the telephone number for the division.
Email	Enter the email address for the division.

Parameter	Description
Discount amount	Optionally, enter the discount amount for the division. This discount is applied to the total value of the monthly cross charge. If you enter a value for Discount amount, you cannot enter a value for Discount percent, below.
Discount percent	Optionally, enter the discount percent for the division. The division discount is applied to the total value of the monthly cross charge. If you enter a value for Discount percent, you cannot enter a value for Discount amount, above.

Displaying Division Information

On the Work with Divisions screen, enter option 5 (Display) next to the division for which you want to display information (see "Creating a Division" on page 19 for parameter information).

Modifying a Division

1. On the Work with Divisions screen, enter option 2 (Change) next to the division you want to modify.
2. Modify the division, as required (see "Creating a Division" on page 19 for parameter information).

Deleting a Division

NOTE

A division cannot be deleted if it has usage data attributed to it.

1. Enter option 4 (Delete) next to the division you want to delete.
2. In the screen that displays, press Enter to confirm the deletion.

Working with Charges

iOptimize Accounting Code Analysis Menu—>Option 1 (Work with Sites/Divisions/Charges)—>Option 7 (Work with Divisions)—>Option 7 (Charges)

The Work with Charges screen is used to set up and maintain a list of the items charged to each division. The screen lists the items associated with the division. It is possible all items may not be charged to all divisions.

The screen contains the following:

Column	Description
Item	The items associated with the division.
Description	A description of the item.
The following additional fields are displayed when F11=Alt. View is pressed.	
Type	The type of item (see "Creating an Item" on page 11 for information).
Seq	The item sequence number which determines the position that the item charge appears on the Cross Charge Sheet.
Effective Date Range	The date range for which this charge is effective.
One Off Charge	The date on which the one off charge occurs.
Uncharged	The number of uncharged units that can be used for a *USAGE item before charging begins, the default is Zero.

The following actions are available:

Option	Description
1 (Create)	Create a new charge (see "Creating a Charge" on page 22).
2 (Change)	Modify an existing charge (see "Modifying a Charge" on page 22).
4 (Delete)	Delete a charge (see "Deleting a Charge" on page 23).
5 (Display)	Display a charge (see "Displaying Charge Information" on page 22).

Creating a Charge

You set up which items are charged to a division on the Work with Charges screen. The screen lists the items associated with the division.

1. On the Work with Divisions screen, enter option 1 (Create) on the first line to create a charge, then enter the name of the item to be charged. Press F4 for a list of configured items.
2. Enter the following, as required:

Field	Description
Sequence	The sequence number determines the position of the charge on the Cross Charge Sheet.
Uncharged Units	The level of units that can be used for a *USAGE item before charging begins, the default is Zero.
From Date	For *RECUR item types, the date on which this charge starts.
To Date	For *RECUR item types, the date on which this charge ends.
One off charge	For *ONE OFF item types, the date on which this item was last charged. This is set by iOptimize.
Repeat charge	For *ONE OFF item types, specify if the charge will be repeated again. This option is applicable only if the one off charge has already been made and it needs to be charged again.

Displaying Charge Information

On the Work with Charges screen, enter option 5 (Display) next to the item for which you want to display attributes (see "Creating a Charge" on page 22 for parameter information).

Modifying a Charge

1. In the Work with Charges screen, enter option 2 (Change) next to the charge you want to modify.
2. Modify the description as required (see "Creating a Charge" on page 22).

Deleting a Charge

1. On the Work with Charges screen, enter option 4 (Delete) next to a charge to delete it.
2. In the screen that displays, press Enter to confirm the deletion.

Working with Profile Registrations

iOptimize Accounting Code Analysis Menu—>Option 4 (Work with Profile Registration)

iOptimize automatically builds a database of user profile information, including any account code information. Profiles can be grouped by one or more categories for easier analysis.

The Work with Profile Registration screen contains the following:

Parameter	Description
Prf/Mask	The profile or mask.
Group	The group profile associated with the profile.
Domain	The domain for the profile.
App	The application for the profile.
Class	The profile class.
Storage (Gb)	The amount of storage, in gigabytes.
The following additional fields are displayed when F11=Alt. View is pressed.	
Owner	The owner of the mask.
Accounting Code	The accounting code for the mask.
The following additional fields are displayed when F11=Alt. View is pressed.	
Group1 through Group5	User-defined groups for the profile.

