

# Operating Expense Reconciliation Quick Reference

Use this report to reconcile operating expenses with the budget to actual report

Run Date: 11/16/2005 Texas State University - San Marcos Page: 1  
 Reconciliation Report for Operating Budget Expenses  
 Postings from 09/01/2005 to 11/30/2005

Fund Center: 1212130000 - Administrative Information Services  
 Fund: 2021001006 - Computer Service Fee

Document Number	Doc Type	Vendor Name / Doc Type Description	Posting Date	Amount	Reference	Text	PO#	Earmarked Fund #
19000797	8 KR	PMORGAN CHASE BANK NA	11/11/2005	7.49	TESTFROMJA0906	P-Card IDT Trans		
19000797	7 KR	PMORGAN CHASE BANK NA	11/11/2005	350.00	TESTFROMJA0906	P-Card IDT Trans		
1900797	6 KR	PMORGAN CHASE BANK NA	11/11/2005	16.31	TESTFROMJA0906	P-Card IDT Trans		
1900797	5 KR	PMORGAN CHASE BANK NA	11/11/2005	23.56	TESTFROMJA0906	P-Card IDT Trans		
1900797	4 KR	PMORGAN CHASE BANK NA	11/11/2005	9.95	TESTFROMJA0906	P-Card IDT Trans		
19000797	3 KR	PMORGAN CHASE BANK NA	11/11/2005	41.44	TESTFROMJA0906	P-Card IDT Trans		
19000708	3 KR	TAPLES BUSINESS ADVANTAGE	09/13/2005	65.93	9/6/05	COOL IDTS		
19000714	2 KR	MULLIGAN WATER CONDITIONING	09/13/2005	32.50	122231			
19000720	6 KR	TAPLES BUSINESS ADVANTAGE	09/13/2005	60.46	9/12/05	COOL IDTS		
19000720	7 KR	TAPLES BUSINESS ADVANTAGE	09/13/2005	7.05	9/12/05	COOL IDTS		
19000720	8 KR	TAPLES BUSINESS ADVANTAGE	09/13/2005	7.05	9/12/05	COOL IDTS		
19000724	7 KR	TAPLES BUSINESS ADVANTAGE	09/28/2005	69.70	09/19/05	COOL IDTS		
19000741	6 KR	TAPLES BUSINESS ADVANTAGE	10/04/2005	106.88	10/3/05	COOL IDTS		
19000741	7 KR	TAPLES BUSINESS ADVANTAGE	10/04/2005	8.03	10/3/05	COOL IDTS		
19000738	3 KR	MULLIGAN WATER CONDITIONING	10/11/2005	32.50	122622			
19000797	2 KR	PMORGAN CHASE BANK NA	11/11/2005	52.60	TESTFROMJA0906	P-Card IDT Trans		
19000797	1 KR	PMORGAN CHASE BANK NA	11/11/2005	29.95	TESTFROMJA0906	P-Card IDT Trans		
19000797	0 KR	PMORGAN CHASE BANK NA	11/11/2005	258.08	TESTFROMJA0906	P-Card IDT Trans		
19000797	9 KR	PMORGAN CHASE BANK NA	11/11/2005	49.99	TESTFROMJA0906	P-Card IDT Trans		
19000797	8 KR	PMORGAN CHASE BANK NA	11/11/2005	41.99	TESTFROMJA0906	P-Card IDT Trans		
19000767	3 KR	PMORGAN CHASE BANK NA	11/02/2005	1.25	OCTOBER 20TH	P-Card IDT Trans		
19000758	0 KR	TAPLES BUSINESS ADVANTAGE	11/02/2005	53.07	OCTOBER 20TH	COOL IDTS		
19000743	0 KR	TAPLES BUSINESS ADVANTAGE	10/11/2005	57.54	10/10/05	COOL IDTS		
Total for (KR) Vendor invoice				1,954.69				
1900072529	TO	LEAMONS, DONNA	09/29/2005	13.50	09/07/2005			2006005623
1900071933	TO	FEHLIS, EMMITT D	09/28/2005	13.50	09/07/2005			2006005622
1900071931	TO	PAUL, SAMUEL R	09/28/2005	13.50	09/07/2005			2006005625
1900071930	TO	TRIP, TED	09/28/2005	13.50	09/07/2005			
1900071780	TO	BANK ONE	09/27/2005	1,273.20	09/12/2005A			
Total for (T0) Travel Out-State				1,327.20				

1. Line items in this report are grouped and subtotaled by Doc Type.
2. Vendor Names or Doc Type Descriptions are shown in plain text. University employee names are shown as vendors for Travel entries.
3. Posting Dates show when the item was posted to the appropriate account, not that a check was cut or mailed. This information is viewable in the "Environment" menu in the item detail within the Budget to Actual report.
4. Reference, Text, PO#, and Earmarked Fund # columns give you more detail about the expense.

