

## Expenditure Detail Report – Field Definitions

### Document

This field identifies the document type (ie. Journal, PO, Req) and CMS ID number. The number is always preceded by a one digit identifier indicating the type of document.

Identifier	Document Type	Examples
J	Journal	Recharges (incl. P-Card), Expense Transfer, HR LCD
R	Requisition	Purchase requisitions
P	Purchase Order	PO
V	Voucher	PO Invoice, Office Max, Travel Claims
B	Billing Invoice	Non- Student Billing / Receivables

### Description

This field contains the line description associated with the document type.

Identifier	Description Type
J (non-Recharge)	Journal Line Description
J (Recharge)	Description provided by the Recharge Center in reference field 1
R	REQ Line description
P	Purchase Order Line description
V	Voucher Line description
B	Billing Invoice Line description

### Reference

This field contains the reference number assigned by the preparer in CMS.

Identifier	Description Type
J (non-Recharge)	Journal Line Reference
J (Recharge)	PO ID field in Recharge Layout
R	Requestor on the REQ
P (PRE)	REQ if this is a Pre-Encumbrance offsetting transaction
P (ENC)	Blank if this is an Encumbrance
V (ENC)	PO if this is an Encumbrance offsetting transaction
V (ACT)	Blank if this is an actual
B	blank

### Vendor/Customer

This field provides the vendor/customer name for the transaction.

Identifier	Description Type
J (non-Recharge)	Blank
J (Recharge)	Provided by the Recharge Center in reference field 2
A	Attorney
E	Employee
G	Government
R	Regular / Supplier
F	Foreign
C	Customer

### FIS Recharge Mapping

Recharge data is taken from the following columns for the report.

Identifier	Description Type
Reference field 1	Name or Description
Reference field 2	Number