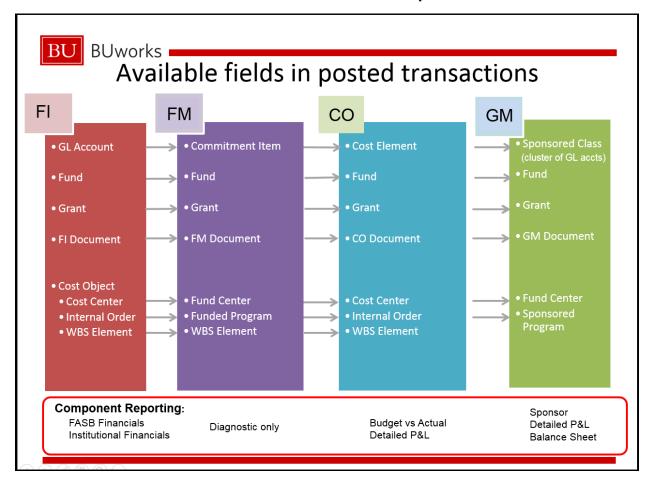


## **Commonly Used SAP Doc Numbers and Doc Types**

## **BUworks Finance Modules - SAP Enterprise Structure**



General Ledger (GL) Account/ Commitment Item		
Name of GL Account GL Account		
Assets	1XXXXX	
Liabilities	2XXXXX	
Net Assets (Fund Balance)	3XXXXX	
Revenue	4XXXXX	
Expenses	5XXXXX	
Allocations	8XXXXX	

Cost Objects Types		
Cost Center	Departmental Accounts	
Internal Order	BMC Grants, Designated, Endowed, Gifts, Grants, Loans, and MOA's Accounts	
WBS element	Capital Project Account	

Quick Reference Guide Commonly Used SAP Doc Numbers and Doc Types

Used when reviewing Finance reports - Grant Data				
Award Type	I Type Grant Number Sponsored Program Number 8 digit number 10 digit number			
Federal	50XXXXXX	950XXXXXXX		
Non-Federal	55XXXXXX	955XXXXXXX		

Account Types	Legacy ACK Source Prefix	SAP Internal Order Number Ranges	Responsible Central Department
Annuity	Not Applicable	9280000000 – 9280009999	Debt & Treasury Management
BMC Grants	Not Applicable	994000000 - 994999999	Budget & Planning Office
Designated	XXXX-9	9080010000 – 9089999999 = <b>Capital Funds</b> 9090010000 – 909999999 = <b>General Funds</b>	Budget & Planning Office
Endowment	XXXX-3	920000000 - 920999999 = <b>Principle</b> 9250010000 - 925999999 = <b>Spendable</b>	General Accounting & Financial Reporting
Gifts	XXXX-2	9300000000 – 9309999999 = <b>Gift</b> 9320010000 – 9329999999 = <b>Building</b> 9340010000 – 9349999999 = <b>Undesignated</b> 9350010000 – 9359999999 = <b>Pledge</b>	General Accounting & Financial Reporting
Grants	XXXX-5 XXXX-6 XXXX-7	9500300000 - 9500399999 = <b>Federal</b> 9550300000 - 9550399999 = <b>Non-Federal</b>	Research Support – Sponsored Program (SP) / Post Award Financial Operation (PAFO)
Institutional & Government Loans	Not Applicable	9400010000 – 9409999999 = Unrestricted Inst Loans 9430010000 – 9439999999 = Restricted Inst Loans 9450010000 – 9459999999 = Government Loans	Debt & Treasury Management
MOA's (Cost Reimbursements)	Not Applicable	9950000000 - 9959999999	Budget & Planning Office

Department	Website	Contact Information
General Accounting &	http://www.bu.edu/cfo/comptroller/departments/ge	617-353-4266
Financial Reporting	neral-accounting/	genacctg@bu.edu
Budget & Planning Office	http://www.bu.edu/budget/	617-353-4330
		Click here for a list of contacts
Sponsored Programs (SP)	http://www.bu.edu/researchsupport/administration/	617-353-4365
		ospinfo@bu.edu
Post Award Financial	http://www.bu.edu/researchsupport/administration/	617-353-4355
Operations (PAFO)		pafo@bu.edu

## Useful Links:

Research Support Directory: <a href="http://www.bu.edu/researchsupport/contact/directory/">http://www.bu.edu/researchsupport/contact/directory/</a>

Find your Department and Research Administrator: <a href="http://www.bu.edu/researchsupport/contact/departmental-contacts/">http://www.bu.edu/researchsupport/contact/departmental-contacts/</a>
Office of the Vice President and Associate Provost for Research: <a href="http://www.bu.edu/research/support/research-leadership/">http://www.bu.edu/research/support/research-leadership/</a>



