

Selected Tips for *Agency System Management*

Commonly Used BC Document ID Transaction Types (<i>positions 3 and 4 of document ID</i>)			
Cash Document ID's		Other Document ID's	
17	Quarterly Allotment/Reversion/Revision (allotments)	11	Certified Budget Entry
21	Cash Receipt (deposits)	12	Authorized Budget Entry
22	Cash Requisition (disbursements)	14	Internal Budget Transfer Entry
23	Cash Receipts Accrual (deposits eligible for accrual)	31	Correcting/Adjusting Entry
24	Electronic Cash Disbursement (disbursements)	37	Fixed Asset Adjustment
25	Electronic Cash Transfer – In (deposits)	38	Encumbrance/Commitment Adjustment
27	Electronic Cash Transfer – Out (disbursements)		

Budgetary Control Accounting Rules (<i>excluding rules used to clear suspense</i>)		
Accounting Rule	Function	Data Type
CH	Cash automation for cash receipts entry – account 111270	1
CB	Cash automation for cash receipts entry – account 111260	1
31	Passes balanced entries with no adjustment (default for Data Type 2 journal vouchers)	2
37	Purchasing encumbrance adjustment - offset to reserve for encumbrance (830000)	1
38	Purchasing encumbrance adjustment – balanced	2
41	Accounts Payable encumbrance adjustment – balanced	2
45	Accounts Payable encumbrance adjustment - offset to reserve for encumbrance (030000)	1
AL	Allotment offset	2
EL	Allotment offset for budget requirements	2
RL	Allotment offset for estimated revenues	2

General Ledger Inquiry vs. Maintenance Screens		
Type of Key Component	Inquiry Screens	Maintenance Screens (Add or Change)
Company	010 Company Information	N/A (OSC only)
Account	012 Account Information	286 Add or change an account
Center	014 Company/Account/Center Information	287 Add or change a company/account/center
Center Descriptions	292 Center and Center Element Descriptions	288 Add, change, or delete a center or center element descriptions

Adding Expenditure Account Family Members		Adding Accounts Associated with New Special Budget Funds	
Type of Account	Use of Account	Type of Account	Use of Account
53XXXX Actual Expense	Check issuance/cash disbursement	030000	Reserve for AP encumbrance
03XXXX AP Encumbrance	Invoice entry	830000	Reserve for PO encumbrance
83XXXX PO Encumbrance	Purchase order entry	111250	Cash disbursement
73XXXX Authorized Budget	BPS/BRS types 11, 12, 14	111260	Pooled cash/budget code cash
78XXXX Certified Budget	BPS/BRS types 11, 12	639200/689200	Budgeted fund balance

Clearing Suspense Transactions

All transactions are recorded in the BC module as Data Type 1 entries

Account Posted to Suspense	Description	Use Doc Id	Appropriate BC Screen	Accounting Rule
Transactions posted from the Health Benefits Interface	Clear health benefits suspense 531998-9999	31	Journal Voucher Screen	BI
Transactions posted from the Payroll Interface	Clear payroll suspense 531999-9999	31	Journal Voucher Screen	PI
All other accounts beginning with '1', '2', '3', '4', or '5'	Clear miscellaneous suspense 99999999899-99999999998	Use appropriate doc id for original transaction	Journal Voucher Screen	30
Accounts beginning with '8'	Clear miscellaneous suspense 99999999899-99999999998	38	Encumbrance Adjustment Screen	43
Accounts beginning with '0'	Clear miscellaneous suspense 99999999899-99999999998	38	Encumbrance Adjustment Screen	44
Accounts beginning with '63'	Clear miscellaneous suspense 99999999899-99999999998	Use appropriate doc id for original transaction	Budget Create Screen	46
Accounts beginning with '73'	Clear miscellaneous suspense 99999999899-99999999998	Use appropriate doc id for original transaction	Budget Create Screen	47
Accounts beginning with '68'	Clear miscellaneous suspense 99999999899-99999999998	Use appropriate doc id for original transaction	Budget Create Screen	48
Accounts beginning with '78'	Clear miscellaneous suspense 99999999899-99999999998	Use appropriate doc id for original transaction	Budget Create Screen	49
Both certified budget accounts: '63' and '68'	Clear miscellaneous suspense 99999999899-99999999998 99999999899-99999999998	Use appropriate doc id for original transaction	Budget Create Screen	50
Both certified budget accounts: '73' and '78'	Clear miscellaneous suspense 99999999899-99999999998 99999999899-99999999998	Use appropriate doc id for original transaction	Budget Create Screen	51
Accounts beginning with '65'	Clear miscellaneous suspense 99999999899-99999999998	Use appropriate doc id for original transaction	Journal Voucher Screen	GC
Accounts beginning with '75'	Clear miscellaneous suspense 99999999899-99999999998	Use appropriate doc id for original transaction	Journal Voucher Screen	GB