

Receipt Transaction 03X

Field	Description
TRANSACTION CODE (1-3)	Required. 03X identifies this as a Cash Receipt transaction. Valid values are 030-039. All cash receipt transactions are treated the same. The variable third digit allows the accounting office to distinguish different types of receipts.
ACCOUNT (4-13)	Required GL or SL account to receive the cash receipt amount.
REF NO 1 (14-20)	Optional. Seven alphanumeric positions to identify the transaction.
DATE (21-24)	Optional. Must be a valid date, <u>mmdd</u> . If the date is invalid, then the system defaults to the batch header date. If the batch header date is invalid, then the system defaults to the computer date (default if left blank).
DESCRIPTION (25-44)	Optional. Twenty alphanumeric positions to explain the cash receipt entry.
AMOUNT (45-55)	Required. Eleven numeric positions to enter the dollar amount of the cash receipt. Leading blanks are converted to zero.
DEBIT OR CREDIT (56)	Optional. One character indicates whether the account is debited or credited. The system defaults to credit. Valid values are: D - Debit C - Credit (default if left blank)
REF NO 2 (57-63)	Optional. Seven alphanumeric positions to identify the transaction further. This is typically a requisition number.
BLANK (64-73)	Not used.
I.D. NUMBER (74-84)	Optional. Can indicate the person associated with this transaction. Examples are student and employee numbers. The Cash Receipts List from FBD017 includes the ID NUMBER.

Disbursement Transaction 04X

Field	Description
TRANSACTION CODE (1-3)	Required. 04X identifies this as a Cash Disbursement transaction. Valid values are 040-049. All cash receipt disbursement transactions are treated the same. The variable third digit allows the accounting office to distinguish different types of disbursements.
ACCOUNT (4-13)	Required GL or SL account to which the disbursement is posted.
REF. NO. 1 (14-20)	Optional. Seven alphanumeric positions to identify the encumbrance reference field if this transaction is being used to reduce the encumbrance. Otherwise, it should be blank.
DATE (21-24)	Optional. Must be a valid date, <u>mmdd</u> . If the date is invalid, then the system defaults to the batch header date. If the batch header date is invalid, then the system defaults to the computer date.
DESCRIPTION (25-44)	Optional. Twenty alphanumeric positions to explain the cash disbursement entry.
AMOUNT (45-55)	Required. Eleven numeric positions to enter the dollar amount of the cash disbursement. Leading blanks are converted to zero.
DEBIT OR CREDIT (56)	Optional. One character indicates whether the account is debited or credited. Valid values are: D - Debit (default if left blank) C - Credit P - Partial liquidation and debit F - Final liquidation and debit N - No liquidation even if OC record exists.
REF NO 2 (57-63)	Optional. Seven alphanumeric positions to identify the transaction further. The FBD018 Cash Disbursement List assumes that this is the check number. The report optionally displays subtotals on this field. If doing a suspense correction, the field must contain the suspense correction number.
BLANK (64-73)	Not used.
I.D. NUMBER (74-84)	Optional. Can indicate the person associated with this transaction. Examples are vendor or employee to whom this disbursement was made. FBD018, The Cash Disbursement List, prints this field on the report.

Encumbrance Transaction 05X

Field	Description
TRANSACTION CODE (1-3)	Required. 05X identifies this as a Encumbrance Transaction. If the entry of a 050-058 transaction causes an over-budget condition (the BBA becomes negative), the system accepts the encumbrance and prints a warning message. If the transaction code is 059 and the transaction causes the account to exceed budget, then the system rejects the encumbrance.
ACCOUNT (4-13)	Required SL expense account to be encumbered.
REF. NO. 1 (14-20)	Required. Seven digit identifier of the encumbrance's source. This is typically a purchase order number. No blanks are allowed and this field may not be all zeroes. This is a seven-position field. The first position may be alphanumeric followed by six numbers.
DATE (21-24)	Optional. Must be a valid date, <u>mmdd</u> . If the date is invalid, then the system defaults to the batch header date. If the batch header date is invalid, then the system defaults to the computer date.
DESCRIPTION (25-44)	Optional. Twenty alphanumeric positions to explain the encumbrance entry.
AMOUNT (45-55)	Required. Eleven numeric positions to enter the dollar amount of the encumbrance. May be zero or blank if the D/C field is C.
DEBIT OR CREDIT (56)	Optional. One character indicates whether the account is debited or credited. The system defaults to debit. Valid values are: D - Debit (default if left blank) C - Credit
REF NO 2 (57-63)	Optional. Seven alphanumeric positions to identify the transaction. This is typically a requisition number.
BLANK (64-73)	Not used.
I.D. NUMBER (74-84)	Optional. Can be the identifying number of the vendor to whom the commitment was made. This may also be used to cross-reference data in the Accounts Payable application of FRS.