

DOCUMENT NUMBERING

1. **Introduction.** Each individual procurement transaction entered into the accounting system requires a unique document number. Document numbers include the required data, and allow the user to follow an item through the various stages of the procurement and payment processing cycle. The numbering system is divided into two categories, the standard document number, and the nonstandard document number. Appendix G contains the document types.

2. **Standard Document Numbers.** The standard document number is to be used for most document types listed in Appendix G. Chapter 12 - Document Processing, specifically identifies document types that require the standard document number.

a. The standard document number consists of the following 16 characters (No special characters allowed):

SAMPLE: 23 05 90 4 F AB 001 000

(1) (2) (3) (4) (5) (6) (7) (8)

Notes:

<u>Item</u>	<u>Number of Characters</u>	<u>Character Type</u>	<u>Reference</u>
(1) Document Type	Two (2)	Numeric	Appendix G
(2) Fiscal Year (Funding Year)	Two (2)	Numeric	Last Two Digits of FY
(3) Procurement Site Code	Two (2)	Alpha	Appendix H Numeric
(4) Fiscal Year (last digit of year of initial document)	One (1)	Numeric	Last Digit of FY

Note: If initial document was issued in a prior year this FY will differ from (2) above creating a unique document number.

(5) Region/District	One (1)	Alpha	Appendix A Numeric
(6) Program Element	*Two (2)	Alpha Numeric	Unique Field (ATU Assigned)

*Note: In some cases up to 6 characters may be used. See Chapter 4 paragraph 2. Those units that have several Program Elements (PE) or other than the normal 2-digit PE should use a master 2-digit PE assigned by their Budget Office for document numbering purposes.

2. a.
- | | | | |
|------------------------------|-----------|------------------|--|
| (7) Document Sequence Number | Three (3) | Alpha
Numeric | Unique
Number
(Unit
Assigned) |
| (8) Suffix | Three (3) | Alpha
Numeric | |
- b. Document Sequence Number. For each FY, the document sequence number should be sequential, beginning with 001 through 999, then use alpha/numeric combinations A01 through A99 through Y01 - Y99. After those series are exhausted, use other unique alpha/numeric combinations. Each sequence number must be unique.

UNDER NO CIRCUMSTANCE ARE DOCUMENT NUMBERS TO BE REPEATED DURING THE FISCAL YEAR. DO NOT USE THE LETTERS I, O, Q, S, Z, SINCE THEY CAN BE READ INCORRECTLY AS NUMBERS.

- c. Suffix. This alpha/numeric field attaches to the end of the document number. It usually identifies the specific accounting string that will be charged when there are multiple lines of accounting, different months for 40 series document type transactions, or document type 38 Blanket Purchase Agreements (BPA) transactions.
- (1) For document type 23 purchase orders, the freight suffix begins with F00.
 - (2) The unit must assign suffixes to differentiate between multiple accounting lines on a document. Generally, the suffix assigned to the first accounting line will be "000". Number the following line sequentially. The document number and related suffix is then logged in the unit ledger under the appropriate object class. The assigned suffixes will then appear as part of the document number on the unit's Program Element Status (PES) Reports.
 - (3) Suffixes are used to track monthly purchases under Blanket Purchase Agreements. Units must also assign this suffix. For all calls received in a given month, the second and third positions of the three digit suffix designates the month of the fiscal year.

SAMPLE: 2/F/501/136/30/0/AB/12345/1234 A01 (October)
 2/F/501/136/30/0/AB/12345/1234 A02 (November)
 2/F/501/136/30/0/AB/12345/1234 A11 (August)

The first digit of the suffix is the letter A unless there are multiple lines of accounting for the month.

