

STAR 2000™



STAR FINANCIALS GENERAL
ACCOUNTING REFERENCE GUIDE
Payroll/Human Resources Backup/
Recovery Processes Guide

Release 17.0
October 2011

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Preface

NOTE: The Payroll/Human Resources Backup/Recovery Processes option is a billable module. For information on how to obtain this feature, contact your McKesson Sales Center representative at 1-800-469-4262.

The *STAR Financials General Accounting Payroll/Human Resources Backup/Recovery Processes Guide* provides information about the Payroll Backup/Recovery Processes option. This option allows a facility to back up software and data to tape on demand and on a batch processing schedule. In case of system failure, these tapes can be used to restore the software and data to an alternate central processing unit (CPU) for payroll processing.

Users with appropriate security can process and print the payroll checks in a situation where the normal CPU used for processing is not available for use. If the user has access to a recovery or backup CPU, the tapes can be used to restore the payroll software and data on the recovery CPU so that processing of the checks can continue. After processing on the recovery CPU, the user can restore the payroll data onto the normal CPU.

This method of backup lessens the impact on other users by eliminating the need to use the Full System Backup to recover the payroll code and data necessary to process the payroll.

Documentation Conventions

Documentation for McKesson's STAR 2000™ line of products follows these conventions:

Revisions

Text revisions are indicated by a change bar in the left margin. Paragraphs that contain grammatical changes that do not affect content are not marked.

Canadian Documentation

This volume may include documentation for Canadian users of this product. Complete sections of Canadian text are identified by "CN" and "CN Only."

Key Names

Named keys, such as ENTER, SHIFT, CTRL, and ALT, appear in this document in uppercase (capital) letters. Symbol keys display according to the key name, followed by the symbol on the key in parentheses, such as hyphen (-) and asterisk (*).

Key Chords

Key chords are key entries that require you to hold down one or more keys (typically, CTRL, ALT, or SHIFT) before pressing another key. In this document, key chords display as the names of each key in the chord with a hyphen (-) between each (for example, CTRL-ALT-DEL). You should press the keys in the order indicated.

ENTER

ENTER is a key on a computer keyboard used to complete an entry on a STAR system. (This key may also be referred to as NEW LINE or NL in the STAR system.)

Data Entries

Letters or words you enter in response to the system display in **boldface** letters in this document. For example: Enter **Y** for Yes or **N** for No.

Selecting an Entry

This document often instructs you to "select an entry." The method you use to select an entry depends on whether you are using STAR from a terminal or IBM-compatible personal computer. Entry methods include:

- Entering the option number
- Using your arrow keys to highlight the option and pressing ENTER
- Clicking on the option using a mouse or other pointing device (PC only)

For more information about these options, see the *General Information Volume*.

Prompts

System prompts display at the bottom of many STAR screens when the system requests an entry or displays a message. Prompts display in this document italicized and indented from the rest of the text. For example:

Enter patient name--

Field Characteristics

STAR product documentation provides field explanation codes, in addition to a narrative description for each field on a screen. These codes display the maximum length of your entry in the field, the type of entry you make in the field, and whether the field is required. This information displays in the following format:

- DISPLAY ONLY for a field you cannot edit.
- For X-YY-Z field types, where:
 - X is the maximum number of characters permitted in the field:
 - P for a field length determined by a Parameter
 - T for a field length determined by a Table
 - U for a field having an Undefined length
 - YY is the type of entry technique permitted in the field:
 - A for Letters only
 - N for Numerals only
 - C for Characters (including punctuation)
 - AC for Letters and Punctuation only (no numbers)
 - NC for Numerals and Punctuation only (no letters)
 - AN for Numerals and Letters only (no punctuation)
 - Z is the requirement indicator of the field:
 - R if an entry is required to complete the function

NOTE: Facilities can designate that certain fields be Required. STAR product documentation does not display R for fields designated as Required by a facility.

