

Document Code Prefixes and Research Contacts

| <u>Entry Type</u> | <u>Prefix</u> | <u>Description</u> | <u>Contact for Research</u> |
|------------------------|---------------|--|---|
| Bookstore | BS | Charge for College bookstore purchases | Lori Voorhees x6313 lvoorhees@rollins.edu John Overberger x2112 joverberger@rollins.edu |
| Budget | BU | Adjustment to budget | Carole Leahy x2338 cleahy@rollins.edu Bill Short x2619 wshort@rollins.edu |
| Cash Transmittal | CA | Cash receipts recorded by the Bursar | Sayied Ali x2272 sali@rollins.edu |
| Convenience Copier | CC | Charge for copier usage | Lori Voorhees x6313 lvoorhees@rollins.edu John Overberger x2112 joverberger@rollins.edu |
| Catering | CT | Charge for Marriott provided catering | Licelys Masseria (Catering) x2675 lmasseria@rollins.edu Lillie Hughes x2428 lhughes@rollins.edu |
| Feed Documents | F | Daily activity posted by other systems; i.e. HR, Alumni, Bursar | Lillie Hughes x2428 lhughes@rollins.edu Juliette Pibien x2297 jpibien@rollins.edu |
| Gas | GS | Charge for gas pump usage | Lori Voorhees x6313 lvoorhees@rollins.edu John Overberger x2112 joverberger@rollins.edu |
| Invoices | I | Payment to a vendor, by check or direct deposit | Fahaz Yacoob x2162 fyacoob@rollins.edu Donna Klingler x2108 dklingler@rollins.edu |
| Information Technology | IT | Charge for computer hardware and/or software | Lynette Grondahl x6326 lgrondahl@rollins.edu |
| Accounting Adjustments | JU Or J | All other journal entries not specifically defined | Lillie Hughes x2428 lhughes@rollins.edu Teresa Williams x2611 twilliams@rollins.edu |
| Budget | L | Adopted Base Budget | Carole Leahy x2338 cleahy@rollins.edu Bill Short x2619 wshort@rollins.edu |
| Purchase Orders | P | Encumbrance booked as result of a purchase order | John Overberger x2112 joverberger@rollins.edu Lori Voorhees x6313 lvoorhees@rollins.edu |
| Print Services | PB | Print job charge from Print Services. The document ref number is the print job number. | Krista Moritz x1513 kmoritz@rollins.edu |
| Post Office | PG | Charge for postage and shipping | Doc Gallup x2535 ggallup@rollins.edu |
| Position Control | PN | HR budget entry for personnel | Carole Leahy x2338 cleahy@rollins.edu Bill Short x2619 wshort@rollins.edu |
| Purchasing Card | PU | Charge for Purchasing Card transactions | Robert Cook x1057 rcook@rollins.edu Donna Klingler x2108 dklingler@rollins.edu |
| Purchase Orders | RENC | Encumbrance roll forward from prior year | Robert Cook x1057 rcook@rollins.edu |
| Travel | TR | Journal entry to record travel expense related to travel advance clearing | Lillie Hughes x2428 lhughes@rollins.edu |
| Warehouse | WH | Charge usually for office supplies | John Overberger x2112 joverberger@rollins.edu Lori Voorhees x6313 lvoorhees@rollins.edu |
| Wire Transfer | WT | Transaction date is effective date of transfer | Carole Leahy x2338 cleahy@rollins.edu Bill Short x2619 wshort@rollins.edu |