

**Quick Reference Guide for the Financials Monthly Detail Report**  
**Glossary of Terms**

**Source Codes = codes that define where a transaction originated**

AP = Accounts Payable journal  
 AX = Auxiliary Transaction  
 BB = Bureau of Buildings  
 BU = Budget  
 BX = Bookstore  
 CG = Office of Contracts and Grants  
 CO = Controller's Office (effective 7/1/05)  
 CR = Communication Resources  
 CS = Central Stores  
 EN = Enterprise Rental  
 FA = Financial Affairs (effective until 6/30/05)  
 FS = Food Service  
 GC = Gulf Coast  
 HR = Payroll  
 LB = Library  
 MP = Motor Pool  
 PO = Purchase Order Encumbrance  
 PP = Physical Plant  
 PR = Printing Services  
 PS = Procurement Services  
 RL = Gulf Coast Research Lab  
 RO = Repair Order  
 SA = Student Financials Interface  
 SC = Science Stores  
 SE = Salary Encumbrance  
 SS = Service Station  
 TR = Travel

\*\*Effective July 1, 2005, Financial Affairs will officially change their name to Office of the Controller.

**Important Websites**

**Forms Website** (Use Internet Explorer as the web browser):  
<http://www.usm.edu/controllersoffice/forms.html>  
 (See Frequently Used Forms)

**Account Codes Listing:**  
<http://www.usm.edu/controllersoffice/forms.html>

**PeopleSoft Cross Reference Table:**  
<http://www.usm.edu/controllersoffice/eagleVision/ppscr/>

**Training:** <http://www.usm.edu/ee/>

**Business and Finance Department Websites**

**Budget Office:** <http://www.usm.edu/budgets/>

**Business Services:** <http://www.usm.edu/bizserv/>

**Controller's Office:** <http://www.usm.edu/controllersoffice/>

**Human Resources:** <http://www.usm.edu/hr/>

**Contracts & Grants Accounting:**  
<http://www.usm.edu/ocga/>

**Physical Plant Work Order Request System (The user name and password are usmwork.)**  
[http://www.usm.edu/physicalplant/work\\_req.html](http://www.usm.edu/physicalplant/work_req.html)

**Procurement Services (Purchasing, A/P, Travel):**  
<http://www.usm.edu/procurement/>

**CFO:**  
[http://www.usm.edu/admin/business\\_and\\_finance.htm](http://www.usm.edu/admin/business_and_finance.htm)

**Business and Finance Phone Numbers**

Accounts Payable	6.4131
Budget Office	6.4091
Business Services	6.4771
Controller's Office	6.4084
Grants A/R and Billing	6.5086
Gulf Coast Accounts & Human Resources	2.4205
Gulf Coast Research Lab	2.4205
Human Resources	6.4050
Physical Plant Accounting	6.4414
Procurement Services	6.4131
SPA	6.5086
Travel	6.4131
CFO	6.5005

**Monthly Detail Reports (MDR)**

<b>Budget Ledgers for Review Budget Activity Inquiry</b>		
<b>Description</b>	<b>Ledger</b>	<b>Funds</b>
Organization Budget	ORG	10, 12, & 13
Appropriation Budget	APPROP	14X10, 14X20, 14X50, 50
Project Grant Budget	PROJ_GRT	14X30, 14X40, 16 40
Revenue Estimate Budget	REVEST	10, 12, 13, 14x10, 14x20, 14x50, 50
Project Revenue	PROJ_REV	14x30, 14x40

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**Account**— A maximum of six-digit (6) alpha or numeric reference that indicates how funds are being spent or earned. Expense transactions begin with the number 6 and revenue transactions begin with a 4. Budget accounts have 5 or 6 letters or digits referencing the budget category that will be impacted by a budget journal.

Examples: Expense Transaction: Account 605210 = Postage Budget Transaction: Account CONTSV = Contractual Services

**Accounts Payable Detail** - Transactions that are created through the payment of invoices, purchase orders to vendors, employee remittance vouchers, and employee travel transactions.

**Budget Journal** – An entry that is made to increase or decrease a budget. It impacts only the budget section of the monthly detail report.

**Chartfield String** – The term used to describe a budget that will be used to charge expenses or collect revenues, formerly referred to as “account that will be charged or credited”.

Example of a chartfield string: Fund: 10H10  
DeptID: 110006 Program: 06000

The Project/Grant field is also included as a required part of some chartfield strings.

**Encumbrance** – Reflects a purchase order, travel voucher (via a permission to travel form), and facilities and administrative cost and salary encumbrances (for budgets with a fund code of 16XXX) that have been entered in the system. The encumbrance amount reduces the remaining spending authority balance. See Liquidation.

**HR Department** – The ten-digit (10) or seven-digit (7) string that should be used to hire an employee through Human Resources or Student Employment and should be indicated on the Personnel Action Form.  
Examples: H110006001 or GR01001

Other locations that require the HR Department when making a purchase: Post Office, Communication Resources, Photo Services, Physical Plant Stores, and Science Stores. All other transactions, such as requisitions, remittance vouchers, interdepartmental invoices, and deposits made in Business Services require the complete chartfield string.

**Interface** – The process in which a feeder system or a separate PeopleSoft module is used

to transport data to the university's financial general ledger, which is used to generate monthly detail reports.

**Job Code** – A five-digit (5) number assigned when an employee is hired that indicates the type of worker they are for reporting purposes. If an employee is assigned a job code that begins with a 2, then the payroll expenses for that employee will be charged to the wage budget. If the job code begins with a 1, then the payroll expenses will be charged to the salary budget. Human Resources assigns the job code upon receipt of the Personnel Action Form. Overtime pay is always charged to the wage budget.

**Journal Entry** – A transaction to charge or credit amounts to a departmental budget by an interdepartmental invoice, interface, or an online entry and will be recorded as “expended”.

**Journal ID** – A specific alpha or numeric combination that is assigned to a journal entry when it is processed.  
Example: DD00123456 is a departmental deposit that was made in Business Services.

**Liquidation** – The reversal of a pre-encumbrance after the purchase order has been encumbered or the reversal of an encumbrance when the item has been partially or fully paid. Liquidations are reflected in the pre-encumbrance and encumbrance detail sections of the monthly detail report.

**Open Item**— A control number that is assigned upon receipt of a permission to travel form and acts as a system identifier for a specific trip. This will appear as an OI reference in the travel category, encumbrance section, under vendor/desc or in the Ref column in the accounts payable detail of the monthly detail report.

**Pre-encumbrance** – Reflects a requisition that has been entered in the system but for which a purchase order has not yet been issued. The pre-encumbrance amount reduces the remaining spending authority balance. See Liquidation.

**Remaining Spending Authority** – A calculated value equal to the Budget minus:  
Pre-encumbrances  
Encumbrances  
Expended

**Voucher ID** – An eight-digit (8) number assigned by the system when Accounts Payable processes a payment.