V-1. Banner User Documents Overview

The following is a list of the University's documents used to request and provide supporting documentation for University transactions.

When transactions are processed in Banner, transaction/document numbers are generated so the user can use the "transaction number" to "track" the transaction through the System.

It is advised that users record the document/transaction numbers generated by the system as well as offices that process the transaction request. To assist in the process the Banner Document Reference number log has been provided to users.

The following document/transaction numbers will be generated by the system, unless otherwise specified. The name, prefix, if any, and purpose of document/transaction is listed: