

Legend of Document Numbers

Document numbers are like audit numbers – an 8-character code that uniquely identifies a financial transaction. The first one or two characters will indicate the type of document involved. Defined below are the different document numbers sorted in alphabetical order:

Document # Preceded By:	Description	Contact Department	Contact Phone #	Query Form in Banner
1	Canadian Cheque			FOIDOCR
4	U.S. Cheque			FOIDOCR
F	Feed Transaction from another Banner System for example - Payroll Transactions	Originating Department/Individual		FGIDOCR
	Faculty Club			
FA	Faculty Club Adjustment Journals	Faculty Club	x. 3026	FGIDOCR
	Faculty Club Departmental Charges	Faculty Club	x. 3026	FGIDOCR
	Ancillary Services			
FB	McGill Computer Store - IDCs	Computer Store	x. 2132	FGIDOCR
	Ancillary Services - Mailroom chrg	Mail Service	x. 2132	FGIDOCR
	Ancillary Services - Photocopy idcs	Photocopier Fleet	x. 5101	FGIDOCR
	Ancillary Services - Parking idcs	Parking Service	x. 8437	FGIDOCR
FC	Computing Centre			
	Computing Centre - DAS cash receipt	NCS - Computing Centre - DAS	x. 3702	FGIDOCR
	Computing Center DAS Internal Charges	NCS - Computing Centre - DAS	x. 3702	FGIDOCR
	Computing Centre - LAB cash receipt	NCS - Computing Centre - LAB	x. 3702	FGIDOCR
	Computing Centre - LAB distribution	NCS - Computing Centre - LAB	x. 3702	FGIDOCR
	Computing Centre - LAB IDC	NCS - Computing Centre - LAB	x. 3702	FGIDOCR
	Computing Centre - Mainframe IDC	NCS - Computing Centre - Mainframe	x. 3702	FGIDOCR
	Computing Centre - Misc. IDC	NCS - Computing Centre - Miscellaneous	x. 2635	FGIDOCR

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	Computing Centre - Site Licence CSR	NCS - Computing Centre - Site Licence	x. 3678	FGIDOCR
	Computing Centre - Site Licence IDC	NCS - Computing Centre - Site Licence	x. 3678	FGIDOCR
FD	<u>Animal Centre</u>			
	Animal Centre - IDCs	Animal Centre	x. 3510	FGIDOCR
FE	<u>ARR/Student Fees</u>			
	ARR - Applications fees - CSRs	ARRO - Application Fees	x. 00622	FGIDOCR
	Student Fee Distribution (JE16)	Fee Distribution	x. 3900	FGIDOCR
FF	<u>Accounting</u>			
	Accounting - 21st century transfers	21st Century Transfers	x. 3558	FGIDOCR
	Accounting - Endowment Distribution	Endowment Distribution	x. 1672	FGIDOCR
	Accounting - JE15 adjustments	Accounting Dept	x. 3353	FGIDOCR
	Accounting - JE16 adjustments	Accounting Dept	x. 3353	FGIDOCR
FG	<u>Chemistry</u>			
	Chemistry - IDC	Chemistry Dept	x. 6939	FGIDOCR
FH	<u>Biology</u>			
	Biology Carpentry - IDCs	Biology Dept Carpentry	x. 6402	FGIDOCR
	Biology CISTI documents - IDCs	Biology Dept CISTI	x. 6469	FGIDOCR
	Biology Computing & Network. - IDCs	Biology Dept Computing	x. 6469	FGIDOCR
	Biology dry ice - IDCs	Biology Dept Dry Ice	x. 6432	FGIDOCR
	Biology vans usage - IDCs	Biology Dept Vans	x. 6402	FGIDOCR
	Biology EM Centre - IDCs	Biology Dept EM Centre	x. 6402	FGIDOCR
	Biology Image Centre - IDCs	Biology Dept Image Centre	x. 6469	FGIDOCR
	Biology Laser prints - IDCs	Biology Dept Laser Prints	x. 6402	FGIDOCR
	Biology liquid nitrogen - IDCs	Biology Dept Liquid Nitro	x. 6432	FGIDOCR
	Biology Phytotron - IDCs	Biology Dept Phytotron	x. 6402	FGIDOCR
	Biology Stores - IDCs	Biology Dept Stores	x. 6432	FGIDOCR
	Biology Xerox - IDCs	Biology Dept Xerox	x. 6402	FGIDOCR
FJ	<u>Athletics/ICC/Printing Services</u>			
	Athletics - Cash Receipts	Athletics Dept	x. 2340	FGIDOCR
	ICC - IDCs	Instructional Communications Centre	x. 2724	FGIDOCR
	Printing Services - IDCs	Printing Service	x. 6201	FGIDOCR
FK	<u>MacDonald Faculty Club</u>			

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	MacDonald Faculty Club - IDC	MacDonald Faculty Club	x. 8601	FGIDOCR
FL	<u>Director's Office/Health Sciences Library</u>			
	Director's Office - IDCs	Libraries' Director's Office	x. 4678	FGIDOCR
	Health Science Libraries - IDCs	Health Sciences Library	x. 09042	FGIDOCR
FM	<u>Martlet House</u>			
	Martlet House Cash Receipts	Martlet House	x. 3558	FGIDOCR
	Martlet House Transfers	Martlet House	x. 3558	FGIDOCR
	Martlet House Tfer U.S. To Holding	Martlet House	x. 3558	FGIDOCR
FN	<u>Neuro Photography/Risk Mngment & Ins.</u>			
	Neuro Photography	MNI Neuro-Photography	x. 1951	FGIDOCR
	Risk Mngment & Insurance (Claims)	Risk Management & Insurance	x. 6251	FGIDOCR
	Risk Mngment & Insurance(Equipment)	Risk Management & Insurance	x. 6251	FGIDOCR
	Risk Mngment & Insurance (Vehicule)	Risk Management & Insurance	x. 6251	FGIDOCR
FP	<u>Facilities Management</u>			
	Facilities Management - Regular IDC	Facilities Management	x. 4575	FGIDOCR
	Facilities Management - Recaps	Facilities Management - RECAP	x. 4575	FGIDOCR
	Facilities Management - RFS	Facilities Management - RFS	x. 4575	FGIDOCR
	Facilities Management-Security IDCs	Facilities Management - Security	x. 4556	FGIDOCR
FR	<u>Residences</u>			
	Residences - Cathering Services	Catering Service	x. 6367	FGIDOCR
FS	<u>Student Aid Office</u>			
	Student Aid Office - Awards (JE16s)	Student Aid Workstudy	x. 2944	FGIDOCR
	Student Aid Office - WS (JE16s)	Student Aid Awards	x. 2944	FGIDOCR
FT	<u>Telecom</u>			
	Telecom - Aux. equipment rental	NCS - Voice Tech - Aux Equipment	x. 0375	FGIDOCR
	Telecom - Data circuit rental	NCS - Voice Tech - Data Circuit	x. 0375	FGIDOCR
	Telecom - Gandalf Modem rental	NCS - Voice Tech - Gandalf Modem	x. 0375	FGIDOCR

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	Telecom - Equipment rental	NCS - Voice Tech - Equipment Rental	x. 0375	FGIDOCR
	Telecom - Long distance charges	NCS - Voice Tech - Long Distance	x. 0375	FGIDOCR
	Telecom - Auth. code LD charges	NCS - Voice Tech - Auth Code LD	x. 0375	FGIDOCR
	Telecom - Gandalf Modem rental	NCS - Voice Tech - Other Chargeable Calls	x. 0375	FGIDOCR
	Telecom - Service charges	NCS - Voice Tech - Service Charges	x. 0375	FGIDOCR
	<u>Balance Sheet/Budget/ISR/Enc. Liquidation</u>			
FZ	Balance Sheet (Me06s)			FGIDOCR
	Balance Sheet (Me07s)			FGIDOCR
	Budget Adjustments - BD01			FGIDOCR
	Budget Adjustments - BD02			FGIDOCR
	Budget Adjustments - BD03			FGIDOCR
	APPROVED BUDGET - Permanent			FGIDOCR
	APPROVED BUDGET - Temporary			FGIDOCR
	Budget Transfers - Base Suppl.			FGIDOCR
	Budget Transfers - Base Budget			FGIDOCR
	Retro-active Budget for benefits			FGIDOCR
	Budget for benefits			FGIDOCR
	Budget Transfers - Non-base Suppl.			FGIDOCR
	Budget Transfers - Non-base Budget			FGIDOCR
	SALPOL-Base Budget Adjustments			FGIDOCR
	SALPOL-Non-Base Budget Adjustments			FGIDOCR
	ISR encumbrances			FGIDOCR
	ISR - Incep to date (Curr yr bud)			FGIDOCR
	ISR - Incep to date (Prev yr bud)			FGIDOCR
ISR - Inception to date (JE15)			FGIDOCR	
ISR - Inception to date (JE16)			FGIDOCR	
Encumbrances liquidation			FGIDOCR	
H	Deposits	Originating Department/Individual		FGIDOCR
I	Invoice	Accounts Payable		FOIDOCR

