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# General Budget Information

## Field Identifiers / Document Number Identifiers

These abbreviations will help you to understand the transactions in the Finance System, both INB and Self Service:

**FLD** Field  
**ABD** Adjusted budget  
**ENC** Encumbrance  
**OBD** Original budget  
**RSV** Reservation  
**TMP** Temporary adjustment  
**YTD** Year-to-date/actual expenditure

## Document Number Identifiers:

**BCXXXXXX** Office Max/Boise entry  
**BGXXXXXX** Blue Gibbon entry  
**BKXXXXXX** Bookstore entry  
**CCXXXXXX** Cintas Center entry  
**CEXXXXXX** Coffee Emporium entry  
**CPXXXXXX** Copy Card charge entry  
**FSXXXXXX** Food Service entry  
**KNXXXXXX** Kinko's entry  
**LDXXXXXX** Long distance entry  
**ODXXXXXX** Office Depot entry  
**PPXXXXXX** Paper Usage entry  
**PRXXXXXX** Printing services entry  
**PSXXXXXX** Postage entry  
**SCXXXXXX** Schiff Conference Center entry  
**SEXXXXXX** Special Events entry  
**SWXXXXXX** Subway entry  
**TFXXXXXX** 1-800 entry

**TRXXXXXX** Travel Authority entry

**UCXXXXXX** University Credit Card entry

**XCXXXXXX** Xavier Leadership Center entry

**JE\*\*XXXX** Journal entries - \*\* are the initials of the person who input the information

**FXXXXXXX** System interfaces (payroll, alumni-gifts)

ALWAYS use an interdepartmental form to correct any activity that was applied to the wrong account code. (DO NOT USE TO CORRECT PAYROLL ACTIVITY.

See Student Employment Maintenance/Review of Accounts).

ALWAYS use an interdepartmental form when co-sponsoring an event or when taking in funds from another account.

**ALL FORMS INVOLVING THE ACCOUNT MUST BE SIGNED BY THE ACCOUNT AND/OR BUDGET ADMINISTRATOR.**