Drexel University Web*Financials

Web*Finance

User Guide and FAQs

9/16/2014

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1. Introduction

The Web*Financials suite helps you track all aspects of your department's finances. It allows you to monitor and manage your budgets, salaries, and merit increases online. Web*Financials is comprised of several smaller tools:

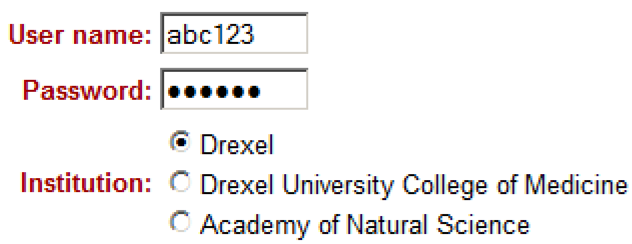
- Web*Finance: a tool to manage and track all financial transactions within an organization.
- Web*Salary: a tool that allows administrators to manage and track their department's salaries.
- Web*Telephone: a tool to show usage and line charges, including usage detail.

Based on your access, different tools will be available to you within Web*Financials.

This guide is for **Web*Finance only**.

2. Logging In

Once your access has been confirmed, you can go to http://www.drexel.edu/webfinancials to log in. You will be required to enter the following information:



User name: This is your DrexelOne userid and your E-mail id, usually a combination of letters and numbers, ex. abc123. This is NOT your 8 digit University ID, which usually begins with a 1 or 6. If you are the authorized representative of a student organization, this will begin with 'S'.

Password: Follow the instructions below to activate your Web*Financials account and obtain your password

1. Open Internet Explorer and go to http://accounts.drexel.edu
2. Enter your user ID and password for either your Drexel email or Drexel domain account. The system defaults to the Drexel email (Drexel.edu)
3. Click on the <Activate> Link in the Activated column next to the Web*Finance Host system. You will be prompted to acknowledge an end user license agreement.

If this is your first account in Web*Financials or the administrative Banner application, the system will generate a temporary password, which can only be used the same day it is picked up. If you do not log in within the time frame, the password will expire and you will have to e-mail drexel_finsec@drexel.edu to have your password reset.

If you already have a Web*Financials or Banner account, the password will remain the same.

Institution: You will be required to select one of the following Drexel/Drexel University College of Medicine/Academy of Natural Science. This refers to the account providing funds for the organization.

3. Changing your Password Change Password

Your Web*Financials password is set to expire every 56 days. If you login 3 days before the expiration date, you will be prompted to change your password. If you login after the expiration date, you will be prompted to email drexel_finsec@drexel.edu.

If you enter an incorrect password three times, the system will lock your login for one hour. If you remember your login, you may try after the lockout expires. If you have forgotten your password, email drexel_finsec@drexel.edu and you will be contacted to reset your password via a phone call.

Your Web*Financials password is the same as your Internet Native Banner (INB). If you change your password in one, you change it both applications.

NOTE: INB ACCESS IS NOT THE SAME AS BANNERWEB, WHICH YOU ACCESS VIA THE DREXEL ONE PORTAL.

If you are the authorized representative of a student organization, log into DrexelOne, on the Drexel tab, click on the Dragon Link under Campus Involvement. A secure link to Dragon Link will be opened, in the Main Window, select:

Click Here to request a reset of your organization's Web-Finance log-in credentials.

Complete and submit the form.

4. Reviewing your Organizations' Information Web*Finance

When you select the Web*Finance option, you will be directed to the Main Menu, where you will choose one of the following options:

4.1 Fiscal Account Activity Fiscal Account Activity

4.1.1 Fiscal Account Selection

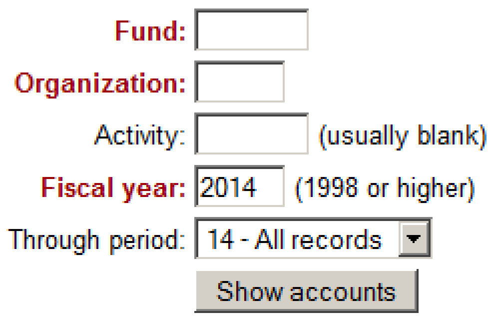
Required fields are shown in **red**. Fields shown in **black** are optional.

