FI 92 07/2022 Division of Finance

Note: Some features may not work when completing the form in the browser. Please download forms to a PDF before entering information. All forms are downloadable PDFs.

Department Name

Division

Prepared By

Email completed form to: financesupport@utah.gov

For questions, call (801) 957-7750



Date Prepared Phone

(MM/DD/YYYY)

AUTOMATIC DOCUMENT NUMBERING PREFIX REQUEST

Fiscal Year	Document Code *	Department	Prefix *	Starting Document Number

* Document / Prefix Table

FI - Fixed Asset Increase/Decrease

FM - Fixed Asset Modification

FP - FA Selling Price Change

GAE - Gen. Actg. Encumbrance

GAX - Gen. Actg. Expenditure

FT - Fixed Asset Transfer

The following documents may be assigned a prefix of up to four alpha numeric characters. The last digit of the fiscal year is required as the first digit of the prefix.

BGR45 - Revenue Budget IA - Stock Adjustment PRC - Payment Request - Comm. Based BGE44 - Expense Budget ICT - Internal Costing Transaction RC - Receiver CA - Cost Allocation IDT - Internal Department Transaction RE - Receivable CH - Charge Transaction IET - Internal Exchange Transaction RN - Renewal ITA - Internal Transaction Agreement RQM - MA Requisition CI - Stock Issue Confirmation **RQS - Standard Requisition** ITI - Internal Transaction Initiator CR - Cash Receipt DC - Disbursement Reclassification JV - Journal Voucher SN - Stock Return FA - Fixed Asset Acquisition JVC - Cost Actg. Journal Voucher SO - Solicitation JVCO - Dept. Cash Posting JV FC - Fixed Asset Cancellation SRQ - Stock Request FD - Fixed Asset Disposition JVDP - Department Journal Voucher TI - Stock Transfer Issue

> JVYE - Year End Accrual JV MA - Master Agreement OC - Over The Counter PD - Decentralized PO PI - Pick and Issue

PO - Purchase Order

VCC - Vendor/Customer Creation VCM - Vendor/Customer Modification

TR - Stock Transfer Receipt

WO - Write Off

Department Approval Date State Finance Approval Date Entered By Date