

# **CFMS - 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**

The requirements for a contract to run in the batch encumbrance are:

- the contract status must equal ENB (Encumber Batch) and;
- the FY on KENT equals the new fiscal year and;
- a KOFY record for the new fiscal year exists and;
- a KACG record for the new fiscal year at a status '1' exists.

When the budget is loaded, all contracts awaiting encumbrance will be processed in the nightly cycle. The next day, determine if any contracts processed for the new year failed the batch encumbrance process.

1. Inquire KAST (Contracts by Agency & Status Code) with your agency number and a status of 'ENF' (Encumbrance Failed) for a list of contracts.
2. Then access KACG (Contract Accounting Distribution) to review failure reason code(s) and correct coding. To correct coding, change the encumber status to '1'.
3. Then process contract encumbrance on-line by changing the KENT status to ENO (Encumber On-Line).