



Department Name

Division

Prepared By

Phone

Date Prepared

(MM/DD/YYYY)

Automatic Document Numbering Prefix Request

Fiscal Year	Document Code *	Department	Prefix *	Starting Document Number

* Document / Prefix Table		
<p>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.</p>		
BGR45 - Revenue Budget BGE44 - Expense Budget CA - Cost Allocation CH - Charge Transaction CI - Stock Issue Confirmation CR - Cash Receipt DC - Disbursement Reclassification FA - Fixed Asset Acquisition FC - Fixed Asset Cancellation FD - Fixed Asset Disposition FI - Fixed Asset Increase/Decrease FM - Fixed Asset Modification FP - FA Selling Price Change FT - Fixed Asset Transfer GAE - Gen. Actg. Encumbrance GAX - Gen. Actg. Expenditure	IA - Stock Adjustment ICT - Internal Costing Transaction IDT - Internal Department Transaction IET - Internal Exchange Transaction ITA - Internal Transaction Agreement ITI - Internal Transaction Initiator JV - Journal Voucher JVC - Cost Actg. Journal Voucher JVCO - Dept. Cash Posting JV JVDP - Department Journal Voucher JVYE - Year End Accrual JV MA - Master Agreement OC - Over The Counter PD - Decentralized PO PI - Pick and Issue PO - Purchase Order	PRC - Payment Request - Comm. Based RC - Receiver RE - Receivable RN - Renewal RQM - MA Requisition RQS - Standard Requisition SN - Stock Return SO - Solicitation SRQ - Stock Request TI - Stock Transfer Issue TR - Stock Transfer Receipt VCC - Vendor/Customer Creation VCM - Vendor/Customer Modification WO - Write Off