Document Journal

Example:

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	