

## Naming convention for files in e-reconciliation:

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- *Document types:*
  - DE (deposit)
  - JT (journal transfer)
  - NET (non-employee travel)
  - OL (on-line payment requests)
  - PC (P-card)
  - PE (petty cash)
  - PO (purchase order)
  - SC (service center)
  - TR (travel)
  - NT (non-travel reimbursements)
  
- *Order of filename (use underscore to ensure readability):* IO\_Doc type\_TransDate\*(4-digit year, 2-digit month, 2-digit day)\_Trans/Ref/Doc #\_Vendor/TravelerName\_Amount
  - Journal Transfer:* IO\_JT\_TransDate\_Trans#
  - P-Card\*\*:* IO\_PC\_CardholderLN\_TransDate\_Vendor\_Amount
  - Purchase Order:* IO\_PO\_TransDate\_2XXXXXXXX\_Vendor\_Amount
  - Service Centers:* IO\_SC\_Vendor\_TransDate\_Amount (vendors are IDG (Instrument Design Group), CC (Computer Center); PSMS (Machine Shop), Core Center, Telecom etc.)
  - Travel Reimbursement:* IO\_TR\_TransDate\_Trip#\_TravName\_Amount
  - Example:* IO\_TR\_20130529\_1800000\_Jones\_\$535
  
- *\*Transaction date means date initiated in SAP for JT, OL, PE, PO, SC, TR, NT document types.*
- *\*\*For P-Cards, transaction date means date on the invoice or receipt.*
  
- *Statement:* IO #\_Month\_DetailStatement (or SummaryStatement)
  
- *Required backup documentation scanned as a single file:*
  - Original request with authorization to charge respective project/IO
  - Transaction document (SAP document, scanned hardcopies etc.)
  - Packing slip (if appropriate)

The month in the reconciliation folder should be followed by an "R" when the account has been reconciled. The same applies to the p-card folder.