

Legend of Document Numbers

A document number (or audit number) is an 8-character code that uniquely identifies a financial transaction. The first one or two characters will indicate the type of document involved.

Documents starting with the letter “F” are feeds - electronic files transmitted to Financial Services containing large lists of transactions to be posted to FOAPALs. Feeds are typically used by Service Centers with large transaction volumes every month and have standard descriptions.

Below is a listing of common document numbers and transaction descriptions. While transaction descriptions may not exceed 40 characters, background information and additional details about transactions are often found in the associated document text. Document text is accessed by looking up the transaction using:

- Banner form **FOIDOCH** (for purchasing-related documents)
- Banner form **FGIDOCR**
- Minerva > Finance (Fund) Administration Menu > **View Document** menu option.

In general, by their very nature, feeds do not have any associated document text – further details may only be obtained by contacting the Service Provider/Unit who originated the feed.

Document Number begins with... Description or explanation	Service Provider/Unit who originated the document	For more information about the posted document...
! Direct deposit or wire transfer payment	Financial Services	Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website.
1 Canadian Cheque	Financial Services	
4 US Cheque	Financial Services	
		If related to the payment of an invoice, submit a ticket .
		If related to an advance or expense report request, submit a ticket .
B Online Budget Transaction	Originating Department/Individual OR Analysis, Planning and Budget	Banner Form: FZIBTDO Contact your Budget Contact - Analysis, Planning and Budget as indicated in FTMFUND > FZMFUND – View the How To Use Banner page on the Financial Services website.

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<p>BDRL Year End Budget Roll</p>	<p>Financial Services</p>	<p>Banner Form: FGIDOCR – View the How To Use Banner page on the Financial Services website. Contact your Fund Administrator as indicated in FTMFUND > FZMFUND - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website). Contact your Fund Administrator as indicated in Financial Statement FZRG0055 Summary of Free Balances by User Security</p>
<p>CF Budget Carry Forward</p>	<p>Analysis, Planning and Budget or Financial Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Contact your Budget Contact - Analysis, Planning and Budget as indicated in FTMFUND > FZMFUND - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website) Contact your Fund Administrator as indicated in Financial Statement FZRG0055 Summary of Free Balances by User Security</p>
<p>CLOP Year End Close Operating Ledger</p>	<p>Financial Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Contact your Fund Administrator as indicated in FTMFUND > FZMFUND -</p>

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		<p>View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact your Fund Administrator as indicated in Financial Statement FZRG0055 Summary of Free Balances by User Security</p>
<p>ENRL Year End Encumbrance Roll</p>	<p>Financial Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Contact your Fund Administrator as indicated in FTMFUND > FZMFUND - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact your Fund Administrator as indicated in Financial Statement FZRG0055 Summary of Free Balances by User Security</p>
<p>FA FACULTY CLUB DEPARTMENTAL CHARGES FACULTY CLUB ADJUSTMENT JOURNALS FACULTY CLUB Receipts to receivable FACULTY CLUB paydeds to receivable FACULTY CLUB Establish Receivable</p>	<p>Faculty Club</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Mike Kouzoudjian (email)</p>

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<p>FB</p> <p>Ancillary Services - Canada Post Ancillary Services - Mailroom charge</p>	<p>Ancillary Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Mail Services (email)</p>
<p>FB</p> <p>Ancillary Services - Parking IDC</p>	<p>Ancillary Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Parking Services (email)</p>
<p>FB</p> <p>NCS - uPrint charges - IDCs</p>	<p>IT Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact IT Services (email)</p>
<p>FC</p> <p>NCS Backbone charges – CFI Internal</p>	<p>Network and Communications Services (NCS)</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal</p>

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		<p>Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact NCS (email)</p>
<p>FD Executive Institute WEB reg</p>	Executive Institute	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Patrick Waegeli (email)</p>
<p>FD Music Conservatory Camp - WEB CSRs Music Conservatory Exam - WEB CSRs</p>	Schulich School of Music	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Schulich School of Music (email)</p>
<p>FD McGill Management Centre WEB Reg</p>	Desautels Faculty of Management	Contact Patrick Waegeli (email)
<p>FE FGS - WEB fees collected - CSRs FGS - WEB fees distribution- JE16s Transcript Fees</p>	School of Continuing Studies / Enrolment Services	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use</p>

