**Production Process: Manual update to BI Group Account Mapping File**

|  |  |  |
| --- | --- | --- |
| Step# | Steps to Follow | Responsibility |
| 1 | * Make a copy of the excel file available in the SP and append the file with <YYYYMMDD\_Version1.X> to the file name. Move the newly created file to the archive folder. * Update new mappings by ledgers (GAAP, STAT, and MLR) to the excel file for future reference. * Ensure Row # 1 to 4 : Update meaningful comments for reference * Ensure Row#5: No update required   < Production Folder structure yet to finalized>  <https://centralhub.cigna.com/project/epms13058/Expense%20Reporting/Design/Reporting/Functional%20Specs/Group%20Account/PROD%20GROUPACCOUNT%20FILE/file_group_acct_codes_ora.csv>   * Once the new Prime value/s is/ are defined in EBS PROD * Excel sheet is updated with corresponding changes. <finalize Color mark> * Raise a ticket and inform BI Prod Support Team < Message to finalize>   < Add BI Production support team to the existing EBS C OA Update distribution list> | Cigna BI Business Team |
| 2 | * Make a copy of the file (file\_group\_acct\_codes\_ora.csv) available in the SP and append the file with <YYYYMMDD\_Version1.X> to the file name. Move the newly created file to the archive folder. Do not update/temper to the contents * Do not temper /update excel file provided by business. Convert to .csv format   Ensure the following guidelines while uploading the file to BI server:   * Row # 1 to 4 : Meaningful comments for reference * Row#5: No update required * Double check the file name. It must match as “file\_group\_acct\_codes\_ora.csv”. BI server only accepts this file naming convention otherwise the next load will be failed. * Upload to SP < Production Folder structure yet to finalized>   <https://centralhub.cigna.com/project/epms13058/Expense%20Reporting/Design/Reporting/Functional%20Specs/Group%20Account/PROD%20GROUPACCOUNT%20FILE/file_group_acct_codes_ora.csv> | Cigna BI Production Support Team |
| 3 | Provide the updated group account mapping file SP link to BI ETL Prod team to ftp/upload in BI Prod server < distribution list yet to be finalized> | Cigna BI Production Support Team |
| 4 | FTP/Upload updated group account mappings file and confirm the loading status to BI Production support team < distribution list yet to be finalized> | Cigna BI Prod ETL/ODI Production Support Team |
| 5 | Run standard out of box BI GL reports to verify the new group account mappings. Reconcile the incremental load between Oracle and BI with the help of Cigna EBS Prod Support team.  **Reference:** Leveraged below approach during development and Rel 1 and 1A go-live.  <https://centralhub.cigna.com/project/epms13058/Expense%20Reporting/Design/Reporting/Functional%20Specs/Data%20Reconciliation%20Strategy/BI%20EM%20Data%20Recon%20Strategy%20v%201.4%20for%20Review.docx> | Cigna BI Production Support Team |
| 6 | Contact Cigna Production ETL team and/or raise SR with Oracle Support for issues | Cigna Production Support Team |