



# FMMI – Accounts Payable Document Number Convention



**Role(s):**

- Invoice Processor
- Invoice Approver
- Payment Processor
- Payment Certifier
- Treasury Disbursement Processor
- Payment Reversal Processor
- Accounts Payable Reporter
- Accounts Payable Evaluator

**Purpose:** To provide a list of document number conventions for Accounts Payable documents in FMMI. This list includes the FMMI generated document number for invoice documents interfaced from IAS.

**Invoice Processing:**

Invoice Processing		
Accounts Payable Document	Number Range - Start	Number Range - End
LIV Invoice – Direct Entry	5100000000	5199999999
LIV Invoice – IAS	5200000000	5299999999
FI Invoice – Direct Entry	1900000000	1999999999
Vendor Credit Memo	1700000000	1799999999

**Payment Processing:**

Payment Processing		
Accounts Payable Document	Number Range - Start	Number Range - End
Payment (DIT) – TI	2000000000	2099999999

Payment Schedule Number	
Accounts Payable Document	Number Sample
Schedule Number	0A129092401

Schedule Number Convention	
Schedule Number Digit	Equivalent
1	Leading “0” (Numeric)
2	Payment Method (Alpha)
3-4	Payment Supplement (Numeric)
5-9	Date – YMMDD (Numeric)
10-11	Sequential Document # for Specified Date – 01,02,03, etc (numeric)