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		<p>Minerva page on the Financial Services website)</p> <p>For application fee feeds: Contact Student Accounts (email)</p>
<p>FE Student Fee Distribution</p>	<p>Student Accounts, Financial Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Student Accounts (email)</p>
<p>FF Financial Services – Endowment Distribution Endowment Retroactive Income Endowment Y/E Capitalization</p>	<p>Financial Reporting and Endowments, Financial Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Endowment Accounting (email)</p>
<p>FF Financial Services - JE15 adjustments Financial Services - JE16 adjustments Financial Services - ME15 adjustments Financial Services - ME16 adjustments Financial Services – IDC 7.5% Overhead Charge Recovery</p>	<p>Financial Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Contact your Fund Administrator as indicated in FTMFUND > FZMFUND - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services</p>

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		website) Contact your Fund Administrator as indicated in Financial Statement FZRG0055 Summary of Free Balances by User Security
FF Financial Services - Banking (JE16)	Banking Services, Transaction Services	Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website) Contact Banking Services (email)
FF Financial Services - PCard JE16s	Central PCard Administration Team, Transaction Services	Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website) Contact the Central PCard Administration Team (email)
FG Chemistry - IDC	Department of Chemistry	Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website) Contact Nikoo Taghavi (email)

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<p>FG MNI - McConnell Brain Imaging IDC BIC/MRI</p>	<p>Advanced Bio Imaging Facility (ABIF) Service Fees</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Helen Elina (email)</p>
<p>FG Engineering (Chem) workshop IDC</p>	<p>Department of Chemical Engineering</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Department of Chemical Engineering (email)</p>
<p>FH Biology Lab Usage (Core Facilities)- IDCs</p>	<p>Biology Dept</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Carole Verdone-Smith (email)</p>
<p>FJ Athletics - Spectrum NG Interface</p>	<p>Athletics</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View</p>

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		<p>Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Ameen Shaheen (email)</p>
<p>ShFJ ICS AV charges</p>	<p>IT (Information technology) Customer Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Darina Gueorguieva (email)</p>
<p>FJ Printing Services - IDCs</p>	<p>Ancillary Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Printing Services (email)</p>
<p>FJ Graphics Unit, Public Affairs</p>	<p>Graphic Design/Communication External Relations</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p>

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		Contact Chantal Mauceri (email)
FK MacDonald Faculty Club – IDC	MacDonald Faculty Club	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Constance Turnbull (email)</p>
FK Bookstore Inter-dept. charges	Ancillary Services	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact the University Bookstore (email)</p>
FM Martlet House Cash Receipts Martlet House Transfers Alumni Web Receipts (Donations) Alumni Web Receipts (Events) Martlet - Interfund Transfers Martlet House Tfer U.S. To Holding Martlet House	University Advancement	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact University Advancement (email)</p>
FN NEURO PHOTOGRAPHY	Neuro Media Services (NMS)	Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.

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		<p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Neuro Media Services (email)</p>
<p>FP Facilities Management - Regular IDC Facilities Management - RFS Special Events Facilities Management - RFS Special Security IDCs</p>	<p>Facilities Accounting, Financial Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>For FAMIS IDC feeds, Special Events feeds (RFS/Recaps) or Journals Contact Linda Augello (email)</p>
<p>FR Payroll – Distribution Journals</p>	<p>Human Resources</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Human Resources (submit a ticket)</p>
<p>FS Student Aid Office - WS (JE16s)</p>	<p>Student Aid</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View</p>

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		<p>Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact: (email)</p>
<p>FT TELECOM - Service charges TELECOM - Long distance charges TELECOM - Auth. code LD charges TELECOM - Gandalf Modem rental TELECOM - Aux. equipment rental TELECOM - Data circuit rental TELECOM - Other chargeable calls TELECOM - Equipment rental</p>	<p>Network and Communications Services (NCS)</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact NCS (email)</p>
<p>FU Management Forum - Conference (IDC)</p>	<p>Management Forum</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Management Forum (email)</p>
<p>FU Conf. office TELS – WEDB Fees - CSRs</p>	<p>Faculty of Medicine</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p>

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		Email
<p>FW (Workday Payroll Accrual) - ie: Workday Accrual20210131B2-2, Workday Reversal -20210201B0-2 etc...</p> <p>Quarter-end payroll accrual posted effective the last day of the quarter (e.g. October 31). This accrual reverses effective the first day of the next quarter (e.g. November 1).</p>	Financial Services – Controller’s Group	<p>Banner Forms: FGIBDST/FRIGITD and FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Contact your Fund Administrator as indicated in FTMFUND > FZMFUND - View the How To Use Banner page on the Financial Services website.</p> <p>Contact your Fund Administrator as indicated in Financial Statement FZRG0055 Summary of Free Balances by User Security</p>
<p>FX Medicine - Dean's letters Medicine - Top-up funding Start ups Medicine – Credentialing Services Medstrup</p>	Faculty of Medicine	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p style="text-align: center;">Email</p>
<p>FX Medicine - LSC Imaging IDCs</p> <p>Medicine - Data Storage IDCs</p>	Faculty of Medicine	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact: Claire Brown (email) or Luis Siles (email)</p>
<p>FX Physiology – Photocopy Charges</p>	Faculty of Medicine	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial</p>

