

## V-2. Banner Document Numbering

The Banner Finance System assigns an associated Banner number to the following:

- **Requisitions** – Banner Requisition numbers always begin with an R. Example: R1412345.
- **Purchase Orders** – Banner Purchase Order numbers always begin with a P. Example: P1412345.
- **Receiving** – Banner Receiving always begins with Y. Example: Y1234567.
- **Invoices** – Banner Invoice numbers always begin with an I. Example: I1234567.
- **Checks** – Banner Check numbers always begin with a zero. There is not distinction between fiscal years. Example: 00123456.
- **Direct Deposits** – Banner Direct Deposit numbers always begin with an !. Example: !1234567
- **Encumbrances/Reservations** – Banner Encumbrances/Reservations always begin with E. Example: E1234567
- **Journal Vouchers** – Banner Journal Vouchers always begin with J. Example: J1234567.

Document Title	Document Number Prefix (if Any)	System Generated Y=Yes N=No	Number Assigned By	Purpose of Document
Purchase Requisitions	R	Y	System	To Requisition Goods and Services
Purchase Order	P	Y	System	To Order Goods and Services
Receiving	Y	Y	System	To Report Receipt of Goods and Services Associated with a Purchase Order
Invoice	I	Y	System	To Process Payments Associated with a Purchase Order
Checks	0	Y	System	To Make Payments
Direct Deposit	!	Y	System	To Make Payments
Encumbrance	E	Y	System	To Reserve Funds
Journal Voucher	J	Y	System	To Adjust Accounting Record
Budget Revision Request	J	Y	System	To Revise Budget
Travel Expense Account	I	Y	System	To Process Reimbursements for Travel