

Useful SAP Account Numbers and Document Types

General Ledger Account / Commitment Item

1. 6-digit number
2. Leading digit of GL account number indicates:

GL Account (6 Char)

- 1xxxxx Assets
 - 2xxxxx Liabilities
 - 3xxxxx Net Assets (Fund Bal)
 - 4xxxxx Revenue
 - 5xxxxx Expenses
 - 8xxxxx Allocations
3. Payroll-related GL account numbers: this range (500010 – 500560) plus these stipend GL's (523100, 523105)
 4. ISR's and FSR's: 89* (identified by leading digits = 89)

Grant Data

Award Type	Grant Number 8-digit #	Sponsored Program Number 10-digit #
Federal	50xxxxxx	950xxxxxxx
Non-Federal	55xxxxxx	955xxxxxxx

Journal Entry Document Types and Number Ranges

1. 10-digit number

Document Type	Description	Leading digits
SA	G/L Account Document	10
ZJ	Grant Non-Cost Transfer	10
ZK	Grant Cost Transfer	10
ZV	Grant Cost Transfer over 90 days	10

Accounts Payable Document Types and Number Ranges

1. 10-digit number

Document Type	Description	Leading digits
KZ	Vendor Payment (On Demand Checks)	15
KG	Vendor Credit Memos	17
KR	Vendor Non PO Invoices	19
RE	Vendor PO Invoices and Credit Memos	51
YP	P.Card (P-Card entries)	10
YT	Concur Invoice (Concur Business & Travel Entries)	21
ZP	Payment Posting	20
Z1	Generic AP Upload (AP Invoice Upload File)	19
Z2	PayMode (BoA Paymode - Payment Method Type X)	20
Z3	ePayables (BoA Payable - Payment Method Type Y)	20
Z4	Vendor Invoice Upload	
Z5	Vendor Credit Memo	

Fund Reservation Document Types and Number Ranges

1. 10-digit number

Document Type	Description	Leading digits
11	Departmental Funds Reservation – Unrestricted Designated	40
12	Grant SubAward Funds Reservation –Grant Related	45
94	ISR Rate Based Funds Reservation – ISR and/or FSR	90