The following actions are available:

Option	Description
1 (Create)	Create a mask for profiles (see "Creating a Profile Mask" on page 24)
2 (Change)	Modify a profile/mask (see"Modifing a Profile/Mask" on page 25)
3 (Apply)	Apply a mask to a list of profiles (see "Appling a Mask" on page 25)
4 (Delete)	Delete a profile/mask (see "Deleting a Mask" on page 25)
5 (Display)	Display a profile/mask (see "Displaying a Profile/Mask" on page 25)
Pre-define IBM i user profiles	See "Accounting Code Control" on page 25
Locate mismatched user profiles	See "Locating Mismatched Account Codes" on page 26

Creating a Profile Mask

1. On the Work with Profile Registration screen, enter option 1 (Create) on the first row.
2. Enter the name of the mask.
3. In the screen that displays, enter the following:

Parameter	Description
Group	The group for the mask.
Domain	The domain for the mask.
Application	The application for the mask.
Accounting Code	The accounting code for the mask.
Group 1, 2, 3, 4, 5	Additional groups for the mask.

4. Press Enter when done to create the mask.

Modifing a Profile/Mask

1. On the Work with Profile Registration screen, enter option 2 (Change) next to a profile/mask to modify its parameters.
2. In the screen that displays, modify the parameters as required (see "Creating a Profile Mask" on page 24 for parameter descriptions).
3. Press Enter when you are finished making changes.

Appling a Mask

On the Work with Profile Registration screen, enter option 3 (Apply) next to the mask you want to apply. A message displays that describes the number of entries that were updated.

Deleting a Mask

1. On the Work with Profile Registration screen, enter option 4 (Delete) next to the mask you want to delete.
2. In the screen that displays, press Enter to confirm the deletion.

Displaying a Profile/Mask

On the Work with Profile Registration screen, enter option 5 (Display) next to a profile/mask to display the associated information (see "Creating a Profile Mask" on page 24 for parameter information).

Accounting Code Control

Organizations may pre-define their IBM i user profiles with accounting codes for grouping profile-related data together. The accounting code value for each profile is displayed in the Accounting Code column. However, iOptimize provides the option to use user-defined accounting codes so that data can be grouped in a different way.

NOTE

IDLODACG must be set to *USER in order for account codes to be defined and supplied by users.

1. To use Accounting code control, use SQL Select to verify that the IDLODACG parameter exists in file IDCTLMP:

```
ΣΕΛΕΧΤ  *  ΦΡΟΜ library-name/ I ΔΧΤΛΜΠ
   ωηερε  ΟΧΠΑΡΜ = ϶I ΔΛΟΔΑΧΓ϶
```

   – where *library-name* is the name of the iOptimize product library

2. Do one of the following:

   - If the parameter does exist, change the accounting code setting using the following SQL Update statement:

```
YΠΔATE library-name/ I ΔXTΛMΠ ΣET OXς AΛ = '*USERə
    ωηε ρε OXΠAPM =ə I ΔΛOΔAXΓə
```

     – where *library-name* is the name of the iOptimize product library

   - If the parameter does not exist, add it to IDCTLMP using SQLInsert:

```
I NΣEPT I NTO library-name/ I ΔXTΛMΠ ( OXΠAPM, OXς AΛ,
    OXΔEΣX, OXMOΔ, OXΣXOΠE, OXΔΦΓ, OXTΨΠE, OXΛEN)

ς AΛYEΣ( əI ΔΛOΔAXΓə, ə*YΣEPə, ⌉> ¯¯λρκθφκδ□ λαβ□σ⊥ι ρβ□θλ□
    δι σπλαψ⌉, əI Δə, əYə, ə*ΦPOMΠPΦə, əXHAPə, ⌉3⌉)
```

     – where library-name is the name of the iOptimize product library

   If the Accounting code control parameter is updated, the iOptimize subsystem will need to be ended and restarted to register the change.

Locating Mismatched Account Codes

You can locate i5/OS user profiles and account codes that are different from the user profiles and account codes in iOptimize.

NOTE

The i5/OS user profile and account code must match the user profile and account code in iOptimize.