A table of SAP Document Types is on the back of this quick reference

**SAP Document Types and Number Ranges** \* Yellow entries are a Document type that is posted weekly

Doc Type	Number Range	Description	Doc Type	Number Range	
AA	1	Asset posting	KR	19	Vendor invoice - NPO (P-Card)
AB	1	Accounting document	KZ	15	Vendor payment
AF	3	Dep. postings	L1	24	ETLP Pmt Reapplicati
AN	1	Net asset posting	L2	24	ETLP SmBalOverpay
AO	11	Administ Overhead	L3	24	ETLP Pmt Reversal
BK	29	Bookstore Invoice	L4	24	ETLP SmBal WriteOff
CB	8	Cash Blotter	L5	24	ETLP LgBal WriteOff
CG	24	Cash Receipt/ GL Acc	LB	29	Library Invoice
CR	24	Cash Receipt	PA	35	Payroll Posting
CV	75	Conversion Document	R1	JV	Journal Voucher/Rev.
DA	16	Customer document	R2	69	Man IDT-Reversal
DG	16	Customer credit memo	R3	60	IDT-Reversal-B/T/F
DR	18	Customer invoice	R4	65	IDT-Reversal-C/D/P
DZ	14	Customer payment	R5	24	Reversal-SARS/RB
F1	24	FA Credit/Due From	R6	79	Reversal-Int Payroll
F2	24	FA Credit/Due To	R7	75	Reversal-Conversion
FA	39	Financial Aid	R8	35	Reversal-Payroll
GS	7	GreenSlip Correction to an Invoice	R9	70	Reversal-ResEncumbr
IC	12	Indirect Cost Posting	RA	51	Sub.cred.memo stlmt
IP	79	Interim Payroll	RE	51	Invoice-Associated with a PO
JA	63	IDT-Personnel Ads	RF	39	Student Refund
JB	60	IDT - Bookstore	RI	19	Reimbursements/State
JC	65	IDT - Copy Cards	S1	24	SARS Daily Receipts
JD	65	IDT - Duplicating	S2	24	SARS Daily Charge Ad
JE	69	Manual IDT-Expense	S3	24	SARS Reg. Receipts
JF	60	IDT - Facilities	S4	24	SARS Reg. Charges
JG	63	IDT-Evans/UPAC	S5	24	Reg. F/A Credit
JH	63	IDT-Computer Repair	S6	24	Reg. F/A Credit ETLP
JI	63	IDT-Instru Technolog	S7	24	SARS Ref. Cr Due/To
JJ	63	IDT-Student Center	S8	24	SARS Ref Cr Due/From
JK	63	IDT-Rec Sports	SL	63	IDT-Computer Softwar
JL	63	IDT-Library	ST	19	State Invoice
JM	63	IDT-Materials Mgt	TF	39	Trust Fund
JN	63	IDT-Transportation	TI	19	Travel In-State
JO	63	IDT-Copy Machines	TO	19	Travel Out-State
JP	65	IDT - Print Shop	WE	50	Goods receipt
JQ	63	IDT-Std Health Ctr	YZ	21	Periodic Deprec
JR	69	Manual IDT-Revenue	Z3	35	3rd Party Payroll
JS	63	IDT-University Star	ZC	20	Payroll Cash
JT	60	IDT - Telephone Srv	ZE	70	Reserve for Encumbra
JU	63	IDT-Tele Services Ma	ZI	19	Vendor Inv. Interest
JV	JV	Journal Voucher-GAO	ZJ	85	Bank Rec Check In
JW	63	IDT-Postal Retail Un	ZK	85	Bank Rec Check Out
JX	63	IDT-Metered Mail	ZL	85	Bank Rec EFT In
JY	63	IDT-Bulk Mail	ZM	85	Bank Rec EFT Out
JZ	63	IDT-Postage Due	ZN	85	Bank Rec Deposits
KA	17	Vendor document reversal	ZP	20	Payment posting
KG	9	Vendor credit memo	ZR	20	Bank reconciliation
KP	48	Account maintenance	ZS	5	Payment by check
KR	19	Vendor invoice-NPO (COOL)	ZV	20	Payment clearing

