

# Determining Which Data Entry Screen to Use

| <u>Type of Transaction</u>  | <u>Name of the Physical Document</u> | <u>Document Type to Select in FMP</u> | <u>Data Entry Input Screen to use</u>   |
|---|--------------------------------------|---------------------------------------|---|
| <b><u>CASH AND REVENUE</u></b>  |                                      |                                       |   |
| <u>Cash Deposit</u> : Reimbursement of an expense or Refund of an expense             | Journal Entry Request Form           | Income                                | Quick Entry   |
| <u>Cash Deposit</u> : Service Center Fees, Graduate Application fees, Conference fees | Journal Entry Request Form           | Income                                | Quick Entry   |
| <u>Cash Deposit</u> : Gifts/Donations   | Gift Transmittal Form                | Income                                | Quick Entry   |
| <u>Fee Revenue</u> (per ABC transaction reports)                                      | ABC Fee Detail Report                | Budget Input                          | Budget Input  |
| <b><u>BUDGET AND EQUITY TRANSACTIONS</u></b>  |                                      |                                       |   |
| Moving fund equity from one cost center to another                                    | Journal Entry Request Form           | Budget Input                          | a) Quick Entry<br>b) Budget Input (once it posts to 1074)                               |
| Transfer funds from one cost center to another  | Budget Request Form                  | Budget Input                          | a) Quick Entry<br>b) Budget Input (once it posts to 1074)                               |
| Transfer of funds between different nodes in the <u>same cost center</u> .            | Budget Request Form                  | Budget Input                          | Budget Input<br>(Leave Starting amount blank; and fill in categories to the right only) |
| Carryforward of fund equity   | 1074.6 or 1016                       | Budget Input                          | Budget Input  |
| Budget Load (for new year budgets)  | PC Bud                               | Budget Input                          | Budget Input  |
| <b><u>REALLOCATIONS</u></b>   |                                      |                                       |   |
| Correcting a posted transaction ( <u>local to local</u> or <u>State to state</u> )    | Journal Entry Request Form           | Journal Entry                         | Quick Entry   |
| Correcting a posted transaction ( <u>state to local</u> or <u>local to state</u> )    | Voucher                              | Voucher                               | Quick Entry   |
| Payroll Reallocations   | Payroll Reallocation Form            | Monthly                               | Monthly Summary   |
| <b><u>PURCHASES</u></b>   |                                      |                                       |   |
| Miscellaneous purchases; non-travel reimbursements                                    | Voucher                              | Voucher                               | Quick Entry   |
| Equipment purchases requiring a requisition   | Requisition                          | Requisition                           | a) Quick Entry<br>b) Transaction Detail (for Encumbrance amount)                        |
| Purchases for goods and services made to University Service Centers                   | SCR                                  | SCR                                   | Quick Entry   |
| <b><u>TRAVEL</u></b>  |                                      |                                       |   |
| Travel Request  | Travel Request form                  | Travel Request                        | Quick Entry   |
| Travel Reimbursement  | Travel Voucher                       | Travel Voucher                        | Quick Entry   |
| <b><u>MISCELLANOUS</u></b>  |                                      |                                       |   |
| Scholarships  | Scholarship Memo form                | Scholarship                           | Quick Entry   |

|             |  |                  |             |
|-------------|--|------------------|-------------|
| Commitments | Commitment<br>correspondence with<br>authorized signatures | See instructions | Quick Entry |
|-------------|--|------------------|-------------|