

Identifying AP & Encumbrance Transaction Codes

General Information

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

Banner Code	Action	Sign (debit or credit)
Accounts Payable Entries		
ACCI	Cancel Additional Charges on Invoice with G/L Account	
ACDC	Cancel Additional Charges on Credit Memo	
ACDI	Cancel Additional Charges on Invoice	
ACEC	Cancel Additional Charge on C/M with Encumbrance	
ACEI	Cancel Additional Charge on Invoice with Encumbrance	
ADDC	Additional Charges on Credit Memo	
ADDI	Additional Charges on an Invoice	
ADEC	Additional Charge on Credit Memo with Encumbrance	
ADEI	Additional Charges on Invoice with Encumbrance	
ADII	Additional Charges on Invoice with G/L Account	
CNEI	Cancel check - Invoice with Encumbrance	
CNNC	Cancel Check - C/M without Encumbrance	
DNEC	Check - Invoice with Encumbrance	
DNII	Check - Inventory Invoice	
DNNC	Check - C/M without Encumbrance	
DNNI	Check - Invoice without Encumbrance	
CNNI	Cancel Check Inventory Invoice	
ICEC	Cancel Credit Memo with Encumbrance	
ICEI	Cancel Invoice with Encumbrance	
ICNI	Cancel Invoice without Encumbrance	
INEC	Credit Memo with Encumbrance	
INEI	Invoice with Encumbrance	
INNC	Credit Memo without Encumbrance	
INNI	Invoice without Encumbrance	

Banner Code	Action	Sign (debit or credit)
Encumbrance Entries		
COAD	Additional Charge on Change Order	
CORD	Establish Change Order	
E010	Post Original Encumbrance	
E020	Encumbrance Adjustment	+ or -
E032	Encumbrance Liquidation	+ or -
E035	Post Liquidation-P/T From Input: Allow Changes	
E037	Encumbrance Liquidation: Allow Changes	
E090	Encumbrance Year End Roll	
PCAD	Cancel Additional Charge on Purchase Order	
PCAP	Cancel Additional Charge on Purchase Order PY	
PCDP	Cancel Discount on Purchase Order Prior Y	
PCDS	Cancel Discount on Purchase Order	
PCLQ	Cancel Purchase Order: Reinstatement Request	
PCRD	Cancel Purchase Order	
PCRP	Cancel Purchase Order in Prior Year	
POAD	Additional Charge on Purchase Order	
POAP	Additional Charge on Purchase Order Prior Year	
PODP	Discount on Purchase Order Prior Year	
PODS	Discount on Purchase Order	
POLQ	Purchase Order: Request Liquidation	
PORD	Establish Purchase Order	
RCQP	Cancel Requisition	
REQP	Requisition: Reservation	

Helpful Tips & Tricks:

- ◆ This form was created to help you interpret AP and Encumbrance Transaction Codes 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**