To display your accounts you must enter the 4 digit **Fund** number and an **Organization** number.

The general fund for each institution might be different:

- Drexel: 110100, 110001
- DUCOM: 110000, 110100
- ANS: 110001

The organization number is your department number.



Normally, balances and activity are shown from the first fiscal period (July) to the end of the fiscal year. You may enter a "Through period"* to limit the results. The Fiscal Year defaults to the current value.

Click ‘Show accounts’ to view data.

You should have received your Fund/Organization (referred to as a Cost Center) from your Supervisor or the access requestor.

*Note: When selecting the current or previous month, keep in mind that Accounting does not close month on last day, sometimes goes into the 7th of the next month – wait until after the 7th of the following month to get the complete transaction detail.

4.1.2 Account Summary Page

Selected Information Appears at the top of the Page:

Fund: **110001 Unrestricted** Organization: **3000 Finance and Treasurer** Finance Manager: **Smith, John**	• Fund Number and Description • Organization Number and Description • Fund Manager (if any)
Fiscal year: **2014** Periods: **Year to date**	• Selected Fiscal Year
Download summary	• Click to save or open an Excel version of the page data

Account Summary Table Header

Click on any item in the blue header area for item definitions

Acct numb	A 4 digit number is the Account Number to indicate a specific type of expense. A 2 digit number is the	Ex. 4-digit 2211 or 2-digit 61 Click on a 4-digit account number

	Account Type which groups Account Numbers for reporting purposes.	to see the Account Activity Detail, accounts that roll up to an account type are listed above
Account name	Description of Account Number or Account Type.	Ex. Regular Admin Salaries Full Time
Original Budget	Unrestricted Funds - Board approved budget Designated/Restricted Funds - Balance carried forward from prior year.	
Revised Budget	Original Budget including any Current Year Budget Adjustments.	
YTD Activity	Amount of Year-To-Date Activity for the account and period selected.	
Encum-brances	Amount that has been reserved for Purchasing Transactions which have not been completed.	
Remaining Balance	Amount of Revised Budget plus or minus any YTD Activity and/or Encumbrances.	

Revised Budget − YTD Activity − Encum-brances = Remaining Balance

Revised Budget – YTD Activity – Encumbrances = Remaining Balance

Account Summary Table Footer

Non-Personnel Available Pooled Budget	Total Remaining Balance-Personnel Expense Remaining Balance
Suspended Documents	Total suspended funds, either unapproved or NSF – Non-sufficient Funds, click to view Suspended Documents Detail Page
Actual Available Budget	Non-Personnel Available Pooled Budget + Suspended Documents
All Transaction Detail	Link to Fiscal Transaction Detail Page

4.1.3 Account Activity Detail Page

The Account Activity Detail page shows the transactions that have been posted against an account.

Selected Information Appears at the top of the Page:

Fund: **110001 Education & General** Organization: **3276 Presidential Councils** Account: **2211 Regular Admin Salaries Full Time** Financial Manager: **Smith, John**	• Fund Number and Description • Organization Number and Description • Account Number and Description • Fund Manager (if any)

Fiscal year: **2014** Periods: **Year to date**	• Selected Fiscal Year
Download summary	• Click to save or open an Excel version of the page data

Account Activity Detail Table Header

Click on any item in the blue header area for item definitions

Date	The date on which the transaction was posted.	
Transaction Description	A brief description of the transaction. • For Invoice and Purchase Order transactions, this will be the vendor name. • For Credit Card transactions, this will be the vendor name and the transaction date. • In the case of Purchase Requisitions, it is the name of the requestor.	Ex. Invoice – Office Depot Credit Card- Office Depot 0630 Requisition-John Smith/Alumni Relations
Trans. type	A code that describes the type of transaction. See Appendix for list.	
Doc. no.	The number assigned to the transaction. Using the first character of the Document Number will enable you to determine who to contact regarding any questions that you may have. See Appendix for list. The document number for Invoices, Requisitions, and Purchase Orders may be available as a hyperlink to show details in the document tracking module. Credit Card transaction details are available in Payment Net.	If you do not have web salary, trying to drill down on the document number for a Payroll/Salary item will display the following error: `Microsoft OLE DB Provider for Oracle Error ‘80004005’ ORA-01924:role ‘USR_WEB_SALARY’ not granted or does not exist`
Enc. no.	The number assigned to the encumbrance.	
Doc Ref no.	Reference Number related to Journal Entry. This could be a vendor or an Accounts Receivable Invoice Number.	
Budget	Amount of budget change transaction.	
Encumb.	Amount encumbered for this transaction.	

