

THE UNIVERSITY OF NEW MEXICO

Intermediate Index Reconciliation

Using Banner Screens and Hyperion Reports

Main Campus Unrestricted Accounting
HSC Unrestricted Accounting & Reporting
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Table of Contents

Table of Contents

BASIC REVIEW – INDEX RECONCILIATION PROCESS	4
INDEX RECONCILIATION PROCESS FLOWCHART	5
SOURCE DOCUMENTS	7
BASIC ACCOUNTING INFORMATION:	7
FINDING AND RESOLVING PAYROLL DISCREPANCIES	8
PAYROLL TOOLS	8
PAYROLL INFORMATION.....	8
<i>Pay ID</i>	8
<i>Disposition Codes</i>	9
<i>Sequence Numbers</i>	9
<i>Earnings Codes</i>	9
USING PAYROLL REPORTS AND SCREENS	10
<i>PZAREDS</i>	10
<i>FSH0001</i>	15
<i>FSH0002</i>	18
<i>PZROLRP</i>	20
<i>PZRORGH</i>	21
RESOLVING PAYROLL DISCREPANCIES.....	21
FINDING AND RESOLVING OTHER EXPENSE DISCREPANCIES	22
OTHER EXPENSES TOOLS	22
OTHER EXPENSE INFORMATION	23
<i>Transactions Codes</i>	23
<i>FOH0001 Example</i>	24
<i>Banner Screens</i>	26
<i>Journal Vouchers</i>	26
<i>Manual Journal Vouchers</i>	26
<i>Feed Journal Documents</i>	27
<i>P-card invoice</i>	27
<i>DPEZ invoice</i>	28
<i>Regular Invoice</i>	28
<i>Encumbrances</i>	28
USING OTHER EXPENSE REPORTS AND SCREENS	29
<i>FGIDOCR</i>	29
<i>FOIAPPH</i>	29
<i>FOATEXT</i>	29
<i>FOAAINP</i>	29
<i>FAINVE</i>	29
<i>FOIDOCH</i>	29
<i>FGIBDST</i>	30
<i>FGITRND</i>	30
<i>FRIGITD</i>	30
<i>FRIGTRD</i>	30
<i>FOH0001 & 2</i>	30
<i>FGH0001 & 2</i>	30

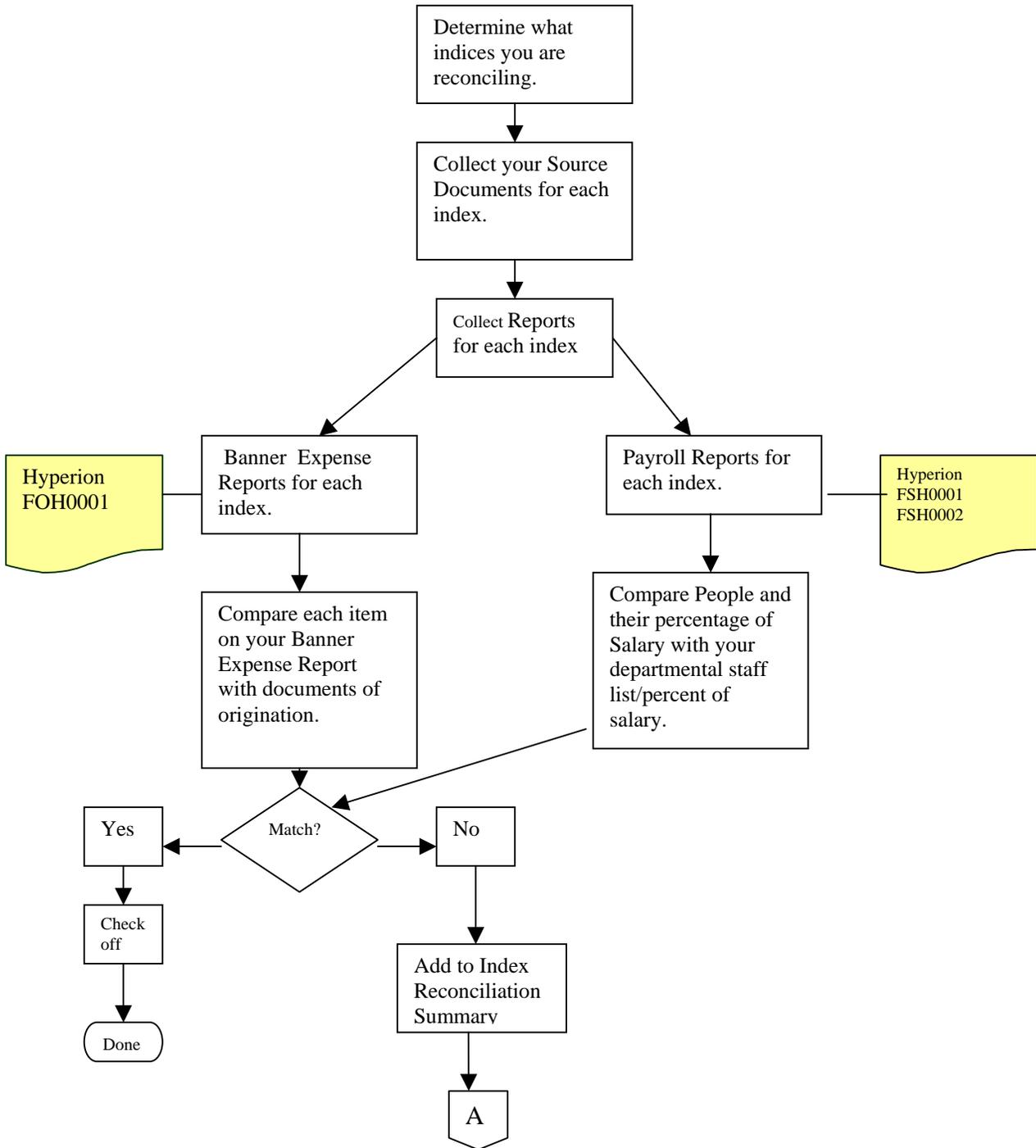
<i>FRH0001 & 2</i>	30
RESOLVING OTHER EXPENSE DISCREPANCIES	30
APPENDICES	31
FLOW CHART - INDEX RECONCILIATION PROCESS	31
FORM - INDEX RECONCILIATION SUMMARY	33
LIST OF RECONCILIATION REPORTS.....	34
DEFINITIONS.....	35
<i>Account</i>	35
<i>Source documents</i>	35
<i>Index</i>	35
<i>Post</i>	35
<i>Internal Files</i>	35
<i>PI</i>	36
FREQUENTLY USED BANNER SCREENS.....	36
DOCUMENT RULE CLASS CODE DESCRIPTIONS	39
BATCH HEADER REFERENCE	40
COPY JOURNAL FEATURE	41
FY09 PAYROLL CALENDAR	42

