

Reference Code Table for Actuals, Commitments and Exp Control (for the most commonly used Source Codes)

(last updated August 6, 2008)

SOURCE CODE	SOURCE OR FEEDER DESCRIPTION	ACCT REF	DEPT REF	Exp-Item Date	Detail Description	CONTACT AREA	CONTACT PERSON	EMAIL Address	PHONE
[-], [#]	symbolic placeholders for no value supplied or not applicable	[-], [#]	[-], [#]						
ACTUALS THAT HAVE RELATED COMMITMENTS - ACTUALS SHOWN ON YELLOW LINES, RELATED COMMITMENTS FOLLOW (All Commitment Source codes start with "E" for Encumbrance - another term for Commitment)									
Purchasing/Payable - Actuals and Commitments									
APINV	Supplier Invoices	1st 10 ch. Invoice #	PO Number	Req date	Vendor Name	ACCOUNTS PAYABLE	Customer Outreach	disbursementshelp@stanford.edu	5-9100
E_REQ	Purchasing Commitments (based on requisition)	[#]	Req Number	Req date	Suggested vendor name	PROCUREMENT	HELPSU	helpsu@stanford.edu	5-HELP
E_PO	Purchasing Commitments (based on purchase order)	[#]	PO Number	Req date	Vendor Name	PROCUREMENT	HELPSU	helpsu@stanford.edu	5-HELP
E_AP	Payables Commitments	1st 10 ch. Invoice #	PO Number	Req date	Vendor Name	ACCOUNTS PAYABLE	Customer Outreach	disbursementshelp@stanford.edu	5-9100
Salary - Actuals and Commitments									
LDACT	Oracle Labor Distribution	Earnings Code	Assignment No.	Payroll Date	Last , First, MI - Assgnt Org Code	FINANCIAL INFO SYSTEMS	HELPSU	helpsu@stanford.edu	5-HELP
E_LD	Oracle Labor Distribution (for SAL only, not hourly - later to add other earning codes)	Earnings Code	Assignment No.	Latest future date for which commitment generated	Last Name, First Name, MI - Assignment Org Code	FINANCIAL INFO SYSTEMS	HELPSU	helpsu@stanford.edu	5-HELP
Student - Actuals and Commitments									
PYMON	Payroll Stipends - Post-Doc	Feeder iJournal Number	supplied Dept Ref	End of Month	Last Name, First Name, MI	PAYROLL	Kelly Wright	kelly.wright@stanford.edu	3-7561
EGFSM	GFS Monthly Stipend Commitment	Term code	Student ID No.	End of Current Mo	Last Name, First Name, MI	STUDENT FINANCIALS	Lynn Espartero	lyne@stanford.edu	4-8137
PSOFT	PeopleSoft Student Financials	Feeder iJournal Number	supplied Dept Ref	End of Month	Last Name, First Name, MI	STUDENT FINANCIALS	Lynn Espartero	lyne@stanford.edu	4-8137
EGFSS	GFS Salary Commitment	Term code	Student ID No.	End of Current Mo	Last Name, First Name, MI	STUDENT FINANCIALS	Lynn Espartero	lyne@stanford.edu	4-8137
EFAO	Financial Aid Commitment	Term code	Student ID No.	End of Current Mo	Last Name, First Name, MI	STUDENT FINANCIALS	Lynn Espartero	lyne@stanford.edu	4-8137
EGFSN	GFS Non-Salary Commitment	Term code	Student ID No.	End of Current Mo	Last Name, First Name, MI	STUDENT FINANCIALS	Lynn Espartero	lyne@stanford.edu	4-8137
ESFS	Student Financial Services Commitment	Term code	Student ID No.	End of Current Mo	Last Name, First Name, MI	STUDENT FINANCIALS	Lynn Espartero	lyne@stanford.edu	4-8137
Burdening - Actual and Commitments									
BRDN	Burdening	FY (fiscal year)	Multiplier	Mon-Year	Burden Schedule Name	ORA	Jesse Charlton	jessech@stanford.edu	3-9102
ALTIS	Alternate PTA Infrastructure Charge	Feeder iJournal Number	supplied Dept Ref			SPONSORED RESEARCH	Jesse Charlton	jessech@stanford.edu	3-9102
EBRDN	Burdening (for transactions streams that have commitments)	FY (fiscal year)	Multiplier	(suppressed)	Burden Schedule Name	ORA	Jesse Charlton	jessech@stanford.edu	3-9102

