



# Quick Reference Card

## Real Internal Order (RIO) Monthly Transaction Report

**Purpose: Listing of detailed transactions by Real Internal Order for the current month.**

This report contains information about the following [Fund](#), [Fund Center](#), [Fiscal Year](#), and [Fiscal Year Period](#).

RIO Monthly Transaction Listing  
 Fund: 21010000 General Operating  
 Fund Center: xxxxxxx000 Name of Fund Center  
 Funded Program: xxxxxxx000 Name of Funded Program  
 Fiscal Year: 2008  
 Period: 001(July) to 004(Oct)

**Commitment Item:**  
 A numerical system for categorizing financial activities in SAP. Also known as G/L Account.

**Document Type:**  
 An alphabetical code describing the type of document being processed.

**Value Type:**  
 Numerical category for accounting transactions

**Reference Doc. No.** = Document number in the FI ledger

Supplies and Expenses

Expense Category	Trans Date	Dollar amount	Vendor	Product Description	Material #	Order	Ref Doc No	Pre Doc No	Fund	Fund Center	CI	DT	DT Text	VT	
Paper Products	08/09/2007	23.72		Paper Sulphide 8-1/2 X 11 White 20 lb	56-300023	52xxxxx000	4900077105		21010000		522010	WA	Goods issue	54	
Paper Products	08/09/2007	3.20				75xxxxx000	4900077106		21010000		522010	WA	Goods issue	66	
Prntg /Dupl S&E	08/13/2007	8.24	CONCERTO OFC PROD	200750000571378.5X11,20#		52xxxxx000	5000054940	30055331	21010000		524040	WE	Goods receipt	54	
Prntg /Dupl S&E	08/13/2007	8.24	CONCERTO OFC PROD	200750000571378.5X11,20#		75xxxxx000	5000054940	30055331	21010000		524040	WE	Goods receipt	54	
Prntg /Dupl S&E	08/13/2007	8.24	CONCERTO OFC PROD	20075000057137,8.5X11,PK		52xxxxx000	5000054940	30055331	21010000		524040	WE	Goods receipt	54	
Prntg /Dupl S&E	08/13/2007	8.24	CONCERTO OFC PROD	2007500005713711 CY		75xxxxx000	5000054940	30055331	21010000		524040	WE	Goods receipt	54	
Prntg /Dupl S&E	08/27/2007	8.24	CONCERTO OFC PROD	2007500005713711 CY		52xxxxx000	5000054940	30055331	21010000		524040	WE	Goods receipt	54	
Prntg /Dupl S&E	08/27/2007	8.24	CONCERTO OFC PROD	20075000057137,8.5X11,PK		75xxxxx000	5000054940	30055331	21010000		524040	WE	Goods receipt	54	
Prntg /Dupl S&E	08/27/2007	8.24	CONCERTO OFC PROD	200750000571378.5X11,20#		52xxxxx000	5000054940	30055331	21010000		524040	WE	Goods receipt	54	
Prntg /Dupl S&E	08/27/2007	8.24	CONCERTO OFC PROD	200750000571378.5X11,20#		75xxxxx000	5000054940	30055331	21010000		524040	WE	Goods receipt	54	
Prntg /Dupl S&E	08/27/2007	8.24	CONCERTO OFC PROD	200750000571378.5X11,20#		52xxxxx000	5100060287	30055331	21010000		524040	RE	Invoice-MIRO	54	
Prntg /Dupl S&E	08/27/2007	8.24	CONCERTO OFC PROD	200750000571378.5X11,20#		75xxxxx000	5100060287	30055331	21010000		524040	RE	Invoice-MIRO	54	
Prntg /Dupl S&E	08/27/2007	8.24	CONCERTO OFC PROD	200750000571378.5X11,20#		52xxxxx000	5100060287	30055331	21010000		524040	RE	Invoice-MIRO	54	
Prntg /Dupl S&E	08/27/2007	8.24	CONCERTO OFC PROD	200750000571378.5X11,20#		75xxxxx000	5100060287	30055331	21010000		524040	RE	Invoice-MIRO	54	
Subtotal Supplies and Expenses =		59.88													

University Store Catalog Number

**Order :** A cost collector in OnePurdue used to monitor costs.

**Predecessor Doc. No. :** Could be purchase order numbers



# Quick Reference Card Real Internal Order (RIO) Monthly Transaction Report

Pending expenditure transactions.

