



Job Aid: OAKS Automatic Batch Schedule

OAKS runs the following processes on an automatic batch schedule:

Purchasing

The following processes are run on a bi-hourly basis at 9 a.m., 11 a.m., 1 p.m. and 3 p.m. Monday through Friday:

- Requisition Budget Check
- Purchase Order Sourcing
- Multiple Billing Location
- Purchase Order Budget Check
- Purchase Order Threshold Validation
- Purchase Order Dispatch (email)

Accounts Payable

The following processes are run on a bi-hourly basis at 8 a.m., 10 a.m., 12 p.m. and 3 p.m. Monday through Friday. Vouchers must pass the 12:00 PM Budget Check process to be picked up by the REGULAR Pay cycle that runs each day.

- Matching
- Voucher Workflow*
- Voucher Budget Check
- Voucher Threshold Validation

*Voucher Workflow runs every 30 minutes.

Accounts Receivable

The following processes are run at 8 a.m., 9 a.m., 10 a.m., 11 a.m., 12 p.m., 1 p.m., and 3 p.m., Monday through Friday:

- AR Payment Predictor
- AR Update
- Revenue Estimate Process
- Revenue Estimate Budget Check
- ACH Electronic Interface, adhoc by OBM
- MAF Electronic Interface, adhoc by OBM

General Ledger

The following processes are run on a bi-hourly basis at 9 a.m., 11 a.m., 1 p.m. and 3 p.m. Monday through Friday:

- Journal Edit
- Journal Budget Check

Nightly Full Batch Process

Agencies are instructed to have their interface files delivered to their FTP folders by 5 p.m. daily to be picked up by the nightly batch. This table represents the batch jobs that are run nightly in addition to the processes above.



• Today • Tomorrow • Together •

Purchasing	Accounts Payable	Accounts Receivable	General Ledger
INF17 – Inbound PO Interface	INF01 – Vendor Interface	Lockbox Interface	Update Average Daily Balance Date
INF18 – Outbound PO Interface	INF02 – Voucher Interface	AR Payment Loader	Average Daily Cash Balance Report
INF25 – Outbound Spending Item Interface	INF03 – Payment Interface	INF28 – Pending Item Interface	Month to Date Fund Cash Statement
eControlling Board Waiver Interface	EDI Invoices	AR Update	GRF Expenditure and Transfers Out Report
OIT Release and Permit	Expense Invoices to AP	AR Payment Predictor	Trial Balance Report
Vendor Contracts from OIT	P-Card file from Bank	AR Update	Post Daily Balance
Requisition Close	Voucher Post	Revenue Estimate Process	INF15 – Master Tables
Receipt Close	Payment Post	Revenue Estimate Budget Check	Journal Post
Purchase Order Close	AP Journal Generator	AR Journal Generator	