

**BATCH REFERENCE TABLE**

**Commonly used batch reference conventions are listed below:**

| <b>Session/Batch Ref</b> | <b>Transaction Type</b>   | <b>FMIS Module</b> | <b>Responsible Office</b> |
|--------------------------|---|--------------------|---------------------------|
| ACVnnn                   | Accrued Vacation Payable Feed   | FA                 | GALC                      |
| ADJBUD                   |   |                    |                           |
| AFTnnn                   | After-the-Fact Encumbrance  | FA                 | GALC                      |
| <i>AFXnnn</i>            | <i>AP Feed to Fixed Assets</i>  | <i>FFX</i>         | <i>PFMO</i>               |
| APCnnn                   | AP Check Feed – APS Check Cycle   | AP                 | Disbursing                |
| APDnnn                   | AP Feed – APS feed to FA  | FA                 | Disbursing                |
| APXnnn                   | AP Feed – APS Check Cycle – Imprest check   | DCS                | Department                |
| APYnnn                   | AP Feed – APS feed to FA – Imprest Check  | DCS                | Department                |
| AR0nnn                   | ARS Feed Allowance Adjustment   | ARS                | GALC                      |
| <i>ARDnnn</i>            | <i>AR Feed – to set up Interim AR File during 07/01/98 to 12/20/98</i>  | <i>ARS</i>         | <i>GALC</i>               |
| ARGnnn                   | ARS Feed – Allowance adjustment   | ARS                | GALC                      |
| ARRnnn                   | ORS Negative A/R Reclass  | CGS                | ORS                       |
| AVCnnn                   | Accrued Vacation Payable Corrections  | FA                 | GALC                      |
| AWDnnn                   | Award Authorized  | CGS                | ORS                       |
| <i>BBJ931</i>            | <i>Banner APPL De</i>   |                    | <i>Treasury Office</i>    |
| <i>BBJ931</i>            | <i>Banner Returned</i>  |                    | <i>Treasury Office</i>    |
| BBnnnn                   | Beginning Balance Adjustment  | FA                 | GALC & ORS                |
| BCGnnn                   | Budget – Contract & Grants  | CGS                | Contract & Grants         |
| BKSnnn                   | Bookstore Feed  | AP                 | Manoa Bookstore           |
| BRJnnn                   | Banner Reject   |                    |                           |
| BTRnnn                   | Bank Transfer   | FA                 | GALC                      |
| BUDnnn                   | Budget – thers  | FA                 | Various                   |
| BXJnnn                   | Banner Transactions where x = campus<br>A=Systemwide<br>B=UH Manoa<br>G=UH at Hilo<br>D=UH at West Oahu<br>F=Hawaii CC<br>H=Honolulu CC<br>K=Kapiolani CC |                    | Campus Business Office    |

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|                          | L=Leeward CC<br>M=Maui CC<br>N=Kauai CC<br>W=Windward CC  |                    |                                    |
| CADnnn                   | Cash Advance Reclass Entry Feed   | FA                 | Disbursing                         |
| CCJnnn                   | Cross Campus JE Closing   | FA                 | GALC                               |
| CREnnn                   | Deposit   |                    |                                    |
| DCxnnn                   | Departmental Checking System (DCS) feed (X indicated department or campus Business Office)<br>B = Manoa Cashiers<br>G = UH at Hilo<br>D = UH at West Oahu<br>F = Hawaii CC<br>H = Honolulu CC<br>K = Kapiolani CC<br>L = Leeward CC<br>M = Maui CC<br>N = Kauai CC<br>P = Windward CC<br>S = Student Housing, Manoa | AP                 | Various                            |
| DISnnn                   | Delete credit memo – suspense   | AP                 | Disbursing                         |
| FFXnnn                   | Fixed Assets Feed   | FFX                | System Batch                       |
| FRDnnn                   | RCUH FREDI II Feed  | FA                 | ORS                                |
| GSCnnn                   | G Reimb Claims  | FA                 | Disbursing                         |
| GSRnnn                   | B, G & S Collection   | FA                 | Treasury Office                    |
| IAVnnn                   | Accrued Interest Payable (13 <sup>th</sup> month)   |                    | GALC/PFMO                          |
| IVVnnn                   | Bond redistribution   |                    | GALC/PFMO                          |
| IBTnnn                   | Bond redistribution (monthly)   |                    | GALC/PFMO                          |
| ICCnnn                   | ICC Expenditures  | FA                 | ORS                                |
| INTnnn                   | Interest Allocation   | FA                 | GALC                               |
| LOCnnn                   | Letter of Credit Journal Entry  | FA                 | ORS                                |
| MISnnn                   | Miscellaneous   | FA                 | System generated encumbrance purge |
| NEWBUD                   | New Year Budgets  |                    |                                    |