For a large purchase if budgeted, you may see line item in the Account Activity detail reflecting the following flow:

Invoice:

1/15/2014	Company Name	INEI	I0615282	P0044557		0.00	2,500.00	0.00

Purchase Order:

11/15/2013	Company Name	PORD	P0044557	P0044557		0.00	0.00	2,500.00

Liquidate Requisition:

11/15/2013	Company Name	POLQ	P0044557	R0040349		0.00	0.00	- 2,500.00

Requisition:

11/13/2013	John Smith/Department Name	REQP	R0044557	R0040349		0.00	0.00	2,500.00

Budgeted Amount:

7/1/2013	FY14 Board Approved Budget	BD01	BUD10001			2,500.00	0.00	0.00

4.1.4 Fiscal Transaction Detail Page

The **Fiscal Transaction Detail** page allows you to review the details for all transactions against the organization by account number for a month or series of months. Accounts with large numbers of transactions may take some time to load, even for a single month.

Normally, only transactions for the current month are shown, but you may select different starting and ending months.

From period: 12 - June

Through period: 01 - July

Show accounts

- Select 'From' month
- Select 'To' month
- Click 'Show accounts' to view data.

This information will default to the current month – through the next, in this example, it crosses fiscal years and must be changed.

Selected Information Appears at the top of the Page:

Fund: **110001 Education & General** Organization: **3276 Presidential Councils** Finance Manager: **Smith, John**	• Fund Number and Description • Organization Number and Description • Fund Manager
Fiscal year: **2014** Periods: **11 (May) to 12 (Jun)**	• Selected Fiscal Year • Selected Months
Download details	• Click to save or open an Excel version of the page data

Fiscal Transaction Detail Table Header

Click on any item in the blue header area for item definitions

Acct numb	A 4 digit number is the Account Number to indicate a specific type of expense.	
Date	The date on which the transaction was posted.	
Transaction Description	A brief description of the transaction. • For Invoice and Purchase Order transactions, this will be the vendor name. • For Credit Card transactions, this will be the vendor name and the transaction date. • In the case of Purchase Requisitions, it is the name of the requestor.	
Trans. type	The number assigned to the transaction. Using the first character of the Document Number will enable you to determine who to contact regarding any questions that you may have. See Appendix for list. The document number for Invoices, Requisitions, and Purchase Orders may be available as a hyperlink to show details in the document tracking module. Credit Card transaction details are available in Payment Net.	If you do not have web salary, trying to drill down on the document number for a Payroll/Salary item will display the following error: `Microsoft OLE DB Provider for Oracle Error '80004005' ORA-01924:role 'USR_WEB_SALARY' not granted or does not exist`
Doc. no.	Reference Number related to Journal Entry. This could be a vendor or an Accounts Receivable Invoice Number.	
Enc. no.	Amount that has been reserved for Purchasing Transactions which have not been completed.	
Doc Ref no.	Reference Number related to Journal Entry. This could be a vendor or an Accounts Receivable Invoice Number.	
Budget	Budgeted amount.	
Amount	Amount of budget change transaction.	
Encumb.	Amount encumbered for this transaction.	
Account name	Description of Account Number or Account Type.	Ex. Regular Admin Salaries Full Time
Actv Code	Optional Transaction code for tracking a group of transactions within an account	

4.1.5 Suspended Documents Detail Page

The **Suspended Documents Detail** page shows the transactions that have been entered into Banner against the Cost Center but not posted to the Cost Center. These transactions are either unapproved or NSF – Non-sufficient Funds and do not appear in the transaction detail or account summary but affect the true budget available balance.

