Source Codes

Every journal is tagged with a three-character source code that identifies the program in which the transactions were created. The following table lists the source codes and products in which each was created.

Source Code	**Module and Program**	**Journal Reference**
AJE	General Ledger, Post Last Year Adjustments	Ref 1 Ref 2 Ref 3 Ref 4 CL YR ADJ
API	Accounts Payable, Invoice Entry/Proof, Regular Invoice	Ref 1 Vendor Ref 2 PO # Ref 3 Doc # Ref 4 Warrant or Batch
API	Accounts Payable, Invoice Entry/Proof, Credit Memo	Ref 1 Vendor Ref 2 PO # Ref 3 Doc # Ref 4 "CREDMEMO"
API	Accounts Payable, Invoice Entry/Proof, Direct Disbursement or Wire Transfer	Ref 1 Vendor Ref 2 PO # Ref 3 Doc # Ref 4 "CK" "######"
APM	Accounts Payable, Invoice Maintenance	Ref 1 vendor Ref 2 PO# Ref 3 Doc # Ref 4 Journal Desc.
APP	Accounts Payable, Cash Disbursements Journal	Ref 1 Ref 2 Ref 3 Ref 4 warrant or CASH DISB
APR	Accounts Payable, Check Reconciliation	Ref 1 vendor Ref 2 PO# Ref 3 Doc # Ref 4 Journal Ref.Desc.
BEB	Boat Excise, Generate A/R	Ref 1 Ref 2 Ref 3 Ref 4
BLB	Business License, Create GL Journals	Ref 1 Ref 2 Ref 3 Ref 4 BL AUDIT
BLB	Business License, Create GL Journals (Delaware sites)	Ref 1 Ref 2 Ref 3 Ref 4 WAGE TAX

Source Code	Module and Program	Journal Reference
BLB	Business License, Generate AR Link	Ref 1 Ref 2 Ref 3 Ref 4 B/L AR GEN
BLM	Bill Detail Maintenance	Ref 1 Ref 2 Ref 3 Ref 4 BL MAINT
BLO	Business Licenses, Transfer Overpayments	Ref 1 - None Ref 2 - None Ref 3 - None Ref 4 - User Defined
BLR	Business License, Gross Receipts	Ref 1 Ref 2 Ref 3 Ref 4 BL RECPTS
BUA	Budget, Budget Transfers & Amendments	Ref 1 Journal Ref. Ref 2 Journal Ref. Ref 3 Ref 4 Short Desc.
BUC	Budget, Budget Completion Journal, Budget Transfers & Amendments	Ref 1 Ref 2 Ref 3 Ref 4 Journal Ref. Desc.
C/R	Accounts Receivable, Payments Journal & Post, Process Lockbox File, Over-Short Adjustment Process, Bill Refund Processing	Ref 1 Ref 2 Ref 3 Ref 4 Cash Recpt
COE	Contract Management, Contract Entry/Maintenance	Ref 1 Vendor # Ref 2 Contract # Ref 3 Blank Ref 4 CONTRC ENT
COL	Accounts Payable, Invoice Change Orders (Contract Liquidation via Invoice)	Ref 1 – Vendor Ref 2 – Document Ref 3 – “Modify Invoices” Ref 4 – Entered by User, Default is Journal Description
COL	Accounts Payable, Invoice Entry (Contract Liquidation via Invoice)	Ref 1 – Vendor Ref 2 – Contract Ref 3 – Document Ref 4 – “Invoice Entry”
COL	Contract Management (Contract Opening)	Ref 1 – Vendor Ref 2 – Contract Ref 3 – Blank Ref 4 – “CNTRC OPN”
COL	Contract Management (Contract Closing)	Ref 1 – Vendor Ref 2 – Contract Ref 3 – Blank Ref 4 – “CNTRC CLS”

