

## Batch – Database Documentation

### Entity

## Batch

The Batch entity represents a collection of financial transactions grouped together for processing within the general ledger system. Each batch consists of individual debit and credit journal entry lines that together form balanced financial transaction groups. The Batch entity uses the TRANS\_HIST table as the primary transactional ledger to capture financial activity generated throughout the system and ensure accurate and auditable accounting records.

---

## Related Entities

The Batch entity is related to the following business entities:

- **Budgets**  
Financial limits that are validated during batch processing to ensure transactions remain within allocated funding.
- **Requisitions**  
Internal purchase requests that generate encumbrance transactions included in batches.
- **Purchase Orders**  
Formal purchase commitments that generate encumbrance transactions processed in batches.
- **EChecks**  
Electronic payments grouped into batches for processing efficiency.
- **Checks**  
Physical payments grouped into batches to support disbursement tracking and auditability.
- **Refunds**  
Financial returns processed through batches for reconciliation.
- **GL Accounts**  
General ledger accounts that receive transaction postings from batches.

- **Projects**  
Financial tracking units that may group project-related transactions within batches.
  - **Fixed Assets**  
Asset-related financial activity processed through batches to maintain accurate asset valuation.
  - **Invoice**  
Vendor transactions grouped into batches to initiate payment processing.
- 

## Key Tables

### TRANS\_HIST

#### Table Description

The TRANS\_HIST table stores detailed transaction records that make up financial batches. Each record represents an individual debit or credit transaction associated with a batch. The table captures transactions from multiple financial processes including encumbrances, invoices, receipts, payroll, journal entries, fixed assets, financial aid, and other financial activities.

This table serves as the primary financial transaction ledger supporting batch processing and general ledger updates.

---

#### Key Columns

##### Transaction Identification Columns

- **GROUP\_NUM**  
Batch group number that organizes related transactions into a single batch.
- **TRANS\_KEY\_LINE\_NUM**  
Unique identifier for each transaction line within a batch.
- **TRANS\_DTE**  
Date the transaction occurred.

- **TRANS\_AMT**  
Transaction amount. Positive values typically represent debits and negative values represent credits.
  - **TRANS\_DESC**  
Description of the transaction.
- 

### **Source Classification**

- **SOURCE\_CDE**  
Code identifying the type of transaction included in the batch. This code determines the financial process associated with the transaction.

### **Key Column Values (SOURCE\_CDE)**

#### **Encumbrance Related**

- **RQ** – Requisition transactions representing purchase requests tracked as encumbrances.
- **PO** – Purchase order transactions representing committed purchase obligations.
- **@@** – Unencumbrance transactions reversing purchase order encumbrances.

#### **Invoices and Payments**

- **IV** – Regular invoice transactions processed through standard payment cycles.
- **IM** – Immediate payment invoices generating checks outside normal processing.
- **MN** – Manual check invoices representing handwritten payments.
- **VD** – Void check transactions reversing previously issued checks.

#### **Vendor Refunds**

- **RF** – Vendor refund transactions representing returned funds.

#### **Student Accounts**

- **TP** – Tuition payments made in advance.
- **RC** – Accounts receivable receipts.
- **MS** – Miscellaneous charges or adjustments.
- **FC** – Finance charges applied to unpaid balances.

## **Financial Aid**

- **LO** – Private or alternative loan disbursements.
- **LD** – Institutional loan disbursements.
- **FA** – Financial aid disbursements.
- **@F** – Preliminary financial aid transactions (non-posting).
- **@C** – Preliminary student charges (non-posting).

## **Student Billing**

- **CG** – Automatically generated student charges.

## **Open Items**

- **OI** – Open item allocations.
- **IX** – Income transfers.

## **Payroll**

- **LB** – Labor distribution transactions.
- **FR** – Fringe benefit transactions.

## **Adjustments**

- **JL** – Journal entry adjustments.
- **MA** – Monthly adjustments.

## **Development**

- **GF** – Development gifts or donations.

## **Fixed Assets**

- **FX** – Fixed asset activity.

---

## **Transaction Status Columns**

- **SUBSID\_TRANS\_STS**  
Status of the transaction.

## **Key Column Values (SUBSID\_TRANS\_STS)**

- **U** – Unposted transaction ready for review.
  - **S** – Suspended transaction requiring correction.
  - **C** – Posted transaction included in the general ledger.
  - **Y** – Month-closed transaction.
  - **H** – Year-closed transaction.
- 

### **Encumbrance Processing Columns**

- **ENCUMB\_GL\_FLAG**  
Indicates whether the transaction is an encumbrance or general ledger transaction.

### **Key Column Values (ENCUMB\_GL\_FLAG)**

- **E** – Encumbrance transaction
- **G** – General ledger transaction
- **ENCUMB\_GL\_TRANS\_ST**  
Status of the encumbrance transaction.