Selected Information Appears at the top of the Page:

Fund: **110001 Education & General** Organization: **3276 Presidential Councils** Account: **2211 Regular Admin Salaries Full Time** Financial Manager: **Smith, John**	• Fund Number and Description • Organization Number and Description • Account Number and Description • Fund Manager
Fiscal year: **2014** Periods: **Year to date**	• Selected Fiscal Year • Selected Periods
Download details	• Click to save or open an Excel version of the page data

Suspended Documents Detail Table Header

Click on any item in the blue header area for item definitions

Date	The date that the transaction was entered into the system.	
Transaction Description	A brief description of the transaction. • For Invoice and Purchase Order transactions, this will be the vendor name. • For Credit Card transactions, this will be the vendor name and the transaction date. • In the case of Purchase Requisitions, it is the name of the requestor.	Ex. Invoice – Office Depot Credit Card- Office Depot 0630 Requisition-John Smith/Alumni Relations
Doc. type	Describes the type of transaction as a Purchase Order, Invoice, Requisition or Journal Entry.	
Doc. no.	The number assigned to the transaction. Using the first character of the Document Number will enable you to determine who to contact regarding any questions that you may have. See Appendix for list. The document number for Invoices, Requisitions, and Purchase Orders may be available as a hyperlink to show details in the document tracking module. Credit Card transaction details are available in Payment Net.	If you do not have web salary, trying to drill down on the document number for a Payroll/Salary item will display the following error: `Microsoft OLE DB Provider for Oracle Error '80004005' ORA-01924:role`

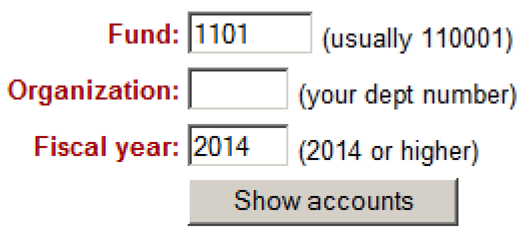
		'USR_WEB_SALARY' not granted or does not exist
Enc. no.	The number assigned to the encumbrance.	
Y-T-D	Amount of the transaction affecting the Budget Activity.	
Encumb.	Amount of the transaction affecting the YTD activity.	

4.2 Outstanding Encumbrances

4.2.1 Open Encumbrances Page

An encumbrance is the term used for funds that have been reserved when a purchase requisition is finalized. While a payment has not yet been issued, the funds are no longer available for use in other transactions.

To display a list of outstanding or open encumbrances for your accounts, enter the Fund and Organization numbers. Required fields are shown in red. Fields shown in black are optional.



- Fund defaults to the General Fund.
- The Fiscal Year defaults to the current value.
- Click to view data.

4.2.2 Outstanding Encumbrance List Table Header

Acct Nmbr	A 4 digit number is the Account Number to indicate a specific type of expense.	Ex. 2211
Encum Nmbr	The number assigned to the encumbrance. Using the first character of the Document Number will enable you to determine who to contact regarding any questions that you may have. See Index 2 for list. The document number for Invoices, Requisitions, and Purchase Orders may be available as a hyperlink to show details in the *document tracking module*.	
Transaction Description	A brief description of the transaction. • For Invoice and Purchase Order transactions, this will be the vendor name. • In the case of Purchase Requisitions, it is the name of the requestor.	Ex. Invoice – Office Depot Credit Card- Office Depot 0630 Requisition-John Smith/Alumni Relations
Date	The date the encumbrance was created.	

Balance encumbered	Amount encumbered for this account.	
Account Name	Description of Account Number or Account Type.	Ex. Regular Admin Salaries Full Time

Once the amount encumbered has been paid, it will be removed from this view and moved to the YTD activity column on the Account Summary Page and also show as a positive entry or entries in the Amount column on the Account Activity Detail. At the beginning of the fiscal year, you may see a large amount encumbered for salaries, but as the year progresses and that money is paid, you will see the Outstanding Encumbrance amount decrease and the YTD amount increase.

- Encumbrances are closed when invoiced by the vendor against the PO or released after the monthly PCard upload.
- Encumbrances are not released if payment is made via Check Request or paid with a departmental PCard.

