

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
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 Nadine Figaro x2428 nfigaro@rollins.edu
Feed Documents	F	Daily activity posted by other systems; i.e. HR, Alumni, Bursar	Nadine Figaro x2428 nfigaro@rollins.edu Peggy Gaset x2297 mgaset@rollins.edu
Gas	GS	Charge for gas pump usage	Lori Voorhees x6313 lvoorhees@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	Nadine Figaro x2428 nfigaro@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
Publishing Center	PB	Print job charge from the publishing center. The document ref number is the print job number.	Jim Reid x1513 jreid@rollins.edu or Danielle Bologna x6490 dbologna@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	Nadine Figaro x2428 nfigaro@rollins.edu
Warehouse	WH	Charge usually for office supplies	John Overberger x2112 joverberger@rollins.edu
Wire Transfer	WT	Transaction date is effective date of transfer	Carole Leahy x2338 cleahy@rollins.edu Bill Short x2619 wshort@rollins.edu