

**Journal Source Contacts
June 2011**

SOURCE	DESCRIPTION	CASH INCLUDED(1)	CONTACT PERSON	OFFICE OR DEPARTMENT
ACC	Accountant Entries - Entries made by Controller's Office staff to record activity between programs / accounts which has no effect on cash.	No - Rec	Sandy Prewitt (6265)	Controller's Office
ALO	Allocations - Used to record activity between "overhead" & "F&A recovery".	No - Rec	Craig Schroeder (2981)	EVP Research
AM	Asset Management - Used to record activity related to asset management. Approval of AM staff needed.	No	David Adams (8242) Russell Hill (8236)	Controller's Office
AP	Accounts Payable - Entries made by PS system to record A/P activity. (System Use Only)	Yes 110101	Kerry Schmidt (6273) Kay McGuffin (8238)	Controller's Office/IT
APE	AP General Ledger Entries - Entries to record A/P activity that can not be processed thru the A/P system. Approval of A/P staff needed.	Yes 110101	Kerry Schmidt (6273) Kay McGuffin (8238)	Controller's Office
AR	A/R Grants Funds Received - Entries made by the PS system to record funds received for grant billing activity. (System Use Only)	Yes 110101	Dottie Davidson (1797)	SPFA/EVP Research
ARC	A/R Corrections - Entries to record A/R activity that can not be processed thru the A/R system. Approval of A/R staff needed.	Yes 110101	Dottie Davidson (1797)	SPFA/EVP Research
BI	Accounts Receivable Grants - Entries made by the PS system to record grant billing system to set up A/R & record revenue. (System Use Only)	No	Dottie Davidson (1797)	SPFA/EVP Research
BIO	Biomedical Engineering - Used to charge / credit programs for biomedical engineering activity.	No - Rec	Linda Laubheimer (4941)	Biomedical Engineering
BNK	Bank Transfer - Entries to transfer funds between two physical bank accounts.	Yes 110101 - 10	Sandy Prewitt (6265)	Controller's Office
BUD	Budget Load - Used to load budgets for programs.	No	Linda Jenkins (2353)	VPF System Admin
CA	Contracts - Used to record grant contract revenue & set up A/R for funds to be received.	No - Rec	Francis Woodson (2358)	VPF System Admin
CD	Cash Disbursement - To record cash disbursements from one of the University's local bank accounts.	Yes 110101, 110103 & 110104	Sandy Prewitt (6265)	Controller's Office
CDS	Cash Disbursement State - To record cash disbursements from one of the University's state bank accounts	Yes 110107 thru 110110	Sandy Prewitt (6265)	Controller's Office
CIT	CopyIT - Used by CopyIT department to charge / credit units that use the CopyIT services.	No - Rec	Rita Jennings (7687)	Information Technology

