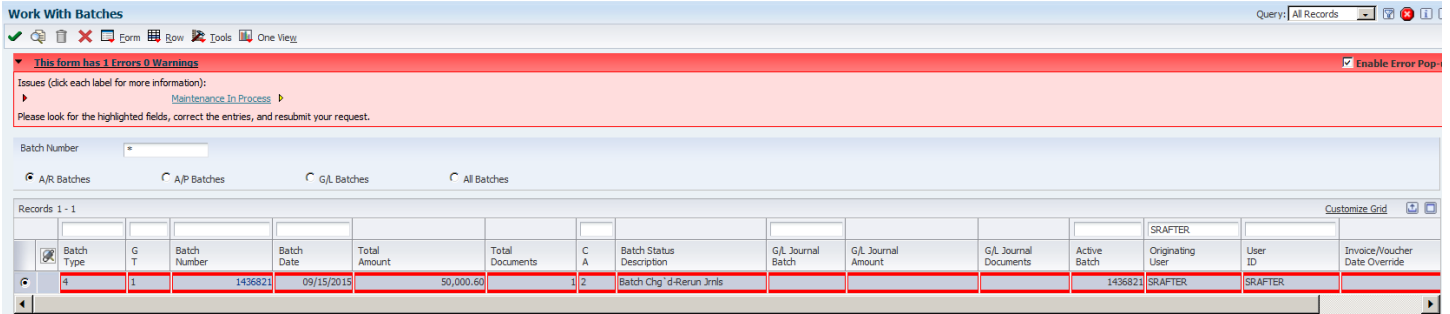


USING THE UNLOCK CONTRACT BILLING BATCH HEADER PROGRAM

This program is used when a Contract Billing goes into Status “2” and the user gets the Maintenance in Progress error shown below:



This error generally occurs when the user interrupts the process by trying to enter the batch while the system is working. If you use the Visual Assist in the “CA” field you will see that there are 8 different statuses that Contract Billing Batches can have. During the billing process, the batches go through each of these statuses. If the user doesn’t let the batch cycle through the statuses and clicks into the batch while the system is working, it will throw this error.

Code	Description
<input checked="" type="radio"/> 0	Available to process
<input type="radio"/> 1	Generation in process
<input type="radio"/> 2	Maintenance in process
<input type="radio"/> 3	Journal generation in process
<input type="radio"/> 4	Batch delete in process
<input type="radio"/> 5	Invoice print in process
<input type="radio"/> 6	Batch posting in process
<input type="radio"/> 7	Selection in process

This error needs to be cleared before the user can use this batch again. This error also prevents them from entering an invoice on this job/contract. **Make sure the user is not in the batch. They should have no open applications.** Below are the steps to use the utility we have to fix the error:

1. Click on the “Unlock Contract Billing Batch Header” program on the Operations Technical & Setup Menu.



2. Enter the batch number and click the Find Status button.

The dialog box is titled "Billing Batch Activity Status" and has a "Tools" icon. It contains a "Batch Number" field with the value "1436821" entered. Below the field is a "Find Status" button, which is highlighted with a red rectangle. There is also a "Current Batch Status" field and an "Update Status to Available" button.

3. The Current Batch Status will show as "2". Click the Update Status to Available button.

The dialog box shows the "Current Batch Status" field now containing the value "2", which is circled in red. The "Update Status to Available" button is highlighted with a red rectangle. The "Batch Number" field still contains "1436821".

4. Click OK

A "Message" dialog box with the text "Press OK to change status to 'Available' else press Cancel". The "OK" button is highlighted with a red rectangle. The "Cancel" button is also visible.

5. The Current Batch Status will show as 0.

The dialog box shows the "Current Batch Status" field now containing the value "0". The "Update Status to Available" button is highlighted with a red rectangle. The "Batch Number" field still contains "1436821".

6. The batch should now be clear for the user to use.

Work With Batches Query: All Records

Batch Number:

A/R Batches A/P Batches G/L Batches All Batches

Records 1 - 1 Customize Grid

Batch Type	G T	Batch Number	Batch Date	Total Amount	Total Documents	C A	Batch Status Description	G/L Journal Batch	G/L Journal Amount	G/L Journal Documents	Active Batch	SRAFTER Originating User	User ID	Invoice Voucher Date Override
4	1	1436821	09/15/2015	50,000.60		0	Batch Chg 'd-Rerun Jmis				1436821	SRAFTER	SRAFTER	