 - O if an entry is Optional to complete the function
 - C if an entry is Conditionally required or optional
 - For YY-Z field types, where YY is:
 - TABLE LOOKUP for a field that enables you to select from a displayed table. See the *General Information Volume* for more information regarding this entry technique.
 - SPECIAL FORMAT for a field having data entry requirements not conforming to standard format. The field definition contains the specific data entry requirements for the field.
 - DATE for a field subject to the date entry conventions described in the *General Information Volume*.
 - TIME for a field subject to the time entry conventions described in the *General Information Volume*.

NOTE: For use of the Z position in this format, refer to the explanations for Z under X-YY-Z.

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Introduction

NOTE: The Payroll/Human Resources Backup/Recovery Processes option is a billable module. For information on how to obtain this feature, contact your McKesson Sales Center representative at 1-800-469-4262.

This guide provides information about setting up users and using the Payroll Backup/Recovery Processes functions.

Chapter 1: Overview

This chapter provides information about software requirements and considerations about hardware and software, network, and interfaces. It also includes information about Midnight Processing.

Chapter 2: User Functions

This chapter provides information about defining security for users and user information about the functions.

Chapter 1 - OVERVIEW

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SOFTWARE REQUIREMENTS

STAR Financials General Accounting Release 11.0 or later and MultiSTAR (MSE) 6.10 or later are required.

OVERVIEW OF FUNCTIONS

The following functions are available on the Payroll Backup/Recovery Processes screen:

- Backup Payroll Data for Single Entity to Tape

This function enables the user to back up payroll data for a single entity to tape.

- Backup Payroll Data for All Entities to Tape

This function enables the user to back up payroll data for all entities to tape.

- Backup Payroll Software from Live ID to Tape

This function enables the user to back up software from the Live ID to tape.

- Restore Payroll Data to Recovery CPU from Tape

This function enables the user to restore payroll data from tape to the recovery CPU.

- Restore Payroll Software to Recovery CPU from Tape

This function enables the user to restore payroll software from tape to the recovery CPU.

- Reassign Payroll Report Printers on Recovery CPU

This function enables the user to reassign printers for payroll reports on the recovery CPU.

- Restore Payroll Data on Live CPU from Backup Tape

This function enables the user to restore payroll data from the backup tape to the Live or normal processing CPU.

OVERVIEW OF PROCESS

The process for using the payroll backup/recovery functions is as follows:

1. Any time the payroll software is updated, through electronic software delivery (ESD) or a manual software transfer, your facility should use the Backup Payroll Software From Live ID to Tape option. This insures that you have the latest copy of the Payroll software running in your live ID. It is recommended that you run the Restore Payroll Software to Recovery CPU from Tape option on the Recovery CPU immediately following the backup so that your normal processing CPU and recovery CPU are synchronized with regards to the Payroll software.
2. During Payroll processing, a backup of the data for a single entity will still occur during the Prepare process for the entity being processed if the Bypass Prepare Tape Backup parameter under McKesson Tables, System Parameters is set to No.
3. Depending upon the amount of work done in each of the subsequent steps following Prepare (for instance, Load Timelines, Timecard Entry, Compute, Recompute), you may want to back up the payroll data using the Backup Payroll Data for Single Entity to Tape option. By doing this, if the system goes down and you need to run the payroll on the recovery CPU, manual rekeying is minimized. After using the Restore Payroll Data to Recovery CPU from Tape option, you will only have to repeat any input or changes performed since the last backup.
4. After the backup CPU is operational and all the required software and data (such as payroll programs, payroll data, SBC) have been loaded onto it, processing may begin on the recovery CPU. This may include rekeying any data input or changes made since the last payroll data backup was created. In order to save time during a crisis, it is recommended that any time the non-MUMPS software (such as MSE, SBC, Time and Attendance) is changed or backed up, the same changes should be made or restored to the recovery CPU. Then if you have a crisis, you would only need to restore the data and deal with any connectivity issues relating to networking, port setup, and so on.
5. Continue processing your payroll run on the recovery CPU. This will allow you to process and print checks or provide the direct deposit tape to the bank. It is suggested though that you quit processing the run after the checks have printed. If necessary, you may run the process all the way through Complete if you need to run another cycle type for this pay period.
6. Perform a backup of the payroll data on the recovery CPU after you have finished processing the payroll.
7. Once the normal processing CPU is back up and operational, select the Restore Payroll Data on Live CPU from Backup Tape option to restore the data on the most recent backup tape from the recovery CPU back into your live ID.

