

How to Convert AiM Work Request Transaction Numbers from Banner/GLez

Transaction Detail Report for Invoice File

Transaction Date	Document Code	Image	Description	PO_Code	Desc	Amount	Inv_Code	Prog_Code	Activity	Location	Doc Ref Num
28-Aug-14	FI121314		D.A. Dodd			xxx.xx	50269401				
Old way - work order 1502694, phase 001 becomes 8 digit 50269401											
14-Sep-14	FI121986		D.A. Dodd			xxx.xx	1502694001				
New way - full 10 digit work order/phase combination, as of 9.14.2014											

Transaction Detail Report for JV File

Transaction Date	Document Code	Image	Description	PO_Code	Desc	Amount	Inv_Code	Prog_Code	Activity	Location	Doc Ref Num
28-Aug-14	FC001436		NEW GATE CLICKER FOR STAFF			xxx.xx		71000			50235201
Old way - work order 1502352, phase 001 becomes 8 digit 50235201											
14-Sep-14	FC001436		NEW GATE CLICKER FOR STAFF			xxx.xx		71000			V0235201
New way - work order 1502352, phase 001 becomes V0235201											

Encumbrance Detail

Account	Program	Activity	Transaction Date	Encumb Number	Description	Vendor ID	Amount
78050	6001		28-Jan-14	42501501	NORTH ELEVATOR OF JORDAN HALL IS LE	303139	xxx.xx
Old way - work order 1425015, phase 001 becomes 8 digit 42501501							
78050	6001		21-Sep-14	V1156301	ROOF STILL LEAKING IN ROOM 305	332906	xxx.xx
New way - work order 1511563, phase 001 becomes V1156301							

The leading letter will change with each fiscal year:

14/15 = V

15/16 = W

16/17 = X

17/18 = Y

19/20 = Z