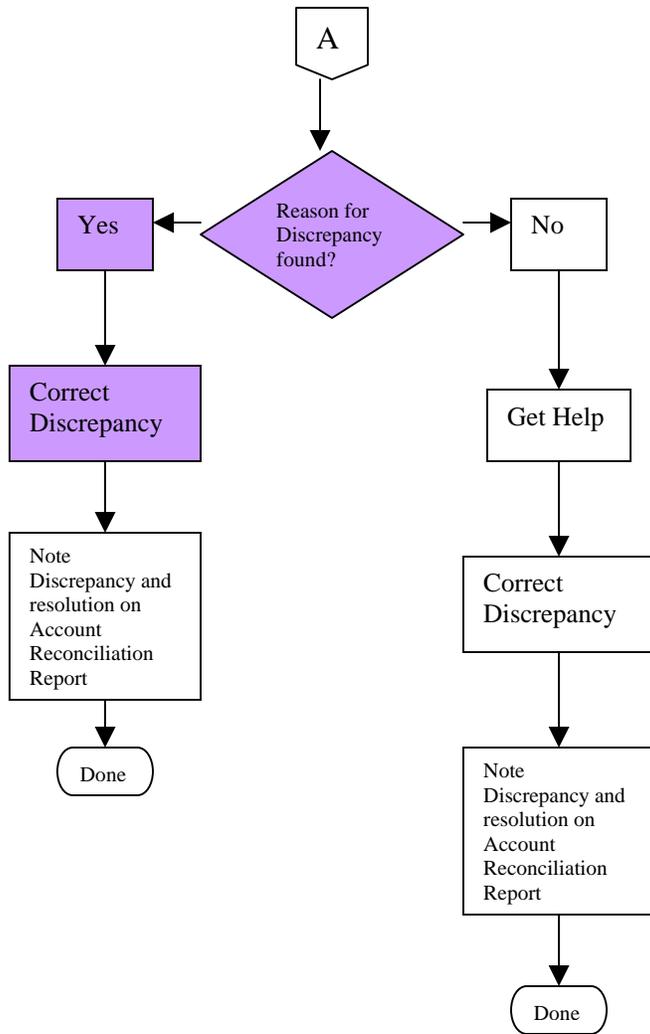
Basic Review – Index Reconciliation Process

Index Reconciliation Fundamentals explained the basics of index reconciliation. Some basic definitions are repeated here in the Appendix section. The following chart shows the basic process for index reconciliation.

Some additional information you may find helpful follows this chart. This information will help you understand how UNM's accounting system is structured.