8. Once the data is restored and you have verified it for accuracy, you can continue with the next process if necessary.

CONSIDERATIONS

Hardware and Software

For the recovery process to function properly, both the normal processing CPU and the recovery CPU must be running similar hardware. In addition, the MSE software, application software, and operating system must all be on the same release.

Interface

The BSI parameters screen must be set up initially on the recovery CPU to point to the proper DNS name on the recovery CPU.

The Timeline, Deduction Interface, and FLEX Interface Port tables may need to be updated to reflect the proper ports, file paths, and other information pertaining to the recovery CPU.

Network

At least two WEM session definitions must be set up. One definition must point to the normal processing CPU, and the second definition must point to the recovery CPU. Ordinarily, the users will use the first definition that points to the normal processing CPU. In a crisis, however, they will already be set up to log into the recovery CPU if necessary.

MIDNIGHT PROCESSING

Midnight Processing does not run on the recovery CPU. G/L posting for any labor or accruals processed on the recovery CPU does not occur until the data is restored to the normal processing CPU and Midnight Processing runs. Because Midnight Processing is not running, automatic position inactivations do not occur. Any employees who are scheduled for inactivation during the time the payroll is processed on the recovery CPU must be inactivated manually.

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SECURITY LEVELS FOR USER ACCESS

User access to the Payroll Backup/Recovery Processes functions is set up in the Restore Privilege field on the Security screen under Employee Administration.

The settings for this field are as follows:

Setting	User Access
0 /blank	User has no access to the restore options.
1	User can restore data only.
2	User can restore software only.
3	User can restore both data and software.

For more information, see the *Payroll/Human Resources Tables, Masters, and Parameters Volume* of the *STAR Financials General Accounting Reference Guide*.

PAYROLL BACKUP/RECOVERY PROCESSES

To access the Payroll Backup functions, select the **Payroll Backup/Recovery Processes** function from the Processes menu. The following screen is displayed:

```

General Hospital Payroll Backup/Recovery Processes Processor
                                Fri Sep 07, 2007 10:13 am
Payroll Backup/Recovery Processes Input Options

      Option No.  Option
      -----
Tape      1      Backup Payroll Data for Single Entity to Tape
Functions 2      Backup Payroll Data for All Entities to Tape
          3      Backup Payroll Software from Live ID to Tape

Recovery   4      Restore Payroll Data to Recovery CPU from Tape
Functions 5      Restore Payroll Software to Recovery CPU from Tape
          6      Reassign Payroll Report Printers on Recovery CPU

Normal CPU 7      Restore Payroll Data on Live CPU from Backup Tape

Enter option number--

```

NOTE: If the Payroll Backup/Recovery Module has not been purchased and activated, the following message is displayed:

Error: Not Available!

Tape Functions

The Payroll Backup/Recovery Processes menu contains the following tape functions:

- Backup Payroll Data for Single Entity to Tape
- Backup Payroll Data for All Entities to Tape
- Backup Payroll Software from Live ID to Tape

These functions are described in the following subsections.

BACKUP PAYROLL DATA FOR SINGLE ENTITY

You can use this function to back up the payroll data for a single entity to tape or UNIX Host File.

The system uses the calendar year and pay period from the pay cycle master. When you select this function, the following prompt is displayed:

Enter entity code or '-' for list-- |

Enter the entity code, or enter a hyphen (-) and select from the list of entities.

After you enter an entity, the following prompt is displayed:

Enter pay cycle description(-) or pay cycle code--

Enter the first letters of a pay cycle description followed by a hyphen (-), or enter the pay cycle code.