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NO COMMITMENTS ARE CALCULATED FOR THE FOLLOWING TYPES OF ACTUALS:									
ADVNC	iOU Advance	iOU Request number	Blank (#)	iOU date	1st 30 characters of Business Purpose	Travel & Reimbursement	Customer Outreach	disbursementshelp@stanford.edu	5-9100
APACC	Accounts Payable Accruals	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	Accounts Payable	Susan Tsoi-A-Sue	susant@stanford.edu	4-7430
BIOST	Biology Stores	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	BIOLOGY STORES	Maria Perez	riabella@stanford.edu	4-4998
CANET	CashNET Cash Receipts	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	STUDENT FINANCIALS	Cashier's Office		5-0346
CME	CME fees- School of Medicine	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	SCHOOL OF MEDICINE	Jiayan Zhao	jiayanz@stanford.edu	4-7655
DEAN	SoM Dean's Feeder for Year-End	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	SCHOOL OF MEDICINE	Lena Yang	lenayang@stanford.edu	4-9757
DEBT	Debt charges	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	CAPITAL ACCOUNTING	Alfi, Eliot	ealfi@stanford.edu	4-6361
DTX	Dean's Tax - SoM	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	SCHOOL OF MEDICINE	Lena Yang	lenayang@stanford.edu	4-9597
FACOP	Facilities, Utilities, Event Services	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	FACILITIES	Tracy Knecht	tracyk@stanford.edu	3-4059
FAIR1	Various corrections/reclassifications	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	FAIR	Rekha Nandakumar	rekhan@stanford.edu	3-9240
FAIR2	Various corrections/reclassifications	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	FAIR	Betsy Sun	bssun@stanford.edu	6-9546
FAIR3	Various corrections/reclassifications	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	FAIR	Linda Tam	lindatam@stanford.edu	3-5170
FISG	One-time corrections/adjustments	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	ORACLE FINANCIALS	HELPSU	helpsu@stanford.edu	5-HELP
HA1	Housing Allowance - SoM	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	SCHOOL OF MEDICINE	Lena Yang	lenayang@stanford.edu	4-9757
HOSP1	SHC-SOM Profesiional Services Agreement	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	FAIR	Lena Yang	lenayang@stanford.edu	4-9757
HOSP2	LPCH-SOM	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	FAIR	Lena Yang	lenayang@stanford.edu	4-9757
HOSP3	SHC-SU Other	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	FAIR	Lena Yang	lenayang@stanford.edu	4-9757
HOSP4	LPCH-SU Other	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	FAIR	Lena Yang	lenayang@stanford.edu	4-9757
IIS	Institute of International Studies	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	IIS	Young A Lee	Young.ah.Lee@stanford.edu	4-4641
IJRNL	iJournals	iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	JNL ORIGINATOR	Journal Originator		
ITSS	ITSS Monthly Billing	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	ITSS	Tom Clements	tomclem@stanford.edu	3-3748
ITSSL	ITSS Legacy System	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	ITSS	Tom Clements	tomclem@stanford.edu	3-3749
LD_DA	Labor Distribution Adjustments	Batch Name	Assignment No.	Payroll date	Last Name, First Name, MI - Assignment	ADJUSTMENT ORIGINATOR	Adjustment Originator		
LDACC	Labor Distribution (LD) Accruals	Feeder iJournal Number	Assignment No.	EID per journal	Detail line per journal	FINANCIAL INFO SYSTEMS	HELPSU	helpsu@stanford.edu	5-HELP
LDADJ	Oracle Labor Distribution Central Adjustments	Feeder iJournal Number	Assignment No.	EID per journal	Detail line per journal	FINANCIAL INFO SYSTEMS	Andrew Zell	azell@stanford.edu	5-1330
LSE	School of Medicine Lease Allocations	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	SCHOOL OF MEDICINE	Birgit Walker	birgitw@stanford.edu	5-8388