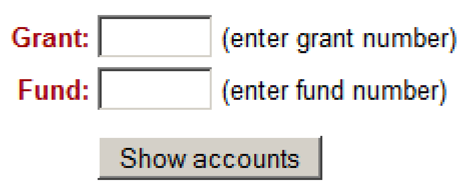
4.3 Grant Activity

Review Account Summary and Detail budget, activity, encumbrances, and transactions for selected grant.

4.3.1 Grant Selection Page

To display your grant activity you must enter the Grant and Fund Number.

Balances and activity are shown from grant inception through the current date.
Required fields are shown in **red**, fields shown in black are optional.



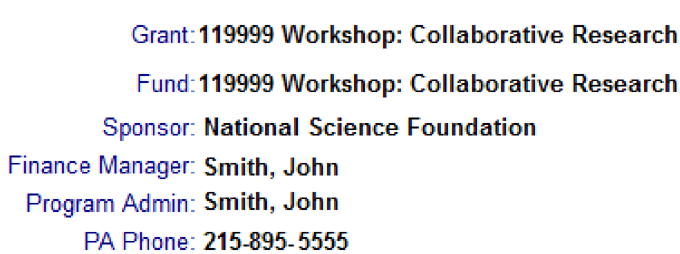
Grant and Fund number are often the same.

Click 'Show accounts' to view data.

Note: * Salary Encumbrances are not shown for Research ** Grants at the request of Accounting ***

4.3.2 Grant Summary Page

Selected Information Appears at the top of the Page:



- Grant number and Description
- Fund Number and Description-usually the same as grant but may be different for different years if distributed over multiple years
- Sponsor Organization
- Finance Manager
- Program Administrator – Banner Indicated Research contact
- Program Administrator Phone Number

Periods: **Proj to date** Proj dates: **1/1/2012 to 12/12/2014**	• Not specified for grants
Download summary	• Click to save or open an Excel version of the page data

Note: To check Non-Personnel Available Pooled Budget and/or Suspended Documents, please use the Fiscal Account Activity page.

Grant Summary Table Header

Acct numb	A 4 digit number is the Account Number to indicate a specific type of expense. A 2 digit number is the Account Type which groups Account Numbers for reporting purposes.	Ex. 4-digit 2211 or 2-digit 61 Click on a 4-digit account number to see the Grant Activity Detail, accounts that roll up to an account type are listed above
Account name	Description of Account Number or Account Type.	Ex. Air/Rail Transportation
Project Budget	Budgeted amount by account	
Project Activity	Amount of Activity for the account through the current date.	
Encum-brances	Amount that has been reserved for Purchasing Transactions which have not been completed.	
Remaining Balance	Budget plus or minus any activity and/or encumbrances.	

Total Cash Balance for the Grant is reflected in the Table Footer

4.3.3 Grant Detail Page

Selected Information Appears at the top of the Page:

Grant: **119999 Workshop: Collaborative Research** Fund: **119999 Workshop: Collaborative Research** Sponsor: **National Science Foundation** Account: **3012 Lab Supplies Expense** Finance Manager: **Smith, John**	• Grant number and Description • Fund Number and Description(usually the same as grant) • Sponsor Organization • Account Number and Description • Finance Manager
Periods: **Proj to date** Proj dates: **1/1/2012 to 12/12/2014**	• Periods not specified for grants • Grant start-end dates

Download summary	• Click to save or open an Excel version of the page data

Grant Activity Detail Table Header

Click on any item in the blue header area for item definitions

Date	The date on which the transaction was posted.	
Transaction Description	A brief description of the transaction. • For Invoice and Purchase Order transactions, this will be the vendor name. • For Credit Card transactions, this will be the vendor name and the transaction date. In the case of Purchase Requisitions, it is the name of the requestor.	Ex. Invoice – Office Depot Credit Card- Office Depot 0630 Requisition-John Smith/Alumni Relations
Trans. type	A code that describes the type of transaction. See Index I for list.	
Doc. no.	The number assigned to the transaction. Using the first character of the Document Number will enable you to determine who to contact regarding any questions that you may have. See Index 2 for list. The document number for Invoices, Requisitions, and Purchase Orders may be available as a hyperlink to show details in the document tracking module. Credit Card transaction details are available in Payment Net.	If you do not have web salary, trying to drill down on the document number for a Payroll/Salary item will display the following error: `Microsoft OLE DB Provider for Oracle Error ‘80004005’ ORA-01924:role ‘USR_WEB_SALARY’ not granted or does not exist`
Project Activity	Transaction amount	

