As you may be aware, the eTicket System will become obsolete for processing intra-university buying & selling activity as of June 28 and will be replaced with the PeopleSoft General Ledger journal entry process. In addition to this transition, please be aware that the policy for recording intra-university revenue will change. A most notable change is the revenue (credit) side of the entry should use class code 41900 for departmental sales & service funds (14xxx) or class code 19000 for all other funds, excluding Auxiliary and Restricted funds. The revenue (credit) side of the entry should use account code 471100 for all funds. Examples are as follows.

**Departmental Sales & Service intra-university revenue example:**

Credit/Deposit Fund 14100, **Class 41900**, Program 13100, Dept ID 3400500C, **Account Code 471100**

**Auxiliary intra-university revenue example:**

Credit/Deposit Fund 12210, Class 42100, Program 21100, Dept ID 57030001, **Account Code 471100**

**Restricted intra-university revenue example:**

Credit/Deposit Fund 20400, Class 64VAR, Program 13200, Dept ID 17311200, **Account Code 471100**

**Other applicable sales for intra-university revenue example:**

Credit/Deposit Fund 13000, **Class 19000**, Program 15920, Dept ID 57103006, **Account Code 471100**

The account code for the expense (debit) side of the entry should properly classify the type of goods or service being purchased. For example, account code 714104 should be debited for copier supplies. Account code 727110 should be used to record the expense for registration fees and account code 727111 should record bundled conference expenses.

The Chart of Account Reference Document that contains a full list of revenue and expense account codes may be found at [https://onesource.uga.edu/resources/chart_of_accounts/](https://onesource.uga.edu/resources/chart_of_accounts/).

The online training library containing videos for the General Ledger module may be found at [https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=40c8f023-89d5-47f3-9d3b-8d543069513d&bypassloc=0](https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=40c8f023-89d5-47f3-9d3b-8d543069513d&bypassloc=0)

If you have any questions about this communication, please contact the OneSource Service Desk at onesource@uga.edu.