OPA	Postdoc Insurance Premiums	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	POSTDOC SERVICES, SOM	Shannon Monahan	smonahan@stanford.edu	3-6120
OSP	Overseas Studies	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	OVERSEAS STUDIES	Roanne Shefte	roanne@osp.stanford.edu	5-6769
OTHCK	iOU Other Checks	iOU Request number	Blank (#)	iOU date	1st 30 characters of Business Purpose	Travel & Reimbursement	Customer Outreach	disbursementshelp@stanford.edu	5-9100
PCARD	Pcard transactions	Transaction ID Number	Cardholder Name	Transaction date	1st 20 characters of Business Purpose with first 10 characters of vendor name appended	Pcard Holder	Cardholder		
PCASH	iOU Petty cash transaction	iOU Request number	Petty Cash Fund #	iOU date	1st 30 characters entered in remarks on	Petty Cash Custodian	Petty Cash Custodian		
PRMGT	Project Management	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	FACILITIES	Lydia V Vilkins	lvv@stanford.edu	3-0446
PYADJ	Payroll Adjustments	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	PAYROLL	Margie L Martinez	margiem1@stanford.edu	6-9544
PYR01	Payroll Liabilities	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	PAYROLL	Jamie Lutton	jutton@stanford.edu	4-9757
RDE01	Residential & Dining Enterprises	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	RESIDENTIAL & DINING	Lindsay Frankfurt	laf@stanford.edu	5-0481
RDE02	Residential & Dining Enterprises Reserves	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	RESIDENTIAL & DINING	Howard Bobb	hbobb@stanford.edu	4-0109
REIMB	iOU Reimbursement	iOU Request number	Blank (#)	iOU date	1st 30 characters of Business Purpose	Travel & Reimbursement	Customer Outreach	disbursementshelp@stanford.edu	5-9100
SAAR	Alumni Accounts Receivables	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	ALUMNI ASSOC	Nancy Podesta	nancy.podesta@stanford.edu	5-0699
SAACL	Alumni Closing Entries	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	ALUMNI ASSOC	Miriam Barrera	mbarrera@stanford.edu	3-2022
SAADE	Alumni Design Allocation	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	ALUMNI ASSOC	Miriam Barrera	mbarrera@stanford.edu	3-2022
SAAEV	Alumni Events	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	ALUMNI ASSOC	Nancy Podesta	nancy.podesta@stanford.edu	5-0699
SAAME	Alumni Membership	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	ALUMNI ASSOC	Nancy Podesta	nancy.podesta@stanford.edu	5-0699
SAAPR	Alumni Products	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	ALUMNI ASSOC	Nancy Podesta	nancy.podesta@stanford.edu	5-0699
SAATS	Alumni Travel Study	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	ALUMNI ASSOC	Nancy Podesta	nancy.podesta@stanford.edu	5-0699
SCVMC	Santa Clara Valley Medical Center - SoM	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	SCHOOL OF MEDICINE	Lena Yang	lenayang@stanford.edu	4-9757
SLAC	SLAC	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	SLAC	Skip Ethier	skipe@SLAC.stanford.edu	926-2315
SLACA	SLAC Year End	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	SLAC	Jesse Charlton	jessech@stanford.edu	3-9102
SNF	Stanford Nanofabrication Facility	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	SNF	Grace Wu	gracewu@stanford.edu	4-2909
UASRV	Student Loans	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	STUDENT FINANCIALS	Lynn Espartero	lyne@stanford.edu	4-8137

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VSC	Veterinary Service Center	Feeder iJournal Number	supplied Dept Ref	EID per journal	Detail line per journal	COMPARATIVE MEDICINE	Ruth Burns	rburns@stanford.edu	5-3877
ZZFIX	Corrects Pcard transaction organizations and related	Feeder iJournal Number	ZZZY Out or ZZZZ In	EID per journal	Detail line per journal	ORACLE FINANCIALS	HELPSU	helpsu@stanford.edu	5-HELP