

Cost Object Transactions

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I. Purpose

To provide guidance to faculty and staff regarding the various Document Types which may be used when creating a journal voucher with a cost object. This policy will also provide guidance on the timing of cost object transactions.

II. Document Types

- 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. The document type determines the document number that is automatically assigned to the document in SAP-Financials. This automatic numbering comes from predetermined number ranges designated for each particular document type. An example of a document type code is "SA" which means general ledger accounting document.
- Document type codes are listed at the following:
[Document Types](#)

III. Cost Object Transactions Timing

1. Most cost object transactions are recorded within a four day period after receiving the documents in University Financial Services.
 - a. Cash transmittal (cash receipt) documents received by 11:00 a.m. in Treasury Services are recorded in the cost object no later than the evening of the day the cash is received.
 - b. Cost Share Transfers, Recharges and Journal Vouchers (JVs) that include Sponsored Project WBS elements ("3x"), normally are processed within 10 days of receiving the document.
 - c. Payment Request Documents (PRD) for expenditures and Travel Documents are processed by Accounts Payable Services on a first in first out basis and generally posted within four working days.
 - d. Interdepartmental Journal Vouchers (JVs) are normally processed within four working days.
2. 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.