

Chart of Accounts – Cost Object Transactions

A. Cost Object Transactions Document Type

Each accounting document in SAP will have a document type code. The code is automatically derived by SAP based on the type of transaction being processed. An example of a document type code is "SA" which means general ledger accounting document.

Document type codes are listed at the following website:

[http://www.uky.edu/IRIS/FI/Chart/PDF%20Docs/DocTypesNumber Ranges.pdf](http://www.uky.edu/IRIS/FI/Chart/PDF%20Docs/DocTypesNumberRanges.pdf)

B. Cost Object Transactions Timing

Most cost object transactions are recorded within a three-day period after receiving the documents in the Office of the Treasurer. For example, a cash transmittal (cash receipt) document received by 11:00 a.m. in Treasury Services in the Office of the Treasurer is recorded in the cost object no later than the evening of the day the cash is received. A Departmental Authorization Voucher (DAV) for an expenditure is recorded within two days after the Accounts Payable Department receives the document. Interdepartmental Journal Vouchers (JVs) are normally processed within three working days.

A delay in the timing of these processes will occur if problems such as incorrect cost object codes, inadequate documentation, or incorrect authorizations are encountered when processing the transactions.