**Banner Equipment - DTag/OTag/PTag Process Flow**

1. **Purchase Requisition** → **Purchase Order** → **Invoice Payment** → **Banner Creates OTag** → **OTag** → **Campus Units use FABweb to submit conversion of OTag to PTag** → **PTag**

2. **Banner Creates DTag** → **DTag** → **Property uses DTags to update-correct Otags in Banner by:**
   - Update Existing Otags
   - Inactivate Otags
   - Create New Otags

3. **Journal Voucher (JV’s)** → **Banner Creates DTag**

**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