CM-25 Intercompany Transaction and Batch Status

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a list of Available Actions for the different types of Batch Status.

Transaction and Batch Status with Available Status

An intercompany batch has one or more intercompany transactions. As the transactions are processed, the transaction status and batch status get updated. This table describes the batch and transaction status and helps you determine what actions to perform for each status.

Transaction Status	Batch Status	Tab Displayed	Can the period be closed?	Can the transaction be moved to the next period?	Included in the open transaction count?	Actions Available (from Action list, buttons, and processes)	Next available transaction status	Next available batch status
New	New	New	Yes	No	No	1. Save 2. Submit	Sent, Received, Error	Submitted, Error
Sent	Submitted	Pending Approval from Others	No	Yes	Yes	None	Received	Submitted

Transaction Status	Batch Status	Tab Displayed	Can the period be closed?	Can the transaction be moved to the next period?	Included in the open transaction count?	Actions Available (from Action list, buttons, and processes)	Next available transaction status	Next available batch status
Received	Submitted	1. Pending Approval from Others 2. Requiring Attention	No	Yes	Yes	1. Approve 2. Reject 3. Withdraw	1. Approve 2. Reject 3. New	1. Submitted 2. Submitted 3. New
Rejected	Complete	Requiring Attention	Yes	No	No	Copy	1. Rejection Reviewed 2. Rejected	Complete
Rejection Reviewed	Complete	Not Applicable	Yes	No	No	None	Rejection Reviewed	Complete
Approved	Submitted	Requiring Attention	No	No	Yes	Transfer process (All transactions in batch must be approved for the transfer process to pick up the batch for transfer)	Complete	Complete

Transaction Status	Batch Status	Tab Displayed	Can the period be closed?	Can the transaction be moved to the next period?	Included in the open transaction count?	Actions Available (from Action list, buttons, and processes)	Next available transaction status	Next available batch status
Transferred to provider general ledger	Submitted	Requiring Attention	No	No	Yes	Batch can be transferred to receiver General Ledger. Only the approved transactions in a batch are transferred.	Complete	Complete (The batch status is set to Complete once all transactions in a batch are in one of these statuses: Complete, Rejected, or Rejection Reviewed.)

Transaction Status	Batch Status	Tab Displayed	Can the period be closed?	Can the transaction be moved to the next period?	Included in the open transaction count?	Actions Available (from Action list, buttons, and processes)	Next available transaction status	Next available batch status
Transferred to receiver general ledger	Submitted	Requiring Attention	No	No	Yes	Batch can be transferred to initiator General Ledger. Only the approved transactions in a batch are transferred.	Complete	Complete (The batch status is set to Complete once all transactions in a batch are in one of these statuses: Complete, Rejected, or Rejection Reviewed.)
Error	Error	Requiring Attention	No	Yes	Yes	1. After fix, batch can be resubmitted 2. Delete	1. Approved, rejected 2. Null	Complete

Transaction Status	Batch Status	Tab Displayed	Can the period be closed?	Can the transaction be moved to the next period?	Included in the open transaction count?	Actions Available (from Action list, buttons, and processes)	Next available transaction status	Next available batch status
Complete	Complete	Not Applicable	Yes	No	No	1. Reverse Batch 2. Reverse Action	Complete Reversal transaction > New	Complete Reversal batch=New

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