SOURCE	DESCRIPTION	CASH INCLUDED(1)	CONTACT PERSON	OFFICE OR DEPARTMENT
CLN	Yearend Cleanup - Entries made by Controller's Office to record year end activity that does not fit into one of the other source codes. Approval by Anne Rademaker needed.	Yes 110101 - 10	Anne Rademaker (6272)	Controller's Office
CMG	CopyIT-Copy Management - Used to charge / credit programs that participate in the copier management program.	No - Rec	Rita Jennings (7687)	Information Technology
CPC	Petty Cash - Entries to record Bursar's daily petty cash activity. (Bursar's Office Use Only)	Yes 110101	Sandy Prewitt (6265)	Controller's Office
CR	Cash Receipt - To record cash receipts made at the University's local bank accounts not processed in Bursar's Office.	Yes 110101 - 05	Sandy Prewitt (6265)	Controller's Office
CRB	Cash Receipt-Bursar - To record cash receipts made at the University's local bank account. Feed from the Bursar's Office.	Yes 110101	Robyn Becht (2339)	Bursar's Office
CRF	Clinical Research Fee for research services and support provided through OCRSS.	No - Rec	Misty Hooper (2904)	OCRSS
CRS	Cash Receipt-State - Used to record cash receipts made at one of the University's state bank accounts.	Yes 110106 - 10	Sandy Prewitt (6265)	Controller's Office
CSC	BCC (Brown Cancer Center) Service Center - Used to post charges / credits to university speedtypes for service provided.	No - Rec	Amanda Slone (3187)	Brown Cancer Center
CTS	IT Contract Technology Supp Sv - Used by IT Contract Tech Supp Serv to charge / credit programs for services.	No - Rec	Lillian Sutherland (7993)	Information Technology
DEV	Development/Alumni - Used to record activity between gifts & endowments programs.	No - Rec	Janet Fleck (0267)	Development
DIR	Direct Billing - Used to charge / credit programs for activity related to the student activity center.	No - Rec	Jan Rayburn (0319)	Student Activities
DNA	DNA Core - Used by DNA Core to charge / credit programs for services.	No - Rec	Jeannie Bowman (7370)	Genetics & Mol Med
DPT	IT Design & Print Svcs - Used by IT Design & Print Service to charge / credit programs for services.	No - Rec	Lillian Sutherland (7993)	Information Technology
ENC	Encumbrance Transactions - Used to record encumbrances.	No	Linda Jenkins (2353)	VPF System Admin
FDN	Foundation - Used to record activity related to gift & endowment programs for the University Foundation.	Yes 110101 110104	Sandy Prewitt (6265)	Controller's Office
GM	Grants - Used to record F& A calculated for each grant.	No - Rec	Karen Schultz (3611)	VPR - Research
HR	Human Resources/Payroll - Used to record payroll activity. (System Use Only)	No - Rec	Payroll (Payroll Agent)	Payroll Office
HRJ	Human Resources Journals - Used to record HR / Payroll activity that can not be processed thru the payroll system.	Yes 110101	David Downey (8240)	Controller's Office
IUT	IntraUniversity Transfers - Entries made by departments to record activity between programs / accounts which has no effect on cash.	No - Rec	Sandy Prewitt (6265)	Controller's Office

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LMC	IT LAMC Networking - Used by IT LAMC Networking to charge / credit programs for services.	No - Rec	Lillian Sutherland (7993)	IT - LAMC Networking
LMS	Loan Management System - Feed from the Loan Management System to record activity.	No - Rec	Steve Stratton (6507)	Bursar's Office
NCC	Non-Cash Corrections - To record activity that does not fit into one of the other source codes. These entries MUST have a zero effect upon each of the cash accounts involved in the entry.	Yes 110101 - 110110	Sandy Prewitt (6265)	Controller's Office
NEU	Neuroscience Training - Used to bill other units for services / training provided by Neuroscience Training.	No-Rec	Michelle Padgett (3347)	Neuroscience Training
NMR	Nuclear Magnetic Resonance-Used to charge/credit programs for Nuclear Magnetic activity	No-Rec	Neal Stolowich (7894) Pamela Watson (8150)	Chemistry
OPR	IT-Printing Svcs Outsourced- Used to charge / credit programs for printing services that is outsourced by Printing Service.	No - Rec	Lillian Sutherland (7993)	Information Technology
PCD	Physical Plant Cash Disbursement - Used by Physical Plant to record bank entries for payments to utility companies. (Physical Plant Use Only)	Yes 110101	Tina Pierce (8190)	Physical Plant
PLN	IT Planetarium - Used to charge / credit programs for services / use of Planetarium.	No - Rec	Jan Rayburn (0319)	Information Technology
PRO	Procurement Card - Used to charge / credit programs for procard activity.	No - Rec	Alma Brandon (4433)	Purchasing
PST	Postal Charges - Used to charge / credit programs for postal services.	No - Rec	Don Bjorgo (6699)	Postal Services
PYP	Physical Plant - Used to charge / credit programs for utility services provided thru the Physical Plant department. (Physical Plant Use Only)	No - Rec	Tina Pierce (8190)	Physical Plant
RAD	Radiation Safety - Used to charge / credit programs for radiation safety activity.	No - Rec	Connie Gabbard (5231)	Environmental Health
RAM	RAM Surcharges - Billing of radioactive materials purchased for other units / speedtypes.	No - Rec	Connie Gabbard (5231)	Environmental Health
REC	Reconciliation of Cash - Used to record cash side of entries processed under source codes that have a "cash included" code of "No - REC".	Yes 110101	Sandy Prewitt (6265)	Controller's Office
RFP	Radiation Finger Printing- Used for Irradiator Users finger printing.	No - Rec	Connie Gabbard (5231)	Environmental Health
RIF	Research Incentive Funds - Used to record distribution of RIF funds.	Yes 110101	Grants Management Specialist	Grants Management

