

Document Journal

Example:

| Document Journal | | | | | | | | | | | |
|----------------------|------------|---------------------|--------------|-----|------------|--------------|------------------|---------|--------|------|---|
| FM Area | | NK01 | | | | | | | | | |
| Year Commitment Item | | | | | | | | | | | |
| Commitment Item | | 550030 | | | | | | | | | |
| Funds Center | | 235030001 | | | | | | | | | |
| Fund | | | | | | | | | | | |
| Layout | | | | | | | | | | | |
| User | | DAWSONM1 | | | | | | | | | |
| Date/Time | | 02/24/2010 12:45:44 | | | | | | | | | |
| Pred.doc.no. | RefDocNo | Item | Value type | Prd | FM pstg d. | Funds Center | Pymt Bdgt | G/L Acc | Vendor | Text | C |
| 4600020279 | 5000007759 | 3 | Invoices | 8 | 02/17/2010 | 235030001 | 19.00 | 550030 | 105371 | | C |
| | 5000007759 | 5 | Invoices | 8 | | 235030001 | 3.67 | 550030 | 105371 | | C |
| | 5000007759 | 7 | Invoices | 8 | | 235030001 | 206.72 | 550030 | 105371 | | C |
| | 5000007759 | 9 | Invoices | 8 | | 235030001 | 213.98 | 550030 | 105371 | | C |
| | 5000007759 | 11 | Invoices | 8 | | 235030001 | 5.85 | 550030 | 105371 | | C |
| 4600020279 | | | | | | | 717.34 | | | | |
| 4600020280 | 5000007760 | 1 | Invoices | 8 | | 235030001 | 82.20 | 550030 | 101221 | | C |
| | 5000007760 | 3 | Invoices | 8 | | 235030001 | 12.18 | 550030 | 101221 | | C |
| 4600020280 | | | | | | | 94.38 | | | | |
| | 100278034 | 2 | Profit trans | 8 | 02/11/2010 | 235030001 | 8,999.67- | 550030 | | | C |
| | | | | | | | 8,999.67- | | | | |
| 4600018128 | 5000007211 | 1 | Invoices | 8 | 02/08/2010 | 235030001 | 14.73- | 550030 | 101949 | | C |
| | 5100037525 | 2 | Invoices | 8 | | 235030001 | 14.73 | 200500 | 101949 | | C |
| 4600018128 | | | | | | | 0.00 | | | | |
| | 100277577 | 2 | Profit trans | 7 | 01/29/2010 | 235030001 | 168.55- | 550030 | | Rev | C |
| | | | | | | | 168.55- | | | | |
| | 1700000866 | 2 | Invoices | 7 | 01/28/2010 | 235030001 | 702.02- | 550030 | 101221 | | C |
| | | | | | | | 702.02- | | | | |
| 4600018088 | 5000007107 | 1 | Invoices | 7 | | 235030001 | 141.00- | 550030 | 101221 | | C |
| | 5000007107 | 2 | Invoices | 7 | | 235030001 | 187.18 | 550030 | 101221 | | C |

The FI user can drill-down on any dollar amount within the GUI reports: ZFD1 and ZFBC. The reference document numbers (see example left) represent a type of budget transaction. The table below should be used to aid in the understanding and communication regarding each type of transaction.

Commitments:

| Starts with | # of Digits | Document type |
|-------------|-------------|---|
| 1 | 8 | Requisition |
| 45 | 10 | Purchase Order (goods receipt required) |
| 46 | 10 | Purchase Order (goods receipt not required) |
| 47 | 10 | Purchase Order (personal services contract) |

Actuals:

| Starts with | # of Digits | Document type | Examples |
|-------------|-------------|-----------------------|---|
| 1 | 9 | Journal entry | Recodes, interdepartmental bills |
| 3 | 10 | Payroll Accruals | |
| 19 | 10 | Parked Vendor Invoice | Student travel, petty cash |
| 25 | 10 | Payroll Posting Run | Monthly payroll, biweekly payroll, On demands |
| 26 | 10 | Procurement card | |
| 27 | 10 | Indirect cost | |
| 28 | 10 | Financial Aid feed | Student tuition |
| 29 | 10 | Payroll adjustments | |
| 31 | 10 | Departmental charges | Vehicle billings, postage, copy center, printing service, telephone charges |
| 32 | 10 | Travel | Travel request, expense |
| 50 | 10 | Goods receipts | |
| 51 | 10 | Invoice receipt | |