

Transaction Source Guide

- The first three letters in the source column represent the originator of the transaction.

Source	Description	Department	Contact Person	Extension
ALC	Allocations w/Cash Offsets	Financial Accounting & Reporting	Michelle Korte	5207
ALO	General Accounting Allocation	Financial Accounting & Reporting	Laura Frisbee	5003
AMS	Asset Management Subsystem	Financial Accounting & Reporting	Michelle Korte	5207
APS	Accounts Payable System	Accounts Payable	Melissa Taylor	5851
ARS	Accounts Receivable	Financial Accounting & Reporting	Denise Gavello	4492
ASM	Anna Magana	Student Financial Services	Anna Magana	6789
BIS	Billing Information System	Financial Accounting & Reporting	Denise Gavello	4492
BUD	University Budget Office	University Budget Office	Jeni Kitchell	5910
CAF	University Chargebacks	Financial Accounting & Reporting	Melissa Taylor	5851
CCG	Gas Credit Cards	Accounts Payable	Melissa Taylor	5851
CLS	Claims Process	Accounts Payable	Melissa Taylor	5851
CSH	Cashiering System Interface	Student Financial Services	Suzy Buck	4195
DMG	Denise M. Gavello	Financial Accounting & Reporting	Denise Gavello	4492
ENC	Encumbrance Activity from a Purchase Order	Procurement	Procurement	5134
HRS	Human Resources Subsystem	Financial Services	Martha Barbera	5938
INT	Interface Files	Financial Accounting & Reporting	Michelle Korte	5207
INV	Trust Investments	Financial Accounting & Reporting	Michelle Korte	5207
JHJ	Josh James	Financial Accounting & Reporting	Josh James	5002
LIF	Laura Frisbee	Financial Accounting & Reporting	Laura Frisbee	5003
KMR	Katy Rollo	Accounts Payable	Katy Rollo	5426
MAG	Mary Gaffney	Financial Accounting & Reporting	Mary Gaffney	6094
MJE	Manual Journal Entry	University Budget Office	Jeni Kitchell	5910
MLK	Michelle Korte	Financial Accounting & Reporting	Michelle Korte	5207
MLT	Melissa Taylor	Financial Accounting & Reporting	Melissa Taylor	5851
MV1	Mai Vang	Financial Accounting & Reporting	Mai Vang	5822
OBL	Year End Encumbrance Process- Obligations	Financial Accounting & Reporting	Michelle Korte	5207
OFF	Office Depot	Accounts Payable	Katy Rollo	5866
PCC	Procurement Card Charges	Accounts Payable	Katy Rollo	5866
PPD	Prepaid Transactions	Financial Accounting & Reporting	Mai Vang	5822
PST	Postage System Interface	Mailroom	Heather Long	6152
SFA	Student Financials Admin	Student Financial Services	Anna Magana	6789
SFS	Student Financial Services	Student Financial Services	Anna Magana	6789
TLS	Telecom System Interface	-	-	4357
TRV	Travel Accounting	Accounts Payable	Melissa Taylor	5851

➤ Types of transactions:

Source	Description
ACT	Actual – item has been paid
BUD	Budget transaction
ENC	Encumbrance – allocated funds