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<p>Medicine – Histology Samples IDCs Medicine – Goodman Ctr Imaging IDC</p>		<p>Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p>
<p>FX Student Health – Shag Shop CSRs</p>	<p>Student Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p>
<p>FX Reversal NIBP - Tri-Agency</p>	<p>Research Financial Management Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Contact your Fund Administrator as indicated in FTMFUND > FZMFUND - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact your Fund Administrator as indicated in Financial Statement FZRG0055 Summary of Free Balances by User Security</p>
<p>FY Analysis, Planning and Budget Feed (MBTA - McGill Budget Temporary Adjustment)</p>	<p>Analysis, Planning and Budget</p>	<p>Banner Form: FZIBTDO</p> <p>Contact your Budget Contact - Analysis, Planning and Budget as indicated in FTMFUND > FZMFUND – View the How To Use Banner page on the Financial Services website.</p> <p>Contact: Ilya Sabino-Ifill (email)</p>

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<p>FZ, FV Various central documents i.e.: Balance Sheet Adjustment, Budget Adjustments, Encumbrance Liquidations etc...</p>	<p>Financial Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Contact your Fund Administrator as indicated in FTMFUND > FZMFUND - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact your Fund Administrator as indicated in Financial Statement FZRG0055 Summary of Free Balances by User Security</p>
<p>GLRL Year End General Ledger Roll</p>	<p>Financial Services</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Contact your Fund Administrator as indicated in FTMFUND > FZMFUND - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact your Fund Administrator as indicated in Financial Statement FZRG0055 Summary of Free Balances by User Security</p>
<p>H Canadian currency deposits Foreign currency deposits (other than US)</p>	<p>Originating Department/Individual</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Direct Cash</p>

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		<p>Receipt - view the How To Use Minerva page on the Financial Services website)</p> <p>Contact the individual/Unit as indicated in the document text (FOATEXT)</p>
<p>I Invoice (Invoice is associated to either a purchase order or a payment request)</p>	<p>Accounts Payable, Transaction Services</p>	<p>Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Invoice - view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Finance Service Desk (submit a ticket)</p>
<p>IA Libraries Acquisitions</p>	<p>Accounts Payable, Transaction Services</p>	<p>Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Invoice - view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Anne-Marie Emili (email)</p>
<p>IP, IC AND IB Pcard</p> <p>IP - July 25, 2000 to May 14, 2007 IC - May 15, 2007 to August 10, 2020 IB – Starting August 11, 2020</p>	<p>Central PCard Administration Team, Transaction Services</p>	<p>Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Invoice - view the How To Use Minerva page on the Financial Services website)</p> <p>Contact the Central PCard Administration Team (email)</p>
<p>IE Advance and Expense Report Request paid and posted to Banner</p>	<p>Originating Department/Individual</p>	<p>Minerva > Finance menu option: Advances and Expense Reports – View All Requests</p>

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		<p>Minerva > Finance menu option: Budget Query for Fund holders (Drill down on account 700405 for Advances or 700512 for Expense Reports)</p> <p>Contact the Requestor or the Responsible McGill ID as indicated on the Document</p>
<p>IF Advance Request paid by virtual card (AVC)</p>	<p>Originating Department/Individual</p>	<p>Minerva > Finance menu option: Advances and Expense Reports – View All Requests</p> <p>Minerva > Finance menu option: Budget Query for Fund holders (Drill down on account 700405 for Advances or 700512 for Expense Reports)</p> <p>Contact the Requestor or the Responsible McGill ID as indicated on the Document</p>
<p>IHO Human Resources refunds to <i>non-active McGill</i> employees for one time payments</p>	<p>Human Resources</p>	<p>Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Invoice - view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Shared Services</p>
<p>IJ uMobile</p>	<p>Procurement Services</p>	<p>Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Invoice - view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Procurement Services (email)</p>

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<p>IK Bookstore</p>	<p>Bookstore</p>	<p>Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Invoice - view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Bookstore (email)</p>
<p>IM Thompson Ahern International</p>	<p>Accounts Payable, Financial Services</p>	<p>Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Invoice - view the How To Use Minerva page on the Financial Services website)</p>
<p>IQ Royalty Payments</p>	<p>McGill Queen University Press (MQUP)</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document</p> <p>(Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Carmie Vacca (email)</p>
<p>IS Libraries Subscription</p>	<p>Accounts Payable, Transaction Services</p>	<p>Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Invoice - view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Anne-Marie Emili (email)</p>