4.4 Document Tracking

Document Tracking can be used to view the details about Invoices, Requisitions, and Purchase Orders. With the exception of salary related documents, when you click on a hyperlinked document number from the detail pages, you are also accessing this page.

Note: Credit Card transaction details are only available in Payment Net.

4.4.1 Document Tracking Page

To track activity based on a document number, select the document type and enter its eight-digit document number. Required fields are shown in **red**. Fields shown in black are optional.

Enter document information below.

Type: Invoice

Id: (enter doc id)

Fiscal year: 2014 (1998 or higher)

Show Documents

Select from Document types:

- Invoice
- Purchase Order
- Purchase Requisition

8 Digit document number (no search or wildcards)
The Fiscal Year defaults to the current value.

Click 'Show Documents' to view data.

Note: Document numbers are those issued by the institution and **NOT** that of the Vendor.

Note: _You must have access_ to a cost center's financial records to track its documents.

Doc No Beginning with	Transaction	Use Doc Type
C	Check Request	Invoice
I	Invoice	Invoice
P	Purchase Order	Purchase Order
R	Purchase Requisition	Purchase Requisition
T	Travel Reimbursement	Invoice

4.4.2 Invoice/Purchase Order/Requisition Tracking Pages

Depending on which document type you enter and the status, you may see the following information:

Requisition Information

Req No.	Item	Qty	Description	Date	Ext. Price	PO No.
R0011999	1	1000	Lawn Gnomes	12/1/2014	$4,000.00	P0020001

A requisition is the request upon University Procurement to issue an official order with a selected vendor for any order greater than $2,000. Based on the total dollar amount of the order, you may be required to get additional bids or quotes, see University Procurement's Purchasing Methods and Spending Guideline for more information. You can complete a Purchase Request at Drexel's Procurement Services web page.

Purchase Order Information

PO No.	Vendor Id	Vendor Name	Item	Qty	Description	Date	Ext.Price	Inv No.
P0020001	E01999999	Barry's Garden Emporium	1	1000	Lawn Gnomes	12/15/2014	$4,000.00	I0600001 I0600002 I0600003

A Purchase Order (or PO) number will be issued by Procurement with the identified vendor if the Purchase Request is approved. This number uniquely identifies an order to all parties concerned: University Procurement, the vendor, and Accounts Payable. The Invoice number is the Drexel associated invoice. Each Invoice can also be accessed directly via the Document Tracking page. A Purchase Order may be associated with multiple Invoices.

Invoice Information

Drexel Invoice #	Vendor Invoice #	Invoiced Qty	Description	Invoiced Amount	Trans. Date	Pmt. Due Date	Cancel Date	Check Number
I0600001	111197	695	Lawn Gnomes	2,780.00	1/15/2014	1/15/2014		01199999
I0600002	111198	304	Lawn Gnomes	1,216.00	1/15/2014	1/15/2014		01200000
I0600003	111198	1	Lawn Gnomes	4.00	1/15/2014	1/15/2014		01200000

The Invoice should have information such as the associated Vendor invoice(s), Invoiced amount, Transaction and Payment due dates, and Drexel Check Number(s) if already issued. Each Check can also be accessed directly via the Document Tracking page. A Check number may apply to multiple Invoices.

Check Information

Check No.	Check Date	Vendor Id	Vendor Name	Net Amount	Cancel date	Recon Ind
01199999	1/15/2015	E01999999	Barry's Garden Emp	2,780.00		F
01200000	1/29/2015	E01999999	Barry's Garden Emp	1,220.00		F

Each check should identify the Vendor, Check Date, and amount. If the check was canceled, the cancel date will be indicated. The Recon (or Reconciliation Indicator) will remain blank until the monthly feed from the bank updates it to F. The check may have already been cleared but the data has just not been loaded from the bank yet.

