**Source Codes:** codes that define where a transaction originated

<table>
<thead>
<tr>
<th>Source Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>AP Journal</td>
</tr>
<tr>
<td>AR</td>
<td>Accounts Receivables</td>
</tr>
<tr>
<td>AX</td>
<td>Auxiliary Transaction</td>
</tr>
<tr>
<td>BK</td>
<td>Bookstore</td>
</tr>
<tr>
<td>BU</td>
<td>Budget</td>
</tr>
<tr>
<td>CG</td>
<td>Office of Contracts and Grant</td>
</tr>
<tr>
<td>CO</td>
<td>Office of the Controller</td>
</tr>
<tr>
<td>CR</td>
<td>Communication Resources</td>
</tr>
<tr>
<td>CS</td>
<td>Central Stores</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>F&amp;A entry</td>
</tr>
<tr>
<td>FS</td>
<td>Food Services</td>
</tr>
<tr>
<td>GC</td>
<td>Gulf Coast</td>
</tr>
<tr>
<td>GM</td>
<td>Grants Management</td>
</tr>
<tr>
<td>HR</td>
<td>Payroll Interface</td>
</tr>
<tr>
<td>IC</td>
<td>Image Center</td>
</tr>
<tr>
<td>IT</td>
<td>iTech</td>
</tr>
<tr>
<td>LB</td>
<td>Library</td>
</tr>
<tr>
<td>PC</td>
<td>Procurement Card</td>
</tr>
<tr>
<td>PO</td>
<td>Post Office</td>
</tr>
<tr>
<td>PP</td>
<td>Physical Plant</td>
</tr>
<tr>
<td>PR</td>
<td>Printing Services</td>
</tr>
<tr>
<td>PS</td>
<td>Procurement Services</td>
</tr>
<tr>
<td>RO</td>
<td>Repair Order</td>
</tr>
<tr>
<td>SA</td>
<td>Student Interface</td>
</tr>
<tr>
<td>SC</td>
<td>Science Stores</td>
</tr>
<tr>
<td>SP</td>
<td>Sponsored Program Admin</td>
</tr>
<tr>
<td>SR</td>
<td>Salary Recovery</td>
</tr>
<tr>
<td>SS</td>
<td>Service Station</td>
</tr>
<tr>
<td>TE</td>
<td>Time &amp; Effort</td>
</tr>
<tr>
<td>TR</td>
<td>Travel</td>
</tr>
</tbody>
</table>

**General Ledger**

<table>
<thead>
<tr>
<th>Major Category Represented</th>
<th>APPR</th>
<th>ORG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>SALARY</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>FRINGE</td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>WAGES</td>
<td></td>
</tr>
<tr>
<td>Commodities</td>
<td>COMMOD</td>
<td></td>
</tr>
<tr>
<td>Contractual Services</td>
<td>CONTSV</td>
<td></td>
</tr>
<tr>
<td>Travel and Subsistence</td>
<td>TRAVEL</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>EQUIP</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>CAPOUT</td>
<td></td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>MANXFR</td>
<td></td>
</tr>
<tr>
<td>Nonmandatory Transfers</td>
<td>NMFXRS</td>
<td></td>
</tr>
<tr>
<td>Purchases (Auxiliaries Only)</td>
<td>PURCH</td>
<td></td>
</tr>
</tbody>
</table>

**MDR: Monthly Detailed Report**

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Report Choices</th>
<th>Chartfield Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>10XXX</td>
<td>MDR_General&amp;Auxiliary_Detail</td>
<td>Fund Code, Dept ID and Program Code</td>
</tr>
<tr>
<td>12XXX</td>
<td>MDR_General&amp;Auxiliary_Detail</td>
<td>Fund Code, Dept ID and Program Code</td>
</tr>
<tr>
<td>13XXX</td>
<td>MDR_General&amp;Auxiliary_Summary</td>
<td>Fund Code, Dept ID and Program Code</td>
</tr>
<tr>
<td>14X10</td>
<td>MDR_Designated and Agency Funds</td>
<td>Fund Code, Dept ID and Program Code = 00000</td>
</tr>
<tr>
<td>14X20</td>
<td>MDR_Designated and Agency Funds</td>
<td>Fund Code, Dept ID and Program Code</td>
</tr>
<tr>
<td>50XXX</td>
<td>MDR_Designated and Agency Funds</td>
<td>Fund Code, Dept ID and Program Code</td>
</tr>
<tr>
<td>14X30</td>
<td>MDR_Projects and Grants_Detail</td>
<td>Project ID</td>
</tr>
<tr>
<td>14X40</td>
<td>MDR_Projects and Grants_Detail</td>
<td>Project ID</td>
</tr>
<tr>
<td>16XXX</td>
<td>MDR_Projects and Grants_Detail</td>
<td>Project ID</td>
</tr>
<tr>
<td></td>
<td>MDR_GRXXXXX Grants_Summary</td>
<td>Project ID</td>
</tr>
</tbody>
</table>