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IA	<u>Libraries Acquisitions</u>	Accounts Payable	x. 3895	FOIDOCH
IB	<u>Libraries Serials</u>	Accounts Payable	x. 3895	FOIDOCH
ID	<u>Dash</u>	Accounts Payable	x. 3895	FOIDOCH
IF	<u>Fisher Scientific</u>	Accounts Payable	x. 3895	FOIDOCH
IM	<u>Secam International</u>	Accounts Payable	x. 3895	FOIDOCH
IP	<u>P-card</u>	Accounts Payable -Pcard	x. 1518	FOIDOCH
IS	<u>Libraries Subsrption</u>	Accounts Payable	x. 3895	FOIDOCH
IT	<u>Foreign Invoices</u>	Accounts Payable	x. 3895	FOIDOCH
IW	<u>Student Aid Award/Bursary/Scholar/Loan</u>	Accounts Payable	x. 3895	FOIDOCH
J	Journal Voucher	Originating Department/Individual		FGIDOCR
P	Purchase Order	Purchasing Department		FOIDOCH
R	Purchase Requisition	Originating Department/Individual		FOIDOCH
S	Cheque Refunds	Originating Department/Individual		FOIDOCH

FOIDOCH

Note: This form is used to display the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document you select.

1. Select the form **FOIDOCH** from the **Finance Fast Track Menu** on the Main Menu or type **FOIDOCH** in the **Direct Access** field and hit **Enter**.
 2. Your cursor is flashing in the **Doc Type** field.
 - Type **REQ** if you are querying a **Purchase Requisition**.
 - Type **PO** if you are querying a **Purchase Order**.
 - Type **INV** if you are querying an **Invoice**.
 - Type **CHK** if you are querying a **Check**.
 3. Hit the **Tab** key so that your cursor is in the **Doc Code** field. Type in the **Document Code** that you are querying on (*Example: R0000010*)
 4. Click on the **Next Block** icon  or, use **Ctrl-Page Down** if you prefer using your keyboard.
 5. You will now see the history of your document. To find more information on any one of the documents, **highlight** the **document number** and on the yellow **Navigation Bar** to the left of your screen click on:
 - **Requisition Info**
 - **Purchase Order Information**
 - **Invoice Information**
 - **Check Information**
 6. To find the meaning of the letters beside the document numbers, click on **View Status Indicators** on the yellow **Navigation Bar** to the left of your screen.
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For **MORE INFORMATION** on this form see the Finance “How –To” at www.mcgill.ca/minerva

How to Query Documents Using the Form FGIDOCR

Note: This form is used to displays any transaction document and its corresponding ledger postings.

1. Select the form **FGIDOCR** from the **Finance Fast Track Menu** on the Main Menu or type **FGIDOCR** in the **Direct Access** field and hit **Enter**.
2. Enter your **Document** number in the **Document** field.
3. Click on the **Next Block** icon  or use **Ctrl-Page Down** if your prefer using your keyboard.
4. For more information, click on **Document Text** on the yellow **Navigation** bar to the left of the screen.

For **MORE INFORMATION** on this form see the Finance “How –To” at www.mcgill.ca/minerva

How to Query Payroll Information Using the Form NHIDIST

Note: This form provides query access to all payroll distribution data. This form displays earnings and/or benefit data for the FOAPAL string, category, and date entered in the key block.

1. Select the form **NHIDIST** from the **Finance Fast Track Menu** on the Main Menu or type **NHIDIST** in the **Direct Access** field and hit **Enter**.
2. **Tab** to the **Fund** field and enter your **Fund**.
3. Click on the **Next Block** icon  or, use **Ctrl-Page Down** if you prefer using your keyboard.
4. To retrieve **All** the payroll information on your **Fund** press **F8**.

OR

5. You can narrow your search by **Entering** more **Search Criteria** in the field of your choice (*Example: To see details for a particular employee, you can do a search in the ID, Last Name, or First Name column. Remember to use the Wild Card Symbol %*), and press **F8**.

For **MORE INFORMATION** on this form see the Finance “How –To” at www.mcgill.ca/minerva

How to Use Web Imaging

Note: Use Web imaging to view copies of your vendor invoices and purchasing attachments.

1. Access the Minerva web site at <http://www.mcgill.ca/minerva/>
 2. Click on **Minerva Login**
 3. Enter your **McGill ID** (*Example: 15099999*)
 4. Enter your **Pin** (If you do not know your Pin, call the Helpdesk at 4925).
 5. Re-enter your pin.
 6. Click on **McGill Fund Administration Menu**.
 7. Click on **Invoice Copies**.
 8. Enter your **Invoice number** (I0000001) and click on **Submit**.
 9. Click on **View**.
 10. Change the **Zoom** from **30%** to **50%** and click **Update**.
 11. If the writing on the image is **backwards** (invoice was scanned wrong), check the **Horizontal Flip** box Horizontal Flip and click **Update**.
 12. If the image is flipped **upside down** (invoice was scanned wrong), check the **Vertical Flip** box Vertical Flip and click **Update**.
 13. You can **Print** the invoice by clicking on your browser's **Print icon**.
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