1. On the Work with Profile Registration screen, press F17 (Filters).
2. Set Accounting Code to *DIFF, then press Enter.

Working with Account Assignments

iOptimize **Accounting Code Analysis Menu—>Option 3 (Work with Account Assignments**

The Work with Account Assignments screen lists account codes and the sites and divisions to which they are assigned. The account codes are either configured in Profile Registration (see "Working with Profile Registrations" on page 23) or can be added from the screen.

A Site and Division must be allocated to each account code. If the same account is linked to more than one Site/Division, a figure must be entered for the percentage of the Usage data that goes to the division.

The screen contains the following:

Column	Description
Accounting Code	The accounting code
Site	The site to which the accounting code is assigned.
Division	The division to which the accounting code is assigned.
% Alloc	The percentage of the Usage data that is allocated to the specified division.
The following additional fields are displayed when F11=Alt. View is pressed.	
Account Description	The description of the account.

The following actions are available:

Option	Description
1 (Create)	Create a new account assignment (see "Creating an Assignment" on page 27).
2 (Change)	Modifying an existing account assignment (see "Modifying Assignment Information" on page 28).
4 (Delete)	Deleting an account assignment (see "Deleting an Assignment" on page 28).
5 (Display)	Displaying account assignment information (see "Displaying Assignment Information" on page 28).

Creating an Assignment

NOTE

A Site and Division must be assigned to each account code.

1. On the Work with Account Assignment screen, enter option 1 (Create) on the first row, then enter the accounting code.
2. In the screen that displays, enter the following:

Field	Description
Description	A description of the accounting code.
Site	The site to which the accounting code is assigned.
Division	The division to which the accounting code is assigned.
Allocation	The percentage of the Usage data that is allocated to the specified division for charging purposes.

Displaying Assignment Information

On the Work with Account Assignment screen, enter option 5 (Display) next to the accounting code for which you want to display assignment information (see "Creating an Assignment" on page 27 for parameter information).

Modifying Assignment Information

1. On the Work with Account Assignment screen, enter option 2 (Change) next to the accounting code you want to modify.
2. In the screen that displays, modify the parameters as required (see "Creating an Assignment" on page 27 for parameter information).

Deleting an Assignment

NOTE

You can only delete assignments that are not in use.

1. On the Work with Account Assignment screen, enter option 4 (Delete) next to the assignment you want to delete.
2. In the screen that displays, press Enter to confirm the deletion.

Setting up unassigned data for automatic assignment

Unassigned data can stop a cross charge sheet from being generated or finalized until it is manually corrected using the Work with Unassigned Data screen. To avoid manual correction, iOptimize can be set up to automatically correct unassigned data. The following parameters are

included in the control file (IDCTLMP) to configure automatic assignment of unassigned data and can work in conjunction with each other, but do not have to be linked:

- DFTACG - The default accounting code for job related unassigned data.
- DFTSITE - The default site for unassigned data related to disk storage.
- DFTDIV - The default division for unassigned data related to disk storage.

The account code is set up using options 1, 2, and 3 from the iOptimize Accounting Code Analysis (IDACG) menu. After the account code is set up, it must be identified as the generic code for unassigned data by setting the DFTACG parameter. To configure the parameters for unassigned data, do the following:

Job related resources - To set up an account code for automatic assignment of unassigned job related resources, modify the DFTACG parameter to specify OCVAL='UNASSIGNED' where OCPARM='DFTACG'.

Disk storage related resources - To set up a site and division for automatic assignment of unassigned data related to disk storage, modify the DFTSITE and DFTDIV parameters to specify OCVAL='UNASSIGNED' where OCPARM='DFTSITE' and OCVAL='UNASSIGNED' where OCPARM='DFTDIV'.

Run the following SQL statements:

1. Use SQL Select to verify that the DFTACG parameter exists in file IDCTLMP:

   SELECT * FROM *LIBRARY-NAME*/IDCTLMP where OCPARM = 'DFTACG'

   – where LIBRARY-NAME is the name of the iOptimize product library

2. Do one of the following:

   - If the parameter does exist, change the accounting code setting (where 'UNASSIGNED' is the account code you have set-up for unassigned data) using the following SQL Update statement:

     UPDATE *LIBRARY-NAME*/IDCTLMP SET OCVAL = 'UNASSIGNED' where OCPARM ='DFTACG'

     – where *LIBRARY-NAME* is the name of the iOptimize product library

   - If the parameter does not exist, add it to IDCTLMP using SQLInsert:

INSERT INTO *LIBRARY-NAME*/IDCTLMP (OCPARM, OCVAL, OCDESC, OCMOD, OCSCOPE, OCDFT, OCTYPE, OCLEN) VALUES('DFTACG', 'UNASSIGNED', ‘Default Account Code for Unassigned Data', 'JT', 'U', ' ', 'CHAR', '10')

– where *LIBRARY-NAME* is the name of the iOptimize product library

NOTE

If the actual values for the default site and division do not exist they will be added when the first cross charge is generated. Ensure the resources being charged are added to the site and division specified using Work with sites/divisions/charges.