### **Key Column Values (ENCUMB\_GL\_TRANS\_ST)**

- **S** – Suspended
  - **U** – Ready to post
  - **C** – Posted to general ledger
  - **Y** – Posted in closed month
  - **H** – Posted in closed year
- 

### **General Ledger Columns**

- **ACCT\_CDE**  
General ledger account affected by the transaction.
  - **GL\_MASTER\_APPID**  
Identifier linking the transaction to the GL\_MASTER table.
-

## Accounts Payable Columns

- **INVOICE\_NUM**  
Invoice number associated with the transaction.
- **PAYABLE\_CHECK\_DTE**  
Date the invoice is scheduled for payment.
- **CHECK\_NUM\_ALPHA**  
Alphabetic portion of the check number.
- **CHECK\_NUM\_NUM**  
Numeric portion of the check number.
- **DISCOUNT**  
Discount amount associated with the transaction.
- **IS\_PAID**  
Indicator showing whether the invoice has been paid.

### Values:

- Y – Yes
- N – No
- **DISCOUNT\_TAKEN**  
Indicates whether a discount was applied.

### Values:

- Y – Yes
  - N – No
- 

## Purchase Order Columns

- **PARTIAL\_ORDER\_PO**  
Indicates whether the transaction relates to a partially fulfilled purchase order.

### Values:

- Y – Yes
- N – No

- **TRANS\_PO\_NUM\_GRP\_N**  
Purchase order number group associated with the transaction.
  - **PO\_LINE\_NUM**  
Purchase order line number.
- 

### **Project Accounting Columns**

- **PROJECT\_CODE**  
Project associated with the transaction.
- 

### **Fixed Asset Columns**

- **ASSET\_NUMBER**  
Asset number associated with capital purchases.
- 

### **Student Accounts and Billing Columns**

- **CHG\_TRM\_TRAN\_HIST**  
Term associated with the charge.
- **CHG\_YR\_TRAN\_HIST**  
Year associated with the charge.
- **CHG\_FEE\_CDE**  
Fee code associated with the charge.
- **AR\_INVOICE\_NUM**  
Accounts receivable invoice number.
- **BILLING\_PERIOD\_ID**  
Billing period identifier.
- **RECEIPT\_NUM**  
Receipt number associated with payment.
- **CREDIT\_MEMO**  
Indicator for credit memo transactions.
- **PAYMENT\_PLAN\_NUM**  
Identifier for payment plan.

- **PAYMENT\_PLAN\_CDE**  
Payment plan code.
- 

### Foreign Currency Columns

- **FOR\_CUR\_TRANS\_AMT**  
Transaction amount in foreign currency.
  - **CURR\_CODE**  
Currency code.
  - **EXCHANGE\_RATE**  
Currency exchange rate.
  - **FOR\_CUR\_DISCOUNT**  
Discount amount in foreign currency.
- 

### Government Reporting Columns

- **GOVT\_FORM\_CODE**  
Government reporting form code.
  - **GOVT\_LABEL\_CODE**  
Government transaction classification code.
  - **ELIG\_1098T**  
Indicator for 1098-T tax reporting eligibility.
- 

### Open Item Columns

- **OI\_SOURCE\_CDE**  
Source code for open item transaction.
- **OI\_GROUP\_NUM**  
Group number for open item transactions.
- **OI\_TRANS\_KEY\_LINE\_NUM**  
Unique identifier for open item transaction line.
- **OI\_TRANS\_HIST\_APPID**  
Application identifier for open item transaction.

- **OI\_ALLOCATION**  
Allocation method for open item transaction.
  - **OPEN\_ITEMS\_INV\_NUM**  
Invoice number associated with open item transactions.
- 

### Other Important Columns

- **APPID**  
Application identifier for the transaction record.
- **GOID**  
Global identifier for the transaction.
- **FOLIO**  
Optional internal reference field.
- **OFFSET\_FLAG**  
Indicates whether the transaction offsets another transaction.

### Values:

- C – Cash
  - D – Due to/from
  - O – Offset
  - P – Payable
  - R – Receivable
- 

### Columns No Longer In Use

No columns were identified as no longer in use.

---

### Relationships to Other Tables

- **REQUISITION**  
When SOURCE\_CDE = RQ, GROUP\_NUM links to REQUISITION.GroupNumber.

- **PO\_HEADER**  
When SOURCE\_CDE = PO, GROUP\_NUM links to PO\_HEADER.GRP\_NUM.
- **INVOICE\_HEADER**  
When SOURCE\_CDE = IV, GROUP\_NUM links to INVOICE\_HEADER.GRP\_NUM.
- **PROJECT\_MASTER**  
PROJECT\_CODE links transactions to project financial tracking.
- **GOVT\_FORM\_CTL**  
GOVT\_FORM\_CODE links transactions to government reporting definitions.
- **GL\_MASTER**  
ACCT\_CDE links transactions to general ledger accounts.
- **CHK\_RECONCILIATION**  
Transactions with disbursement source codes may link to checks through this table.