4.5 Roll-up Funds

If you have access to an organization that other organizations roll-up to (a parent organization), you can enter this on the Fiscal Account Selection page. A summary list of all of the organizations that roll up to the specified organization will be displayed. Click on an individual organization code to drill down to the account summary page.

You may see the following message while the page loads:

Web*Finance is computing a roll-up summary report for the fund and organization that you entered. Roll-up reports take longer to complete than regular reports. **Please allow one to two minutes** for the report to display.	Elapsed time seconds

Example information displayed:

Fund	Org	Original Budget	Revised Budget	YTD Activity	Encum-brances	Remaining Balance	Pooled Budget	Suspended Documents	Available Budget	Fund name	Organization name
110001	1001	500.00	500.00	100.00	475.00	-75.00	-75.00		-75.00	Education & General	Organization 1
110001	1002	1,500.00	1,500.00	275.00	0.00	1,225.00	25.00	-75.00	-50.00	Education & General	Organization 2
110001	1003	2,000.00	2,000.00	1,500.00	0.00	500.00	500.00		500.00	Education & General	Organization 3
Grand total		4,000.00	4,000.00	1,875.00	475.00	1,650.00	450.00	-75.00	375.00	Education & General	Roll-up Organization

5. FAQs

I was prompted to change my password and I thought I did successfully but now I can't log in with the new one?

If the password was not accepted by the system, the old password may still be in place. Try logging in again with the old password and make sure that the new password follows the required convention:

- Between 6 and 16 characters long
- First character must be a letter
- Must have at least 1 number and 2 letters
- # and _ are the ONLY specials characters allowed

I got an error when I clicked on a Doc no from the Account Activity Detail.

If you do not have web salary, trying to drill down on the document number for a Payroll/Salary item will display the following error:

```
Microsoft OLE DB Provider for Oracle Error '80004005'

ORA-01924:role 'USR_WEB_SALARY' not granted or does not exist
```

Why do I have an amount under Suspended documents?

These transactions are either unapproved or NSF – Non-sufficient Funds and do not appear in the transaction detail or account summary but affect the true budget available balance. Contact your department administrator to resolve. The Budget office will send NSF notifications via E-mail until resolved.

How do I see the transaction detail for all transactions over a month, several months or the fiscal year?

This information is available on the Fiscal Transaction Detail Page, you can access this page by going to Fiscal Account Activity->Account Summary Page and clicking on the All Transaction Detail. Select a month or set of months and review.

What is Pooled Budget?

The pooled budget is a method for checking availability of funds. The Pooled Budget includes most account codes in General Expense with a few exceptions.

What is my Actual Available Budget Balance?

This should be indicated on the Account Activity Detail page and is the available pooled budget less any suspended amount.

How do I create a new Cost Center?

To request a new Cost Center, complete the General Accounting Office's Cost Center Request Form. Instructions on the request should indicate the appropriate individual to receive the original form.

6. System Outages

Web*Financials is NOT available Sunday mornings from 2am to 6am for backups.
Sundays from 6am to Noon is reserved for software and hardware maintenance.
If no maintenance is scheduled, Banner will be available. If maintenance is scheduled, an announcement will be made by end-of-day of the preceding Wednesday.

7. Appendix

7.1 Document Types/Contact List

Doc No. Starts With	Doc Type	Contact
C	Check Request	Accounts Payable
F	Payroll or AR Feed	Payroll/HR or Bursar
I	Invoice	Accounts Payable
J	Journal Entry	General Accounting
P	Purchase Order	Purchasing
R	Purchase Requisition	Purchasing
S	Signature Feed	SOM Finance
T	Travel Reimbursement	Accounts Payable

