

Definitions

- Blanket PO: A Blanket PO (Purchase Order) is for one commodity only. For example, you may have a blanket PO for ordering paper. The only thing that you can order is paper. There is NOT a daily limit on a blanket PO.
- Open PO: An Open PO is for several items. For example, you may have an open PO with Office Depot. You can order many things from Office Depot, such as paper, pens, office supplies, etc. There is a DAILY limit of \$500.00 per day on an open PO.
- Encumber: In regards to finance, to encumber money is to hold it. Using your check book as an example, you write a check - even though the check has not actually been cashed, the money has been "encumbered".

Posting "Type" Explanations

This is not an all inclusive list, but are the most common ones.

Invoice Related Items:

- INEI Invoice with an encumbrance
- ICEI Canceled invoice with an encumbrance
- INII Invoice charged to a General Ledger account (asset/liability)
- INEC Credit memo with an encumbrance
- INNI Invoice without an encumbrance (i.e. Direct Pay)
- INNC Credit memo without an encumbrance (i.e. Direct Pay credit)
- ICNI Canceled invoice without an encumbrance
- ICII Canceled invoice to a General Ledger account (asset/liability)

Note: all of these items will have a "FLD" value of YTD (year to date) or ENC (encumbrances). These affect the actual year-to-date amounts and will adjust the encumbrances accordingly.

Purchase Order Related Items:

- PORD Purchase Order issued
- POTX Tax on Purchase Order
- PODS Discount on Purchase Order
- POAD Additional charge on Purchase order
- POLQ Purchase Order liquidation - done when an invoice is created against a Purchase Order
- POBC Purchase Order closed by a batch process run by Purchasing
- POCL Purchase Order closed using the form FPAEOCD by Purchasing
- POPN Purchase Order opened using the form FPAEOCD by Purchasing
- PCRD Purchase Order canceled
- PCLQ Purchase Order canceled and Request reinstated

Note: all of these items will have a "FLD" value of either RSV (reserved) or ENC. RSV is related to requisition activity (e.g., when a requisition is turned into a purchase order you will see a "type" of POLQ and a "Fld" of RSV).

Requisition Related Items:

- REQP Purchasing Requisition Reservation - appears when the requisition has been approved by everyone in the approval queues.
- REQS Stores Requisition Reservation
- REQX Tax on Requisition
- REQD Discount on Requisition
- REQA Additional Charge on Requisition

- REQP Canceled Requisition
- RQCL Requisition closed using the form FPAEOCD by Purchasing

NOTE: all of these items will have a "FLD" value of either RSV or ENC.

Stores Inventory Items:

- ISEU Stores inventory issuance - done when the warehouse delivers the items to the department.
- ISEC Returns on Stores inventory

Note: all of these items will have "FLD" value of either RSV or YTD.

Cash Receipt Items:

- DCSR Direct Cash Receipts
- 1xxx, 2xxx, 3xxx, or 4xxx - relate to items fed over from the Accounts Receivable module. The activity can be found either on TSAAREV, TFADETL or TFAMISC.
- PAX, PBX, CAX, RAX, or RBX - relate to items fed over from the Accounts Receivable module. The activity can be found either on TSAAREV, TFADETL or TFAMISC.

Note: all of these items will have "FLD" value of YTD only.

Check Items:

- DNEI Check issued against an invoice with an encumbrance.
- DNNI Check issued against an invoice without an encumbrance.
- DNII Check issued for a Stores Inventory purchase.
- DNEC Check issued against a credit memo with an encumbrance.
- DNNC Check issued against a credit memo without an encumbrance.
- CNEI Cancel check issued against an invoice with an encumbrance.
- CNNI Cancel check issued against an invoice without an encumbrance.
- CNII Cancel check issued for a Stores Inventory purchase.

Note: all of these items will have "FLD" values of YTD only.

Journal Entry Items:

- TRAN Journal entry (transfer of charges) prepared by the campus, which has gone through all of the approval queues.
- BDTR Budget transfers prepared by the campus, which have gone through all of the approval queues.
- BD01 The initial/adopted budget
- BD02 Budget adjustments made by the District or Bursar accounting staff.
- JE15 Journal entries prepared by the District or Bursar accounting staff that doesn't transfer between funds.
- JE16 Journal entries prepared by the District or Bursar accounting staff that is a transfer between funds. Use this on any entry that is crossing funds. These entries will affect the cash accounts within each fund.
- CASH Journal entries prepared by District or Bursar accounting staff that affect cash accounts. These are to be used to record activity done by the County Office of Education or to record activity originated by the bank (e.g. interest income, bank charges or NSF checks).

Note: all of these items will have a "FLD" value of YTD or ABD.