Source Code	Module and Program	Journal Reference
COL	Purchasing, PO Entry/Proof (Contract Liquidation via PO)	Ref 1 vendor Ref 2 PO # Ref 3 Ref 4 PO ENTRY or PO MAINT
COM	Contract Management, Contract Maintenance (Change Order)	Ref 1 – Vendor Ref 2 – Contract Ref 3 – blank Ref 4 – “CONTRC MNT”
COM	Contract Management, Contract Maintenance (Roll Contracts)	Ref 1 – Vendor Ref 2 – Contract Ref 3 – blank Ref 4 – “CONT ROLL”
CRP	Accounts Receivable Payments Journal, Posted Payments and Reversals	Ref 1 – Category or Department Ref 2 – Receipt Number Ref 3 – Deposit, or User Defined Ref 4 – CASH RECPT, or User Defined
CRP	Accounts Receivable Payment Reversals, Posted Payments and Reversals	Ref 1 – None Ref 2 – None Ref 3 – None Ref 4 – None
CRP	General Billing Invoice Entry, Posted Payments and Reversals	Ref 1 – None Ref 2 – Customer Number Ref 3 – Invoice Number Ref 4 – Invoice Batch
CRP	Student Activity, Activity Transactions	Ref 1 – Department Ref 2 – Receipt Number Ref 3 – None Ref 4 – None
CRP	Student Activity, Void Transactions	Ref 1 – Department Ref 2 – Receipt Number Ref 3 – None Ref 4 – None
CRR	Accounts Receivable Payments Journal, Posted Refunds	Ref 1 – Category or Department Ref 2 – Receipt Number Ref 3 – Deposit, or User Defined Ref 4 – CASH RECPT, or User Defined
CRW	Accounts Receivable Payments Journal , Posted Writeoffs	Ref 1 – Category or Department Ref 2 – Receipt Number Ref 3 – Deposit, or User Defined Ref 4 – CASH RECPT, or User Defined

Source Code	Module and Program	Journal Reference
CRX	Accounts Receivable Payments Journal, Posted Transfers	Ref 1 – Category or Department Ref 2 – Receipt Number Ref 3 – Deposit, or User Defined Ref 4 – CASH RECPT, or User Defined
ET	Virginia State Income Tax, Estimated Taxes	Ref 1 – None Ref 2 – None Ref 3 – None Ref 4 – ET
ET	Virginia State Income Tax, Post Estimated COR Returns	Ref 1 – None Ref 2 – None Ref 3 – None Ref 4 – ESTIMATED
EXE	Employee Expense, Expense Claim Entry	Ref 1 – Claim Department Ref 2 – Batch Ref 3 – ‘C#’ followed by Claim Number Ref 4 – Claim Event Jnl_comm – Employee Name
EXL	Employee Expense, Expense Claim Liquidation	Ref 1 – Claim Department Ref 2 – Batch Ref 3 – ‘C#’ followed by Claim Number Ref 4 – Claim Event Jnl_comm – Employee Name
FAA	Fixed Assets, New Assets & General Maintenance, Post Summary Journals	Ref 1 Ref 2 Ref 3 Ref 4 ASSET ACQN
FAD	Fixed Assets, Depreciate Assets, Post Summary Journals	Ref 1 Ref 2 Ref 3 Ref 4 ASSET ACQN
FAM	Fixed Assets, New Assets & General Maintenance, Post Summary Journals	Ref 1 Ref 2 Ref 3 Ref 4 ASSET MNT
FAN	Fixed Assets, Fixed Asset General Journal Entry	Ref 1 – Reason code from journal line. Ref 2 – Ref 2 field. Ref 3 – Ref 3 field. Ref 4 – Short Description field.
FAR	Fixed Assets, Post Summary Journals	
G/B	General Billing Transfer to Tax	Ref 1 – User Defined Ref 2 - None Ref 3 - None Ref 4 – GB TO TAX

Source Code	Module and Program	Journal Reference
GBA	General Billing Automated Maintenance	Ref 1 - None Ref 2 – User Defined Ref 3 – User Defined Ref 4 – Journal Description
GBI	General Billing, Invoice Entry	
GBL	General Billing	Ref 1 Ref 2 Ref 3 Ref 4 User Choice
GBM	General Billing, Invoice Maintenance	
GCR	General Ledger, General Journal Entry and Proof, Import JE ASCII File, Recurring Journal Entry	Ref 1 journal ref. desc. Ref 2 Ref 3 Ref 4 short description
GEL	General Ledger, Encumbrance Journal Entry	Ref 1 journal ref. desc. Ref 2 as entered Ref 3 Ref 4 short description
GEN	General Ledger, General Journal Entry and Proof, Import JE ASCII File, Recurring Journal Entry	Ref 1 journal ref. Ref 2 as entered Ref 3 as entered Ref 4 short description
GNI	General Ledger, Import ASCII journal	
GRV	General Ledger, Journal Reversal	
INA	Inventory, Transaction Entry/History (inventory adjustment), Enter Inventory Counts	Ref 1 Ref 2 Ref 3 item number Ref 4 ADJUSTMENT
INI	Inventory, Transaction Entry/History (inventory issue or negative issue), Pick Ticket	Ref 1 Ref 2 department Ref 3 item number Ref 4 ISSUE
MVB	Motor Vehicle, Generate A/R	Ref 1 Ref 2 Ref 3 Ref 4 MV AR GEN
PAA	Project Ledger - Project Revenue Allocation	Ref 1 Ref 2 Ref 3 Ref 4
PAB	Project Ledger - Project Original Budget	Ref 1 Ref 2 Ref 3 Ref 4