7.2 Transaction Type Codes

BD01	Original Budget Entry	CBRC	Refunds
BD02	Budget Adjustment Entries	CBTI	Tuition Income Charges
BD04	Temporary Budget Adjustment	CBXP	Charge Conversion Credit To Clr
BXZ	Creates Budget for Carry-forward Balance	CHS1	Transactions from Cashiers Office
CA1	Banner Student Charges	CNEI	Cancel Check Associated with an Encumbrance
CA2	Banner Student Charges	CNNI	Cancel Check not Associated with an Encumbrance
CA3	Banner Student Charges	CORD	Creates a Change Order to a Purchase Order
CA3A	Charge 3rd Party,Debit A/R	E037	Manual Entry to Close a Purchase Order or an Requisition
CA3C	Charge 3rd Party,Paid By Charge	E090	Year End Encumbrance Roll
CA3P	Charge 3rd Party, Paid By Payment	GRCC	Grant Cost Share Charge
CAHA	Charge Housing,Post To AR	GRIR	Grant Indirect Cost Share Recovery
CAHC	Charge Housing Paid By Charge	HENA	Payroll - Encumbrance Adjustment
CAHP	Charge Housing,Paid By Payment	HENC	Payroll - Salary Encumbrance
CARA	Charge Refund,AR Posting	HGNL	Payroll - Gross Exp. No Liquidation
CARC	Charge Refund,Paid By Charge	HGRS	Payroll - Gross Salary Expense
CARP	Charge Refund,A/R Paid By Payment	ICEI	Cancel Invoice Associated with an Encumbrance
CATA	Charge Tuition, Posting A/R	ICNI	Cancel Invoice not Associated with an Encumbrance
CATC	Charge Tuition,Paid By Charge	INEI	Invoice Associated with an Encumbrance
CATP	Charge Tuition,Paid By Payment	INNC	Credit Memo not Associated with an Encumbrance
CAXA	Conversion X Charge	INNI	Invoice not Associated with an Encumbrance
CAXD	Charge.A.Conversion,Paying Charge	J099	Journal Entry
CAXP	Charge Conversion,Paying Payment	JE15	Journal Entry
CB1	Banner Student Charges	JE16	Journal Entry
CB2	Banner Student Charges	JMSC	Misc Receipt & Budget (Credit Card)
CB3	Banner Student Charges	JPR	DUIMS Payroll Entry
CB3P	Charge 3rd Party,Credit Posting	JUPL	Journal Entry Upload
CBHI	Housing Income	PA1	Banner Student Payment

PA2	Banner Student Payment	PBFC	Payment Fin Aid, Paying Charges
PA3	Banner Student Payment	PBFP	Payment Fin Aid, Paying Payment
PA3A	Payment 3rd Party Debit To A/R	PBFU	Payment Fin Aid Disbur Unapplie
PACA	Payment Debit Credit Card Cash	PBXC	Payment Conversion
PADA	Cash Payment or Deposit	PBXP	Payment Conversion
PAEE	Exemption Debit/ Payment	PBXU	Payment - Conversion
PAET	Payment Eft, Deposit	PCLQ	Cancel a Purchase Order and Reinstate the Requisition
PAFE	Financial Aid Expense	PCRD	Cancel a Purchase Order
PARL	Payment Deposit Release Fr Liab	POLQ	Liquidates a Requisition
PAXC	Payment Conversion,Debit To Clear	PORD	Establishes a Purchase Order
PB1	Banner Student Payments	R099	Journal Entry processed by Research
PB2	Banner Student Payments	R3D	AR Refund 3rd Party
PB3	Banner Student Payment	RA98	Refund To Bank
PB3C	Payment 3rd Pty Paying Charge	RB98	Refund To Bank
PB3P	Payment 3rd Pay Payment	RCQP	Cancels a Requisition
PB3U	Payment 3rd Pty, Unapplied	RD01	Original Budget Entry processed by Research
PBCC	Payment Cash Appl To Charge	RD02	Budget Adjustment Entry processed by Research
PBCP	Payment Applic Pay To Payment	RE15	Journal Entry processed by Research
PBCU	Payment Cash Posting Unap A/R	REQP	Creates a Requisition
PBEC	Payment Exemption, Paying Charg	RFD	AR Refund To Student
PBEP	Payment Exemption, Paying Payme	RUPL	Journal Entry Upload processed by Research
PBEU	Payment Exemption, Unapplied	XXXX	A/R Control