Querying BMR Batches

On a monthly basis, check to ensure that all of your BMR budget journal entries for that period have been posted. Remember, you only have until noontime on the 3rd working day of a new month to get the previous month’s BMR budget journal entries ready for posting. Refer to the current fiscal year-end schedule for June cutoff information.

Check for the following:

- BATCH or JOURNAL Control Total still contains a “1”, is incorrect, or missing
- Incomplete Batches (Debits do not equal Credits)
- Budget Type selection in the Preparer descriptive flexfield (Temporary/Permanent) does not match the Budget Type included in batch name (BMRT/BMRP)
- Posting Status = “Error”
- Incorrect BATCH names – please contact Budget & Financial Reporting for proper handling

To query for BMR journal entries, follow these steps.

1. From the Oracle E-Business Suite home page, choose your BMR responsibility and navigate to Adjust Budget Journals.

2. In the Find Journals window, multiple search options are available and the following fields are the most helpful when looking for a batch.

   - Batch Name – When searching by batch name, always use the wildcard symbol which is %. This will help you find any batch that contain the text within the % characters.
     - For example, if you are sure you started the batch name with BMR and included the department number, in the batch name you would enter “BMR%11010%” and the query would return any batches that begin with BMR and contain the department number 11010 somewhere in the name, along with any additional field criteria you entered.
     - If you are not sure if you used BMR to begin the batch name but know you used your initials, enter “%HLL%” in the batch name and the system will return all BMRs with HLL in the batch name.

   - Source – For on-line BMRs the source is always Transfer.

   - Period – Enter the specific GL period to narrow the search.
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- Control Total Batch – Optionally enter 1 or the designated SO/GU control total used when funding is coming from a Senior Officer or General University account and another user is accessing the BMR to complete the entry and release for posting.

3. Click Find.

- This will return all batches that meet your search criteria.

4. Click the Folder icon in the upper left corner of the window as indicated above to open the Show Batch Control folder. This will display the batch control field to easily identify batches that are still not released for posting based on the batch control total.
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5. For the unposted batches that still have 1 in the Batch Control Total, review the batch and update the batch control total accordingly (click the Review Batch button). If the BMR is still pending completion, approval, or release by another individual area, contact the responsible individual in that area directly for prompt resolution.

6. For the unposted batches that still have the designated SO/GU value in the Batch Control Total, check with the responsible person for the batch status. Contact information for SO/GU can be found in the BMR Training Guide.

7. If the batch is unposted but the control totals are correct, please check the following journal information. Click the Review Journal button to open the journal entry.

**Note – BMR batches are generally posted within 3 business days of release**

- **Budget Type** – In the Preparer descriptive flexfield, verify the correct Budget type has been selected (Permanent or Temporary) and that it matches what was entered in the batch name.

- **BMR Description** – In the Preparer descriptive flexfield, verify the correct BMR description has been entered (do not use employee names for salary BMRs, text should be mixed case).

- Verify that the Journal debits and credits equal and match the journal control total.

- Verify that the Batch control total matches the debit and credit amounts.

- The Batch Name field, if incorrect, cannot be modified. **Contact Budget & Financial Reporting for proper handling.**
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