SOURCE	DESCRIPTION	CASH INCLUDED(1)	CONTACT PERSON	OFFICE OR DEPARTMENT
ROA	Research Operations Allocation - The research operations expense that is allocated among a research programs clinical trials.	No - Rec	Misty Hooper (2904)	OCRSS
RRC	Research Resources - Used to bill for services provided for research such as animal care.	No - Rec	Sheila Carpenter (7313)	Research Resources
RVZ	Reversals of the RZZ Journals - Source code used in new FY to reverse RZZ source code entries posted in old FY. Entries should not be submitted using this source code as these entries are created by pulling RZZ source transactions.	No - Rec	Sandy Prewitt (6265)	Controller's Office
RZZ	YE Journals to be Reversed - Used for entries to record transactions that will need to be reversed in the new FY. This would include prepayments, unearned income etc.	No - Rec	Sandy Prewitt (6265)	Controller's Office
STK	Stockroom - Used to charge / credit programs for purchases of items from the stockroom.	No - Rec	Dennis Allen (6253)	Purchasing
TEL	Telecom Charges - Used to charge programs for charges / credits for telecommunication activity.	No - Rec	Paula Berry (5289)	Information Technology
TMP	Temporary Services - Used to charge / credit programs for staff provided by University Temporary Services.	No - Rec	Melody Fleenor (8682)	HR/Temporary Services
TRF	Transfer of Funds 473000 / 573000, 473300 / 573300 - Used to transfer funds between two different programs.	No - Rec	Sandy Prewitt (6265)	Controller's Office
TUI	Tuition Feed - Used to post charge / credit of tuition activity from the Bursar's Office for programs.	No - Rec	Don Barnett (6892)	Bursar's Office
TVL	Diners Club / American Express - Used to charge / credit units for airline activity. (Controller's Office Use Only)	No - Rec	Brenda Sexton (8221)	Controller's Office
WMP	IT Workstation Program - Used to process charge / credit to programs for Workstation Program activity.	No - Rec	Paula Berry (5289)	Information Technology

Notes

- 1 Cash Included - Indicates if & how cash entry for activity is made.
 - A. No Rec - Indicates that cash entry is a part of a "REC" batch for activity posted in given source code.
 - B. No - No cash entry is needed as there is no effect upon cash as a result of activity being posted for chartfield(s) in given source code.
 - C. Yes 1101?? - Indicates cash account has to be a part of the activity posted for source code. Cash account(s) that can be used are indicated.
- 2 Contact Person - Individual(s) one would first contact for additional detail or name of person who actually submitted entry so they can be contacted.
- 3 If a transaction needs to be corrected one should use the same source code as the original entry if it was not a source code listed in # 5 below.
- 4 If a transaction needs to be corrected that was processed under a "source code" not listed please contact the accountant in the Controller's Office who handles the chartfield / speedtype involved to obtain "source code" to be used.

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5 The following source codes are reserved for system generated entries. A/P, A/R, HR Contact Accountant in Controller's Office regarding corrections.

6 473000, 473300, 573000 & 573300 are to use source code "TRF" and are not to appear on same entry with other accounts.