



DOCID PREFIXES

Old Legacy Batch Type	New PS Docid Prefix	Contact Department
BF	BFACT (Balance Forward) BFENC (Balance Forward Enc) BJPROJ (Grant budget entry - K) BJORG (Org budget entry - E,F,G,P)	Acctg-Admin@uthscsa.edu
CR	JECR (Cash Receipts) CR (Student Loan Receipts)	Acctg-Admin@uthscsa.edu
IDT	JEIT (Manual Idt) IT (Automated Idt)	Acctg-Admin@uthscsa.edu
JV	JE (Non-Voucher Entries) VC (Voucher Corrections)* JV (Payroll Transfers)	Acctg-Admin@uthscsa.edu Acctg-Admin@uthscsa.edu Pay-Admin@uthscsa.edu
PV	JEPV (Petty Cash)	Acctg-Admin@uthscsa.edu
PR	PR (Payroll)	Pay-Admin@uthscsa.edu
LV OR SV	VC (Vouchers & AP corrections)	Acctg-Admin@uthscsa.edu
PO	PO (Purchase Orders)	Acctg-Admin@uthscsa.edu
REQ	RQ (Requisitions)	Acctg-Admin@uthscsa.edu
<i>General Stores IDT</i>	IN (Inventory/General Stores Acctg)	nickel@uthscsa.edu or jarzombek@uthscsa.edu

NOTES:

- BFACT & BFENC** transactions are the balance forward transactions recorded for the free balances carried forward on non-budgeted projects, and the expense and revenue carry forward on grant and contract projects. **BJORG & BJPROJ** transactions are the budget entries recorded on the org budget ledger (BJORG) & project budget ledger (BJPROJ). These budget entries should always appear in column 2 - Transfers, Adjustments & Budgets.
- JECR & CR** transactions are the cash receipt transactions recorded by the Bursar's Office, Accounting, and Grants Management. The Journal ID for JECR transactions should reflect the Bursar's cash receipt reference number that has been stamped on the transaction. The pre-printed cash receipt number will appear in the description of the transaction.
- JEPV** transactions are the petty cash receipt transactions recorded by the Bursar's Office.
- JEIT & IT** transactions are the IDTs. Automated IDTs will usually have a Journal ID beginning IDTACTxxxx. Manual IDTs transactions will have a Journal ID beginning JEIT.
- JE** transactions are non-voucher entries. Departmental distributions and non-voucher corrections are made on a JE.
- VC** transactions are any Accounts Payable voucher payments and any corrections for purchase orders and vouchers. In PS, a correction of a previously recorded voucher expense is made by the reversing the voucher and issuing a new voucher number for the corrected chartfields. For example, a correction of the projected on the voucher will generate a new VC transaction, not a JE transaction.
- PR** transactions are the Payroll expense and encumbrance transactions.
- JV** transactions represent Payroll corrections and adjustments.
- IN** transactions are General Stores expense transactions and disencumbrances. In Legacy, these transactions were posted on the IDT. Now the transactions are posted directly to your project id by General Stores. The IN transactions may be associated to a specific RQ (requisition number).
- RQ** transactions are the requisition transaction created by the department orders.
- PO** transactions are the requisitions that have been sourced to a purchase order transactions.