Coeus Feed Maintenance Instructions

What is a feed?
- A feed refers to specific information that is sent from Coeus to Advantage.

What information is fed from Coeus to Advantage?
- Coeus sends all information relating to the ORG2 and GDES/GDE2 screens in Advantage. The A1, RB, and EB budget documents need to be manually entered in Advantage.

Why feed maintenance?
- By maintaining the feed data, it ensures that all information is sent correctly and accurately to Advantage.

How the Activation-SPA performs the feed.
1. In Coeus, click Central Admin, Generate Master Data Feed
2. If the following message pops up:
   
   ! Sponsor information in Coeus has changed since the last feed of Sponsor table. Please generate a Sponsor Feed before generating the Master Data Feed. 
   
   ![Image of Coeus error message]

   3. Click OK
4. The following box will pop up:

   ![Image of Generate SAP feed window]

   5. Click Close
6. Click Central Admin, Generate Sponsor Feed
7. Ensure that Production is chosen under the Target Directory
8. Click Generate
9. Click Close once the Generate button is grayed out

**Skip steps 2 through 9 if message displayed from step 2 does not pop up.**

10. Click Central Admin, Generate Master Data Feed

11. Ensure that Production is chosen under the Target Directory
12. Click Generate Feed
13. The number of Records Fed and the number of Records Not Fed or in Error will appear under the Feed Details.
14. Click Close once the Generate Feed button is grayed out.
15. Click Central Admin, Feed Maintenance.

16. The most recent batch generated will appear at the top under Feed Maintenance (upper box), previous batches will be shown in descending order.
17. The transaction information within the highlighted batch will appear under **Details for batch**: (lower box)
18. Ensure the most recent batch generated is highlighted
19. Under **Details for batch**:, review the transactions, and ensure that each transaction has the **Status** of N/A or Fed
20. If an error is found under the **Status** column, the transaction line will be in **red**
21. Highlight the transaction line that has the error

![Feed Maintenance Screen](image)

22. The reason for the error will appear at the bottom of the screen
23. Review the error message
24. Write down the Award Number located to the right of the Transaction ID
25. Minimize the Feed Maintenance screen
26. Click the ![icon](image) or click Maintain, Awards
27. The Award Search box will pop up
28. Under the **Award No.** column, type the award number that was written down

![Award Search Screen](image)

29. Click Find
30. Ensure the correct award was found
31. Click edit
32. Make the necessary corrections, and click save
33. Close out of the award
34. Close out of the Award List
35. Maximize the Feed Maintenance screen
36. If necessary, re-highlight the transaction line that was in error within the proper batch
37. Click Edit, Mark Feed Resolved

38. Click Yes
39. Coeus will change the Status from Error to Resolved
40. Repeat steps 21 through 38, until all errors have been resolved
41. Click save
42. Close out of Feed Maintenance
43. When another feed has been performed, all resolved awards from the previous batch should now be properly fed