1. OVERVIEW

The purpose of this document is to provide guidelines for common descriptions to use when entering transactional data into Financial Systems, including ES Financials, OneStop and Concur Expense Management. These descriptions are transferred to the General Ledger where they appear in a number of financial reports and enquiries.

2. KEY POINTS

The guidelines within this document apply to processing Accounts Payable documents (including Accounts Payable Workflow, Supplier Invoices), entering Journals, processing Purchase Card transactions, receipting Income, processing Accounts Receivable invoices and adding Assets.

A common description format is useful because it:

- Provides staff with common descriptions easily understood
- Avoids uninformative or meaningless descriptions
- Encourages the maximum available information to be entered into data fields
- Allows the University and the Auditors to review the transactions without the need to refer to the original supporting documentation.

Consider including details such as Who-Why-What-Where-When of the goods/services that have been purchased or issued.

3. EXAMPLES

Refer to the Examples included in this document to assist with formulating ledger descriptions.

Accounts Payable/Purchasing/Purchase Card
Journal Transfers
Accounts Receivable/Receipting
4. ACCOUNTS PAYABLE/PURCHASING/PURCHASE CARD EXAMPLES

**EXAMPLE 1 TRAVEL: WHO, WHY, WHAT, WHERE, WHEN**

- **Who**: Surname of person traveling
- **Why**: Name of Conference/Meeting or reason why traveling (i.e. CRC AGM or Idea W/Shop)
- **What**: What component of travel is being paid for? (i.e. Rego Fee, Accom, Meals etc)
- **Where**: Where was the travel to - best to use airline abbreviations, if known (i.e. CBR, SYD, LHR, etc)
- **When**: Actual date of travel - just month & year is ok (i.e. Mar 04)
- **Travel Form** (Approval Document) – For Advances and Per Diems the travel form is forwarded to Accounts Payable Workflow and attached to the transaction in ES Financials/Concur Expense Management. For any travel reimbursements the policy states that the travel approval document should accompany the reimbursement.

Examples of how this would look are as follows:

- O’Connor CRC AGM Rego Fee BNE May 04
- Sharp Idea W/Shop Accom ADL Sept 04

**EXAMPLE 2  EQUIPMENT: QUANTITY, PRODUCT, SUPPLIER**

- **Quantity**: If more than one, please enter quantity (i.e. 4x where 4x is the quantity). This information assists with reviewing equipment purchases. Equipment with a value greater than $5,000 should be capitalized, the inclusion of the quantity assists reviews when noting the monetary amount if the equipment is above or below the threshold.
- **Product**: Actual good purchased (i.e. Dell Optiplex 320, Celeron 433 PC, Spectrometer)
- **Supplier**: Company Name (abbreviated version), *this information is not as vital, ES Financials already records this information in a separate field as Vendor/Customer.*

Examples of how this would look are as follows:

- 4 x Cougar Celeron 433 PC
- 19 x LCD Panel Smith Lab Dell
EXAMPLE 3  
**BOOKS/SUBS/MEMBERSHIPS: QUANTITY, PRODUCT, SUPPLIER.**

- **Quantity:** If more than one, please enter quantity (i.e. 4 x where 4x is the quantity)
- **Product:** Actual goods purchased (i.e. CPA_1/1/04-31/12/04 or Book-Internet for Dummies or if the payment is a prepayment the current protocol 2006/5 – meaning the subscription covers 5 months of 2006. This convention is applicable to all prepayments.)
- **Supplier:** Company Name (abbreviated version) This information is not as vital if the payment has been processed through Accounts Payable/Concur Expense Management as these systems store the vendor/customer name. The inclusion of the supplier’s name can identify the transaction item, for example, CPA is a recognized acronym for Certified Practising Accountant

Examples of how this would look are as follows:

- CPA Sub (1/1/04-31/12/04) Smith
- 6 Books I/Net Dummies Uni Co-op
- 22 x Aust News (p/e 010304)-Cnb Hse Nws

EXAMPLE 4  
**ENTERTAINMENT: FUNCTION, DATE, SUPPLIER (WHERE)**

- **Function:** What is the function for? (i.e. Luncheon Dept Visitor, Dr Smith’s Farewell)
- **Date:** Actual Date of function (i.e. 28/02/04)
- **Supplier:** Who supplied the food/drinks & if different from supplier, where was the function held (ie Gods or ANU Union (Banks Bldg))

Examples of how this would look are as follows:

- Smith F/well 28/2/04 ANU Union (Gould)
- Lunch Dept Vstr 15/3/05 Gods Café
EXAMPLE 5  MOBILE PHONES: MOBILE NO, DATES, SUPPLIER

- **Mobile No**: Actual mobile phone number (i.e. 0411123456)
- **Dates**: Actual Date of usage (i.e. 150205_140305)
- **Supplier**: Phone Company (abbreviated version), this information is not as vital, ES Financials already records this information in a separate field as Vendor/Customer.

