<table>
<thead>
<tr>
<th>Document Number Prefix</th>
<th>Description</th>
<th>** Other common prefixes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>Action Card</td>
<td>!########## = Direct Deposit</td>
</tr>
<tr>
<td>AD</td>
<td>Advancement</td>
<td>####### = check - bank number is the first two digits</td>
</tr>
<tr>
<td>AL</td>
<td>Alumni Association</td>
<td>*####### = Close or open PO or Req</td>
</tr>
<tr>
<td>AP</td>
<td>Accounts Payable Feed</td>
<td>A####### = Advance check - manual</td>
</tr>
<tr>
<td>AT</td>
<td>Action Card Feed</td>
<td>ABC##### = Chart A Budget Carryforward (rolls budget for inception or project to date funds to new year)</td>
</tr>
<tr>
<td>AV</td>
<td>Advancement</td>
<td>ABF##### = Chart A Balance Forward (rolls G/L balances each year)</td>
</tr>
<tr>
<td>BA</td>
<td>College of Commerce</td>
<td>AP##### = Invoice</td>
</tr>
<tr>
<td>BD</td>
<td>Budget Office</td>
<td>ARE##### = Chart A Roll Encumbrances (rolls encumbrances to new year)</td>
</tr>
<tr>
<td>BE</td>
<td>Begin Balance</td>
<td>E####### = Encumbrance</td>
</tr>
<tr>
<td>BF</td>
<td>Bamaflex Feed</td>
<td>F####### = Payroll or Student Receivables</td>
</tr>
<tr>
<td>BJ</td>
<td>Betsy Jarnigan</td>
<td>G####### = Indirect Costs or Grant Bill (from C&amp;G processes)</td>
</tr>
<tr>
<td>BM</td>
<td>University Printing Bulk Mail</td>
<td>I####### = Invoice</td>
</tr>
<tr>
<td>CA</td>
<td>CAMPUS ACTIVITY</td>
<td>J####### = Journal Voucher (usually budget entries for C&amp;G funds)</td>
</tr>
<tr>
<td>CB</td>
<td>Candace Holliday</td>
<td>JAAAA### = Journal Entry (AAA = initials of user)</td>
</tr>
<tr>
<td>CC</td>
<td>Pcard Load from Concur</td>
<td>M####### = Fixed Asset Accounting Adjustments</td>
</tr>
<tr>
<td>CD</td>
<td>CDRS Feed</td>
<td>P####### = Purchase Order</td>
</tr>
<tr>
<td>CF</td>
<td>Credit Card Fees</td>
<td>W####### = Wire check - manual</td>
</tr>
<tr>
<td>CG</td>
<td>Contract and Grant Accounting</td>
<td>Z####### = Budget entries</td>
</tr>
<tr>
<td>CH</td>
<td>Chemistry</td>
<td></td>
</tr>
<tr>
<td>CJ</td>
<td>Casey Jones</td>
<td></td>
</tr>
<tr>
<td>CL</td>
<td>Cartography Lab</td>
<td></td>
</tr>
<tr>
<td>CM</td>
<td>Campus Mail</td>
<td></td>
</tr>
<tr>
<td>CO</td>
<td>Cara Greene</td>
<td></td>
</tr>
<tr>
<td>CS</td>
<td>CCS</td>
<td></td>
</tr>
<tr>
<td>CX</td>
<td>Online Cost Transfer JV</td>
<td></td>
</tr>
<tr>
<td>CZ</td>
<td>Cindy Zhu</td>
<td></td>
</tr>
<tr>
<td>DF</td>
<td>Dianna Fisher</td>
<td></td>
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<tr>
<td>DL</td>
<td>Revenue Deferral</td>
<td></td>
</tr>
<tr>
<td>DP</td>
<td>ACH/Wire Deposits</td>
<td></td>
</tr>
</tbody>
</table>
Revenue Deferral Reversal
DASH Card Load
Online Interdepartmental Transfer JV
Endowment
Enrollment Management
Engineering
Event Technology
Facilities
Food Service
Ferguson Center
Fleet
Facilities Materials Sum Feed
Fac Pay Req Feed
Financial Accounting & Reporting
FOP Shared Admin Services
Fleet Fuel
Facility Max Load
Gorgas Library Feed
Grad School
Haley Glover
Human Resource
HR Labor Distribution
Health Sciences
Athletics
IT Equipment Svcs
Online Journal Voucher
Keyshop
Law Library Feed
Law School Foundation
Meredith Boteler
Melissa Barnett
Marketing/University Relations
Michelle L'Etang
Monica Linebarger
MS
Marcia Stanley

OT
OIT

PA
Payroll

PD
Police

PL
BACPP Load

PR
UA Press Feed

PZ
Investment Pool Distribution

RD
RA/DIR

RT
ACH Returns

SA
Student Affairs

SD
Starr Deas

SF
Student Affairs

SH
Student Health

SM
Student Media

SR
Student Receivables

SS
Supply Store Feed

SU
Supply Store

TB
Tabitha Lee

TE
Telecom/Resnet

TL
Testing Services

TS
Transportation Services JV Upload

TX
Sales Tax

UC
University Club

UH
University Medical Center

UP
University Printing

UR
UA Rec Center

UT
Utilities Feed

ZB
ZBA Transfer

last updated: 05/06/2020