**TIP SHEET: Naming Conventions for EBS Edocs and Concur Expense Reports**

**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 or searching Concur.**

**Concur Expense Reports**

* **Report/Trip Name**
  + **TravelDates (limit of 32 characters)**

1/1-1/31/2020 In-State TVL

* **Explanation for each expense:**
  + Mileage to Montcalm county board meeting to present budget.
  + Parking expense at Montcalm board meeting to present budget.

**Disbursement Vouchers (DV)**

**Reimbursement Worksheet (RW)**

* **Description:**
  + **LName, FName ReceiptDate RW**

Spartan, Sparty 1/7 – 1/15/2021

* **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 1/7/2021

ABC Company Inv 11111

* **Explanation:** 
  + Purchase of supplies for the Expo Days 2021 in support of CYI plan of work.

[**Distribution of Income and Expense**](https://fin.ebsp.msu.edu/kfs-prd/portal.do?channelTitle=Distribution%20of%20Income%20and%20Expense&channelUrl=financialDistributionOfIncomeAndExpense.do?methodToCall=docHandler&command=initiate&docTypeName=DI) **(DI)**

* **Description:**
  + **The charge to be distributed and date**

Leased Vehicle Mileage December 2021.

* **Explanation:**
  + To charge the appropriate program accounts for leased vehicle mileage for December 2015

[**General Error Correction**](https://fin.ebsp.msu.edu/kfs-prd/portal.do?channelTitle=General%20Error%20Correction&channelUrl=financialGeneralErrorCorrection.do?methodToCall=docHandler&command=initiate&docTypeName=GEC)**s**

* **Description:**
  + **What was incorrectly charged and date**

Stores Printing December 2021

* **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 12/26/2021 for monthly phone line charges.
  + Sparty Spartan delivering Healthy Food Demonstration to children at Ingham County Fair on 8/27/2021 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 12/26/2021 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