Examples of how this would look are as follows:

- 0411123456 150205_140305 Vodaf

Note: The examples above are for the ledger descriptions relating to a sample of transactions, however, it is also applicable for most accounts payable invoices. Repeating the account code description in the description field does **NOT** add to the value of the information.
5. JOURNAL TRANSFER EXAMPLES

EXAMPLE 1  PAYROLL/SALARY TRANSFERS BY JE: SURNAME, PAYS, WHAT, ACCOUNT/S

- **Surname**: Surname of Person who salary is being transferred (i.e. Smith)
- **Pays**: Actual Pays that are being transferred (i.e. P416-426)
- **What**: What is actually being transferred? (i.e. LSL)
- **Accounts**: Where is the transfer being moved? (i.e. to/fr R65050)

Examples of how this would look are as follows:

- Smith P416_P426 fr R65050
- Smith P419_LSL fr S6505025

Note: When processing journal entries, it is strongly recommended practice to enter the original journal id or document id (voucher, invoice, etc.) in the **journal reference field** wherever possible. This leaves more space for a meaningful description to be entered in the journal line. Voucher numbers are the main reference number for the accounts payable module and can be used to locate and look up an invoice in accounts payable. In the accounts receivable system the invoice number is the main driver for searching the module.

Please refer to following URL for more information on the Processing of Salary Adjustment Journals:

[Processing Salary Journals](#)
EXAMPLE 1 RECEIPT FOR DISPOSAL OF MOTOR VEHICLE: REGO, ASSET ID, TYPE

- **Rego**: Vehicle registration number at the start of the description (i.e. YLQ050)
- **Asset Id**: ES Financials asset identification number and business unit (i.e. FBS 210)
- **Type**: Type of vehicle being disposed (i.e. Toyota Hilux)

Examples of how this would look are as follows:

- YLQ050 F&B 210 Toyota Hilux
- SCNC1052 – NSW 210 – Holden Acclaim

EXAMPLE 2 RETURN OF UNSPENT ADVANCE: UNI ID, WHO, REFERENCE

- **Uni Id**: University Id (or vendor id if applicable) of person who received initial advance at start of description (i.e. U4010101)
- **Who**: Name of person who received initial advance (i.e. Smith)
- **Reference**: Accounts payable voucher id initial advance was paid on (i.e. FBS 20710)

Examples of how this would look are as follows:

- U4010101 Smith FBS20710 Adv reimb
- U4010101 FBS20710 return unspent advance
EXAMPLE 3  EXTERNAL FUNDING: WHO, WHAT, WHEN

- **Who**: Who is providing the funding? If in doubt check on the web as most Government Websites will show the source department. The donor’s name whether entered via the receipting system or via Customer name in the Accounts Receivable system is vital information.

- **What**: For what purpose has the funding been provided? (i.e. teaching, sales, subscriptions, tuition, etc.)

- **When**: What period of time does the income relate to? (i.e. 2nd Inst. Research Services 2005 or Research Support 1/1/05 – 30/06/05)

Examples of how this would look are as follows:

- PHD Stipend-Kalantar-Dec04 Qtr
- Salary - D Race 1/1/04-24/3/04
- NHMRC 2nd Qtr Pymt Apr 04
- ACE CRC Operating Qtr 2 03/04

Other factors to be considered when recording external funding income:

- Is the funding coming from overseas? International Funding is a reporting category for HERDC and the Annual Financial Statements. The GST treatment for overseas funding varies from domestic funding.

- Is it for research? Is there a research component? Is there adequate documentation? The Higher Education Research Data Collection (HERDC) is compiled each year, by the University as an intricate part of the funding apparatus for Higher Education Providers. The more declared research income the better off a Business Unit is.

- Is it a donation? If it is, the donor’s name is the relevant piece of information as the University has special reporting requirements for donations.

- Has a service been provided? Did the University provide labour services, research services, consultancy services, analytical services, or teaching services?

Note: The recognition of income is extremely important to the University for a number of reasons (i.e. Meeting the university’s GST tax obligations, Annual Financial Statement Reporting, Higher Education Data Collection (HERDC), and internal reporting). As with expenditure, emphasis should be placed on ensuring the ledger description is as accurate and meaningful as possible.