A list of devices available for backup is displayed:

Page:01 (1) 4mm Uncompressed (2) DLT Uncompressed 35 GB (3) DLT Uncompressed 35 GB (4) 9-track default 1600 BPI Enter choice--	Available Tape Units (5) 4mm Compressed (6) DLT Compressed 70 GB (7) DLT Compressed 70 GB (8) 9-track default 6250 BPI next pg(/ or PG DN) Search(TAB)
--	--

NOTE: The Host File option, which enables you to back up to a UNIX host file, may be displayed on page 2 of the table look-up:

Page:02 (1) Host File Enter choice--	Available Tape Units previous pg(/P or PG UP)
--	---

Before backing up the data, the system checks to see if any process is currently updating the globals for any of the entity/pay cycle combinations to be included on the tape/UNIX File. If any processes are running, an error message is displayed specific to the entity and pay cycle and the backup process stops:

Entity-XX, pay cycle-XX is being updated by another process-Backup Aborting!

The system stores timecard entry (TCE) detail records on the backup tape/UNIX file for all cycle types for the current and previous pay period defined on the pay cycle master.

If you want to automatically back up the data before the Prepare process is run, make sure the Bypass Prepare Tape Backup parameter is set to **No**. The backup stores masters, user tables, McKesson tables, G/L data, employee masters, manual and void check data, and any other data necessary to run a payroll.

BACKUP PAYROLL DATA FOR ALL ENTITIES

You can use this function to back up the payroll data for all entities to tape or a UNIX Host File.

The system uses the calendar year and pay period from the pay cycle master.

Before backing up the data, the system checks to see if any process is currently updating the globals for any of the entity and pay cycle combinations to be included on the tape. If any processes are running, the following message is displayed and the backup process stops.

Entity-XX, pay cycle-XX is being updated by another process-Backup Aborting!

The system stores TCE detail records on the backup tape for all cycle types for the current and previous pay period defined on the pay cycle master.

BACKUP PAYROLL SOFTWARE FROM LIVE ID

You can use this function to back up the payroll software from the Live ID to tape.

When you select this option, the system uses a pre-defined profile to back up the appropriate software needed to run a payroll on an alternate CPU in case a catastrophe occurs. In addition, any custom programs, menus, forms, and so on are included on the tape.

USING THE UNIX HOST FILE OPTION FOR BACKUP

If you choose to back up your payroll by selecting the Host File option from the list of devices available, follow these steps.

After selecting **Host File** from the list of devices, the following prompt is displayed:

Enter full path to Host File [/hbo/payroll/pay-EC-PC-CT.bak]--

where EC is the entity code, PC is the pay cycle, and CT is the cycle type (for example, pay-01-B-R.bak).

You can press ENTER to accept the default file name or type a different full path and file name to override the default. Valid characters allowed are uppercase and lowercase letters, numbers, and the characters dash[-], underscore[_] and period[.].

If the parent directory does not exist or you do not have permission to write to the directory specified, the following error messages are displayed and the process stopped:

Error:Unable to open Host File!

Error:Missing or Invalid Host File Name...

If the file already exists, the following prompt and warning are displayed:

Overwrite it? (Y/N) [N]--

Warning! Host File "/hbo/tmp/pay-EC-PC-CT.bak" exists...

Choose from the following options:

N Press ENTER to accept the default of **N** and then enter a different UNIX host file name.

Y Enter **Y** to overwrite the existing UNIX host file.

Special Considerations

If you plan to use the Host File option for your payroll backup, consider the following:

- Your UNIX System Administrator must create a separate file system mounted on /hbo/payroll. Failure to do this could cause the /hbo file system to fill up and bring down your system.
- Your UNIX System Administrator must monitor the file system containing payroll backup on a regular basis to ensure that it does not run out of space. If it does, the Payroll backup is unsuccessful.
- Using the default naming convention causes the backup file system space requirements to increase initially. However, once a Prepare Process is run for every entity, pay cycle and cycle type combination, the disk space required grows much more slowly because the backups begin to be overwritten.
- You can use other naming conventions if you want, but you should carefully consider the impact on space requirements if you do. For example, you might consider using:

/hbo/payroll/pay-EC-PC-CT-CY-PP.bak

/hbo/payroll/pay-YYYYMMDDHHMM.bak

However, selecting one of these naming conventions causes the disk space requirements to grow continuously unless your UNIX system administrator regularly deletes old backup files.

