

FMS: Checking Budget Transfer and Expense Transfer Statuses

Budget Transfer Document Status

Navigation: *Commitment Control/Budget Journals/Enter Budget Transfer*

Click the **Find an Existing Value** tab, enter the Journal **ID** and click **Search**.

At **Search Results**, view the status of the **Journal ID**. See **Statuses** to the right.

OR if you put your initials in the **Description** field within the **Budget Transfer**, you can search by **Description** (as shown below).

Ledger Group	Budget Header Status	Description
CC LINE AP	Posted	AS Transfer from EVP to Board
CC LINE AP	Posted	AS: Budget Transfer from Succ
CC LINE AP	Posted	AS: Transfer from Success Cha

Expense Transfer Document Status

Navigation: *General Ledger/Journals/Journal Entry/Create/Update Journal Entries*

Click the **Find an Existing Value** tab, enter the **Journal ID** and click **Search**. View the **Status**.

You may also enter just the **Source of IX** to see all Expense Transfers, then from the **Search Results** table, sort by **Description** to identify those entered by you (if you put your initials in the **Description** field within the **Expense Transfer**). See below.

Posted	Valid	ACTUAL	IX	USD	20	100260.34	0	AS: Expense Transfer from 2001
Posted	Valid	ACTUAL	IX	USD	2	7816	0	AS: Expense transfer from Gene
Incomplete	Not Chkd	ACTUAL	IX	USD	2	35.8	0	AS: Expense transfer from Gene

Document Statuses

Budget Transfers (BT)

Error: BT has incorrect Chartfields and/or budget check errors.

None: The initial status when you create a BT for a DCC for which you have security access. This is normal.

Not Balanced: BT includes only one line. Debits do not equal credits.

Posted: BT has a valid budget status and valid chartfield values. The BT has been posted to the CC ledger and the transfer has been made.

Security Error: The initial status when you create a BT for a DCC for which you do not have security access. This is normal.

Journal Entries (JE—Expense Transfer)

Journal Entry Incomplete: JE saved with a journal status of Incomplete (T) and budget status of N (Not Checked). This is normal. This is how FMS is setup.

Journal Has Errors: JE has incorrect Chartfields or has a date not within the open ledger period.

No Status-Needs to be Edited: JEs from interfaces and from online entry that have not had journal and budget statuses checked.

Valid Journal Edits Complete: JE has valid Journal Status but **errors in Budget Check**.

Posted: JE has valid Journal and Budget status. JE has been posted to the General Ledger and the expenses have been transferred.

Saving a Search Saves you Time

Enter Budget Transfer
Enter any information you have and click Search. Leave fields blank

Find an Existing Value Add a New Value

Use Saved Search: Posted BTs

Business Unit: = BGSUN
Journal ID: begins with
Journal Date: =
UnPost Sequence: =
Budget Header Status: = Posted
Description: begins with AS

Case Sensitive

Search Clear Basic Search Save Search Criteria

1. Enter **Search Criteria** (e.g., *Posted* and *AS*)
2. Click **Save Search Criteria** link
3. From the **Save Search As** page, enter a **Name** for the Search
4. Click the **Save** button: View your **Saved Search Name** (as shown to left: *Posted BTs*)
5. Click the **Search** button to display **Search Results**
6. Use this same technique to save other **FMS** searches