Index Reconciliation Process Flowchart





Source Documents

Copies of source documents are used to reconcile an index.

- **Revenue source documents**
 - Copies of money lists & checks
 - Department cash reports
 - Copies of accounts receivable entries
 - Copies of invoices mailed to customers
 - Journal entries
- **Expenditure Source Documents**
 - EPAF/ PZAREDS documentation, which may include:
 - Signature authorization email from authorized individuals, with amounts/personnel names & dates
 - Documentation of business purpose for change
 - DPI Requests
 - Purchase Requisitions/Orders/Invoices
 - P-card Transaction Logs, Statements, and invoices
 - Invoices from internal departments or external vendors
 - Journal entries

Basic Accounting Information:

Acct Type	Ledger	Banner Account Starts With	Normal Balance	Increase	Decrease
Assets	General	A	Dr.	Dr.	Cr.
Liabilities	General	L	Cr.	Cr.	Dr.
Net Assets	General	N	Cr.	Cr.	Dr.
Revenues	Operating	0,1	Cr.	Cr.	Dr.
Expenses	Operating	2-9	Dr.	Dr.	Cr.
Encumbrances	Operating	2-9	Dr.	Dr.	Cr.
Reservations	Operating	2-9	Dr.	Dr.	Cr.

Finding and Resolving Payroll Discrepancies

Payroll Tools

When you are researching a discrepancy between what you expected to see in Banner and what is actually posted in Banner in the payroll area, you will use these Banner screens and Payroll reports.

Type	Name	Allows viewing of:
Banner Screen	PZAREDS	Individual Employee Payroll charges by job & index Also allows you to redistribute labor charges. You can also use this screen to see the changes that have been made to an employee's labor distribution.
Hyperion	FSH0001	Salary Labor Benefits and Encumbrances This is where original payroll distributions and adjustments can be seen once they have posted.
Hyperion	FSH0002	Labor Distribution Report Provides current and future payroll distribution information. Report can be produced by Organization, Employee or by Index.
Eprint	PZROLRP	Pending PZARED Redistributions Report available based on organization level security and includes PZAREDS that have not been submitted to Financial Services for review. PZARED must be marked "complete" for core offices to review.
Eprint	PZRORGH	Contact personnel for each hiring organization.

Payroll Information

Pay ID

This is an alphanumeric code assigned to each pay period. The first character indicates whether the employee is paid on a bi-weekly (2) or monthly (5) basis. The last two characters signify the actual pay period as specified on the payroll calendar. The payroll calendar can be found at

<http://www.unm.edu/~payroll/resources/2008UNM%20Employee%20Payroll%20Schedule.pdf>

For example: 2R19 represents regular pay for an hourly employee for the period of work beginning 8/30/08 and ending 9/12/08. 5R8 represents compensation for August 2008 for a salaried employee.

Disposition Codes

Payroll disposition codes indicate the status of payroll postings. For example:

Code	Use
70	Payroll entry posted to Banner Finance
60	Redistribution approved by Central Accounting but not posted to Banner Finance (should post next business day)
48	Pending or Completed PZAREDS transaction

Sequence Numbers

Sequence Numbers are assigned to each payroll process:

Code	Use
0	Original Payroll Distribution
1	Void of original distribution
2	Reposting of Payroll Distribution
3	Void of sequence number 2 distribution
4	Reposting of Payroll Distribution

Earnings Codes

Earnings codes are three digit numeric values that represent the category of earnings which have been paid. Common earnings codes are:

Code	Description
010	Regular Earning
012	Temporary Earnings
022	High School Student
015	Overtime
020	House Staff
024	Stipends
025	State Work Study
027	Federal Work Study
029	Regular Student Earnings
037	Graduate Extra Compensation
038	Graduate Summer Session
170	Annual Leave
180	Sick Leave
200	Extra Compensation
202	Incentive Pay
430	Partial VA Funding
432	Full VA Funding

Using Payroll Reports and Screens

PZAREDS

This Banner Screen is used to make labor redistributions. You can see the salary of your employee as it originally was posted and any redistributions of that salary on this screen.

Go to the PZAREDS screen. You must have authorization to access it to proceed. Type in or search for the employee:

The screenshot shows the Oracle Developer Forms Runtime interface for the PZAREDS Labor Redistribution Form. The window title is "Oracle Developer Forms Runtime - Web: Open > PZAREDS". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various navigation and editing icons. The main form area is titled "Labor Redistribution Form PZAREDS 7.2.1.1 (BANP)".

The form contains several input fields and sections:

- ID:** A dropdown menu, circled in red.
- Payroll ID:** A dropdown menu.
- Begin Year:** A dropdown menu.
- End Year:** A dropdown menu.
- Payroll Number:** Two input fields.
- Date:** Two input fields.