SAMPLE: 2/F/501/136/30/0/AB/12345/1234 A01
 2/F/501/136/30/0/AB/12346/1234 B01
 2/F/501/136/30/0/AB/12347/1234 C01

2. c. (4) For 40 series document types that are billed monthly, the FPD unit assigns suffixes corresponding to each month in a fiscal year. (i.e., 001 - Oct, 002 - Nov, 003 - Dec, etc.). The last two characters of the suffixes correspond to each month in a fiscal year. The following list illustrates the month versus the suffix:

<u>MONTH</u>	<u>BASIC SUFFIX</u>	<u>FIRST ACCTG MOD</u>	<u>SECOND ACCTG MOD</u>
OCT	001	101	201
NOV	002	102	202
DEC	003	103	203
JAN	004	104	204
FEB	005	105	205
MAR	006	106	206
APR	007	107	207
MAY	008	108	208
JUN	009	109	209
JUL	010	110	210
AUG	011	111	211
SEP	012	112	212

NOTE: When additional payments are made, accounting technicians pay these bills outside of the Recurring Charge module in WINS and the basic suffix showing months, does not change. The modified suffixes (first digit of the three) will be used only when a field in the document changes, such as a field in the accounting line or if the vendor changes. For example, a suffix of 106 shows the first change (not an additional payment) for the March accrual. When this is done the 006 suffix will be fully credited out and the 106 becomes the primary suffix in the accounting system for March transactions.

- d. Positions one through thirteen of the standard document number provide the unique information needed to identify each transaction and simplify research on inquiries. For example, if a commercial purchase order/contract inquiry is received, the research can center around the unique document number in one file instead of researching SF-44 logs, purchase order logs, and contracts. The document number is not limited to specific appropriations, operating guides, etc. but can be used for any financial transaction initiated by the unit.

3. Standard Document Number Crosswalk:

Document Number 23 08 90 8 FAB001
 (Unit Requisition Number)

Order Number HSCG-90-08-P-FAB001
 (Purchase Order Number)

Note: The ninth position of the order number is a capital letter assigned to indicate the type of instrument code. These codes, their descriptions and the corresponding document types are as follows:

3. (cont'd)

<u>INSTRUMENT CODE</u>	<u>DESCRIPTION</u>	<u>DOCUMENT TYPE</u>
A	Basic Agreement, Basic Ordering Agreement, BPA, and BPA calls In FPD (excluding Supply Fund)	38
	Basic Agreement, Basic Ordering Agreement, BPA, and BPA calls In FPD (Supply Fund-covers all subsistence)	26
C	Definitive Contract Action-stand alone Contracts - require Contracting Officer approval for payment	24
D	Indefinite Quantity, Definite Quantity And Requirements contracts – require Contracting Officer approval for payment	24
F	Orders placed against a contract (1) administered by another Government agency, e.g., GSA, Dept. of Veterans Affairs, OPM, (2) another Government agency's or department's contract, (3) National Industries for the Blind, National Industries for the Severely Handicapped, And UNICOR (see P below) (except GPO)	
	<u>Do not require</u> Contracting Officer approval	23
	<u>Require</u> Contracting Officer approval	24
J	Orders placed against contracts administered by DHS or any DHS component including USCG	
	<u>Do not require</u> Contracting Officer approval	23
	<u>Require</u> Contracting Officer approval	24
K	Acquiring permanent real estate interests (fee simple or easement) by purchase or Condemnation. Does not include leasehold Interests (land or space) in real property	
	<u>Do not require</u> Contracting Officer approval	23
	<u>Require</u> Contracting Officer approval	24
L	Leasing real property and supplies Or equipment. Do not use for Interagency Agreements.	40
N	Construction or service purchase. Do not use for delivery or task orders. Require Contracting Officer approval	24

3. (cont'd)

<u>INSTRUMENT CODE</u>	<u>DESCRIPTION</u>	<u>DOCUMENT TYPE</u>
P	Purchase Orders Purchase Orders for transportation services 25K or less UNICOR with no indefinite delivery contract	
	Do not require Contracting Officer approval	23
	Require Contracting Officer approval	24
	Purchase Orders-Supply Fund Covers all subsistence	26
	Purchase Orders-Government Printing Office	37
S	Sales and other disposal of real and Personal property	
	Require Contracting Officer approval	24
U	Contracts for electric, telephone, water, Natural gas, and other utilities	
	Require Contracting Officer approval	24
X	Interagency Agreements, MIPRS	28

4. **Nonstandard Document Number.** Most nonstandard document numbers are assigned by FINCEN. These are usually document numbers for transactions created at the FINCEN. Chapter 12, Document Processing, specifically identifies document types that use the nonstandard document number.