

## Document Prefix

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Document prefixes are the first few characters in a banner document that serves as an identifier. A few of the prefixes that impact budgets are defined below. A more comprehensive list of document prefix identifiers can be found at the following link:

<http://www.depts.ttu.edu/afism/referencev2/crosswalksCodecharts.asp?tabid=contentTab1>

**BD** Budget revisions entered by Budget Office staff.

**BR** Budget revision transaction number used by the Budget Revision System for tracking purposes. This document number is not fed to banner. Each approved revision is assigned a Banner document number starting with BT.

**BT** Budget revisions generated by the Budget Revision System and feed to Banner once the document meets all approval requirements.

**BY** Budget revisions generated based on ePAF activity.

**BZ** Nightly automated adjustments made between the uncommitted budget balances in the salary budget pools and the unallocated pool (6Z0) to ensure appropriate (positive or 0.00) balances reside in the salary pools.

**L** –Initial Budget load from Budget Prep.

**TX** Cash Transfer entries associated with BR transactions are generated by the budget revision system when transfers (option 4) are processed.

**ERT** Budgets associated with prior year encumbrances that are rolled into the new fiscal year as part of the end/beginning of year processing.

**BRT** Prior year uncommitted budget rolled to the new fiscal year for multi-year funds like grants, project and HEAF funds.

**PF** Automated nightly adjustment that occurs on state funds to move centrally funded fringe expenses to the central FOP.

**TF** Automated nightly adjustments to populate budgets to reflect the current available fund balance.