- This option cannot be used for disaster recovery backups (flood, power outage, system breakdown) because the file is stored on the same CPU as STAR Payroll. Unless the file is subsequently uploaded elsewhere, the UNIX Host File backup is

useful only for recovering from processing problems (for example, the wrong timelines are uploaded and Update Master Files has already been run).

Recovery Functions

The Payroll Backup/Recovery Processes menu contains the following recovery functions:

- Restore Payroll Data to Recovery CPU from Tape
- Restore Payroll Software to Recovery CPU from Tape
- Reassign Payroll Report Printers on Recovery CPU

These functions are described in the following subsections.

RESTORE PAYROLL DATA TO RECOVERY CPU FROM TAPE

You use this function to restore payroll data from tape to the recovery CPU.

WARNING: Because all data is not stored to the backup tape (for instance, only TCE Detail for the last two pay periods processed is stored), you must select the proper recovery option when restoring data to the normal processing CPU. Failure to select the proper option could cause data to be lost in your Live ID.

NOTE: If you are going to restore more than one tape to the recovery CPU, you must restore the tapes consecutively without any processing in between on the recovery CPU to insure the integrity of the data. For example, if you backed up all entities the previous night and backed up a single entity at noon the following day, you would restore the All Entities backup tape first, followed immediately by the Single Entity backup tape. Problems with the G/L posting could occur if you do not follow this procedure.

If you try to access this function and do not have appropriate security, the system denies access and the following error message is displayed:

Error: You have no privileges to restore Payroll data!

For more information, see [SECURITY LEVELS FOR USER ACCESS](#) on 2-3.

If you select this option and have the proper security, the following warning is displayed:

```

W A R N I N G
Running this option in the LIVE ID of your normal processing CPU
will result in VERY SERIOUS data loss!

This option is intended to be run from a recovery CPU only! Before
restoring the data from tape, all payroll files will be deleted. Data
loss for past years data will result since only the essential data
required to run a payroll is stored on the PAYROLL BACKUP tape.

Do you still want to restore the data? (YES/N) [N]--

```

If you press ENTER or enter **N**, the system returns you to the Payroll Backup/Recovery menu.

If you enter **Y**, the system begins the restore process.

The system prompts you to enter a tape drive:

```

Page:01                      Available Tape Units
( 1) 4mm Cart. Array (compressed)      ( 5) 4mm Cart. Array (uncompressed)
( 2) CR-ROM Drive                      ( 6) Remote 8mm Drive on H0001
( 3) Lower 9-Track Tape Drive
( 4) Upper 9-Track Tape Drive

Enter choice--

```

Enter the tape drive you want. The following prompt is displayed:

Please mount first payroll backup tape. Enter 'READY' when mounted--

Enter **READY** when the first payroll backup tape is mounted. The following message is displayed:

This tape contains data for the following:

Entity	Pay Cycle	Cycle Type	Calendar Year	Pay Period
XX	XX	XX	9999	99

If information for multiple entities or pay cycles exists on the tape, then multiple lines of data are displayed.

If a pay cycle for any of the entities on the tape is currently running, the message *Currently Running!* is displayed to the right of the pay period and the system returns to the menu after displaying the following message:

Cannot restore payroll data while a pay cycle is running! (Press NL)

If none of the entity/pay cycle combinations on the tape is running, the following prompt is displayed:

Are you sure you want to restore? (Yes/N)--

Enter **Yes** to start the restore process.

When restoring to the recovery CPU, the system deletes the data in the ID before restoring the data. If multiple entities are on the tape, all data is deleted. If a single entity is on the tape, only the data related to that entity is deleted.