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|--------------------------|--|--------------------|--|
| nnnDCS                   | DCS voucher  | ePurchasing        | Disbursing   |
| nnnDEP                   | Departmental Deposits  | eDeposits          | Treasury   |
| nnnPUR                   | Encumbrance and AP voucher   | ePurchasing        | OPRPM/Disbursing                                       |
| OVRnnn                   | Override of Frozen Account   | Var                | Disbursing, GALC, ORS                                  |
| PACnnn                   | Prior Year Accrual Reversal  | FA                 | GALC & ORS   |
| PRLnnn                   | Payroll Feed   | FA                 | GALC   |
| PRYFRZ                   | Non-ORS PY FRZE/SUP  |                    |  |
| <i>PTAnnn</i>            | <i>Purchasing Feed to AP</i>   | <i>AP</i>          | <i>OPRPM/Disbursing</i>                                |
| <i>PTFnnn</i>            | <i>Purchasing Feed to FA</i>   | <i>FA</i>          | <i>OPRPM</i>   |
| <i>PTNnnn</i>            | <i>Purchasing Feed to FA next year</i>   | <i>FA</i>          | <i>OPRPM</i>   |
| <i>PTXnnn</i>            | <i>Purchasing Feed to Fixed Assets</i>   | <i>FFX</i>         | <i>PFMO</i>  |
| PVSnnn                   | P-Card Expense Distribution  |                    |  |
| RCHnnn                   | RCUH FA Feed   |                    |  |
| REVnnn                   | Revenue Recognition  | FA                 | ORS  |
| SCPnnn                   | Accrued Payroll/Fringe Feed  | FA                 | GALC   |
| SCPnnn                   | SCOPIS encumbrance liquidation   | FA                 | GALC   |
| SGRnnn                   | Contra-State General Fund Revenue  | FA                 | GALC   |
| <i>Slxnnn</i>            | <i>Scholarship Financial Aid Feed (X indicates campus Financial Aid Office)</i><br><i>A = Athletics, Manoa</i><br><i>B = UH at Manoa</i><br><i>D = UH at West Oahu</i><br><i>F = Hawaii CC</i><br><i>G = UH at Hilo</i><br><i>H = Honolulu CC</i><br><i>K = Kapiolani CC</i><br><i>L = Leeward CC</i><br><i>M = Maui CC</i><br><i>N = Kauai CC</i><br><i>P = Windward CC</i> | <i>AP</i>          | <i>Various</i>   |
| SRBnnn                   | Student Related Refund Feed  | AP                 | Refer to Banner for responsible campus business office |
| TCBnnn                   | Telephone Charges  | FA                 | Tape feed – Auxiliary Services                         |

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|--------------------------|-------------------------|--------------------|---------------------------|
| UNFRNC                   | Unfreeze G & S Funds    | FA                 | GALC                      |

**BATCH REFERENCE TABLE**

**Commonly used batch reference conventions are listed below:**

**List of batch prefixes used for loading July 1, 1996 beginning balances from the old fiscal system to the new financial system:**

| REF    | Transaction Type                              | System | Responsible Office |
|--------|---|--------|--------------------|
| BBAWAx | Beginning Balance – Award Authorized          | CGS    | ORS                |
| BBGLxx | Beginning Balance – Manoa SL Assignment       | CGS    | ORS                |
| BBITDx | Beginning Balance – Expenditure Load          | CGS    | ORS                |
| BBLnnn | Beginning Balance – GL Beginning Balance Load | FA     | General Accounting |
| BBBUDx | Beginning Balance – RTBSF Budget Load         | CGS    | ORS                |

**List of batch prefixes used by the central office and fiscal officers:**

Identifies office that input data

|                     | ←--Regular Batch --→<br>Position |   |   |   |   |   | ←--Override Position--→ |   |   |   |   |   |
|---------------------|----------------------------------|---|---|---|---|---|-------------------------|---|---|---|---|---|
| Level               | 1                                | 2 | 3 | 4 | 5 | 6 | 1                       | 2 | 3 | 4 | 5 | 6 |
| Systemwide          | W                                |   |   |   |   |   |                         |   |   |   |   |   |
| Accounting          | W                                | A | # | # | # | # | O                       | V | R | A | # | # |
| Budget              | W                                | B | # | # | # | # |                         |   |   |   |   |   |
| Cashiers            | W                                | C | # | # | # | # | O                       | V | R | C | # | # |
| Disbursing          | W                                | D | # | # | # | # | O                       | V | R | D | # | # |
| ORS                 | W                                | G | # | # | # | # | O                       | V | R | G | # | # |
| OPRPM               | W                                | P | # | # | # | # | O                       | V | R | P | # | # |
| RCUH                | W                                | R | # | # | # | # | O                       | V | R | R | # | # |
| Treasury            | W                                | T | # | # | # | # | O                       | V | R | T | # | # |
| Inventory           | W                                | V | # | # | # | # | O                       | V | R | V | # | # |
|                     |                                  |   |   |   |   |   |                         |   |   |   |   |   |
| ALL FISCAL OFFICERS |                                  |   |   |   |   |   | Not allowed             |   |   |   |   |   |
| FO 001              | 0                                | 0 | 1 | # | # | # |                         |   |   |   |   |   |
| FO 068              | 0                                | 6 | 8 | # | # | # |                         |   |   |   |   |   |
| Etc.                |                                  |   |   |   |   |   |                         |   |   |   |   |   |

Note: The system defaults the three (3) digit fiscal officer as the batch prefix on Screen 030/130 or Batch Quick Open.