If disk storage is being charged and there are unassigned resources, an assignment entry will be automatically added to Work with Account Assignments.

When unassigned data is set up for automatic assignment, the Work with Unassigned Data option can still be used to reassign this data to appropriate account codes. See “Working with Unassigned Data” on page 35.

Working with Cross Charges

iOptimize Accounting Code Analysis Menu—>Option 11 (Work with Cross Charge Schedule)

You can schedule when cross charges are run. The default run date for each cross charge is the first day after the calendar month end . iOptimize monitors this schedule and automatically runs a cross charge on the run date.

The cross charge job runs in batch and creates logging messages which can be viewed using the iOptimize portal application in the Assure Unified Interface (see “Cross Charge Activity Log Metric” on page 41).

NOTE

The Generate Cross Charge command IDGENCC can be run by the job scheduler.

The screen contains the following:

Column	Description
Yr/Month	The year and month for which the cross charge is run.
From Date	The first date for which the generation of cross charges is calculated based on usage data.
To Date	The last date for which the generation of cross charges is calculated based on usage data.
Status	The status of the cross charge. • *Pending–The cross charge has not yet been run. • *Draft–The cross charge has been run but has not been finalized. Draft cross charges cannot be exported or used to build invoices. As long as the cross charge status is set to draft, the cross charges can be re-generated multiple times. • *Final–The cross charge has been finalized and all One Off charges are set as charged (they cannot be included on any future charge sheet).
Run Date	The date on which the cross charge is scheduled to run. The default run date is the first day after month end.
Information	Provides information related to cross charge processing.
The following additional fields are displayed when F11=Alt. View is pressed.	
Last Run Date	The date that the cross charges for a given month were last generated.
Link ID	The link ID of the last run.
Job	The IDGENCC job that ran the cross charges for the specified month.

The following actions are available:

Option	Description
1 (Create)	Create a new cross charge schedule (see "Creating a Scheduled Cross Charge" on page 33).
2 (Change)	Modify an existing schedule (see "Modifying a Cross Charge Run Date" on page 34).
4 (Delete)	Delete a Cross Charge Schedule (see "Deleting a Cross Charge Schedule" on page 34).
5 (Display)	Display a cross charge schedule (see "Displaying a Cross Charge Schedule" on page 34).
7 (Generate Cross Charge)	Manually generates the selected cross charge, which enables you to change the run type and finalize the charge data (see "Manually Generating a Cross Charge" on page 33).
9 (Unassigned)	Allows you to work with unassigned data for a specific period (see "Working with Unassigned Data" on page 35).

How Disk Usage is Calculated

The cross charge creates a charge for disk usage over the month based on the daily disk usage values collected by iOptimize. Disk usage values are collected for a given day if the iOptimize subsystem, the IDDIRCTL, and the IDDIRPRC jobs are active daily for at least an hour.

If they are not active, no disk utilization information is generated for that day and the previous day's value is used. If the disk utilization information is missing for the first day of the month, a zero value is used for that day. See the table below for an example.

Date	IDASSP2 Value	Value Used for Disk Charge Calculation
10/1	missing	0
10/2	missing	0
10/3	123	123
10/4	145	145
10/5	167	167

Date	IDASSP2 Value	Value Used for Disk Charge Calculation
10/6	missing	167
10/7	missing	167
10/8	300	300
10/9	missing	300
10/10	500	500

Creating a Scheduled Cross Charge

Creating a scheduled cross charge enables cross charges to run automatically (see "Manually Generating a Cross Charge" on page 33 to manually run a cross charge).

1. In the Work with Cross Charge Schedule screen, enter option 1 (Create) to schedule a cross charge, then enter the year and month in which the cross charge starts.
2. In the screen that displays, for Run date, enter the date on which the first cross charge runs. Subsequent runs are created automatically based on the system control value CCFREQ (which defaults to monthly).

