

Financial System Document Identification Numbers

Document Identification Numbers (Doc ID) used within university financial systems such as *DEFINE, FRMS, and other university applications are unique identifiers based on document type and calendar year.

Structure

Each Doc ID is 11 characters and follows a specific format.

Example: X 0 VP5 999196

1 st Character	X	Corresponds to the calendar year in which the document was created. Changes every January.
2 nd Character	0 (zero)	UT System Component: indicator of which institution (UT Austin, UT El Paso, etc) created the document The University of Texas at Austin is always 0 (zero)
Next 3 Characters	VP5	Corresponds to a document type/command.
Final 6 Characters	999196	Unique number for each document per document type. Number auto assigned in descending value. Resets every January.

Format Sequence for 2023-2049

Doc IDs will begin with “G” for the first character in 2023 and continue through the alphabet year to year and then move to numbers. The letters “I” and “O” will be omitted to avoid confusion with the numbers “1” and “0”.

“G” is for 2023

“H” is for 2024

Then ...

“1” is for 2041

“2” is for 2042

“9” is for 2049

A doc ID’s final six characters will begin with 7 in 2023 and continue to remain 7 in future years, while past years began with 9. The remaining final five numbers continue to count down in descending order of documents created.

Examples of Doc IDs Beginning in 2023

2023 VE5 doc ID: G0VE5793836

2024 SS1 doc ID: H0SS1761230

2042 VP9 doc ID: 20VP9720938

History of Document ID

When *DEFINE was implemented in 1990, the alphabet was used as the first character in document ID numbers. "A" equaled 1990, "B" equaled 1991, and so on with letters "I" and "O" omitted to avoid confusion with the numbers "1" and "0".

After running out of letters by 2014, the single digits were used: 1 equaling 2014, etc.

In addition, the last six characters always reset to -999999 for each document/document type combo and counted down towards zero. In order to never have a duplicate document ID, for audit and historical purposes, this scheme will not be continued beyond 2022.