The **Earnings History** section is a table with the following columns: Status, Year, Payroll Number, Sequence Number, Jobs ID, Effective Date, Shift, Earning Code, Disposition, Type, and Posting. It contains three rows of empty input fields.

The **Business Purpose (Required)** section has a large text input field and a **Complete Status** dropdown menu with options for Pending and Completed.

The **Earnings Labor Distributions** section is a table with the following columns: Hours, Percent, Amount, COA, Index, Fund, Orgn, Account, Program, Activity, Location, Project, and Cost. It contains three rows of empty input fields and a **Totals** row.

At the bottom of the form, there is a status bar with the text: "Employee Identification Number, press LIST for values; Duplicate Item for Alternate ID look-up." and "Record: 1/1 | ... | <OSC>".

This query brings up the following:

ID	Last Name	First Name	Middle Name	Change Indicator	Type
100008998	Smith	Agnes	L	N	
100242782	Smith	Andrea	M		
B94607	Smith	Andrea	M	I	
ASMIT111	Smith	Andrea	M	I	
100009289	Smith	Anthony	P		
130502	Smith	Anthony	P	I	
100010283	Smith	Anthony	Y		
194228	Smith	Anthony	Y	I	
100009289	Smith	Anthony		N	
100045702	Smith	Becky			
D10283	Smith	Becky		I	
100015196	Smith	Benjamin	R		
775720	Smith	Benjamin		I	
100033463	Smith	Blandford	T		
100033463	Smith	Blandford	Tiemann	N	
100014068	Smith	Bonnie	L		
633942	Smith	Bonnie	L	I	
100014068	Smith	Bonnie	Louise	N	
100014085	Smith	Brandon	K		

Case Sensitive Query: No Yes

Identification Number, press COUNT QUERY HITS to access additional information.
Record: 1/?

Find and select the person whose salary you need to see, and double click. Then select the drop down menu on "Payroll ID":

ID: [Redacted]

Payroll ID: Begin Year: End Year: Payroll Number: Date:

Earnings History

Status	Year	Payroll Number	Sequence Number	Jobs ID	Effective Date	Shift	Earning Code	Disposition	Type	Posting
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>				

Business Purpose (Required) Complete Status: Pending Completed

Earnings Labor Distributions

Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>								
Totals												

Employee Identification Number, press LIST for values; Duplicate Item for Alternate ID look-up.
Record: 1/1

This will bring up the following screen. If any dispositions are 48, they are pending redistributions that have not been posted yet. If there are approved or posted redistributions, they will show on this screen with a disposition of 60 or higher.

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web: Open > PZAREDS - PHILIST". The main content area displays a table with the following data:

Year	Payroll ID	Payroll Number	Sequence Number	Event Type	Disposition	History Date	Gross	Net
2008	5R	8	0	C Original	70	29-AUG-2008	24,074.62	15,158.14
2008	5R	8	1	V Voided	48	29-AUG-2008	-24,074.62	-15,158.14
2008	5R	8	2	R Redistribute	48	29-AUG-2008	24,074.62	15,158.14
2008	5R	7	0	C Original	70	31-JUL-2008	24,074.62	15,158.15
2008	5R	7	1	V Voided	48	31-JUL-2008	-24,074.62	-15,158.15
2008	5R	7	2	R Redistribute	48	31-JUL-2008	24,074.62	15,158.15
2008	5R	6	0	C Original	70	30-JUN-2008	23,602.57	14,908.04
2008	5R	6	1	J Adjusted	70	10-JUL-2008	15,000.00	10,609.65
2008	5R	5	0	C Original	70	30-MAY-2008	23,602.57	14,284.08
2008	5R	4	0	C Original	70	30-APR-2008	23,602.57	13,485.52
2008	5R	3	0	C Original	70	31-MAR-2008	23,602.57	13,483.53
2008	5R	2	0	C Original	70	29-FEB-2008	23,602.57	13,485.53
2008	5R	1	0	C Original	70	31-JAN-2008	23,602.57	13,485.53

At the bottom of the window, there is a status bar with the text "Year: Record: 1/13" and a navigation button labeled "<OSC>".

By selecting a pay period (double click), you will see the next screen. The "Earning Labor Distributions" portion of the screen will show what indices the pay period are currently distributed.