Manually Generating a Cross Charge

Manually generating a cross charge does the following:

- enables charges to be re-calculated in draft mode throughout the month or at month end (for example, while prices or usage details and charges are optionally checked and verified).
- runs the process in Final mode which locks down the charges for a period and prevents further change.

1. To manually generate a cross charge, do one of the following:
   - On the Work with Cross Charge Schedule screen, enter option 7 (Generate Cross Charge) next to the cross charge you want to generate.
   - From a command line, enter the IDGENCC command. (This command can also be run from any scheduler.)

2. Enter the following:

Field	Description
Year	The year in which the cross charges occur. (Only available if the screen is accessed using the IDGENCC command.)
Month	The month in which the cross charges occur.
Run type	Specify whether to run a draft of cross charges or to finalize the cross charges for the specified time period: • *DRAFT–Runs the cross charge as a draft so that the charge data can be reviewed. • *FINAL–Finalizes the cross charges for the month, which protects the charge data and ensures that any One Off charges are set as charged and are not included on any future charge sheet. **Note:** It is recommended that the Final cross charge is performed as a manual process after the draft charges have been checked and verified.
Override unassigned	Specify whether to override unassigned data when finalizing a Cross Charge schedule for the specified time period. • *NO-Unassigned data is not overridden. • *YES-Unassigned data is overridden.

Displaying a Cross Charge Schedule

In the Work with Cross Charge Schedule screen, enter option 5 (Display) next to the cross charge that you want to view (see "Working with Cross Charges" on page 30 for parameter information).

Modifying a Cross Charge Run Date

1. On the Work with Cross Charge Schedule screen, enter option 2 (Change) next to the cross charge that you want to modify.
2. In the screen that displays, modify the run date parameters as required.

Deleting a Cross Charge Schedule

1. On the Work with Cross Charge Schedule screen, enter option 4 (Delete) next to the cross charge you want to delete.
2. In the screen that displays, press Enter to confirm the deletion.

Working with Unassigned Data

iOptimize Accounting Code Analysis Menu—>Option 10 (Work with Unassigned Data)

iOptimize Work with Cross Charge schedule—>Option 9 (Unassigned)

When a batch cross charge process runs, it first verifies all the data for a period. If there are any errors, the charging process is terminated and the errors must be corrected. Information with account code or profile problems are displayed on the Work with Unassigned Usage Data screen.

iOptimize provides an option to automatically allocate unassigned data to a general accounting code. For more information, see "Setting up unassigned data for automatic assignment" on page 28).

NOTE

The i5/OS user profile and account code must match the user profile and account code in iOptimize.

The screen contains the following:

Column	Description
Yr/Month	The year and month in which the error occurs.
User	The user name from QACGJRN.
Account	The original value for the account code on the job data. If the same user profile has entries for more than one account code, these appear as separate entries.
Error	Describes the error.

The following actions are available:

Option	Description
2 (Change)	Modify the unassigned data (see "Modifying Unassigned Data" on page 36). NOTE: This option is not available for cross charges with a run type of *FINAL.
5 (Display)	Display the unassigned data (see "Displaying Unassigned Data" on page 36).

Modifying Unassigned Data

1. On the Work with Unassigned Usage Data screen, enter option 2 (Change) next to the entry you want to change.
2. Depending upon the error, modify the following as required:

Field	Description
New Profile	The new profile for the data. If a new profile is entered, the default account for the new profile is automatically entered. Press F4 for a list of profiles.
New Account Code	The new account code for the data. Press F4 for a list of Account Codes.

Displaying Unassigned Data

On the Work with Unassigned Usage Data screen, enter option 5 (Display) next to the data for which you want to display more information.

Allocate Resources Precisely to a Period

Job resources are allocated based on the time when the journal entry is written to the accounting journal. In addition, the ACGMNIGHT and ACGDAYTIME parameters can be configured to precisely allocate resources to a day or month, or for charge sheets that need to be finalized before all jobs have completed. For example, if accurate day or month billing is important, these parameters can be used to force a job accounting segment to end at midnight. On the other hand, if all jobs being accounted for are ended due to a process such as a system IPL or an application that is ended for month end routines, forcing a job accounting period to end at midnight may not be necessary as those jobs will already be ended.

If resources need to be allocated precisely to a day or month, or if charge sheets need to be finalized before all jobs have completed, modify the ACGMNIGHT and ACGDAYTIME parameters. These parameters are included in the control file (IDCTLMP) and will force an accounting change just before midnight each day for all active non-system jobs. Modify the parameters as follows:

- ACGMNIGHT - Change OCVAL to 'Y' to have CHGACGCDE ACGCDE(*SAME) processed just before midnight for all active non-system jobs. The default for this parameter is 'N'. This parameter works in conjunction with parameter ACGDAYTIME to control when the CHGACGCDE process will start.
- ACGDAYTIME - Specify the time when the process to change active non-system jobs will start. The default for this parameter is '23:45'. This

parameter may need to be adjusted to have jobs changed as close to midnight as possible. This is the case if message IDI0243 is issued to QSYSOPR.

NOTE

If parameters ACGAPPMSGQ & ACGAPPMSGL contain a valid message queue, messages will go to that queue.

This process runs CHGACGJOB ACGCDE(*SAME) for all active non-system jobs. If the process does not complete before midnight, message IDI0243 will be issued to QSYSOPR and the ACGDAYTIME parameter may need to be adjusted to allow more time.

Messages for Unassigned Data

Messages are provided when there is unassigned data. To help ensure you are notified when there is unassigned data, adjust the following parameters:

- ACGAPPMSGQ - Change the value for this parameter to the application message queue that will receive messages regarding unassigned data. QSYSOPR can be used which is the default when no message queue is found. The default for this parameter is '*NOMSG'.
- ACGAPPMSGL - Specify the application message queue library. QSYS can be used which is the default when no message queue is found.

Working with Job Accounting in the Assure UI portal

3

This chapter describes how to use the Assure iOptimize portal application in the Assure Unified Interface (Assure UI portal) to display information about Job Accounting. In addition to viewing information about cross charge processing, the iOptimize portal application provides actions for enabling, starting, and stopping job accounting and the ability to re-run a cross charge sheet.

- Accessing Job Accounting information (see "Access Job Accounting Information" on page 38).
- Sending or viewing cross charge sheets created from the usage data (see "Cross Charge Schedule Metric" on page 39).
- Displaying a log of the events for each run of the cross charge generation process (see "Cross Charge Activity Log Metric" on page 41).
- Displaying information about individual jobs by date, account and job details (see "Job Data by Date with Print and Spool" on page 42).
- Displaying job data for each site and division (see "Job Data by Division" on page 44).
- Displaying the jobs that printed spooled output"Print Data by Date, Account, and User" on page 45
- Displaying summary job data by year, month, account, site, and division (see "Summary Job Data by Year, Month, and Account" on page 46).

Access Job Accounting Information

Job Accounting information in the Assure Unified Interface is contained in the Accounting type metrics. To access the Accounting metrics, select Accounting for Type in the All Metrics portlet.

Individual metrics are displayed by selecting the Details action for the metric. The metric displays in a separate metric window. Each metric

contains contextual information about the source of the metric's data Data is provided both in the following formats:

- Chart–Contains a graphical representation of the metric. Click the adjacent triangle to hide the chart.
- Data–Contains alphanumeric metric data. Click the adjacent triangle to hide the data.

See the following for additional information:

- "Work with Metrics" on page 39
- "Cross Charge Schedule Metric" on page 39
- "Cross Charge Activity Log Metric" on page 41
- "Job Data by Date with Print and Spool" on page 42
- "Job Data by Date with Transactions" on page 43
- "Job Data by Division" on page 44
- "Print Data by Date, Account, and User" on page 45
- "Summary Job Data by Year, Month, and Account" on page 46

Work with Metrics

Metrics have common actions available that include displaying the metric window, setting preferences and filters for displaying data within the metric, saving the metric, exporting the metric, and emailing the metric. Data specific actions, such as re-running a cross charge sheet, may also be available depending on their usefulness and the authority level of the user. For more information, see the *Assure iOptimize Portal Application User Guide*.

Cross Charge Schedule Metric

Use the Cross Charge Schedule metric to view the cross charge sheets created from the usage data and any one off and recurring charges.

To display the metric, select the Details action for the Cross Charge Schedule metric from the All Metrics portlet. By default, the first one hundred cross charge records display. To view more, click the Filters action and change the Maximum rows, then click OK.

NOTE

Summary information for the current month is not displayed until a cross charge generation process has been run for the month (see "Working with Cross Charges" on page 30 for information on generating cross charges).

The metric contains the following information.

Column	Description
Year/Month	The year and month of the cross charge.
Status	The status of the cross charge. • Pending–The cross charge has not yet been run. • Draft–The cross charge has been run but has not been finalized. Draft cross charges cannot be exported or used to build invoices. • Final–The cross charge has been finalized and all One-Off charges are set as charged (they cannot be included on any future charge sheet).
From Date	The first date for which the generation of cross charges is calculated based on usage data.
To Date	The last date for which the generation of cross charges is calculated based on usage data.
Scheduled	The date on which the cross charge is scheduled to run.
Run Date	The date on which the cross charge ran.
Unassigned	The number of resources for which there is data held but either no accounting code is assigned or the default accounting code is assigned.
Errors	The number of unassigned resources that are unassigned due to an error.

Actions for this metric include the following:

Action	Description
Run	Displays the Run Cross Charge Sheet dialog which is used to re-run a 'Pending' or 'Draft' cross charge sheet.
Cross-Charge Summary	Displays additional information about the selected cross charge.
Logging	Displays a log of events for that period that includes details for any errors.
Unassigned Summary	Displays summary of all unassigned resources by date, user profile, and accounting code.

Action	Description
Cross-Charge Summary	Displays additional information about the selected cross charge .
Logging	Displays a log of events for that period that includes details for any errors.
Unassigned Summary	Displays summary of all unassigned resources by date, user profile, and accounting code.

The Cross-Charge Summary data contains the following information:

Column	Description
Site	The site for which the cross charge occurred.
Division	The division for which the cross charge occurred.
Currency	The type of currency for the item charge.
Lines	The line number, by site and division, for the charge item.
Lines Total	The total value of all lines of cross-charged data.
Discount	The discount information for this item.
Total	The total (the Sub-total plus the Division Discount) for the site and division.
From Date	The first date for which the generation of cross charges is calculated based on usage data.
To Date	The last date for which the generation of cross charges is calculated based on usage data.
Year/Month	The year and month in which the cross charge occurred.

If any adjustments need to be made, these adjustments can be made and the cross charge generation process re-run, as long as cross charge status is Draft. Once the cross charge status has been set to Final, the cross charge cannot be changed (see "Manually Generating a Cross Charge" on page 33).

For more information, see the *Assure iOptimize Portal Application User Guide*.

Cross Charge Activity Log Metric

The Cross Charge Activity Log contains a log of the events for each run of the cross charge generation process. The log is shown in descending date/time sequence starting with the most recent log entry. Use this log to

check the outcome of every run of the cross charge generation process. To view this metric, select the Details action for the Cross Charge Activity Log metric from the All Metrics portlet.

If the cross charge activity log shows that a cross charge job ended abnormally, there will also be an earlier log message describing the problem. This may be a basic configuration problem. (For example, if a price has not been set for an item, an error occurs and no charges can be generated until all items have effective prices for the year/month of the cross charge.)

If errors occur then these must be corrected and then the cross charge must be re-run (see "Manually Generating a Cross Charge" on page 33).

When the cross charge activity log indicates a successful cross charge, the charges can be viewed in the Cross Charge Schedule metric (see "Cross Charge Schedule Metric" on page 39).

The metric contains the following information.

Column	Description
Date/Time	The date and time at which the cross charge occurred.
User	The user that ran the cross charge.
Message	A log of the events for each run of the cross charge generation process. The messages display in descending date/time sequence starting with the most recent log entry.

Job Data by Date with Print and Spool

You can show Print and Spool job data by date in the Job Data by Date with Print and Spool metric. Individual jobs are shown listed by date, account and job details.

The usage metrics for each job are collected and displayed based on entries in the QACGJRN journal. If the job created spool output, details of the number of spool files, lines in the report(s), and number of pages of output are also displayed.

To view this metric, select the Details action for the Job Data by Date with Print and Spool metric from the All Metric portlet.

The metric contains the following information.

Column	Description
Date	The date on which the job ran.
Account	The account code for the job.
Profile	The user profile.
Job No.	The number of the job.
Job Name	The name of the job.
Print Lines	The number of print lines created by the job.
Print Pages	The number of print pages created by the job.
Spool Files	The number of spool files created by the job.

