

Journal ID Prefix Definitions

When reviewing your department data WISDM reporting tool, you can drill down from an amount on a report to the detail journals on the general ledger. The journals have several different two character prefixes which represent different types of transactions from different sources. Transactions come into the Shared Financial System general ledger from three different sources: 1) accounts payable module; 2) purchasing module, and; 3) interfaces from other systems. In addition, some transactions are entered directly to the general ledger module. The following is an explanation of each type of journal prefix and its related source.

<u>Journal Prefix</u>	<u>Source</u>	<u>Description</u>
AP	AP Module	Voucher transaction for paying invoices
BD	GL Module	Budget transactions
BT	GL Module	Budget transfers
CB	GL Module	On line journal transactions for chargebacks
SU	Interface	Fee Distribution and Departmental Deposits
FB	Interface	Fringe Benefit transactions from the UW-System central payroll
JV	GL Module	On line journal transactions for transfers, corrections, etc.
PC	Interface	Procard transactions for procurement card expenditures
PO	PO Module	Purchase Order transactions to order goods and services
PJ	Interface	Payroll transactions from the UW-System central payroll
PY	AP Module	Payment transactions which generate checks
PT	Interface	Salary cash transfers
FT	Interface	Fringe benefit cash transfers

In addition the line description which you see on the drill down to the detail journals will contain descriptive information pertaining to the transaction. For example, for PC or procard journals, the line description field will have "Procard biweekly at mm/dd/yy." This indicates that the procard charges in the journal were received and posted for the biweekly period ending on the given calendar date.