

2016-2017

Order Liquidation/Re-Encumber Process

Scheduling the BM3209J (Order Liquidation/Re-Encumber Process) allows colleges to "mass" liquidate and optionally re-encumber purchase orders by fund or fund type. The process can also accommodate the liquidation and optional re-encumbrance of a single purchase order.

BM3007 - Order Liquidation/Re-Encumber Selection Screen

The selection screen is used to identify the purchase order(s) to be liquidated and optionally re-encumbered. The data entered on BM3007 creates a work file that BM3209J (Liquidate/Re-encumber Process) uses to actually liquidate the purchase orders and optionally re-encumber them. An example of this would be if you wanted to liquidate all purchase orders that are Treasury funds, you would enter the fund type "1" and all purchase orders with the qualifying fund type would be liquidated. You can also liquidate individual purchase orders or by Fund. The created work file remains intact and can be changed any time **prior** to the running of job number BM3209J.

BM3209J - Liquidate/Re-Encumber Process

Job BM3209J reads the data in the work file created by BM3007, extracts the qualified purchase order(s) from the encumbrance/liquidation subsidiary ledger and creates transactions to be included in FMS. BM3209J can be scheduled with a trial option (no update occurs) or a final option. This job produces a report (BM3209) displaying the purchase orders that will be liquidated and optionally re-encumbered.

Note:

BM3209J needs to be run prior to "dailies" (FG001D) to include the transactions in that day's processing. The following day you will have a batch with the batch identifier of "30" that will need to be manually released. Please make sure you are accessing the correct fiscal year when trying to access the batch.

Use the information in the table below to schedule BM3209J (Liquidate/Re-Encumber Process)

BM3209-BTCH-DATE	The date (YYMMDD) to be assigned to the batch number. Defaults to the scheduled run date.
BM3209-ENC-PER	The year/month (YYMM) in which to record purchase order Re-encumbrances: 1707
BM3209-FINAL	Trial or Final run option. N = Trial run, no update (Default) Y = Final run
BM3209-LIQ-PER	The year/month (YYMM) in which to record purchase order liquidations: 1706

If you have any questions or concerns, please contact Customer Support at (425) 803-9721 or email at support@sbctc.edu .