DBR Justification Codes

CODE	Translation	Purpose	Requirements
CD	Cover Deficit	Used only to cover a deficit in the overall BBA for an SL account. Does not apply to support accounts (SA) whom are negative.	Destination account must be in the deficit. Amount should be the full amount of the deficit; otherwise, notes should be added indicating other documents that will be covering the remainder.
CN	Correction of Prior DBR	Reversal of a prior DBR which may have had an error, was created in error, or was unallowed.	Prior DBR U# and explanation of reversal in notes section.
EP	Transfer Between Expense Pools	Used to transfer budget between expense pools **within** the same SL or SA.	Same account in source and destination; only for expense pools.
FB	Transfer from Fund Balance	Moving funds from General Ledger (GL) account fund balance to its own mapped Subsidiary Ledger (SL) account expense pool.	Source is GL with no pool. Must add notes explaing the transfer.
IB	Initial Budget	Setting up or increasing budget in both expense and revenue pools.	Notes are required explaining how funds will be recouped. Source is GL, destination is SL revenue and SL expense pools (2 destination lines)
ME	Move Expenses Correction	Not Used; Use DCR module	Not Used; Use DCR module
OI	Over-Realized Income	Transfers within the same account from revenue pool (0001) to an expense pool.	Notes are required explaing reason for transfer.
OT	Other (See Notes)	Any other transfer that does not fit into another Justification code. Most common are transfers to support accounts and transfers to other accounts, as well as decreasing budget pools.	Notes are essential and required for this justification code. DBR using this code, but with no notes will be rejected back to creator.
PR	Budget to Cover Payroll T-Action	Any transfers involving payroll/salaries.	Notes are required and must have reason for transfer as well as documentation and PIN #'s.
PS	Paying for Scholarship	Funding a scholarship account regardless whether the scholarship payment has already happened. Destination account may be in the deficit.	Notes are required. Recipient names are preferred.
SF	Start-Up Funds	Transferring Start-Up funds.	Recipient names are required.