

**Most Common UAccess Financials Document Types:**

Document	Name	Purpose	Example for use of document	Users	Roles Needed to Initiate	How is the document generated?	Automatically Routes to: *	Auto Disapprove EnRoute Docs at Year End Y/N	Cancel Draft Docs (Saved) over 90 Days
AD	Advance Deposit	To record funds received by the university where the department is unknown.		Central Financial Administration	Special Group Access	Banking Transaction Generated	None	No	N/A
CR	Cash Receipt	To record cash and checks received by units, for subsequent deposit into bank accounts via the Cash Management document. The cash receipt document creates the specified accounting entries in UAccess Financials.	Used to process cash or checks received by the department before the funds are sent to the Bursar's Office.	All Employees	Role 32	Initiated by user	Fiscal Officers of accounts on the document and Bursar's Office.	Yes	Yes
CCR	Credit Card Receipt	To record credit card and bank deposits directly to a department account based on the banking transaction.		Central Financial Administration	Special Group Access	Banking Transaction Generated	None	No	N/A
DV	Disbursement Vouchers	To reimburse employees and nonemployees for expenses incurred while conducting university business and to pay other vendors for performing a service, or providing material goods for the university. Most often this payment is in the form of a check although direct deposit and wire transfer options may be available.	Used to request employee reimbursements and direct payments to off campus vendors or organizations. The DV should only be used when the Requisition is not appropriate.	All Employees	Role 32	Initiated by user	Fiscal Officers of accounts on the document, Fund Accountant Group for petty cash, change fund or operational advance object codes and Accounts Payable. Property Management or Capital Finance for capital object codes.	Yes	Yes
DI	Distribution of Income and Expense	To distribute the income or expense, assets and liabilities from a holding account to one or more appropriate accounts when one account has incurred expenses or received income on behalf of one or more other accounts.	Used to move revenue, expenses, assets and liabilities to other sub-accounts, object codes, or sub-object codes. For instance, income might come in to one account, but you need to allocate it to multiple accounts in order to accurately track revenues.	All Employees	Role 32	Initiated by user	Fiscal Officers of accounts on the document and Fund Accountant Group. Property Management or Capital Finance for capital object codes.	Yes	Yes
GEC	General Error Correction	To correct inappropriate or erroneous accounting data for General Ledger entries generated from other financial transactions. The GEC validates the object code to verify that it is not in deficit.	Used to correct non-payroll transactions. For instance, corrections are needed to the account number, object code, or other details on a transaction that has been finalized.	All Employees	Role 32	Initiated by user	Fiscal Officers of accounts on the document and Fund Accountant Group. Property Management or Capital Finance for capital object codes.	Yes	Yes

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ICA	Indirect Cost Adjustment	To make an adjustment to funds on an indirect cost object code		Central Financial Administration	Role 54	User Interface	Sponsored Projects Administration	Yes	No
IB	Internal Billing	To bill for goods or services provided by one university department to another university department, reflecting income to the provider and expense to the customer. Most commonly used by Service Centers.	Used to purchase goods and services from another University department. Either the selling department or the buying department can fill out this document.	All Employees	Role 32	Initiated by user and/or Collector Feeds	Fiscal Officers of accounts on the document. Property Management or Capital Finance for capital object codes.	Yes	Yes
JV	Journal Voucher	To perform accounting tasks that cannot be done by any of the other financial transaction documents. This document creates very open ended financial transactions, with few business rule checks. The JV document can also be used to correct errors that may occur in the system which inadvertently put the General Ledger out of balance.		Central Financial Administration	Special Group Access	Initiated by user	University Comptroller or Delegate	No	N/A
LLCP	Labor Ledger Correcting Process	To record labor ledger correcting entries at an administrative level.	Used to post Labor Ledger transactions that were not able to post during Payroll processing, due to sub-account or sub-object code not set up or active. Currently using this to post Graduate Direct Bill to Labor Ledger.	Central Financial Administration	Special Group Access	Initiated by user	University Comptroller or Delegate	Yes	N/A
LLJV	Labor Ledger Journal Voucher	To record labor ledger entries at an administrative level.	Used to correct Labor Ledger Position Numbers, Project Codes, Object Codes and ERE's that were incorrectly posted at time of payment.	Central Financial Administration	Special Group Access	Initiated by user	University Comptroller or Delegate	Yes	N/A
LLPR	Labor Ledger Payroll Entries	To record expenses and liabilities associated with a payroll cycle.	Used to post the Payroll Labor Ledger file from UAccess Employee.	Central Financial Administration	Special Group Access	System Generated	None	N/A	N/A
PREQ	Payment Request	To pay a vendor on a purchase order.		Central Financial Administration	Role 32	Initiated by user	Fiscal Officers of accounts on the document-Accounts Payable initiates document. Capital Finance for capital object codes.	No	No

