



Informer Budget Activity Detail Reports

Guide to “src” column codes = Source Code of the entry ... where the entry came from

PN = PNC Bank VISA P-Card entry, from an employee P-Card based on approval inside the VISA IntelliLink online system by a budget manager and a budget manager’s supervisor
Inside the DESCRIPTION field wording, look for the name of the P-Card holder who would have charged that expense, look that person up on the college’s directory (OPD) at <https://opd.agnesscott.edu/login.cshtml> , email or call the person with the company paid which is also written in the description, the date the expense posted, and the FD-FUNCTION-OBJECT account # the person charged the expense to and ask for more details

PC = Older entry from a closed Chase MasterCard P-Card, from an employee P-Card based on approval inside the discontinued Chase online system by a budget manager and a budget manager’s supervisor
Inside the DESCRIPTION field wording, look for the name of the P-Card holder who would have charged that expense, look that person up on the college’s directory (OPD) at <https://opd.agnesscott.edu/login.cshtml> , email or call the person with the company paid which is also written in the description, the date the expense posted, and the FD-FUNCTION-OBJECT account # the person charged the expense to and ask for more details

RQ = automated payment entry, from a submitted Payment Request form
Have the FD-FUNCTION-OBJECT account #, date & ref# (voucher#), and ask Accounting’s Accounts Payable Specialist

PJ = payments journal entry for either an ACH direct deposit payment or a wire or a paper check, from a submitted Payment Request form
Have the FD-FUNCTION-OBJECT account #, date & ref# (voucher#), and ask Accounting’s Accounts Payable Specialist

JE = journal entry, from a submitted Funds Transfer form, Post Office use, Office Services use, or possibly from a credit card receipt system, etc.
Have the FD-FUNCTION-OBJECT account #, date & ref#, and ask Accounting’s Senior Accountant

RE = Raisers Edge donor gift receipt entry from Advancement Services/Development
Have the Raisers Edge system REdge#, FD-FUNCTION-OBJECT account #, date & ref#, and ask Advancement Services

CR = non-gift, non-donor receipt entry, from a submitted deposit envelope containing cash or checks, or possibly from a credit card receipt system

Have the FD-FUNCTION-OBJECT account # & date, and ask Accounting's Accounting Assistant or Accounts Receivable Specialist

IV = student billing entry

Have the FD-FUNCTION-OBJECT account #, date & ref#, and ask Accounting's Accounts Receivable Specialist

FA = financial aid module entry

Have the Raisers Edge system REdge#, FD-FUNCTION-OBJECT account #, date & ref#, and ask Financial Aid

PR = payroll system entry

Have the FD-FUNCTION-OBJECT account #, date & ref#, and ask HR/Payroll

AA = opening balance entry

This is final roll-forward answer after the annual financial audit has been completed;

Launch your prior fiscal year (Table = FY yyyy) Informer Budget Activity Detail report to see all entries that led to an ending balance

on June 30 (prior year's last day)

that then rolled forward

to July 1 (current year's first day);

If you have additional questions, have the FD-FUNCTION-OBJECT account #, and ask Business & Finance's Senior Financial Analyst or Accounting's Controller

BU = opening balance estimate entry

If the DESCRIPTION reads something like "FYxx opening balance estimate" and it has not been reversed out with an entry right above or below it, this is the pre-audit-completion estimate of what might eventually roll-forward as an AA-src-coded entry effective July 1 but not showing as an "AA" entry until November when the prior year's audit has been completed and the Controller & ITS have taken Colleague & Informer Budget down to systematically close the prior year;

During that July to November time frame when the "FYxx opening balance estimate" BU entry has not yet been reversed and replaced with the final AA-src-coded entry, always double-check your prior fiscal year (Table = FY 20ww) Informer Budget Activity Detail report to know what the true final post-audit June 30 balance is that is about to roll-forward on July 1;

If you have additional questions, have the FD-FUNCTION-OBJECT account #, and ask Business & Finance's Senior Financial Analyst or Accounting's Controller

BU = budget-loading entry

If the DESCRIPTION reads something like "FYxx Budget" this is the budget for that year; have the #Budget_Line_Item code & FD-FUNCTION-OBJECT account #, and ask your division's Budget Coordinating Committee member