Oracle Developer Forms Runtime - Web: Open > PZAREDS

File Edit Options Block Item Record Query Tools Help

ID: [REDACTED]

Payroll ID: SR Begin Year: 2008 Payroll Number: 8 Date: 01-AUG-2008
 End Year: 2008 Payroll Number: 8 Date: 31-AUG-2008

Earnings History

Status	Year	Payroll Number	Sequence Number	Jobs ID	Effective Date	Shift	Earning Code	Disposition	Type	Posting
P	2008	8	2	FY0778-00	01-JUL-2008	1	010	48	R	10-SEP-2008
P	2008	8	2	FY0778-00	01-JUL-2008	1	170	48	R	10-SEP-2008

Business Purpose (Required) [REDACTED] Complete Status: Pending Completed

Earnings Labor Distributions

Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
1.69	1.00	235.19	U	801530	357X0	801801	2000	P16R	GNACTV			
5.61	3.31	778.48	U	0990D2	358U1	099Q27	2000	P16R	GNACTV			
20.07	11.85	2,787.01	U	254001	3U0044	254B0	2000	P101	GNACTV			
16.93	10.00	2,351.90	U	254207	321N0	254B11	2000	P16R	GNACTV			
169.33	100.00	23,519.04	Totals									

Earnings Hours. Record: 4/10 <OSC>

As you “Next Block” through PZAREDS, you will be able to access the “New Earnings Labor Distributions” section to adjust where the pay distribution can be changed.

Oracle Developer Forms Runtime - Web: Open > PZAREDS

File Edit Options Block Item Record Query Tools Help

ID: [REDACTED]

Edit/View Labor Distributions PZAREDS 7.2.1.1 (BANP)

Posting Date: 10-SEP-2008 Status: [REDACTED] Year: 2008 Payroll Number: 8 Sequence Number: 2 Jobs ID: FY0778-00 Effective Date: 01-JUL-2008 Shift: 1 Generate: N Earning Code: 010

OLD Earnings Labor Distributions

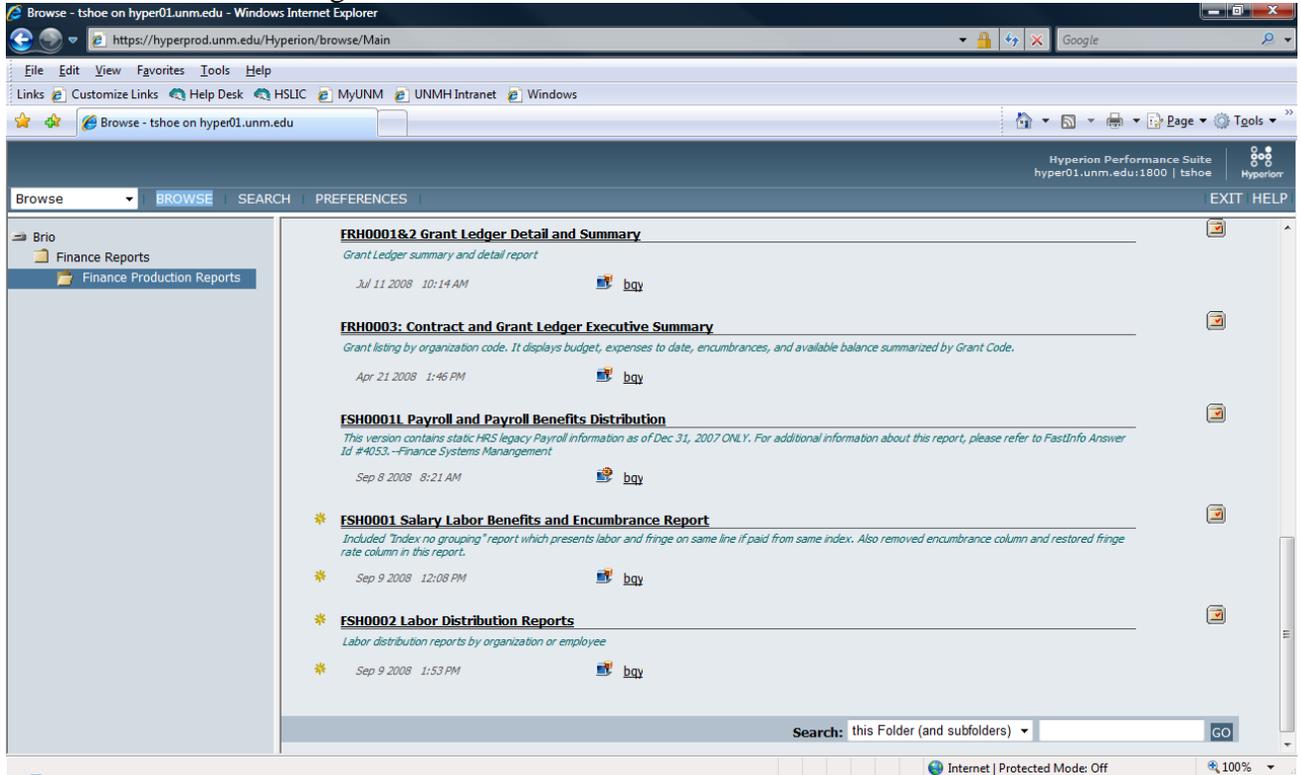
Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
5.82	3.44	809.05	U	099872	3U0299	099Q27	2000	P171	GNACTV			
19.85	11.72	2,756.43	U	254001	3U0044	254B0	2000	P101	GNACTV			
16.93	10.00	2,351.90	U	254207	321N0	254B11	2000	P16R	GNACTV			
169.33	100.00	23,519.04	Totals									