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<p>IU Invoice associated to either a purchase order or a certificate of payment</p>	<p>Facilities Management</p>	<p>Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Invoice - view the How To Use Minerva page on the Financial Services website)</p> <p>Contact Facilities Management (email)</p>
<p>IV Invoice electronically submitted by a Supplier through the McGill MarketPlace (MMP) (Invoice is associated to a purchase order in MMP)</p>	<p>Accounts Payable, Transaction Services</p>	<p>Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Invoice - view the How To Use Minerva page on the Financial Services website)</p> <p>McGill MarketPlace (MMP): Quick Search (Alt +Q) > Invoice Number</p>
<p>IW Student Aid Award/Bursary/Scholar/Loan</p>	<p>Accounts Payable, Transaction Services</p>	<p>Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Invoice - view the How To Use Minerva page on the Financial Services website)</p>
<p>J Journal Voucher</p>	<p>Originating Department/Individual</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p>

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		website) Contact the individual/Unit as indicated in the document text (FOATEXT)
JA0 JA1 JA4 JA5 JA6 McGill Internal Store – IDC: payment for an order placed through MMP	McGill Animal Resource Center	Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website) Contact McGill Animal Resource Center (email)
JA2 JA3 McGill Internal Store – IDC: payment for an order placed through MMP	Centre for Neurological Disease Models	Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website) Contact the Centre for Neurological Disease Models (email)
JC0 JC1 McGill Internal Store – IDC: payment for an order placed through MMP	McGill Computer Store	Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services

Legend of Document Numbers

		website) Contact the McGill Computer Store (email)
JD McGill Dentistry Stockroom – IDC: payment for an order placed through MMP	McGill Dentistry Stockroom	Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website) Contact the McGill Dentistry Stockroom (email)
JH McGill Internal Store – IDC: payment for an order placed through MMP	Chemistry Chemical Engineering	Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website) Contact Department of Chemistry Contact Chemical Engineering (email)
JM JS JZ McGill Internal Store – IDC: payment for an order placed through MMP	Goodman Cancer Research Centre	Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services

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		website) Contact the Goodman Cancer Research Centre (email)
JP McGill Internal Store – IDC: payment for an order placed through MMP	Security	Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website) Contact Security (email) or (email)
MB Analysis, Planning and Budget Feed (MBPA - McGill Budget Permanent Adjustment MBTA - McGill Budget Temporary Adjustment MBPO - McGill Budget Permanent Original MBTO - McGill Budget Temporary Original)	Analysis, Planning and Budget	Banner Form: FZIBTDO Contact your Budget Contact - Analysis, Planning and Budget as indicated in FTMFUND > FZMFUND – View the How To Use Banner page on the Financial Services website.
MY Year End Budget Transactions	Analysis, Planning and Budget	Banner Form: FZIBTDO Contact your Budget Contact - Analysis, Planning and Budget as indicated in FTMFUND > FZMFUND - View the How To Use Banner page on the Financial Services website.
NI Non Insured Benefits Charges	Analysis, Planning and Budget	Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)

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		Contact: Ilya Sabino-Ifill (email)
PA Adjustment on Past Payroll Transaction	Originating Department/Individual	Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website) Contact the individual/Unit for all related questions
PO Purchase Order (PO is associated to a requisition)	Procurement Services	Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Purchase Order - view the How To Use Minerva page on the Financial Services website) Contact Procurement Services via their portal for all related concerns/issues
R Requisition (Created when an order is placed in the McGill MarketPlace (MMP))	Originating Department/Individual	Banner Form: FOIDOCH – View the How To Use Banner page on the Financial Services website. Minerva > Finance menu option: View Document (Choose Type = Requisition - view the How To Use Minerva page on the Financial Services website) McGill MarketPlace (MMP): Quick Search (Alt +Q) > Requisition Number Contact the Requestor as indicated in the document

Legend of Document Numbers

<p>RE CCE - WEB fees collected – CSRs CCE - WEB fees distribution - JE16s</p>	<p>School of Continuing Studies</p>	<p>Banner Form: FGIDOCR - View the How To Use Banner page on the Financial Services website.</p> <p>Minerva > Finance menu option: View Document (Choose Type = Journal Voucher – view the How To Use Minerva page on the Financial Services website)</p> <p>For application fee feeds: Contact School of Continuing Studies (email)</p>
<p>S Cheque Refunds</p>	<p>Originating Department/Individual</p>	<p>Banner Form: FOIDoch – View the How To Use Banner page on the Financial Services website.</p>