If you are restoring data to the recovery CPU, the following prompt is displayed near the end of the restore process:

Do you want to redirect PAYROLL reports to a new printer? (Y/N)[N]--

This option is provided in case the printers defined on the recovery CPU do not have the same names as the printers on the normal processing CPU.

If you enter **Y**, the following prompt is displayed:

Enter printer device to which to redirect reports or '-' to list--

Enter the printer device, or enter a hyphen (-) and select from the list.

The system changes the assigned printer for all reports in report maintenance starting with the letter H to the device you entered.

After you enter a valid printer, the following prompt is displayed:

Display changes on your screen as they occur? (Y/N)[N]--

This option affects the speed of the restore process. If you enter **N**, the process runs faster because the output does not display on the screen.

If you enter **Y**, a message is displayed specific to each changed report:

Report - XXXXXX changed FROM Printer;Copies - XXX;1
TO Printer;Copies - YYY;1

This message identifies the report name, old printer assigned, and new printer assigned.

After you respond to this prompt, the following prompt is displayed:

Do you want to redirect Check Print device to a new printer? (Y/N)[N]--

This enables you to change the printer assigned in the Check Code Master, which defines the printer for the payroll checks. If you enter **Y**, the following prompt is displayed:

Enter printer device to which to redirect checks or '-' to list--

Enter the printer or enter a hyphen (-) and select from the list. After you enter a valid printer, the following prompt is displayed:

Display changes on your screen as they occur? (Y/N)[N]--

This option affects the speed of the restore process. If you enter **N**, the process runs faster because the output does not display on the screen.

If you enter **Y**, a message is displayed specific to each check code master that is changed:

Entity - XX, Check Code Master - 99 changed FROM printer - YYY
TO printer - ZZZ

This message identifies the entity name, check code, old printer assigned, and new printer assigned.

If you did not reassign the printers during the restore process and later discover that you need to, you can accomplish this task through using the Reassign Payroll Report Printers on Recovery CPU function.

RESTORE PAYROLL SOFTWARE TO RECOVERY CPU FROM TAPE

You can use this function to restore payroll software to the recovery CPU from the tape.

If you try to access this function and do not have appropriate security, the system denies access and the following error message is displayed:

Error: You have no privileges to restore Payroll software!

For more information, see [SECURITY LEVELS FOR USER ACCESS](#) on 2-3.

When you access this function and have the proper security, the following screen is displayed:

```
General Hospital Restore Payroll Software to Recovery CPU from Tape Processor
                                Fri Sep 07, 2007 10:13 am

W A R N I N G
Running this option on your normal processing CPU will result in SERIOUS
software integrity problems!

This option is intended to be run on a recovery CPU only! Running this
option on your normal processing CPU has the potential to wipe out any
recent software moves to the current ID. If you are not executing this
option on a recovery CPU, please EXIT NOW!

Do you still want to restore the payroll software? (YES/N) [N]--
```

If you enter **N**, the system returns you to the Payroll Backup/Recovery menu. If you are on the recovery CPU, and you do want to restore the software, mount the software backup tape on the tape drive, and enter **YES**.

A screen similar to the following is displayed for entering a tape drive.

```
Page:01                                Available Tape Units
( 1) Mag Tape 7000
( 2) Mag Tape 7001 (Cartridge)
( 3) Mag Tape 7002 (Cartridge)
( 4) Mag Tape 7003 (Streamer)

Enter choice--
```

Enter the tape drive. Then the following prompt is displayed:

`S` for streamed (1023) or `P` for 255 record lengths (S/P) [S]--

Enter **S** to indicate that the tape is in streamed format. The following prompts are displayed:

Software will be loaded in ID (1)

Please enter the destination (merge) ID for this profile -- 2 |

This prompt indicates into which ID the software will be loaded and asks you for a destination (merge) ID. You must load the software into the live ID (usually ID 1) on

the recovery CPU. For the merge ID, enter 2. No software will actually be merged into ID 2, but you must enter a destination (merge) ID for the download process to continue.

