

**Commonly Encountered Rule Codes
(Transaction Types)**

ADEI	Additional charge (freight, etc.)
BD01	Initial Budget
BD02	Permanent budget transfer
BD03	Temporary budget transfer
BD05	IBP Base Transfer
BD06	IBP Temporary Transfer
CNEC	Voided check – Credit memo with encumbrance
CNEI	Voided check – Invoice with encumbrance
CNNC	Voided check – Credit memo without encumbrance
CNNI	Voided check – Invoice without encumbrance
CORD	Change purchase order
DNNC	Cash disbursement side of a credit memo
DNNI	Cash disbursement side of an invoice
DCSR	Cash Receipt Entry not deposited with the Cashier’s Office (post revenue for non-cashier deposits)
DIEI	Discount on purchase order invoice with encumbrance
DISI	Discount on check request invoice without encumbrance
E100	Travel encumbrance
E032	Encumbrance liquidation
HFNL	Payroll benefits
HGNL	Payroll salaries
ICEC	Cancel credit memo with encumbrance
ICEI	Cancel invoice with encumbrance
ICNC	Cancel credit memo without encumbrance
ICNI	Cancel invoice without encumbrance
IDB	Inter-departmental billing
INEC	Credit memo with encumbrance
INEI	Payment of invoice with encumbrance
INNC	Credit memo without encumbrance
INNI	Payment of check request invoice (without encumbrance)
JE05	Beginning Balance Posting Entry
JE16	General Journal Entry
MIS	Cash receipt transaction deposited at Cahier’s Office
PCRD	Cancel PO
PCLQ	Cancel PO – reinstate requisition reservation
POLQ	Liquidation of requisition reservation (when the purchase order is established)
PORD	Establish purchase order (establishes an encumbrance)
RCQP	Cancel requisition
REQP	Requisition (establishes a reservation)
VISA	VISA P-card charge

Document Numbers

Fxxxxxxx	Documents beginning with an “F” represent a journal entry resulting from a batch or file loaded into Banner Finance
Jxxxxxxx	Documents beginning with a “J” represent a journal entry entered on-line
Ixxxxxxx	“I” documents represent invoices being paid
Pxxxxxxx	“P” document numbers are purchase order transactions
Txxxxxxx	“T” document numbers represent travel requisitions