NEW Earnings Labor Distributions Change All

Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
1.69	1.00	235.19	U	801530	357X0	801801	2000	P16R	GNACTV			
5.61	3.31	778.48	U	0990D2	358U1	099Q27	2000	P16R	GNACTV			
20.07	11.85	2,787.01	U	254001	3U0044	254B0	2000	P101	GNACTV			
169.33	100.00	23,519.04	Totals									

Finance Posting Date; format 'DD-MON-YYYY'. Record: 1/1 <OSC>

To Access the Payroll Hyperion Reports:
 Sign into Hyperion
 Select Brio, Finance, Finance Production Reports
 You will see the following screen:



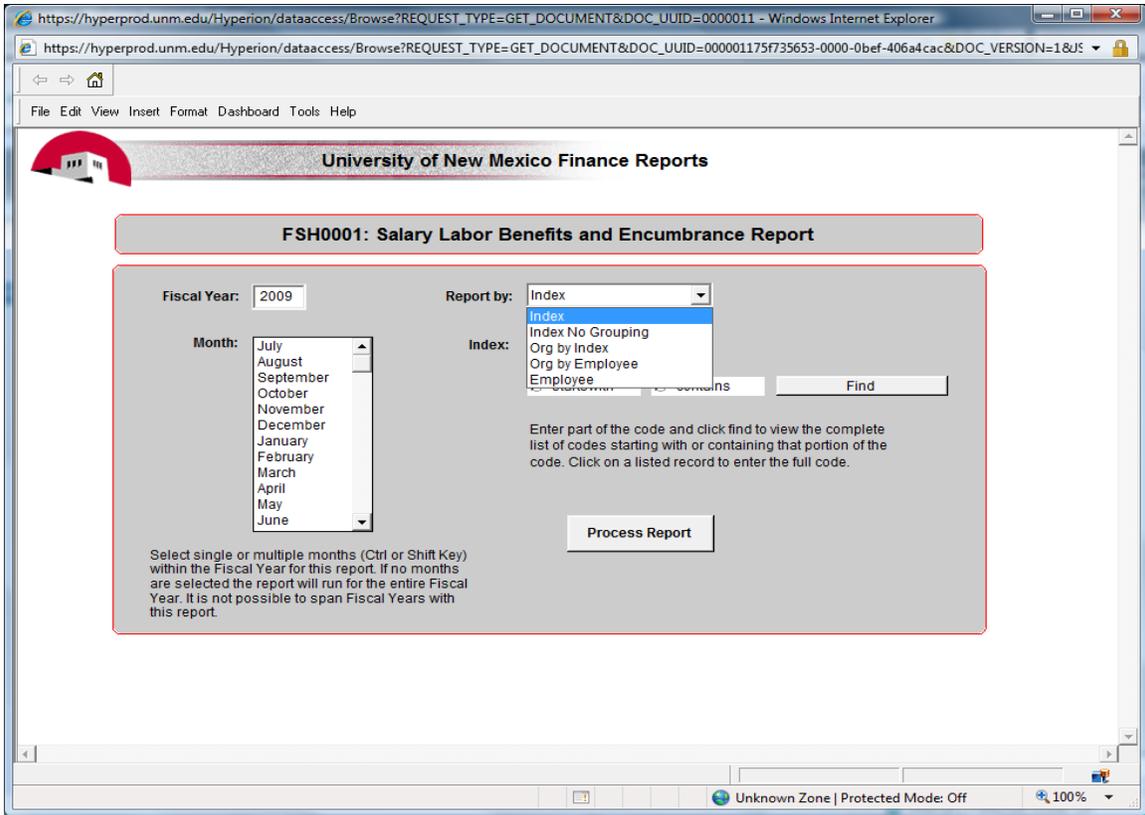
FSH0001

This Hyperion report shows you historical payroll information

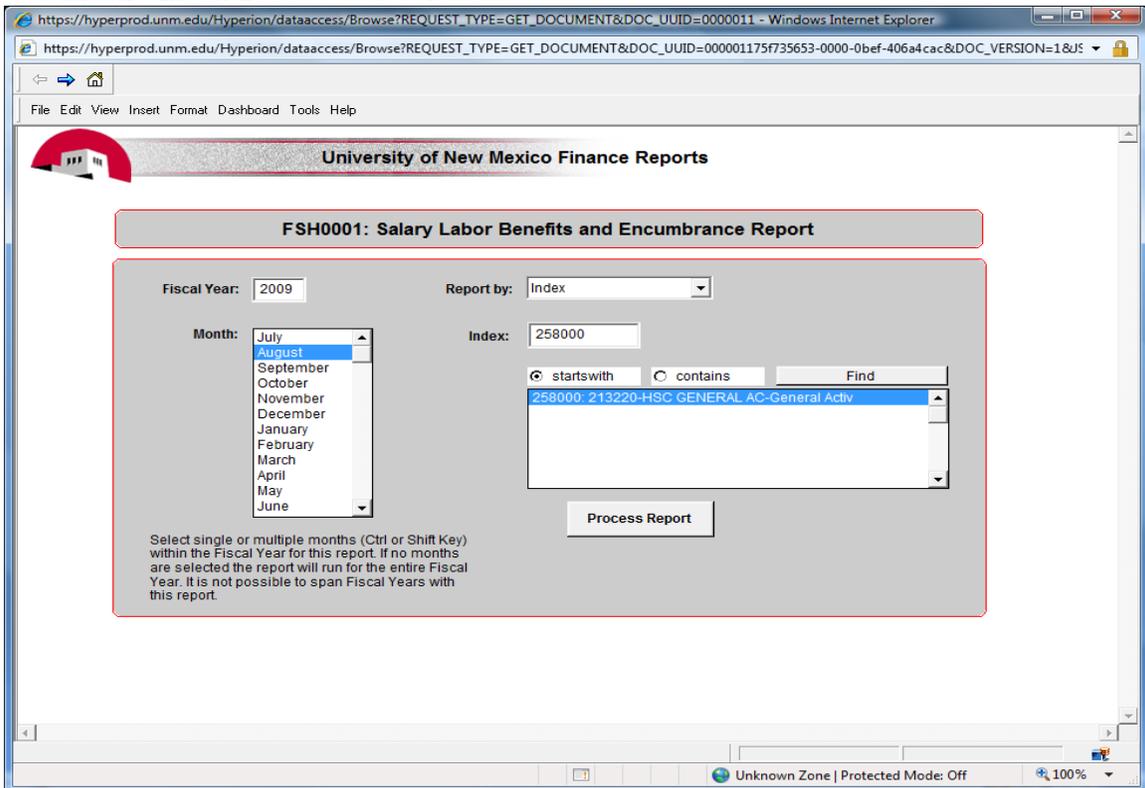
From this screen, select the desired report. In the example that follows, FSH0001 was selected. You select the month and year of the report you want, and how you want the information reported.

Report grouping options include:

- By index – grouped by account code
- By index – no grouping
- By organization by index
- By organization by employee
- By employee



In the following screen, 2009 August was selected, and the Report by method selected was Index. Index 258000 was selected.



The first page of the report generated follows. Each section represents one employee who has salary posted to that index in August. At the end of the report a total section exists.

FSH0001 Salary Labor Benefits and Encumbrance by Index Report Run Date/Time: 09/11/08 10:39 AM
 For the month of August, FY2008
 Index: 250000 - 213220-HSC GENERAL AC-General Activ

Fund: 3U0044 Origin: 2588 Prog: P131 Actr: GNACTV Included Months: August	Grant ID: Short Title: Project Start Date: Project End Date: Agency Name:
---	---

	Pay ID	Trans Code	Trans Date	Labor	Fringe FICA (2110, 2120)	Fringe Retirement (2140)	Fringe Insurance (2160)	Fringe UE-Comp (2180)	Fringe WC-Comp (21A0)	Prof Liability (21C0)	Fringe Other (21J0)	Total Fringe	FYTD Salary Encumbrance	
Index: 250000 - 2020														
					100623581									
		0	08/25/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,057.45)	
		0	08/29/08	3,057.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				\$3,057.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,057.45)	
					100006628									
		0	08/25/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(5,806.63)	
		0	08/29/08	5,806.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				\$5,806.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,806.63)	
					0005982									
			08/25/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(5,570.07)	
			08/29/08	5,570.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				\$5,570.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,570.07)	
					100173082									
			08/25/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,291.67)	
			08/29/08	2,892.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				\$2,892.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,291.67)	
					100011819									
			08/25/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,240.30)	
		J	08/29/08	1,240.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				\$1,240.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,240.30)	
					101355060									
		0	08/25/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,577.08)	
		0	08/29/08	3,577.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

An example of how PZAREDS posting appear in the FSH0001 payroll report:

