

Section 11.04

BATCH HEADER CODES

Accounting entries posted into the FAMIS system are batched by type prior to data entry. The batch name, otherwise known as the header code, consists of a 6 digit alpha-numeric reference code.

Accounting batches consist of batch headers manually assigned by Accounting Services or automatically assigned by FAMIS Services. The following provides a brief description of how batch header codes are assigned.

Accounting Services Batches

When looking at the batch header code of a batch processed and entered manually by Accounting Services, the first two letters of the code refer to the type of accounting entry being posted. The third and fourth digits represent the month the entry is being posted into in FAMIS. The remaining two digits are numbered sequentially identifying the number of the batch. The following chart shows an example of types of entries, and the numbering sequence used to reference them. The chart assumes the posting month is September and that each batch is the first batch of its type for the month.

BATCH HEADER CODES

TYPE	MONTH	STARTING ENTRY # EACH MONTH	EXAMPLE
JE (Journal Entry)	09	01	JE0901
EJ (Journal Entry)	09	01	EJ0901
IT (IDT) Interdepartmental Transfer	09	01	IT0901
ID (ID) Interdepartmental Transfer	09	01	ID0901
CD (CDA) Accounting Cash Disbursement	09	01	CD0901
CA (CRA) Accounting Cash Receipt	09	01	CA0901
AC (CRA) Accounting Cash Receipt	09	01	AC0901
BT (Bank Transfers)	09	01	BT0901
EN (Encumbrances)	09	01	EN0901
CM (Compound Journal Entry)	09	01	CM0901
BD (Budget)	09	01	BD0901
BG (Beginning Balances)	09	01	BG0901
MP (Marketplace)	09	01	MP0901

Each entry in a batch is given a unique 7 digit entry number. This number is given based on the month of the year and the type of entry being made. The chart below gives examples of how entries are numbered.

	Entry Number Reference		
MONTH (Assume September)	TYPE	STARTING ENTRY #	EXAMPLE
		EACH MONTH	
09	J (Journal entry)	0001	09J0001
09	I (IDT) Interdepartmental Transfer	0001	09J0001
09	D (CDA) Accounting Cash Disbursement	0001	09D0001
09	A (CRA) Accounting Cash Receipt	0001	09A0001
09	T (Bank Transfers)	0001	09T0001
09	E (Encumbrances)	0001	09E0001
09	C (Compound Journal Entry)	0001	09C0001
09	B (Budget)	0001	09B0001
09	G (Beginning Balance)	0001	09G0001

Accounting Services also submits entries to FAMIS electronically from various systems like Banner and General Receipts. Banner batches will have a reference beginning with either CRB or BNR. General receipts (the system used at the Business Office) will have a reference beginning with CR.

During Month 13 (the extra month that Accounting Services uses to close out the year) the prefixes “AFR” or “PC” are used for most batches. Batches with the prefix of AFR reverse out in the next fiscal year with an RAFR batch reference.

FAMIS Services Batches

When looking at the batch header code of a batch processed by FAMIS Services, the first three letters of the code typically identify the type of transactions entered during the session. The chart below gives examples of some three and four letter codes associated with FAMIS Services batches (it is not an all-inclusive list).

Accounts Payable		
AP ACH	APA	FAMIS ASSIGNED
AP Check	APC	FAMIS ASSIGNED
AP State Voucher	APV	FAMIS ASSIGNED
Interest Voucher	IVP	FAMIS ASSIGNED
Concur Travel Encumbs.	CTEC	FAMIS ASSIGNED
Concur Travel Fee	CTRF	FAMIS ASSIGNED
Concur Travel-Local	CTRL	FAMIS ASSIGNED
Concur Travel-State	CTRS	FAMIS ASSIGNED
Void Vouchers	VDD	FAMIS ASSIGNED
Procurement Card	PCC	FAMIS ASSIGNED

Budget		
Budget Brought Forward	BBF	FAMIS ASSIGNED
Beginning Budget	BBUD	FAMIS ASSIGNED
Beginning Transfers	BTXR	FAMIS ASSIGNED
Close Budgets	BUDC	FAMIS ASSIGNED
Generated Exp Budget	GEB	FAMIS ASSIGNED

Payroll		
EPA Adjustments	EPA	FAMIS ASSIGNED
Insurance Billing	INS	FAMIS ASSIGNED
Insurance Equity Transfer	INEQ	FAMIS ASSIGNED
Payroll	PAY	FAMIS ASSIGNED
Payroll Auto Adjustment	SEAA	FAMIS ASSIGNED
Salary Encumbrance	SEN	FAMIS ASSIGNED
Salary Savings	SSV	FAMIS ASSIGNED
Fixed Assets (FFX)		
FFX Accounting Feed	FFX	FAMIS ASSIGNED
FFX Depreciation Fee	FFD	FAMIS ASSIGNED
Sponsored Research (SPR)		
Indirect Cost	INDZ	FAMIS ASSIGNED