

Transaction Type Source and Attachment Requirements

Transaction Groups	Transaction Types	Source	Attachment Requirements
Billing	Billing	JBL	Memo stating what goods or services the billed department is being charged for, beginning and ending billing date, Invoice # and if the Invoice was sent to the department.
	Billing State Receipts	JBS	Same as above.
Cash Advance Settlement	Cash Advance Settlement	JCA	<ul style="list-style-type: none"> • Cover Sheet – Cash Advance Settlement Form • Screenshot of the original cash advance voucher • Screenshot of the settlement journal Screenshot of the deposit, if applicable Scanned receipts (OSR also requires hard copies) • Reconciliation of Cash Advance for Study Subjects form
Correcting JE	Correcting JE	JCR	Attach justification*
Deposits & Accounts Receivable	Departmental One Card Deposit	JDO	On a spreadsheet, specify the Card name and Number, and amount added to the card.
	Departmental One Card Purchase	JDO	On a spreadsheet, specify the Card name and Number, and amount added to the card.
	Print Plan Deposit	JDP	Spreadsheet listing individual's PID, first and last name, amount to add to the One Card.
FP (Faculty Practice) Revenue Distribution	FP Charges & Write Offs	JPA	Attach justification*
Office of Sponsored Research	Residual Transfer	JSR	Attach justification and any approvals required
Other Campus JE	Other Campus JE - Interunit	JOT	Attach justification*
	Other Campus JE - Intraunit	JOT	Attach justification*
Trusts & Special Funds Transfer	Univ Endowment Income to Principal Account	JUP	Attach justification*
	Univ Endowment Income to Univ Endowment Income Account	JUI	Attach justification*
	Agency Endowment Income to Agency Endowment Principal Account	JAP	Attach justification*
	Foundation Allocation to University Restricted/ Unrestricted Gift	JAF	Attach justification*
	Gift to Gift	JGG	Attach justification*

* The 30-character description field may be used for justification. An attachment is optional, but do attach a document if fuller justification is needed.

Journal Header and Budget Header Status

Journal Status

Journal Header Status	Description
N	No Status - Needs to be edited
E	Journal Has Errors
V	Valid Journal - Edit Complete
P	Posted to Ledger

Budget Status

Budget Header Status	Description
N	Not Budget Checked
E	Error in Budget Check
V	Valid

Approval Requirements

	Dept*	OSR	Acctg Services
Billing	Basic	Yes	If \$1,000 or greater
Billing State Receipts	Basic	Yes	Yes
Cash Advance Settlement	Basic	Yes	Yes
Correcting JE	Basic	Yes	No
Departmental One Card Deposit	Basic	Yes	If \$1,000 or greater
Departmental One Card Purchase	Basic	Yes	If \$1,000 or greater
Print Plan Deposit	Basic	Yes	If \$1,000 or greater
FP Charges & Write Offs (FP Administration)	Basic	No	No
Residual Transfer	Basic	Yes	No
Gift to Gift	Complex	No	Yes
Other Campus JE - Interunit	Complex	Yes	Yes
Other Campus JE - Intraunit	Complex	Yes	Yes
Univ Endowment Income to Principal Account	Complex	No	Yes
Univ Endowment to Univ Endowment Income Account	Complex	No	Yes
Agency Endowment Income to Agency Endowment Principal Account	Complex	No	Yes
Foundation Allocation to Univ Restricted/ Unrestricted Gift	Complex	No	Yes

* Departments have the options of requiring departmental approvals, or not. The Basic and Complex schemes are approval options, should departments choose to have departmental approvals.