Journal Entry Commonly Used Document Types and Number Ranges			
Document Type	Description	Notes	Leading digits 10 digits #
SA	G/L Account Document	Standard, non-grant journal entry – defaulted document type for Transaction <b>FV5</b>	10XXXXXXXX
ZJ	Grant Non- Cost Transfer	Not considered a Cost Transfer. Used to:  1. Process cost recovery;  2. Reclassify an expense from one GL Account Number to another on the same Sponsored Program;  3. Move an expense from one Sponsored Program to another on the SAME SAP grant.	10XXXXXXXX
ZK	Grant Cost Transfer	Moving a cost between a department and a grant or moving a charge across two grants.  This document type is to be used when the original transaction date is less than 90 days from the date the journal entry is created. <b>ZK</b> is governed by the Cost Transfer Policy: <a href="http://www.bu.edu/researchsupport/forms-policies/sponsored-program-non-salary-cost-transfer-policy/">http://www.bu.edu/researchsupport/forms-policies/sponsored-program-non-salary-cost-transfer-policy/</a>	10XXXXXXX
ZV	Grant Cost Transfer Over 90 Days	Moving a cost between a department and a grant or moving a charge across two grants.  This document type is to be used when the original transaction date is equal or greater than 90 days from the date the journal entry is created. <b>ZV</b> is governed by the Cost Transfer Policy: <a href="http://www.bu.edu/researchsupport/forms-policies/sponsored-program-non-salary-cost-transfer-policy/">http://www.bu.edu/researchsupport/forms-policies/sponsored-program-non-salary-cost-transfer-policy/</a>	10XXXXXXXX

Fund Reservation and Internal Service Request Document Types and Number Ranges		
Document Type	Description	Leading digits 10 digits #
11	Departmental Funds Reservation – Unrestricted Designated	40XXXXXXXX
12	Grant Sub-Award Funds Reservation – Grant Related	45XXXXXXXX
31	Central Reservation Funds	41XXXXXXXX
94	ISR Rate Base Funds Reservation	904XXXXXXX
95	FSR General Job Base	905XXXXXXX
96	FSR Facility Job Base	906XXXXXXX

Purchase Order		
PO Type PO number – 10 digits		
Purchase Order	85XXXXXXXX	
Limited Order	86XXXXXXXX	



Accounts Payable and Travel Document Types and Number Ranges		
<b>Document Type</b>	Description	Leading 10 digits #
KZ	Vendor Payment (On Demand Check - Payment Method Type C)	15XXXXXXXX
KG	Vendor Credit Memos	17XXXXXXXX
KR	Vendor Non-PO Invoices	19XXXXXXXX
RE	Invoice - Gross (Vendor PO Invoices and Credit Memos)	511XXXXXXX
YP	P.Card (P-Card Entries)	10XXXXXXXX
YT	Concur Invoice (Concur Business & Travel Entries)	21XXXXXXXX
ZP	Payment Posting	20XXXXXXXX
Z1	Generic AP Upload (AP Invoice Upload File)	19XXXXXXXX
<b>Z</b> 2	PayMode (BoA PayMode - Payment Method Type X)	20XXXXXXXX
<b>Z</b> 3	ePayables (BoA ePayable - Payment Method Type Y)	20XXXXXXXX
Z4	Vendor Invoice Upload	
<b>Z</b> 5	Vendor Credit Memo	

Vendor Payment Terms – Commonly Assigned		
Payment Terms Code Description		
Z001	Payable Immediately Due net	
Z010	Within 10 days Due net	
Z030	Within 30 days Due net	
Z060	Within 60 days Due net	
Z130	Within 10 days 1% cash discount	
	Within 30 days Due net	
Z310	Within 30 days 2% cash discount	
	Within 60 days Due net	

Payment Method Supplement		
Payment Method Supplement Code Description		
AT	Attachments – request for an attach something to Payment medium.	
(Typically applies to check payment Method type "C")		
HP	Hold for Pickup – request to pick up check.	
(Typically applies to check payments - Payment Method type "C")		



Additional Finance Document Types and Number Ranges		
Document Type	Description	Leading 10 digits #
YB	Bulk Mail	
YC	Cashier Upload	
YS	Student Accounts	
Y2	Payroll Posting	20XXXXXXXX
ZI	Other Internal Provider	
<b>Z</b> 8	Publication	
ZM	Mailroom	
ZT	Telecommunications	

PO Invoice Payment Block Codes	
<b>Block Indicator Code</b>	Description
	Free for Payment (blank field)
Α	Locked for payment
В	Blocked for payment
С	Fire Code Certificate
D	Department Hold
0	Over 5K PO Invoice Hold
S	Authorized Approval Signature
Т	Invoice Variance
U	Under 5K PO Invoice Hold
W	Wrong Vendor Payment
Х	Void Check
Z	Treasury Block