

AGPS BATCH ENCUMBRANCE PROCESS

TASKS TO BE PERFORMED FOR BATCH ENCUMBRANCE:

1. Review Batch Encumbrance Report (BO43A)
2. Make corrections to failed batch encumbrances.

Batch Encumbrance Facts

When the budget is loaded, all orders and contracts awaiting encumbrance will be processed in the nightly cycle. The next day, review the Batch Encumbrance Report (BO43A) to determine if any orders processed for the new year failed the batch encumbrance process.

The requirements for batch encumbrance is that the order status must equal 441 (Order Printed), and the year of the order must be equal the new year.

1. Review Batch Encumbrance Report (BO43A) for a list of orders. The batch encumbrance report will be generated daily until all failed encumbrances are corrected. This report displays the results of the each batch (nightly) cycle.

SYSTEM NAME : ISIS							RUN TIME : 00:05:48		
PROGRAM NO : BO43A							PAGE NO : 2		
FREQUENCY :							AS OF DATE: 08/20/97		
DISTRIBUTE TO: 107001 : OFFICE OF STATE PURCHASING									
PAYING ORDER AGENCY NUMBER	PASS/ FAIL	ACCT LINES/NO	ORDER AMOUNT	ERROR CODE	ERROR CODE INTERPRETATION	REQUISITION NUMBER	REQ AGENCY	ESTIMATED AMOUNT	
3629666	F	00	1900.00			1065669	326205	1900.00	
3629666	F	01	1900.00	A037E	INVALID REPT CAT				

2. If the order failed to batch encumber, access the OAMC (Order Amount Accounting Change) screen and make changes to correct coding.
3. The changes will automatically be processed in the next nightly cycle.