Source Code	Module and Program	Journal Reference
PAC	Project Ledger - Project Actual Adjustment	Ref 1 Ref 2 Ref 3 Ref 4
PAE	Project Ledger - Project Encumbrance Adjustment	Ref 1 Ref 2 Ref 3 Ref 4
PAG	Project Ledger - Project Grants	Ref 1 Ref 2 Ref 3 Ref 4
PAJ	Project Ledger - Project Budget Adjustment	Ref 1 Ref 2 Ref 3 Ref 4
PAO	Project Ledger - Project Overhead	Ref 1 Ref 2 Ref 3 Ref 4
PBA	Performance-Based Budgeting, Performance Actual Journal	Ref 1 – User Entered Ref 2 – User Entered Ref 3 – blank Ref 4 – User Entered
PBA	Performance-Based Budgeting, Performance Budget Journal	Ref 1 – User Entered Ref 2 – User Entered Ref 3 – Blank Ref 4 – User Entered
PBB	Performance Budget Journal	Ref 1 Ref 2 Ref 3 Ref 4
PBC	Performance-Based Budgeting, New Performance Budget Posting	Ref 1 – blank Ref 2 – blank Ref 3 – blank Ref 4 – User Entered
PII	PI Invoice Posting	Ref 1 Ref 2 Ref 3 Ref 4

Source Code	Module and Program	Journal Reference
PIM	PI Invoice Maintenance	Ref 1 Ref 2 Ref 3 Ref 4
POE	Purchase Orders, PO Entry and Proof	Ref 1 Vendor Ref 2 PO# Ref 3 Ref 4 PO ENT/PRF
POL	Accounts Payable, Invoice Entry/Proof	Ref 1 Vendor Ref 2 PO # Ref 3 Ref 4 LIQ/INV
POM	Purchase Orders, Purchase Order Maintenance	Ref 1 Vendor Ref 2 PO# Ref 3 Ref 4 PO MAINT or PO CANCL
PRA	Payroll, Payroll Accrual Journal, Employee Accruals	Ref 1 – User Entered Ref 2 – Blank Ref 3 – Blank Ref 4 – “PR ACCR”
PRE	Payroll, Payroll Encumbrancing	Ref 1 - 3 as entered Ref 4 PR ENCUMBR
PRH	Payroll, History Maintenance	Ref 1 as entered Ref 2 - 4 Run Type & Warrant #
PRJ	Payroll, G/L Distribution Journal/Upd	Ref 1 as entered Ref 2 - 4 Run Type and Warrant #
PRK	Payroll, Health Insurance Remittance Maintenance	Ref 1 – User Entered Ref 2 – User Entered Ref 3 – “KYREIM”, reimbursement month, reimbursement year Ref 4 – “PR KY REIM”
PRT	Payroll, Texas TRS On-Behalf Report	Ref 1 – User Entered Ref 2 – User Entered Ref 3 – “TXONBH”, report month, report year Ref 4 – “PR TX ONBH”
PRX	Payroll, Texas Federal Grant Reports	Ref 1 – User Entered Ref 2 – User Entered Ref 3 – “TXFEDG”, report month, report year, prtxfedg Ref 4 – “PR TX FEDG”
PRX	Payroll, TX TRS Statutory Minimum Report	Ref 1 – User Entered Ref 2 – User Entered Ref 3 – “TXSTAT”, report month, report year, prtxstat Ref 4 – “PR TX TRS”

