Scheduled Batch Processes

Common Georgia*FIRST* business processes are scheduled to run automatically in batch jobs each weekday. The purpose of running automatic batch jobs is to save users from having to run individual processes each time they enter a transaction. For example, if you enter several vouchers throughout the day, instead of processing each voucher by running Matching, Budget Check, Doc Tolerance, and Voucher Post, you can wait for these processes to run automatically at 10:00 AM, 3:00 PM and 6:00 PM each weekday, thereby saving time and server space.

Scheduled batch jobs and individual processes included in each batch are listed in the following table.

Job Name:	BOR9DLY	
Description:	**BOR DAILY Batch Processes**	
Run Times:	**Weekdays at 6:00 PM**	
	1	Commitment Control Security	Commitment Control
	2	Sync KK and Project Definition	Commitment Control
	3	PS/FS Combo Edit Build	General Ledger
	4	**Expense Transaction Processing** Post Payments Advance Reconciliation Update Paid Status Cancel Payments	Travel & Expenses
	5	Employee Payment Notification	Travel & Expenses
	6	Employee Overdue Advances Notification	Travel & Expenses
	7	Requisition Budget Check	ePro / Purchasing
	8	Purchase Order Budget Check	ePro / Purchasing
	9	AP Matching	Accounts Payable
	10	Budget Check Vouchers	Accounts Payable
	11	Doc Tolerance - Purchase Orders	Accounts Payable
	12	Document Tolerance Vouchers	Accounts Payable
	13	Voucher Post	Accounts Payable
	14	Voucher Approval Framework	Accounts Payable
	15	Payment Post	Accounts Payable
	16	Journal Generation Payroll Expense	General Ledger Interface
	17	Journal Generation Payroll Encumbrance	General Ledger Interface
	18	Journal Generation PCARD	General Ledger Interface

	19	Journal Generation EXDEFN APDEFN APDEFN 'B' Bus Unit AMDEFN	General Ledger
	20	Journal Edit / Budget Check	General Ledger
	21	Journal Post	General Ledger
	22	Journal Generation Banner Journals	General Ledger
	23	Journal Generation KSU / Concur	Travel And Expenses

Job Name:	BOR9DYEX	
Description:	**Travel & Expenses Processes**	
Run Times:	**Weekdays at 9:00 AM, 1:00 PM, 5:00 PM**	
	1	Real Time Analysis	Expense Processes
	2	Employee Update	Expense Processes
	3	Budget Check Travel Authorizations	Expense Processes
	4	Budget Check Cancel/Voids	Expense Processes
	5	Budget Check Expense Reports	Expense Processes

Job Name:	BOR9DYAP	
Description:	**Accounts Payable Processes**	
Run Times:	**Weekdays at 10:00 AM, 3:00 PM**	
	1	AP Matching	Accounts Payable
	2	Budget Check Vouchers	Accounts Payable
	3	Document Tolerance Vouchers	Accounts Payable
	4	Voucher Post	Accounts Payable
	5	Voucher Approval Framework	Accounts Payable

Job Name:	BOR9SQST	
Description:	**GeorgiaFIRST Marketplace (SCIQUEST) Processes**	
Run Times:	**Weekdays at 10 AM, 12 PM, 2 PM, 4 PM, 6 PM**	
	1	Requisition Budget Check	ePro / Purchasing
	2	Requisition Sourcer	ePro / Purchasing
	3	PO Budget Check	ePro / Purchasing
	4	Document Tolerance Pos	ePro / Purchasing
	5	PO Dispatch/Print	ePro / Purchasing
	6	Publish Outbound Message	ePro / Purchasing

VARIOUS		
Purge Staging Tables	ePro / Purchasing	7:00 AM Weekdays
Load SAE file from Concur	Concur / PeopleSoft Interface	7:00 AM Weekdays
SpeedCharts Export for Concur	Concur / PeopleSoft Interface	6:00 PM Fridays
Employee Data for Concur	Concur / PeopleSoft Interface	6:00 PM Weekdays
ePro Escalation	ePro / Purchasing	Weekdays 7 AM & 12 PM
Close Requisitions (for requested institutions)	ePro / Purchasing	6:00 PM Weekdays
Close Purchase Orders (for requested institutions)	ePro / Purchasing	6:00 PM Weekdays
Budget Validation for ADP	Payroll / PeopleSoft Interface	7:00 PM Weekdays
Project & Department Interface	Payroll / PeopleSoft Interface	7:00 PM Weekdays
Payroll Budget GL Validation	Payroll / PeopleSoft Interface	7:00 AM Weekdays
Employee load from ADP	Payroll / PeopleSoft Interface	7:00 AM Weekdays
Rebuild of Encumbrance Ledgers	General Ledger	8:00 PM Weekdays