



REFERENCING THE ORIGINAL VOUCHER/JOURNAL ID# AND DATE ON INTERDEPARTMENT FORMS OR SSI JOURNALS:

To correctly provide the PeopleSoft original Voucher or Journal ID # on an interdepartment form or SSI journal please refer to your Budget Transaction Detail that will show this information.

As you can see below, the "DOCUMENT ID" column shows the original ID # and the date should be chosen from the "REFERENCE" column when applicable. This is the date that the transaction was effective. The POST DATE and the REFERENCE DATE will sometimes be the same, but when there is a difference, please use the REFERENCE DATE to complete the accounting form.

**FOR ANY PURCHASING CARD CORRECTING ENTRIES FOR PURCHASES PRIOR TO MARCH 1, 2015 (THRU FEB 28, 2015):**

This example shows a purchase made in October, 2013. If a correction to an account code is needed for this purchase, the correct reference ID is JPMCARD and the correct date would be **10-31-13**, not the date of the actual purchase, or the Post Date, in this case, 11-8-13.

Budget					Total Recognized	Total Collected	Pre Encumbered	Encumbered	Expended
<u>Post Date</u>	<u>Transaction</u>	<u>Document ID</u>	<u>Line</u>	<u>Reference</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
10/17/2013	AP_VOUCHER	00821654	1	Kuppich,Michele D/OCT TRV	0.00	0.00	0.00	0.00	98.00
10/18/2013	GL_JOURNAL	FAMIS1	1990	10/18/2013/Motor/Aircraft Pool	0.00	0.00	0.00	0.00	177.20
11/08/2013	GL_JOURNAL	JPMCARD	804	10/31/2013/LORMAN EDUCATION SERVI	0.00	0.00	0.00	0.00	787.00
11/08/2013	GL_JOURNAL	JPMCARD	805	10/31/2013/MOTEL 6	0.00	0.00	0.00	0.00	99.00
11/08/2013	GL_JOURNAL	JPMCARD	806	10/31/2013/BEST WESTERN HERITAGE	0.00	0.00	0.00	0.00	104.00
12/10/2013	GL_JOURNAL	JPMCARD	823	11/30/2013/NORTH DEKOTA SOCIETY O	0.00	0.00	0.00	0.00	425.00
12/10/2013	GL_JOURNAL	JPMCARD	824	11/30/2013/ACADEMIC IMPRESSIONS I	0.00	0.00	0.00	0.00	650.00

The example above also applies to any FAMIS1, FAMIS2, TELECOM/IT, CATERING, etc, billing to your department, as sometimes the Reference and Post Date's will differ with these entries.

For any Cost Transfer Request of an AP Voucher payment, the reference number is not the "invoice number" that is assigned by the department when preparing the form, but the voucher number as saved in PeopleSoft when the entry is keyed. Shown under the Document ID column on the LTD, the example below from entries made in July, 2013, shows the number 00799721 and the date to reference would be 7-11-13:

Budget					Total Recognized	Total Collected	Pre Encumbered	Encumbered	Expended
Post Date	Transaction	Document ID	Line	Reference	Amount	Amount	Amount	Amount	Amount
07/11/2013	AP_VOUCHER	00799721	1	DEUTSCHS OFFICE SUPPLIES/STAPLER, STAPLES	0.00	0.00	0.00	0.00	40.45
07/11/2013	AP_VOUCHER	00799722	1	DEUTSCHS OFFICE SUPPLIES/SUPPLIES	0.00	0.00	0.00	0.00	46.50
07/19/2013	GL_JOURNAL	IDBB36084	1	07/19/2013/Paper Products	0.00	0.00	0.00	0.00	45.90
07/25/2013	AP_VOUCHER	00802233	1	CULLIGAN WATER CONDITIONING - FARGO/1059551/INVO	0.00	0.00	0.00	0.00	111.50

Please remember that any Correcting Entry for an AP or Travel Voucher payment needs to be done on a Journal Voucher Form. Separate instructions are available for that form. Please contact the Accounting Office for help if needed.