

Transaction Reference Codes

10/8/2008

Commonly Used Rule Codes and Descriptions

Rule Code	Description
BD01	Original Budget Entry
BD04	Budget Adjustment by Budget Office
BS1	Campus Budget Entry - State Funds - Program Code 101
BS2	Campus Budget Entry - State Funds - Program Code 102
BS3	Campus Budget Entry - State Funds - Program Code 103
BS4	Campus Budget Entry - State Funds - Program Code 142
BS5	Campus Budget Entry - State Funds - Program Code 151
BS6	Campus Budget Entry - State Funds - Program Code 160
BS7	Campus Budget Entry - State Funds - Program Code 170
BS8	Campus Budget Entry - State Funds - Program Code 180
BS9	Campus Budget Entry - State Funds - Program Code 152
BA1	Campus Budget Entry - Auxiliary Funds
BE1	Campus Budget Entry - BOT Funds
BH1	Campus Budget Entry - Center Stage
CNEI	Cancel Check - Invoice with Encumbrance
CNNI	Cancel Check - Invoice w/o Encumbrance
CNNC	Cancel Check - Credit Memo w/o Encumbrance
CORD	Change Order to Purchase Order
D01	Cash Disbursement Entry - Finance Use
D02	Disbursement Entry - Payroll
DNEI	Check - Invoice w/Encumbrance
DNNC	Check - Credit Memo w/o Encumbrance
DNNI	Check - Invoice w/o Encumbrance
ICEI	Cancel Invoice with Encumbrance
ICNI	Cancel Invoice without Encumbrance
INEI	Invoice with Encumbrance
INNI	Invoice without Encumbrance
JE15	Journal Entry-Interfund
JE16	Journal Entry
POBC	Purchase Order Close by System
POCL	Purchase Order Close
PORD	Original Purchase Order
R01	Cash Receipt at Cashiers Office
R02	Application of Payment entry from SIS
R05	Cash Receipt Entry in Finance
REQP	Requisition

Document Reference Numbers

Document Starting Letters	Description
*	Purchase Order Close
CR	Cash Receipt from Cashiering
DCP	Entry by Denise Phillips
DSS	Entry by Debbie Spence

I	Invoice
JPR	Entry by Janice Reich
LGP	Entry by Lauren Partin
P	Purchase Order
PA	Application of Payment from SIS
PC	P-Card Transaction
PR	Payroll
DLH	Entry by Debbie Hodge
SEM	Entry by Sue Miller
Y	Receiving Document

Document Types and Descriptions

Doc Type	Description
CCK	Check Cancelled/Voided
CHK	Check Written
ENC	Encumbrance
EOC	Encumbrance Open/Close Document
JV	Journal Entry or Budget Transfer
PO	Purchase Order/Change Order
RCV	Receiving Document
REQ	Requisition