Revenue Sources and Subsources

ENTER CODES
Vendor departments are responsible for including source and subsource with the account coding on revenue documents, e.g., WSU Invoice, IRI, Cash Deposit Report, etc.

After revenue is processed by the Controller's Office, it is displayed in the online Account Balances/Detail Application and the Budget Statement by source and subsource (see BPPM 30.07).

DEFINITION
Source and subsource codes are numeric designations which identify types of revenue.

CODE NUMBER ASSIGNMENT

Source
The state of Washington assigns source codes for state agency use.

Subsource

New Subsources
The Controller's Office assigns subsource codes. A University vendor department requiring a new subsource code to define a revenue type submits a request memorandum to the General Accounting Section of the Controller's Office. The memorandum includes the following:

- A clear, concise definition of the type of revenue.
- A brief explanation of why an existing subsource code does not adequately describe the revenue type.

If the request is approved, Controller's Office personnel assign a new code and add it to the master code list. The requesting vendor department is immediately notified of the new subsource code.

Deleting Subsources
Notify the Controller's Office when a given subsource code is no longer required. Route a written request to the General Accounting Section that the code be deleted.

COMPLETE LISTING
Refer to the online Account Balances/Detail Application for a complete list of valid sources and subsources. To view the complete list, perform the following steps:

1. Open the BALANCES AIS application
2. Select PF6
3. Under Report number:
   Enter 12 to view sources or
   Enter 13 to view sources and subsources