

SECTION B**April 2012 Rev**

Batch Header information, which fails to pass these edits, causes the entire batch to be marked in an error status. These Errors are corrected on the On Line process initiated from the IN.3 screen.

B01 - BATCH AGENCY INVALID

Explanation:

1. The agency code entered in the batch header is invalid. It must not be blank, and it must be an active agency found in the Statewide Agency Descriptor Table (D53);and
- 2.The agency Organization Control Table (TM.3.1) must be valid.

Suggestion:

1. Enter a valid agency code from the D53 Table in the transaction; or
2. Contact your agency OFM Accounting Consultant to update the Statewide Agency Descriptor Table (D53); and
3. Assure a valid Organization Control (TM.3.1) table exists for agency.

B02 - BATCH DATE INVALID

Explanation: The batch date must be numeric and in the following format YYMMDD.

Suggestion: Enter the correct batch date:

1. In the numeric format YYMMDD.
2. Equal to or prior to the current processing date.
3. Batch month must be in range of 01 to 12.
4. Batch day must be in range of 01 to 31 and must be a valid day for the month.
5. The entered date must be less than one year old

B03 - BATCH TYPE INVALID

Explanation: Batch type must be entered and be an alphanumeric value from 0-9 or A-Z (no special characters). Only valid batch types are allowed.

Suggestion:

1. Enter a valid batch type. Also, the following can **not** be used in position one: T, P, Q, W, Y, Z*. **EXAMPLE:** VALID: B4; INVALID: W4
2. Batch type 'X' can **not** be used in FM25.
 - * Used by agency 7000 only.
4. DSHS ONLY: Batch Type A* can not be added or deleted.

B04 - BATCH NO. INVALID

Explanation: Each Batch record must have a valid three-position batch number. A valid entry is '001' through '999' only.

Suggestion: Enter a correct batch number.

B05 - BIENNIUM INVALID

Explanation: The biennium year encoded in the batch header is neither the Current nor Prior Biennium in the System Management File. The SM record can be viewed on your OC Table (TM.3.1). The correct biennium date is the last two digits of the last year in the biennium.

Suggestion:

1. Enter the correct biennium year.
2. Biennium not open on Organization Control (TM.3.1) table.
3. Prior Biennium **not** open.
4. Must be numeric.

B06 - BATCH FISCAL MONTH INVALID

Explanation: The fiscal month in the batch header must be numeric and range from 01-25 or 99. The fiscal month must also equal a valid fiscal month as shown on the System Management record on the Organization Control Table (TM.3.1).

Suggestion:

1. Enter a valid fiscal month.
2. Fiscal Month not open on Organization Control (TM.3.1) table.
3. Prior Fiscal Year not open.
4. Not current Biennium.

B07 - BATCH AMOUNT ERROR

Explanation: The total of the transaction amounts in a given batch does not equal the batch amount keyed in the batch header.

Suggestion:

1. Change the batch header to the amount equal to the sum of the transactions keyed in;
2. Change transaction amount(s) so the sum of the transactions equals the batch header;
3. Delete a transaction in the batch;
4. Examine Daily Report DWP8002 for system computed amount; OR
5. Must be numeric.

B08 - BATCH COUNT ERROR

Explanation: The number of transactions in the batch does not equal the batch count contained in the batch header.

Suggestion:

1. Change the batch header so it equals the total number of transaction entered;
2. Delete a transaction in the batch;
3. Examine Daily Report DWP8002 for system computed count;
4. Contact AFRS HELP DESK for correct count; OR
5. Must be numeric.

B09 - BATCH DUE DATE INVALID

Explanation: The Batch Due-Date must be numeric and in the format: MMDDYY for the original entry. All of the following conditions must also be met:

- (A) Due-Date must be equal to or greater than current system date.
- (B) MM- Month must be from 1 - 12.
- (C) DD -Day must be from 1 - 31 and be a valid date for the month.
- (D) YY -Year must **not** be greater than current biennium year.
- (E) MMDD Day must **not** be greater than June 30 of current biennium year.
- (F) Due Date can not be less than Batch Date.

Suggestion: AFRS converts the format MMDDYY to the format YYMMDD at original entry. Enter the Batch Due Date YYMMDD for the correction entry.

B10 - BATCH SEQUENCE NUMBER INVALID

Explanation: Batch headers must have a five-position sequence number of all zeros. Each transaction input record must have a valid numeric five-position batch sequence number ranging from 00001 to 99999.

Suggestion:

1. Enter the batch sequence number.
2. It must be all zeros for the batch header.

B11 - DUP REC IND INVALID

Explanation: The one-digit duplicate record indicator must be entered and it must be Blank, 0 or 1.

Suggestion:

1. Enter a valid duplicate record indicator. Generally, the indicator should be blank and the System will add the duplicate indicator if it detects a duplicate.
2. A valid indicator is blank, 0 through 9 and A - Z.

B12 - DUPLICATE BATCHES

Explanation: Different batches may not have both the same batch ID number. Batch date, type, number and sequence number must be a unique combination.

Suggestion:

1. Enter a unique batch ID number; or
2. Delete the batch completely.

B13 – BATCH TYPE INVALID

Explanation: A Batch Type W is used by OFM for automated Warrant Wraps, Warrant Cancelation (WC) and Statute of Limitation automation (WS). These Batch Types may NOT be created by an Agency.

A batch type may restrict the change to the Valid Master Index.

Suggestion:

1. There should be no reason to add a W batch type; or
2. Deleting the batch type W* transaction will cause an incomplete accounting entry and the Inprocess will remain out of balance. Contact the OFM Help Desk with this problem.
3. DSHS ONLY. Can not add or delete a Cost Allocation Batch.
4. An error when attempting to change a valid MI will need the assistance of the OFM AFRS Helpdesk to delete and add the correct MI to a record.

B14 - BATCH TOTAL INVALID

Explanation: The batch exceeds \$100 Billion. AFRS can not handle this large an amount.

Suggestion: Delete or correct transactions to bring batch below \$100 Billion. Also, you can explore splitting the batch into valid batches; delete first batch before re-inputing.

B16 - BATCH KEY CANNOT BE CHANGED

Explanation: The correction initiated is an attempt to change the Batch Key of a batch in error status. This is NOT allowed. The Batch Key is the Batch Date, Batch Type and Batch Number.

Suggestion:

1. Correct error; or
2. Delete batch and start over.

B17 - BATCH TYPE CANNOT BE DELETED

Explanation: Certain batch types are not allowed to be deleted by users. This feature is to prevent users from accidentally deleting batch es that are used to complete posting of accounting transactions (e.g. WW batches).

Suggestion: Call the AFRS Helpdesk if batches are to be deleted. The AFRS Helpdesk will determine whether to delete or not.