

Journal Types and Codes

Transaction Group	Transaction Type	JE Code ("Source")
Billing	Billing	JBL
Correcting JE	Correcting JE	JCR
Correcting Voucher JE	Correcting Voucher JE	JCV
Deposits & Accounts Receivable	Departmental One Card Deposit	JDO
	Departmental One Card Purchase	JDO
	Print Plan Deposit	JDP
FP Revenue Distribution	FP Charges & Write Offs (FP Administration)	JPA
Office of Sponsored Research	Residual Transfer	JSR
Other Campus JE	Other Campus JE	JOT
Trust & Special Funds Transfer	Univ Endowment Income to Principal Account	JUP
	Univ Endowment to Univ Endowment Income Account	JUI
	Agency Endowment Income to Agency Endowment Principal Account	JAP
	Foundation Allocation to Univ Restricted/Unrestricted Gift	JFA

Journal Approval Requirements

	Dept*	OSR*	Acctg Srvc	
Billing	Depends on the dept setup.	Yes	> \$1,000	
Correcting JE		Yes	No	
Correcting Voucher JE		Yes	No	
Departmental One Card Deposit		Yes	> \$1,000	
Departmental One Card Purchase		Yes	> \$1,000	
Print Plan Deposit		Yes	Yes	
FP Charges & Write Offs (FP Administration)		No	No	
Residual Transfer		Yes	No	
Other Campus JE		Depends on dept setup.	Yes	Yes
Univ Endowment Income to Principal Account	No		No	
Univ Endowment to Univ Endowment Income Account	No		No	
Agency Endowment Income to Agency Endowment Principal	Complex transactions will route to SPH Finance for approval.		No	No
Foundation Allocation to Univ Restricted/ Unrestricted Gift			No	No