

SECTION B**June 2022****Fatal Batch Errors**

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 online process initiated from the IN.3 screen.

B01 - BATCH AGENCY INVALID

Explanation: The agency code (input or posting) entered is invalid. It must not be blank, and it must be an active agency found in the Statewide Agency Descriptor Table (D53); and the agency must be found on the Organization Control Table (TM.3.1).

Suggestion: Do one of the following:

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

B02 - BATCH DATE INVALID

Explanation: The batch date must be numeric and meet the following criteria.

- In the numeric format YYYYMMDD and represent a valid date.
- Equal to or prior to the current processing date.
- The entered date must be less than one year old

Suggestion: Enter the correct batch date:

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.

- The following **cannot** be used in position 1: T, P, Q, W, Y, Z*.
EXAMPLE: VALID: B4; INVALID: W4 (* Used by agency 7000 only)
- Batch type 'X' **cannot** be used in FM 24 or FM 25.
- **DSHS ONLY:** Batch Type A* cannot be added or deleted by agency. Contact the OFM Helpdesk at HereToHelp@ofm.wa.gov.

Suggestion: Enter a valid batch type.

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:

1. Must be numeric
2. Must be an open Biennium.
3. If posting in FM 25, the Organization Control Table (TM.3.1) must have prior biennium open set to "Y".

Suggestion: Do one of the following:

- Enter the correct biennium year.

Verify the following is **not** true:

- Biennium not open on Organization Control (TM.3.1) table.

B06 - BATCH FISCAL MONTH INVALID

Explanation: The fiscal month must be numeric and range from 01-25 or 99. The fiscal month must also equal a open fiscal month as shown on the System Management record.

- For non-allotment transactions, Fiscal Month must be open on Organization Control Table (TM.3.1).
- For FM 99 transactions, Prior Fiscal Year must be open on the System Management record.

Suggestion: Enter a valid fiscal month on the batch header and transaction.

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. The total batch amount must be numeric.

Suggestion: Do one or more of the following:

- Change the batch header to the amount equal to the sum of the transactions keyed in.
- Change transaction amount(s) so the sum of the transactions equals the batch header.
- Delete or add a transaction in the batch to get the amounts to match.
- Examine Daily Report DWP8002 for system computed amount.

B08 - BATCH COUNT ERROR

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

Suggestion: Do one or more of the following:

- Change the batch header so it equals the total number of transaction entered.
- Delete or add a transaction in the batch.
- Examine Daily Report DWP8002 for system computed count.

B09 - BATCH DUE DATE INVALID

Explanation: The Batch Due Date, if entered, must be numeric and in the format: MMDDYY. All of the following conditions must also be met:

1. In the numeric format MMDDYY and represent a valid date.
2. Due Date must be equal to or greater than current system date.
3. Due Date must be in the current biennium.
4. Due Date **cannot** be less than Batch Date.

Suggestion: Leave the due date blank and AFRS will assume current date or enter a valid date in format MMDDYY.

B10 – BATCH SEQUENCE NO. INVALID

Explanation: The sequence number must be numeric when sending data to AFRS through the batch interface process.

Suggestion: Correct the invalid sequence numbers and resubmit.

B11 - DUP REC IND INVALID

Explanation: The one-digit duplicate record indicator must be entered as Blank.

Suggestion: Make sure the indicator is blank.

B12 – DUPLICATE BATCHES

Explanation: The Batch Header must be unique. The Batch Header is verified to see if it has already been used or is sitting on the IN.3-BATCH HEADER SUMMARY screen ready to be processed.

Suggestion: Enter a new Batch Header and resubmit to AFRS.

B13 – FUNCTION WITH BATCH/TRANSACTION TYPE INVALID

Explanation: When doing a function of an A (add), C (change), or D (delete) some Batch Types or Transaction Types are not allowed with these functions. Batch Types such as: Payroll Batches, Allotment Batches, and certain Cost Allocation batches. Transaction Types: “B”.

Suggestion: Do one of the following:

- Make sure that the batch type does not begin with a “P”
- Make sure that the batch type is not a “TA” or “QT”
- DSHS or HCA will need to make sure that the CAFT switch is not set to “F” for that particular batch type.
- Make sure that the transaction type is not a “B” if you are trying to delete a transaction or batch.
- Contact the OFM Helpdesk if you have questions or need assistance at HereToHelp@ofm.wa.gov.

B14 - BATCH TOTAL INVALID

Explanation: The batch exceeds \$100 Billion. AFRS cannot handle this large an amount and Will only allow 11 digits before the decimal.

Suggestion: Do one of the following:

- Delete or correct transactions to bring batch below \$100 Billion, 11 digits or less before the decimal.
- Split the batch into smaller valid batches, be sure to delete the first batch before re-inputting.

B15 - TRANSACTION TYPE NOT ALLOWED

Explanation: Batches with certain Transaction Types are not allowed to be added, changed or deleted within the batch on the IN.4 screen. The Transaction Types that cannot be updated are:

- G = Automated Warrant Cancellation
- H = Automated SOL Cancellation
- B = Warrants in Process
- **Suggestion:** Make sure that the batch is a **not** a transaction type of G, H or B. Contact the OFM Helpdesk if you have questions or need assistance at HereToHelp@ofm.wa.gov.

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: Do the following:

- Correct error; or

- Delete batch and start over.

B17 - BATCH OR TRANSACTION TYPE CANNOT BE DELETED

Explanation: Certain batch types and transaction types are not allowed to be deleted by users. This feature is to prevent users from accidentally deleting certain batch types or transaction types.

Suggestion: Contact the OFM Helpdesk if you have questions or need assistance at HereToHelp@ofm.wa.gov. The OFM System Analysts will determine whether to delete or not.