



Document Code Prefixes

Document Code Prefixes	<p>Transaction entries (ex. journal entries, budget transfers) are assigned an eight character document code.</p> <p>Prefixes for different types of entries are listed in the table below.</p> <p>Note: Entries generated by Banner are assigned a single character prefix (ex. J for journal entries) and those generated outside of Banner are assigned a two character prefix (ex. BD for budget adjustments).</p>			
Document Code Prefix	Area	Description	FAST (Trans Detail Rpt.) Field Location	Type of Entry
A	Supplier Services	US Cheque	Chk.# / Document	Banner generated
AG	Treasury Services	Advance General - Raiser's Edge Interface	Document	Interface load
AP	Treasury Services	Advance Payroll Deduction - Raiser's Edge Interface	Document	Interface load
AR	Accounts Receivable	FAST Accounts Receivable	Document	Millennium FAST generated
AT	Treasury Services	Advance Trust - Raiser's Edge Interface	Document	Interface load
AU	Treasury Services	Advance US - Raiser's Edge Interface	Document	Interface load
B	Supplier Services	Foreign Currencies/Bank Drafts/Wire Transfers (Outgoing from U of M)	Chk.# / Document	Banner generated
BD	General	Budget Adjustments	Document	Millennium FAST generated
BS	General	BookStore Interface	Document	Interface load
BT	General	Budget Transfers	Document	Millennium FAST generated
C	Supplier Services	Canadian Cheques	Chk.#	Banner generated
D	Supplier Services	Trust Cheques	Chk. #	Banner generated
E	Purchasing	EPIC Contract Encumbrance	Document	Interface Load
EI	Accounts Receivable	External Invoices	Document	FAST A/R generated
ET	General	Telephone Encumbrance	Document	Banner generated
F	Accounts Receivable	AR documents	Document	Banner generated

Document Code Prefix	Area	Description	FAST (Trans Detail Rpt.) Field Location	Type of Entry
H	Supplier Services	Direct deposits / Wire Transfers (Incoming to the U of M)	Document	Banner Generated
I	Supplier Services	Vendor Invoices (entered by Supplier Services)	Document	Banner generated
ID	General	ID Charge Legacy Interface	N/A	Interface load
J	General	Journal entries & (manually entered) ID charges	Document	Banner generated
K	Supplier Services	Visa Airline Card Transaction Charges	Document	Interface load
KA	Supplier Services	Visa Airline Card Adjustment entry	Document	Interface load
M	Capital	Fixed Asset Adjustments	Document	Banner generated
OB	General	Mar 31st Closing balances	Document	IST Load
P	Purchasing	Purchase Orders	Document	Banner generated
PA	General	Payroll Adjustment Entry	Document	Banner generated
PC	General	Purchasing Card Interface	N/A	Interface load
PH	General	Telephone Interface	Document	Interface load
PK	General	Parking Interface	Document	Interface load
PL	General	Legacy Payroll	Document	Interface load
PO	Purchasing	EPIC Purchase Orders	PO.#	Interface load
PR	General	VIP Payroll Interface (Apr & May/2005)	Document	Interface load
PS	General	Postage Interface	Document	Interface load
R	Purchasing	Purchase Requisitions	Requisition	Banner generated
RN	Travel	Concur Expense Reports/ Cash Advances	Inv./Ref.#	Interface load
SF	General	Special Functions Interface	Document	Interface load
SR	General	Student Records Legacy Interface	Document	Interface load
TV	Travel	CWT Airfare Expenses	Document	Interface load
U	Supplier Services	US Cheques	Chk. # / Document	Banner generated
VC	General	VIP Commitments	N/A	Interface load
VP	General	VIP Payroll & Benefits Interface (June 2005 & onwards)	Document	Interface load
X / XP	Supplier Services	Visa Pcard Transaction Charges	Document	Interface load
Y	Purchasing	Receiving (used for items received against a Purchase Order)	Document	Banner generated