After you enter the destination (merge) ID, the following screen is displayed:

```

General Hospital Restore Payroll Software to Recovery CPU from Tape Processor
                                Fri Sep 07, 2007 10:13 am
Current      ID      Profile      Audit/Merge ID      Description
(1)          HSFTTAPE          (2)          Payroll Full Recovery Software
                                Download a Travel Tape
Travel Tape created by H E on 09/06/07 1043 (tape #1)
General Hospital Financial ( -- ID 2)

Profile HSFTTAPE exists in this ID! Continue? (Y/N) [Y]--
You are in ID 1 (.). The existing profile will be deleted!

```

Enter **Y** to continue. The profile HSFTTAPE is on the payroll software backup tape on the recovery CPU, and the system restores it when downloading the tape.

After you enter **Y**, the following screen is displayed:

```

General Hospital Restore Payroll Software to Recovery CPU from Tape Processor
                                Fri Sep 07, 2007 10:13 am
Current      ID      Profile      Audit/Merge ID      Description
(1)          HSFTTAPE          (2)          Payroll Full Recovery Software
                                Download a Travel Tape
Travel Tape created by H E on 09/06/07 1043 (tape #1)
General Hospital Financial ( -- ID 2)
                                Download Options
( 1)Save Logs          : Replace
( 2)Kill Globals at Download: Yes
( 3)Download Help Text  : Yes
( 4)Download Prog Comments : Yes
( 5)Report Writer       : Download Application Only

Enter field number or '/' starting field number--

```

If the settings in the Download Options column are not already complete, fill them in as follows:

#	Options	Settings
1	Save Logs	Replace
2	Kill Globals at Download	Yes
3	Download Help Text	Yes
4	Download Prog Comments	Yes
5	Report Writer	Download Application Only

After you accept the defaults or enter missing information, accept the screen. The following screen is displayed:

```

General Hospital Restore Payroll Software to Recovery CPU from Tape Processor
                                Fri Sep 07, 2007 10:13 am
Current   ID   Profile           Audit/Merge ID   Description
(1)              HSFTTAPE             (2)           Payroll Full Recovery Software
                                Download a Travel Tape
Travel Tape created by H E on 09/06/07 1043 (tape #1)
General Hospital Financial ( -- ID 2)
Page:01                                Components Contained on this Tape    ##=Current Choices
( 1) Program                                (14) Pre-Processing
( 2) Global Documentation                    (15) Post-Processing
( 3) Data Dictionary
( 4) Horz Screen Library
( 5) Horz Screen
( 6) Form Library
( 7) Form
( 8) Menu Library
( 9) Menu
(10) Vert Screen
(11) Scrolling Screen
(12) Result Zblock
(13) Global

Enter choices (e.g. 1,7,5-9) or '--choices to remove--
                                end selection(NL)

```

Enter **1-13** at the prompt. (Pre-Processing and Post-Processing will already have been completed on your normal processing CPU.)

After you accept the screen, the system downloads the software on the tape to the destination ID.

After the software on the tape is downloaded, the following screen is displayed:


```

General Hospital Restore Payroll Software to Recovery CPU from Tape Processor
                                Fri Sep 07, 2007 10:13 am
Current      ID      Profile      Audit/Merge ID      Description
(1)          HSFTTAPE      (2)      Payroll Full Recovery Software

Download a Travel Tape

Action      Status of Tape #1
Saving Program      Complete
Saving Global Documentation      Complete
Saving Data Dictionary      Complete
Saving Horz Screen Library      Complete
Saving Horz Screen      Complete
Saving Form Library      Complete
Saving Form      Complete
Saving Menu Library      Complete
Saving Menu      Complete
Saving Vert Screen      Complete
Saving Scrolling Screen      Complete
Saving Result Zblock      Complete
Saving Global      Complete
Skipping Pre-Processing
Skipping Post-Processing

Run post processing in this ID (ID 1)? (Y/N) [N] --

```

Press ENTER or enter **N** because you do not want to run post processing on the recovery CPU. (Doing so could cause data corruption problems by running one-shot programs that have already been run.) The system then concludes the software download process and the Payroll Backup/Recovery Processes menu is displayed.

