

TIP SHEET: Naming Conventions for EBS Edocs

For auditing purposes, consistent naming conventions are helpful.

Please see examples and explanations provided below.

Additional examples may be found by searching for a specific initiator in KFS.

Disbursement Vouchers (DV)

Travel Expense Report (TER)

- **Description:**
 - **LName, FName TravelDates**
Spartan, Sparty 1/7 – 1/15/15
- **Explanation:**
 - Travel Reimbursement to various locations in MI in support of CYI plan of work from 1/7-1/11/15.
 - Travel reimbursement to attend the National Association of NE4-H Extension Agents Conference in Orlando, FL from 1/7-1/11/15.

Reimbursement Worksheet (RW)

- **Description:**
 - **LName, FName ReceiptDate RW**
Spartan, Sparty 1/7 – 1/15/15
- **Explanation:**
 - Purchase toner for county office printer.
 - Purchase food demo supplies for one-time cooking demonstration in support of SNAP ED Grant.

Invoices

- **Description:**
 - **LName, FName Inv # If no inv. # use receipt date: LName, FName ReceiptDate**
Walk, Michelle 1/7/15
ABC Company Inv 11111
- **Explanation:**
 - Purchase of supplies for the Expo Days 2015 in support of CYI plan of work.

Distribution of Income and Expense (DI)

- **Description:**
 - **The charge to be distributed and date**
Leased Vehicle Mileage December 2015.
- **Explanation:**
 - To charge the appropriate program accounts for leased vehicle mileage for December 2015

General Error Corrections

- **Description:**
 - **What was incorrectly charged and date**
Stores Printing December 2015
- **Explanation:**
 - What was incorrectly charged and account of where it should have been charged to
Transfer Sparty Spartan's laptop from XYZ account to originally intended account of ABC account.

Purchasing (PCard) Transactions

- **Description:**
 - *This field is not an editable field.*
- **Notes & Attachments:**
 - Company, invoice date, business purpose for charge.
 - PGI invoice dated 12/26/15 for monthly phone line charges.
 - Sparty Spartan delivering Healthy Food Demonstration to children at Ingham County Fair on 8/27/15 in support of HNI to demonstrate how much sugar is in different beverages.
 - Include the account, sub-account, object code and sub-object code. This information is helpful in the instance where a PCard edoc auto approves.
- **Line Description:**
 - **LName, FName Company BriefDescription**
Spartan, Sparty PGI 12/26/15 Conf Line Charge

Deposits

MOA and Service Agreements (SA)

- **Description:**
 - **County MOA INVOICE # or County SA INVOICE # or County SA CompanyName**
Ingham MOA 5INGHAM
Ingham MOA 5&6INGHAM
Clinton TOINV 199-204CLINTON
Eaton SA 4EATON
SA ABC Company
- **Explanation:**
 - Detailed business purpose of checks being deposited
Checks for MOA from Ingham County, invoice #.
- **Line Description*:**
 - **Institute MOA INVOICE # or Institute SA INVOICE # or Institute SA CompanyName**
Ingham MOA 5INGHAM
Ingham MOA 5&6INGHAM
Clinton TOINV 199-204CLINTON
Eaton SA 4EATON
SA ABC Company

Other Miscellaneous Checks Examples

- **Description:**
 - **County 4HHLD Soil Tests, bulletins, sales tax, expo days**
 - Put as much detail as possible in the description box
- **Explanation:**
 - Detailed business purpose of checks being deposited
Expo Days FY13; Par Fees; Bulletins; Sales Tax
- **Line Description:**
 - Ingham EXPODAYS13
Ingham HorseShow
Ingham 4HRECOG Pins
Ingham 4HPARFEES
Ingham Sales Tax