

COMPTROLLER POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: CMP 102-03
	Section: 100 General
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	Responsible office: Comptroller
Subject: Interface Document Identifiers	Origination date: 01/01/2000
	Effective date: 07/01/2012
	Revision date: 11/14/2015

PURPOSE

To list the various document codes interfaced from PeopleSoft subsidiary systems.

SOURCE

Comptroller's Office

DISCUSSION

University departments utilize several different subsidiary financial systems that upload into PeopleSoft Financials. This information below will hopefully assist the users of PeopleSoft reports in identification of the various transactions in reading those reports.

CMP 102-03: Interface Document Identifiers

Systems That Upload Directly To PeopleSoft Financials:

The following subsidiary systems interface to PeopleSoft Financials on a periodic or daily basis. Most interfaces are run in PeopleSoft as part of the nightly batch process; however, some transactions are entered manually. Each interface uses at least one and in some cases more than one document code to record transactions from the subsidiary system.

Subsidiary System Document Identifier

Facility Services

Work orders (Expense to Expense Transfer) from the TMA System have a Document Type of 'FAC'. The Document ID begins with FAC followed by seven digits. An example on the State and Local Financial Transactions report is FAC0046878.

Campus Supply

Campus Supply purchases from the TMA System have a Document Type of 'SUP'. The Document ID begins with SUP followed by seven digits. An example on the State and Local Financial Transactions report is SUP0045940.

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Post Office:

Postal purchases and transactions have a Document Type of ‘UPS’. The Document ID begins with UPS followed by seven digits. An example on the State and Local Financial Transactions report is UPS0043268.

Telephone Services and Charges:

IET documents are used for telephone services and charges. The Department Code is ‘TEL’. The Document ID begins with TEL followed by seven digits. An example on the State and Local Financial Transactions report is TEL042922.

E-Business

Documents are uploaded from the E-Business System for departments that receive payments through the E-Business process (see [E-Business Web Site](#)). The Department Type is ‘EBZ’. The Document ID begins with EBZ followed by seven digits. An example on the State and Local Financial Transactions report is EBZ0111414.

Staples

Staples purchases have a Document Type of ‘STP’. The Document ID begins with STP followed by seven digits. An example on the State and Local Financial Transactions report is STP0041659.

PeopleSoft Student Financial Document Identifiers: See [CMP 102-04](#)