**Commitments**

Expense Category	Trans Date	Dollar amount	Vendor	Product Description	Material # Order	Ref Doc No	Pre Doc No	Fund	Fund Center	CI	DT	DT Text	VT
Paper Products	09/13/2007	8.20	CONCERTO OFC PROD	TAB,HANGING FILE TABS,AST	52xxxxx000	30067388		21010000		522010	ZEC		51
Paper Products	09/13/2007	8.20	CONCERTO OFC PROD	TAB,INDEX FILE TAB,AST	75xxxxx000	30067388		21010000		522010	ZEC		51
Prntg /Dupl S&E	08/09/2007	8.24	CONCERTO OFC PROD	PAPER,BOND,GN,8.5X11,20#	52xxxxx000	30055331		21010000		524040	ZEC		51
Prntg /Dupl S&E	08/09/2007	8.24	CONCERTO OFC PROD	PAPER,BOND,BE,8.5X11,20#	75xxxxx000	30055331		21010000		524040	ZEC		51
Prntg /Dupl S&E	08/09/2007	8.24	CONCERTO OFC PROD	PFR,PASTEL 20#,8.5X11,PK	52xxxxx000	30055331		21010000		524040	ZEC		51
Prntg /Dupl S&E	08/09/2007	8.24	CONCERTO OFC PROD	PFR,PASTEL20#,11 CY	75xxxxx000	30055331		21010000		524040	ZEC		51
Prntg /Dupl S&E	08/13/2007	8.24-	CONCERTO OFC PROD	PFR,PASTEL20#,11 CY	52xxxxx000	30055331		21010000		524040	ZEC		51
Prntg /Dupl S&E	08/13/2007	8.24-	CONCERTO OFC PROD	PAPER,BOND,BE,8.5X11,20#	75xxxxx000	30055331		21010000		524040	ZEC		51
Prntg /Dupl S&E	08/13/2007	8.24-	CONCERTO OFC PROD	PAPER,BOND,GN,8.5X11,20#	52xxxxx000	30055331		21010000		524040	ZEC		51
Prntg /Dupl S&E	08/13/2007	8.24-	CONCERTO OFC PROD	PFR,PASTEL 20#,8.5X11,PK	75xxxxx000	30055331		21010000		524040	ZEC		51
Minor Eq-Furniture	09/13/2007	6.95	CONCERTO OFC PROD	LABEL,14/1400,WE	52xxxxx000	30067388		21010000		536005	ZEC		51
Subtotal Commitments	=	23.35											

Funded Programs Selected  
I EQ xxxxxxx000  
Fiscal Year 2008  
period 001(July) to 004(Oct)  
01/21/2008 12:08:00

Report Variables used by the Business Office to run the report.



## Quick Reference Card Real Internal Order (RIO) Monthly Transaction Report

Glossary	
<b>Commitment Item (CI):</b>	A numerical system for categorizing financial activities in SAP. Also known as G/L Account.
<b>Commitments:</b>	Pending expenditure transactions.
<b>Document Type (DT):</b>	An alphabetical code describing the type of document being processed. For instance, SA=Journal Voucher, ZY= Payroll Posting.
<b>Fiscal Year Period:</b>	Represents the period within a Fiscal Year (i.e. 003/2008 represents September, 2007 and 007/2008 represents January, 2008).
<b>Fiscal Year:</b>	Represents the University's Fiscal Year of July 1 - June 30 (i.e. 2008 represents Fiscal Year July 1, 2007 - June 30, 2008).
<b>Fund Center:</b>	Fund Centers represent the organizational areas of responsibility for budgetary monitoring and reporting. Fund Centers are similar to departments.
<b>Fund:</b>	A fund represents the lowest level source of funding required for budgeting and monitoring. Funds describe the source of money, i.e. 2101000=General Funds.
<b>Funded Program:</b>	The funded program is used for detailed budgeting and expenditure control of temporary, discrete groups of activities. Sponsored Programs, Real Internal Orders (RIO's) and Statistical Internal Orders (SIO's) are all types of funded programs.
<b>Order:</b>	A cost collector in OnePurdue used to monitor costs, includes funded/sponsored program, real internal order (RIO), statistical internal order (SIO), and work order.
<b>Predecessor Document Number :</b>	Predecessor document number-may contain PO number for paid invoices
<b>Reference Document Number :</b>	Reference document number=document number in the FI ledger.
<b>Value Type (VT):</b>	Represents a numerical category for accounting transactions (i.e. 54 = Invoices).