REASSIGN PAYROLL REPORT PRINTERS ON RECOVERY CPU

This option is provided in case the printers defined on the recovery CPU do not have the same names as the printers on the normal processing CPU.

When you select this function, the following prompt is displayed:

Do you want to redirect PAYROLL reports to a new printer? (Y/N)[N]--

If you enter **Y**, the following prompt is displayed:

Enter printer device to which to redirect reports or '-' to list--

Enter the printer device, or enter a hyphen (-) and select from the list.

The system changes the assigned printer for all reports in report maintenance starting with the letter H to the device you entered.

After you enter a valid printer, the following prompt is displayed:

Display changes on your screen as they occur? (Y/N)[N]--

This option affects the speed of the restore process. If you enter **N**, the process runs faster because the output does not display on the screen.

If you enter **Y**, a message is displayed specific to each changed report:

Report - XXXXXX changed FROM Printer;Copies - XXX;1
TO Printer;Copies - YYY;1

This message identifies the report name, old assigned printer, and new assigned printer.

Normal CPU

The Payroll Backup/Recovery Processes menu contains the following function involving the normal processing CPU:

- Restore Payroll Data on Live CPU from Backup Tape

RESTORE PAYROLL DATA ON LIVE CPU FROM BACKUP TAPE

If you try to access this function and do not have appropriate security, the system denies access and the following error message is displayed:

Error: You have no privileges to restore Payroll data!

For more information, see [SECURITY LEVELS FOR USER ACCESS](#) on 2-3.

If you select this function and have the proper security, the system prompts you to enter a tape drive and to mount the payroll backup tape.

The following screen is displayed for entering a tape drive.

```

Page:01                               Available Tape Units
( 1) 4mm Cart. Array (compressed)      ( 5) 4mm Cart. Array (uncompressed)
( 2) CR-ROM Drive                      ( 6) Remote 8mm Drive on H0001
( 3) Lower 9-Track Tape Drive
( 4) Upper 9-Track Tape Drive

Enter choice--

```

Enter the tape drive you want. The following prompt is displayed:

Please mount first payroll backup tape. Enter 'READY' when mounted--

Enter READY when the first payroll backup tape is mounted. The following message is displayed:

This tape contains data for the following:

<i>Entity</i>	<i>Pay Cycle</i>	<i>Cycle Type</i>	<i>Calendar Year</i>	<i>Pay Period</i>
XX	XX	XX	9999	99

If information for multiple entities or pay cycles exists on the tape, then multiple lines of data are displayed.

If a pay cycle for any of the entities on the tape is currently running, the message, *Currently Running!* is displayed to the right of the pay period and the system returns to the menu after the following message is displayed:

Cannot restore payroll data while a pay cycle is running! (Press NL)

If none of the entity/pay cycle combinations on the tape is running, the following prompt is displayed:

Are you sure you want to restore? (Yes/N)--

If you enter **Yes**, the system starts the restore process. When restoring to the normal processing CPU, the system deletes all employee master and demographic data on an individual basis based on the employees included on the tape before restoring it from the tape. All other data in the live ID is overlaid based on the data on the tape.

If you enter **N**, the system returns you to the Payroll Backup/Recovery menu.

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■ R e a d e r C o m m e n t F o r m ■

We value your suggestions for improving our documentation. Please use this form to evaluate the *Payroll/Human Resources Backup/Recovery Processes Guide* from *STAR Financials General Accounting* for Release 17.0.

Topic	Poor	Fair	Good	Excellent
Organization of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accuracy of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completeness of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount of overview information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there parts of this manual that could be made more helpful to you? Please explain.

Other Comments:

Thanks for your help in improving the documentation.

Your Name and Position

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Yes or No (circle one)

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