Querying and Completing BMR Batches

Units have the ability to query batches in real-time, and monitor the status of BMR batches to ensure posting deadlines are met. ***Note – BMR batches are generally posted by Budget & Financial Reporting within 3 business days of release.***

For month-end cutoff dates and times for any given month, refer to the schedule at https://prism.pitt.edu/, under Quick Links. Exceptions are prior to budget load when no BMRs are processed, and at fiscal year-end when the June closing schedule is followed.

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.
    - Batch Control Total – 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.

Area Providing Funds	Batch Control Total	Contact
Provost Office	10	Shari Manges
Chancellor's Office	0*	John Lea
Health Sciences	30	Rich Henderson
General University	79	Budget & Financial Reporting

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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An incomplete batch will not post in the GL. Check for the following on incomplete batches:
(Review Batch / Review Journal buttons)

1. For the unposted batches that still have 1 in the Batch Control Total or Batch Control Total is not valid (missing/incorrect), 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.

2. 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 on page one or in the BMR Training Guide http://pre.prism.pitt.edu/wp-content/uploads/BMRTrainingGuideOperating.pdf.

3. 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.

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

   - 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, and a maximum of 90 characters long*). Permanent BMRs requiring annualization need to begin description with "Annualize".

   - 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.

4. The Batch Name field, if incorrect, cannot be modified. Batch name should appear as follows: BMRRCT or BMRRCP Dept Initials Date Tracking# (only 1 space between each segment **(e.g. BMR79T 99011 LAM 5-25 1)**. If entered incorrectly, your batch may need to be deleted. See RC Table at the end of the BMR Training Guide for referencing applicable responsibility center http://pre.prism.pitt.edu/wp-content/uploads/BMRTrainingGuideOperating.pdf

5. Posting Status = "Error".

6. Contact Budget & Financial Reporting for questions in reference to an unposted BMR (Leah Melvin x4-2569, Cassie Brenner x4-4095, or Val Doyle x4-4094).

7. If additional assistance is needed, refer to the PRISM BMR Training Guide http://pre.prism.pitt.edu/wp-content/uploads/BMRTrainingGuideOperating.pdf, or contact the Technology Help Desk at 624-help.