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PCDO	P-card	To distribute expenses incurred on a purchasing card. (Note: Accounts Payable Unit "Payables" also processes payment to vendors that have had orders process via Requisition or Disbursement Voucher)	Used to purchase goods and services in line with PCard Policy.	Cardholders, Reconcilers and Fiscal Officers (Liaisons for monitoring)	None	System Generated	PCard Reconciler Workgroup then to Fiscal Officers of account(s) transaction is reconciled to. FYI generated to Cardholder. Property Management or Capital Finance for capital object codes.	No	No
PE	Pre-Encumbrance	To encumber expenses that are known prior to the expense being paid.	Used to create a "soft" encumbrance for expenses that are known prior to payment. For example, a pre-encumbrance may be done for travel expenditures. It is the department's responsibility to properly disencumber these expenses once the expense has been paid.	All Employees	Role 32	User Interface	Fiscal Officers of accounts on the document	No	Yes
PO	Purchase Order	To establish a specific price for item(s) with a specific vendor.		All Employees	Role 54	User Interface	Fiscal Officers of accounts on the document. Property Management or Capital Finance for capital object codes. (POAs route to Fund Accountant Group if over \$5,000)	No	No
RCV	Receiving	To document the receiving of item(s) on a purchase order.			Role 32		None		No
REQ	Requisition	To request a purchase order for a particular item and/or vendor.		All Employees	Role 32	User Interface	Fiscal Officers of accounts on the document, Fund Accountant Group if over \$5,000 and Property Management or Capital Finance for capital object codes.	No	No

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ST	Salary Expense Transfer	To move salaries and benefit charges for a given employee for a particular accounting period (or set of periods) from one or more accounts to one or more other accounts.	Used to correct an employee's payroll expense that was charged to an incorrect account.	All Employees	Role 32	Initiated by user	Fiscal Officers of accounts on the document	Yes	Yes
SB	Service Billing	To bill for goods or services provided by one university department to another university department, reflecting income to the provider and expense to the customer. The Service Billing document does not route for approval and is a restricted document used by Service Centers and Auxiliary Enterprise units.	Used for billing other University departments for goods and services.	Specific Individuals with Additional Permissions and Restrictions established by Central Administration	Special Group Access	Initiated by user	None	Yes	Yes
TF	Transfer of Funds	To transfer cash between accounts.	Used to cover an overdraft, reimburse an account for an expense, or to fulfill a funding commitment.	Fiscal officers and support staff, department, responsibility center, and campus administration staff	Role 54	Initiated by user and/or Imported via Budget Files	Fiscal Officers of accounts on the document and Fund Accountant Group.	Yes	Yes
YEDI	Year End Distribution of Income and Expense	Year End version of the DI (Distribution of Income and Expense)	Documents used only at Year-end - Used in July to post to the previous Fiscal Year	All Employees	Role 54	Initiated by user	Fiscal Officers of accounts on the document and Fund Accountant Group. Property Management or Capital Finance for capital object codes.	Yes	Canceled on Department Close
YEGEC	Year End General Error Correction	Year End version of the GEC (General Error Correction)	Documents used only at Year-end - Used in July to post to the previous Fiscal Year	All Employees	Role 54	Initiated by user	Fiscal Officers of accounts on the document and Fund Accountant Group. Property Management or Capital Finance for capital object codes.	Yes	Canceled on Department Close
YESET	Year End Salary Expense Transfer	Year End version of the ST (Salary Expense Transfer)	Documents used only at Year-end - Used in July to post to the previous Fiscal Year	All Employees	Role 54	Initiated by user	Fiscal Officers of accounts on the document and Fund Accountant Group	Yes	Canceled on Department Close

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YETF	Year End Transfer of Funds	Year End version of the TF (Transfer of Funds)	Documents used only at Year-end - Used in July to post to the previous Fiscal Year	Fiscal officers and support staff, department, responsibility center, and campus administration staff	Role 54	Initiated by user	Fiscal Officers of accounts on the document and Fund Accountant Group	Yes	Canceled on Department Close

\* - Additional routing can be set up on more of an administrative level, depending on the individual department.