

Identifying Crosswalk Document Prefixes in Banner

General Information

Reviewing budget information is important. To aid departments in understanding Banner Finance Forms, the following prefix codes are provided, effective July 1, 2023. And as always, Banner questions may be sent to bannerhotline@odu.edu

Banner Code	Action
Crosswalk Prefix Entries	
AP	GRANT PAYABLE ENTRY
AR	GRANT RECEIVABLES UPLOAD ENTRY
BU	BUDGET ADJUSTMENT UPLOAD ENTRY (BD02 TYPE)
CR	CHROME RIVER TRAVEL ACCRUAL UPLOAD ENTRY
DC	CASH RECEIPT UPLOAD ENTRY
DS	DEBT SERVICE UPLOAD ENTRY
ID	CARD CENTER CHARGES UPLOAD ENTRY
IV	MISC CHARGES UPLOAD ENTRY
PC	PCARD UPLOAD ENTRY
PK	PARKING & TRANSPORTATION UPLOAD ENTRY
SU	STAPLES/RGH UPLOAD ENTRY
TC	TELEPHONE CHARGES UPLOAD ENTRY
TX	BUDGET TRANSFER TYD UPLOAD ENTRY (JE60 TYPE)
UT	UTILITIES UPLOAD ENTRY
WO	FACILITIES MGMT WORK ORDER UPLOAD ENTRY

Helpful Tips & Tricks:

- ◆ This form was created to help you interpret the new Crosswalk document prefix details when reviewing Banner Finance forms.
- ◆ Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**