Financial Services Directory

Accounts Payable

- Vendors beginning with A – G and Procurement Card Payments — Deborah Estrada x2018
- Vendors beginning with H – T and Office Depot — Nancy Shroyer x2029
- Vendors beginning U – Z and Travel — Patty Antonich x2016

Purchasing

- New POs — Ruth Carrington x4384
- Chartfield changes to existing POs — Ruth Carrington x4384
- General changes to existing POs — Assigned Buyer x3400
- Procurement Card administration (setup, process) — Sharon Hinrichsen x3400

Budget Services

- Budget Transfers (journal entries) — Brigitte Epstein x5413
- New Chartfield Strings — Budget Services x3012
- New Positions (students, faculty) Academic Affairs, President — Cinda Brown x3014
- New Positions (students, faculty) Admin. Affairs, Student Affairs, I & IT, — Vikki Menzies x2928
- University Advancement

General Accounting

- Chargebacks — Initiating Department
- Banner Interface (revenues only) — Sheryl Adams x2025
- Non Budget Journal entries — Sheryl Adams x2025

General Ledger ID Reference

GL Journal ID Prefix	Description	Who do I call for information?
Accrual XXXX	Year End Accruals (Direct Pay, Travel, Office Depot)	Accounts Payable
CB	Chargeback	Initiating Department
CLO	Encumbrance Close	Purchasing (w/ Online Reqs)
CLS	AP Closure	Accounts Payable
ECL	Encumbrance Closure	Purchasing
ENC	Encumbrance	Purchasing
ERV	Encumbrance Reversal	Purchasing
HR	Payroll	Budget Services
INT	Banner Interface	General Accounting
INVEST	Investment Trust	General Accounting
Other Journal IDs	All other journal entries	Budget Services or Gen. Accounting
REV	Encumbrance Reversal	Purchasing (w/ Online Reqs)
VCH	Reg. AP Vouchers/Invoices	Accounts Payable
YAGOV XXXX	Year End Accruals/Open PO's	Purchasing