Job Data by Date with Transactions

You can show transaction job data by date in the Job Data by Date with Transactions metric. Individual jobs are shown listed by date, account and job details.

The usage metrics for each job are collected and displayed based on entries in the QACGJRN journal. If the job created spool output, details of the number of spool files, lines in the report(s), and number of pages of output are also displayed.

To view this metric, select the Details action for the Job Data by Date with Transactions metric from the All Metrics portlet.

The metric contains the following information.

Column	Description
Date	The date on which the job ran.
Account	The account code for the job.
Profile	The user profile.
Job No.	The number of the job.
Job Name	The name of the job.
Processing	The time required to process the job (in milliseconds).

Column	Description
Aux I/O	The elapsed number of synchronous auxiliary storage I/O operations. This is the number of storage read and write operations the initial thread made during the measurement time interval.
Asynch I/O	The number of asynchronous I/O operations.
Writes	The number of database writes by the job.
Reads	The number of database reads by the job.
Updates	The number of database updates by the job.

Job Data by Division

The Job Data by Division metric displays job data for each site and division.

NOTE

Summary information for the current month is not displayed until a cross charge generation process has been run for the month (see "Working with Cross Charges" on page 30 for information on generating cross charges).

To view this metric, select the Details action for the Job Data by Division metric from the All Metrics portlet.

The metric contains the following information.

Column	Description
Site/Division	The site and division for which you are displaying job data.Click Account Details next to a site to display additional information.
Name	The description of the division.
Phone	The contact phone number for the site and division.
Email	The email contact for the site and division.

Select the Details action for an account to list the years and months for which the cross charge process has been run for the selected account.

Column	Description
Yr/Month	The years and months for which the cross charge process has been run.
Account	The account for which the cross charge process has been run.
Site	The site for which the cross charge process has been run.
Division	The division for which the cross charge process has been run.

Select a year and month to display either the print and spool job data or the transaction job data individual job entries that occurred during the selected month (see "Job Data by Date with Print and Spool" on page 42 and "Job Data by Date with Transactions" on page 43 for additional information).

Print Data by Date, Account, and User

The Print Data by Date, Account, and User metric displays the jobs that printed spooled output. The print jobs are listed by date, account, and job details. The print metrics are based on entries in the QACGJRN journal.

To view this metric, select the Details action for the Print Data by Date, Account, and User metric from the All Metrics portlet.

The metric contains the following information.

Column	Description
Date	The date of the print job.
Account	The account for the print job.
Profile	The profile for the print job.
Job Number	The job number of the print job.
Job Name	The name of the print job.
Device File	The device file associated with the print job.
File Library	The file library associated with the print job.
Device Name	The name of the device associated with the print job.
Device Type	The device type associated with the print job.
Pages	The total number of pages in the print job.

Column	Description
Spool	The spool file associated with the print job.
Form	The user-defined form type for the print job.
Bytes	The bytes of data in the print job.
ASP Name	The name of the ASP associated with the print job.

Summary Job Data by Year, Month, and Account

The Summary Job Data by Year, Month, and Account metric shows summary job data by year, month, account, site, and division. Data summarization occurs when the cross charge generation process is run. The generation process can be run in draft mode during the current month in order to produce interim usage summary data for management reporting. If run in draft mode, the generation process must be run again after the month end date to produce the actual cross charge for the month. Note that after month end, the generation process must only be run in Final mode.

NOTE

Summary information for the current month is not displayed until a cross charge generation process has been run for the month (see "Working with Cross Charges" on page 30 for information on generating cross charges).

To view this metric, select the Details action for the Summary Job Data by Year, Month, and Account metric from the All Metrics portlet.

The metric contains the following information.

Column	Description
Year	The year for the cross charge.
Month	The month for the cross charge.
Account	The account associated with the cross charge.
Site	The site associated with the cross charge.
Division	The division associated with the cross charge.
Processing Time	The processing time for the cross charge.
Routing Steps	The number of routing steps for the cross charge.

Column	Description
Total Transaction Time	The total transaction time for the cross charge.
Transactions	The number of transactions in the cross charge.
Synchronous Aux. I/O	The elapsed number of synchronous auxiliary storage I/O operations. This is the number of storage read and write operations the initial thread made during the measurement time interval.
Asynch I/O	The number of asynchronous I/O operations.