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ROBERT L. CHILDREE
State Comptroller

February 18, 2003

MEMORANDUM

TO: All Non-AMS Agencies

FROM: Robert L. Childree
State Comptroller

SUBJECT: Integration Errors

Recently there have been numerous errors transmitted through the nightly cycle integration system from non-AMS users. Currently, each time errors are sent they are being corrected at some point during the nightly cycle, which is causing undue burdens on our technical staff in addition to problems in completing the nightly processes. Effective immediately errors will no longer be corrected and all transactions will be stopped. An error report will be generated and sent the next morning to notify the agency of any error(s). It will be the agency's responsibility to correct the error(s) and re-send the information. The error report will be emailed to Kathleen Baxter, integration coordinator, and to a contact person in the affected agency. Some of the most common problems are:

- Duplicate batch and/or voucher numbers
- Voucher exceeds 99 lines

It is important to have your system check these items before submitting them to the state Central Accounting System.

Please forward the name of your contact person and his/her email address and telephone number to Kathleen Baxter by email at kbaxter@comptroller.state.al.us or phone (334) 242-4857.

RLC/kdb