

Document Code Key

When looking at the detailed transactions for your account, each transaction will reference a Document Code. There are several types of documents, each identifiable by their first letter:

F – Cashier Transactions, Interdepartmental Charges, or Payroll Feeds
(Transaction Description will provide more information)

I – Invoices

P – Purchase Orders

J – Journal Entries

L – Original Approved Budget for the fiscal year

B – Budget adjustments

For more detail about an interdepartmental charge, use the ‘Summary – PLU Financial Status Queries’ option. When you see the charge you are interested in, click on the Document Code. If you need further information, please contact the department that initiated the charge.

For more detail about an invoice, journal entry, or purchase order, use the ‘Detail – Financial Status Queries’ option. When you see the charge you are interested in, click on the Document Code. On the next screen, click the Document Code again. If you need further information, please contact the Business Office

For more detail about a payroll feed, please contact Payroll.