



Key Fields by Transaction in InfoPorte

Expense Ledger Transactions

Trans Type	Transaction	Description	Trans ID	Reference 1	Reference 2	For More Information
AP Voucher	Campus Voucher	Vendor ID Vendor Name	Voucher ID Invoice ID	Payment Reference ID Payment Date	Not Used	Viewing Voucher Statuses quick reference card
	Travel Voucher	Vendor ID Vendor Name	Voucher ID Travel ID Invoice #	Payment Reference ID Payment Date	Not Used	Travel Vouchers student guide
	Purchase Req <u>after Expensed</u>	Vendor ID Vendor Name	Voucher ID Invoice ID	Payment Reference ID Payment Date	PO ID_Requisition ID	Purchase Order Inquiry quick reference card
	Purchase Order <u>after Expensed</u>	Vendor ID Vendor Name	Voucher ID	Payment Reference ID Payment Date	Requisition ID	Purchase Order Inquiry quick reference card
GL Journal	Campus Journal	Journal Line Description (if there is one)	Journal ID Journal Data	Ref from Journal Line (if there is one)	Not Used	Campus Journals student guide (“Journal Inquiry” Chapter)
	File Uploads (EX: CBM)	See Billing Expenses Table	See Billing Expenses Table	See Billing Expenses Table	Not Used	CBM and Bill Presentation quick reference card
HR_Payroll	Payroll Expenses	Emp Last Name First Name	Run Date Seq	PID	Journal ID_Journal Line Number	Guide to HR/Payroll Reporting webpage
PO_ENC	Purchase Order <u>Before Expensed</u>	Vendor ID Vendor Name	PO ID	Not Used	Requisition ID	Purchase Order Inquiry quick reference card
REQ_PREENC	Purchase Requisition	Not Used	Requisition ID	Not Used	Not Used	Purchase Order Inquiry quick reference card

Budget Ledger Transactions

Trans Type	Transaction	Description	Trans ID	Reference 1	Reference 2	For More Information
GL_BD_JRNL	Budget Journals & Budget Transfers	Long Description (if there is one)	Journal ID_Journal Date	Ref Line From Budget Journal (if there is one)	Journal Line Description From Budget Journal	Campus Budgets student guide (“Running a Budgets Overview Inquiry” Chapter)

Recognized Revenue Ledger Transactions

Trans Type	Transaction	Description	Trans ID	Reference 1	Reference 2	For More Information
AR_MISCPAY	Deposits	Not Used	Deposit Unit_Dep ID	Not Used	Not Used	University Deposits student guide (“Viewing a University Deposit & Attachments” Chapter)
GL_JOURNAL	Revenue (Ex: Gift or Money Market Allocation)	Description of the Income Source	Journal ID_Journal Date	Journal Reference	Not Used	Campus Journals student guide (“Journal Inquiry” Chapter)

Payroll Transactions

Trans Type	Transaction	Description	Trans ID	Reference 1	Reference 2	For More Information
HR_PROJECTIONS	Payroll Projections	Employee Last Name, First Name	Not Used	PID	Combo Code_Pay End Date	Understanding Salary Projections document

Documents can be found on ccinfo.unc.edu and may reference screens that require additional access.