The Source Field will determine the origin of this transaction. It is a key field for Workflow purposes. Source will determine the next step of approval for this transaction. To select the Source click on the magnifying glass and make the appropriate selection.

Note:
Source type must be DRG, ISO or PRJ. This is a workflow requirement. ISO (Internal Service Organizations) are units that provide products or services to other University Departments such as Auxiliary and Support Services, Facilities and Management Services, IS&T, DS&S and Supply Room Charges. The ISO Source is used by these areas to post charges. PRJ (Project Regular) is used for all adjusting entries which move revenue and expenses to or from a Restricted Project (Fund Code 2xxxx). DRG (Department Regular) is used for all other adjusting entries.