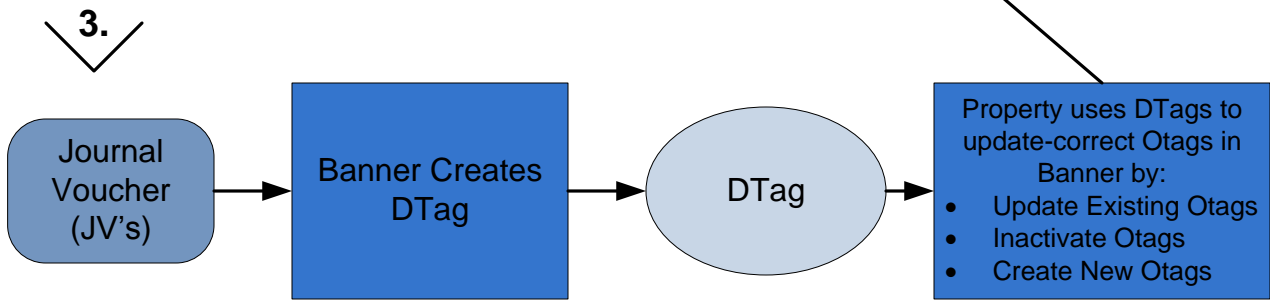
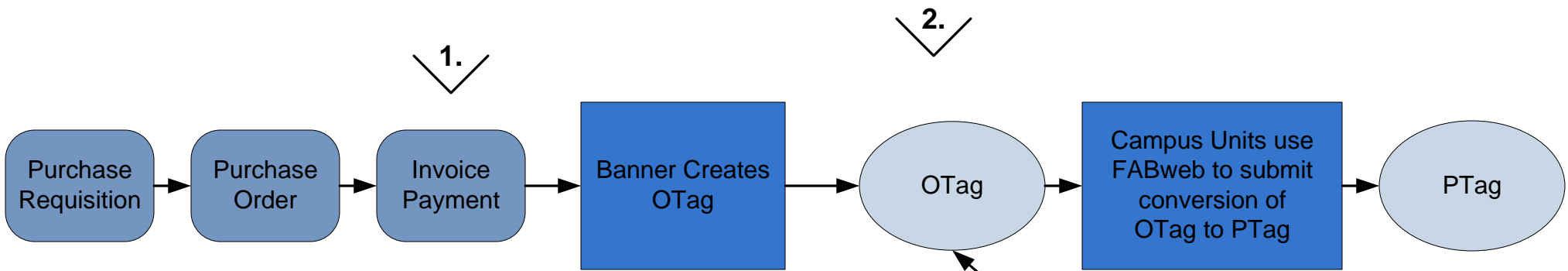


Banner Equipment - DTag/OTag/Ptag Process Flow



DTag ["Document Tag"] = Temporary equipment record created from JV's and other vouchers coded to taggable equipment account codes (127*,163*).

OTag ["Origination Tag"] = Initial Banner equipment record created from payments. Records only created for payments coded to taggable equipment account codes (127*,163*).

Ptag ["Permanent Tag"] = Asset identification #; same as physical tag. Assignment indicates review/acceptance as valid asset record.

Note 1.
Otags created in Banner based on payment entries coded to taggable equipment account code ranges (127*, 163*) for the following payment types:
 Banner Reqs
 iBuy Reqs
 Direct Payment Vouchers
 Pcard Payments

Note 2.
Banner Otags created based on line items and quantities as paid through Banner from the vendor invoice.
Implications:
 10 line items on invoice coded and paid with equipment account code will create 10 Otag equipment records.
 In Scenario above, if unit needs only one tagged asset, 9 JV lines are created to inactivate 9 Otags created in error and 1 Otag is updated with all related values.

Note 3.
Dtags created in Banner from JV's generated by Property for:
 Fabricated equipment
 Non-cash additions
 Otag Adjustments needed
 CFOAPAL transfers/adjustments

Dtags created in Banner from JV's generated by other units for:
 Stores and Bookstore – UIC
 Illini Union FlashDrive – UIUC
 Storeroom – UIUC
 CFOAPAL corrections – campus units