Source Code	Module and Program	Journal Reference
PTE	Parking Tickets, Ticket Entry/Proof	Ref 1 – None Ref 2 – Batch Number Ref 3 – None Ref 4 – PT ENT/PRF
PTL	Parking Tickets, Process Late Tickets	Ref 1 - None Ref 2 - None Ref 3 - None Ref 4 – PT LATE FE
PTM	Parking Tickets, Tickets/Ticket Inquiry	Ref 1 – None Ref 2 – Batch Number Ref 3 – None Ref 4 – PT MAINT
PTR	Parking Tickets, Import Owner Names	Ref 1 - None Ref 2 - None Ref 3 - None Ref 4 – OWNER IMP
PTS	Parking Tickets, Scofflaw Processing	Ref 1 - None Ref 2 – None Ref 3 – None Ref 4 - SCOFFLAW
PTV	Parking Tickets, Massachusetts RMV Processing	Ref 1 – None Ref 2 – None Ref 3 – None Ref 4 – MARK EXP or MARK IMP
PYE	Project Ledger - Project Year End	Ref 1 Ref 2 Ref 3 Ref 4
PYO	Project Ledger - Project Year Open	Ref 1 Ref 2 Ref 3 Ref 4
SIT	Virginia State Income Tax, State Income Taxes	Ref 1 – None Ref 2 – None Ref 3 – None Ref 4 – SIT
SIT	Virginia State Income Tax, Post State Income Tax COR Returns	Ref 1 – None Ref 2 – None Ref 3 – None Ref 4 – SIT
SOY	General Ledger, Open New Fiscal Year	Ref 1 Ref 2 Ref 3 Ref 4 START YEAR
TSB	Tax Billing, Tax Sale	

Source Code	Module and Program	Journal Reference
TX	Tax Billing, Apply Additional Fees	Ref 1 Ref 2 Ref 3 Ref 4 – TX LATE FEE
TXA	Tax Billing, Abatement (Release) Entry	Ref 1 Ref 2 Ref 3 Ref 4 TX ABATEMT
TXB	Tax Billing, Generate AR	Ref 1 Ref 2 Ref 3 Ref 4 TAX AR GEN
TXC	Tax Billing, Tax Corrections	Ref 1 Ref 2 Ref 3 Ref 4 – TX ABATE
TXD	Tax Billing, Tax Deed	Ref 1 Ref 2 Ref 3 Ref 4 – NEW DEED
TXL	Tax Billing, Tax Lien	Ref 1 Ref 2 Ref 3 Ref 4 – NEW LIEN
TXM	Tax Billing, Bill Maintenance, Post Summary Journals	
TXT	Tax Billing, Tax Title	
U/B	Utility Billing, Generate A/R, Apply Credits/Deposits	Ref 1 Ref 2 Ref 3 Ref 4 U/B AR GEN
UBA	Utility Billing, Process Late Fees	Ref 1 Ref 2 Ref 3 Ref 4 – UB LATE FE
UBB	Utility Billing, Generate AR	Ref 1 Ref 2 Ref 3 Ref 4 – U/B AR GEN
UBC	Utility Billing, Apply Credits	Ref 1 Ref 2 Ref 3 Ref 4 – U/B CR/DEP
UBD	Utility Billing, Apply Deposits	Ref 1 Ref 2 Ref 3 Ref 4 – U/B CR/DEP
UBI	Utility Billing, Apply Deposit Interest	Ref 1 Ref 2 Ref 3 Ref 4 – U/B CR/DEP

Source Code	Module and Program	Journal Reference
UBM	Utility Billing, Bill Maintenance, Post Summary Journals	
UBN	Utility Billing, Deposit Interest	Ref 1 Ref 2 Ref 3 Ref 4 – UB DEP INT
UBO	Utility Billing, Process Cutoff	Ref 1 Ref 2 Ref 3 Ref 4 – UB CUT OFF
UBR	Utility Billing, Generate AR Reversal	Ref 1 Ref 2 Ref 3 Ref 4 – U/B AR REV
UBT	Utility Billing, Transfer to Tax/Lien	Ref 1 Ref 2 Ref 3 Ref 4 – UB TO TAX
UCR	Utility Billing, Apply Credits Reversal	Ref 1 Ref 2 Ref 3 Ref 4 – U/B CR/DEP
UDA	Utility Billing, Defer Adjustment	Ref 1 Ref 2 Ref 3 Ref 4 – DEFER ADJ
UDR	Utility Billing, Apply Deposits Reversal	Ref 1 Ref 2 Ref 3 Ref 4 – U/B CR/DEP
UIR	Utility Billing, Apply Deposit Interest Reversal	Ref 1 Ref 2 Ref 3 Ref 4 – U/B CR/DEP
UTD	Utility Billing, Transfer Deposit	Ref 1 Ref 2 Ref 3 Ref 4 – UB TFR DEP
WOA	Work Orders, Work Order Journal Adjustments	Ref 1-4 Blank
WOC	Work Orders, CIP Journal and Post, Work Order CIP Journal	Ref 1-4 Blank
WOJ	Work Orders	Ref 1-4 Blank
YEC	General Ledger, Close Current Fiscal Year	Ref 1 Ref 2 Ref 3 Ref 4 CLOSE YEAR