

Document Numbering Schemes

~ Manually Entered Documents ~

Trans Code BD – The BD document is used to issue bills in FFIS. The document numbering for the BD is the Fiscal Year + a three to four letter identifier indicating the bill type.

BD	04AQI	Agricultural Quarantine
BD	04 MISC	Miscellaneous
BD	04 IPAC	Intra-government Payment and Collection System (IPAC)

Trans Code B2 – The B2 document is used for accounting adjustments. The document number is the Fiscal Year + ADJ for “adjustment.”

B2	04ADJ
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Trans Code CR – The CR document is used for manual processing of cash receipts.

CR 04VAD - Deposit paid through the Embassy. Argentina and Brazil use this payment method for their trust funds.

Trans Code MO – The MO document is used to obligate contracts, agreements, training, Reimbursable Work Authorizations (RWA), or IPAC payments. The document numbering is Fiscal Year + a three or four letter identifier indicating the type of obligation.

MO	04GSA	Vehicle Purchase
MO	04IPAC	Intra-governmental Payment and Collection System (IPAC)
MO	04RWA	Reimbursable Work Authorization
MO	04TRN	Training
MO	Agreement #	Agreement
MO	Contract #	Contract

Trans Code ND – The ND document is used to record transactions which were paid by the State Department and reported to APHIS on the Voucher Auditor’s Detail Report (VADR). Document numbering for the ND is Fiscal Year + V (for VADR) + a two letter country abbreviation.

ND	04VAD	American Consolidated Payroll
ND	04VAR	Argentina
ND	04VAS	Australia
ND	04VAU	Austria
ND	04VBD	Bermuda
ND	04VBE	Belgium

ND	04VBF	Bahamas
ND	04VBH	Belize
ND	04VBK	Bangkok
ND	04VBL	Bolivia
ND	04VBR	Brazil
ND	04VCA	Canada
ND	04VCH	China
ND	04VCI	Chili
ND	04VCO	Colombia
ND	04VCS	Costa Rica
ND	04VDR	Dominican Republic
ND	04VEC	Ecuador
ND	04VEG	Egypt
ND	04VES	El Salvador
ND	04VFR	France
ND	04VGE	Germany
ND	04VGT	Guatemala
ND	04VHA	Haiti
ND	04VHO	Honduras
ND	04VID	Indonesia
ND	04VIT	Italy
ND	04VJA	Japan
ND	04VJM	Jamaica
ND	04VKS	Korea
ND	04VMX	Mexico
ND	04VMY	Malaysia
ND	04VNL	Netherlands
ND	04VNU	Nicaragua
ND	04VPE	Peru
ND	04VPN	Panama
ND	04VRP	Philippines
ND	04VSF	South Africa
ND	04VSG	Senagal
ND	04VUK	United Kingdom
ND	04VUR	Uruguay
ND	04VVE	Venezuela

Trans Code NO – NO documents are used to make payments for goods or services which have not previously been obligated in FFIS. Document numbering for the NO is the Fiscal Year + a three or four letter identifier indicating the type of payment.

NO	04REF	Refunds
NO	04AVF	Aviation/Motor Vehicle Fuel – Vendor: DOD
NO	04EEO	EEO Settlements
NO	04EMP	Employee

NO	04FED	Federal Express
NO	04FEE	Fee Basis
NO	04FOR	Foreign
NO	04IND	Indemnities
NO	04MIS	Miscellaneous
NO	04TRAN	Transportation
NO	04TRN	Training
NO	04UPS	United Parcel Service

Trans Code PV – The PV document is used to make a payment against an obligation which has previously been established in FFIS. The document number is the Fiscal Year + a three letter identifier which indicates the type of payment.

PV	04AGR	Agreement
PV	04CON	Contract
PV	04TRN	Training

Trans Code RQ – The RQ document is used to establish the requisition document in FFIS for a vehicle purchase. The document numbering is the Fiscal Year + GSA for the General Services Administration.

RQ 04GSA

Trans Code YE – The YE is used to enter a Period End Estimate in FFIS to temporarily record an expenditure or receivable at the end of an accounting period which would otherwise not be recorded. Document numbering for the YE is Fiscal Year + EST for “estimate.”

YE 04EST