**Budget Ledgers for Review Budget Activity Inquiry**

<table>
<thead>
<tr>
<th>Description</th>
<th>Ledger</th>
<th>Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Budget</td>
<td>ORG</td>
<td>10, 12, &amp; 13</td>
</tr>
<tr>
<td>Appropriation Budget</td>
<td>APPROP</td>
<td>14X10, 14X20, 14X50, 50</td>
</tr>
<tr>
<td>Project Grant Budget</td>
<td>PROJ_GRT</td>
<td>14X30, 14X40, 16, 40</td>
</tr>
<tr>
<td>Revenue Estimate Budget</td>
<td>REVEST</td>
<td>10, 12, 13, 14x10, 14x20,14x50, 50</td>
</tr>
<tr>
<td>Project Revenue</td>
<td>PROJ_REV</td>
<td>14x30, 14x40</td>
</tr>
</tbody>
</table>

**Finance Administration Phone Numbers**

- Accounts Payable: 6.4096
- Business Services: 6.4771
- Controller’s Office: 6.4084
- Grants A/R and Billing: 6.5086
- GCRL Business Office: 2.4150
- Human Resources: 6.4050
- OFPA - HB: 6.4091
- OFPA – GP: 5.4571
- ORA: 6.4119
- Physical Plant Accounting: 6.4414
- Procurement Services: 6.4131
- Travel: 6.4131
Account (formerly referred to as the object code) – A maximum of six-digit (6) alpha or numeric reference that indicates how funds are being spent or earned. Expense transactions begin with the number 6 and revenue transactions begin with a 4. Budget accounts have 5 or 6 letters or digits referencing the budget category that will be impacted by a budget journal.


Accounts Payable Detail - Transactions that are created through the payment of invoices, purchase orders to vendors, employee remittance vouchers, and employee travel transactions.

Budget Journal – An entry that is made to increase or decrease a budget. It impacts only the budget section of the monthly detail report.

Chartfield String – The term used to describe a budget that will be used to charge expenses or collect revenues. Example of a chartfield string: Fund: 10H10 DeptID: 110006 Program: 06000
The Project/Grant field is also included as a required part of some chartfield strings.

Encumbrance – Reflects a purchase order, travel voucher (via a permission to travel form), and facilities and administrative cost and salary encumbrances (for budgets with a fund code of 16XXX) that have been entered in the system. The encumbrance amount reduces the remaining spending authority balance. See Liquidation.

HR Department – The ten-digit (10) or seven-digit (7) string that should be used to hire an employee through Human Resources or Student Employment and should be indicated on the Personnel Action Form. Examples: H110006001 or GR01001

Other locations that require the HR Department when making a purchase: Post Office, ITech, Image Center, Photo Services, Physical Plant Stores, and Science Stores. All other transactions, such as requisitions, remittance vouchers, interdepartmental invoices, and deposits made in Business Services require the complete chartfield string.

Interface – The process in which a feeder system or a separate PeopleSoft module is used to transport data to the university’s financial general ledger, which is used to generate monthly detail reports.

Job Code – A five-digit (5) number assigned when an employee is hired that indicates the type of worker they are for reporting purposes. If an employee is assigned a job code that begins with a 2, then the payroll expenses for that employee will be charged to the wage budget. If the job code begins with a 1, then the payroll expenses will charged to the salary budget. Human Resources assigns the job code upon receipt of the Personnel Action Form. Overtime pay is always charged to the wage budget.

Journal Entry – A transaction to charge or credit amounts to a departmental budget by an interdepartmental invoice, interface, or an online entry and will be recorded as “expended”.

Journal ID – A specific alpha or numeric combination that is assigned to a journal entry when it is processed. Example: DD123456 is a departmental deposit that was made in Business Services.

Liquidation – The reversal of an encumbrance when the item has been partially or fully paid. Liquidations are reflected in the encumbrance detail sections of the monthly detail report.

Open Item – A control number that is assigned to a permission to travel form requesting a travel advance and acts as a system identifier for the advance. This will appear as an OI reference in the travel category under vendor/desc or in the Ref column in the accounts payable detail of the monthly detail report.

Remaining Spending Authority – A calculated value equal to the Budget minus:
- Encumbrances
- Expended

Voucher ID – An eight-digit (8) number assigned by the system when Accounts Payable processes a payment.