

FMP Status Field Definitions

Revised 10/31/08; 8/28/09

	Vouchers	SC Vouchers	Travel Voucher	Travel Request	Budget Journals	Journals
NEW	➤ VNet Orders placed by an individual, but not yet approved by the PI				➤ BJ created and waiting to be completed.	
APPROVED	➤ Vnet Orders approved by the PI ➤ Hard Copy orders received by Dept Purchaser These orders need to be placed by the Purchaser and appear in FMP, Approved Requests report				➤ BJ approved by DBA and other university authorities.	
PENDING	➤ N/A	➤ Pending payment (cost center from PI)	➤ Voucher created, but pending additional info	➤ Pending Payment (receipts from traveler)	➤ BJ prepared and waiting on DBA approval	JE prepared and waiting on DBA approval
ORDERED	Order has been placed with the Vendor					
PAID	➤ Voucher Created and budget checked	➤ Voucher Created and budget checked	➤ Voucher Created and budget checked	N/A – Document type changed to Travel Voucher upon payment		JE approved by General Accounting and posted.
DELIVERED	➤ Item received and signed for by dept staff.	n/a	n/a	n/a	n/a	n/a
UNABLE TO PROCESS	Vnet orders that have errors, such as missing speedtype or timed out error. Delete if not needed.	n/a	n/a	n/a	n/a	For JE's not processed w/in the month and zero'd out.
CANCELLED	Orders cancelled b PI, mostly due to backorders pending for too long.			Cancelled travel. Zero the amount, but make notes in Purchase Agent Note.		
ARCHIVE	n/a	n/a	n/a	n/a	n/a	n/a
POSTED TO LOG	Transaction paid/posted by AP.	Transaction paid/posted by AP or Gen Acct.	Transaction paid/posted by AP.	N/A – Travel Requests are changed to Travel Voucher doc type.	Transaction approved/posted by Budget Office.	Transaction approved/posted by Gen Acct.
BACK ORDERED	Items that have not been received; only partial shipment received.	n/a	n/a	n/a	n/a	n/a