

## Researching a transaction source code

There may be times when you need to research the source of a transaction that hits your speedtype. The best place to start is by looking for the Journal Source Code. This is a three-character identifier that is attached to all Finance System users based on their office, and each time a person does an entry, the journal source code will be attached to that entry. Some detail level revenue and expense reports that show the source code. For example, if you run a Detail report from Cognos, you will get journal source code information:

University of Colorado		Finance System			Revenue and Expense Statement Detail Report		
Reporting System		From Jul 01, 2009 Through Jun 30, 2010			Page: 147 of 166		
		Period Zero Excluded			Run Date: Nov 15, 2010		
		Filter by: SpeedType Break by: SpeedType			Run Time: 2:48:05 PM		
Break By -- SpeedType: 11020980 -- CHEMICAL ENGINEERING							
JOURNAL DATE	JOURNAL SOURCE	JOURNAL LINE	VENDOR / JOURNAL LN REF #	INVOICE # / INVOICE DATE	BUDGET AMOUNT	ACTUALS AMOUNT	ENCUMBS AMOUNT
460000 -- OPERATING EXPENSE GEN BUDGET							
Jul 01, 2009	SC1 CENTRAL	4407			86,021.00	-	-
CBBUDFY10	ACCOUNTING- INPUT	FY2010 CONT BASE BUDGET		B_INI_CONT			
Jul 21, 2009	BOU BUDGET OFFICE	83			703,664.00	-	-
BOUB446	UPLOADS	TRICKLE UP FY2009		B_INI_TEMP			
Aug 06, 2009	B28 GRADUATE	FF GPTI GILL/WEIMER			36,889.00	-	-
0000686352	SCHOOL	ENGINEER		B_CUR_TEMP			
Aug 12, 2009	BC1 CHEMICAL	2			(15,000.00)	-	-
0000687005	ENGINEERING	SP#11018817/DENTAL SCH		B_CUR_TEMP			
Sep 09, 2009	BC1 CHEMICAL	2			(16,498.00)	-	-
0000691392	ENGINEERING	FALCONER10% BUYOUT/TO 1102677	9/9/09	B_CUR_TEMP			
Sep 16, 2009	BB8 ENGINEERING- DEAN	30			27,712.00	-	-
0000692445		FR COLLEGE OPERATING FY10		B_CUR_CONT			
Sep 16, 2009	BB8 ENGINEERING- DEAN	22			107,089.00	-	-
0000692467		FR COLLEGE INSTRUCAID FY10		B_CUR_TEMP			
Sep 16, 2009	BB8 ENGINEERING- DEAN	42			3,782.00	-	-
0000692467		FR COLLEGE ACCESS FY10		B_CUR_TEMP			
Sep 16, 2009	BB8 ENGINEERING- DEAN	62			3,600.00	-	-
0000692467		FR COLLEGE GEEN1400 INCEN FY10		B_CUR_TEMP			
Dec 16, 2009	BB8 ENGINEERING- DEAN	2			4,500.00	-	-
0000706826		FR COLLEGE FOR FAC. SEARCH		B_CUR_TEMP			
Dec 17, 2009	BB8 ENGINEERING- DEAN	2			4,500.00	-	-
0000707101		FR COLLEGE #2 FAC SEARCH		B_CUR_TEMP			
May 14, 2010	BC1 CHEMICAL	1			(230,000.00)	-	-
0000729086	ENGINEERING	OPERATING EXPENSE GEN BUDGET		B_CUR_TEMP			
May 18, 2010	BC1	2			(35,000.00)	-	-
				B_CUR_TEMP			

You can also [look up specific journal entries](#) to determine the source code for an entry.

The Office of the University Controller (OUC) maintains a list of all journal source codes for the entire CU system. It can be found on “System tools” section of their website, and is opened in Excel: <https://www.cu.edu/controller/finance/tools.html> .

Certain journal source codes are not associated with a specific person. For payroll related transactions, contact Payroll and Benefits Services (PBS). For procurement related questions, contact the Procurement Service Center (PSC).