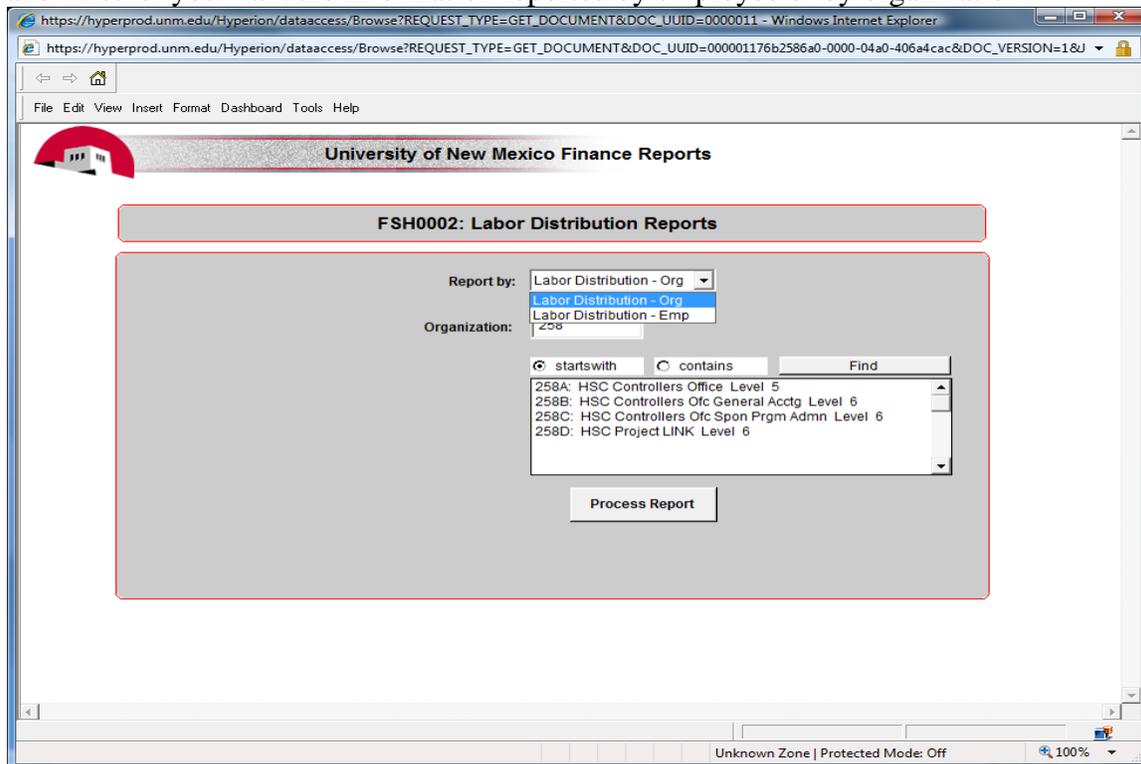
FSH0001				
Included Months: March, April, May				
	PayID	Trans Code	Trans Date	Labor
Index - Account:	000-2020			
			03/25/08	0.00
	5R3	0	03/31/08	3,554.17
	5R3	1	05/16/08	(3,554.17)
Subtotal: - Index:	000- 2020			\$0.00
Subtotal: - Index:	000			\$0.00
Index - Account:	001-2020			
	5R4	0	04/30/08	3,554.17
	5R3	2	05/16/08	3,554.17
	5R5	0	05/30/08	3,554.17
Subtotal: - Index:	001			\$10,662.51
				\$0.00
				\$0

Trans Code - or Sequence 0 is original payroll posting

Trans Code "1" void
Trans Code "2" reposts

FSH0002

When this report is selected, the following screen appears. You select the organization, and whether you want the information reported by employee or by organization.



In the following example, Labor Distribution by Org was chosen for 258A.

FSH0002										
Labor Distribution by Organization										
Report generated for 258A: HSC Controllers Office Level 5										
Org Code	Employee Name	Banner Id	Index Code	Account Code	Dist %	Position/Suffix	Effective Date	Start Date	End Date	
258B			258000	2020	100.00	S03402 00	07/01/08	07/01/08	12/31/99	
258B			258000	2020	100.00	S03402 00	01/01/08	01/01/08	06/30/08	
258B			258000	20P0	100.00	TS0237 00	07/01/08	07/01/08	12/31/99	
258B			258000	20P0	100.00	TS0237 00	06/04/08	06/04/08	06/30/08	
258B			258000	2020	100.00	S02255 00	07/01/08	07/01/08	12/31/99	
258B			258000	2020	100.00	S02255 00	01/01/08	01/01/08	06/30/08	
258B			258000	20J0	30.00	US0237 00	08/25/08	08/25/08	12/31/99	
258B			258000	20P0	50.00	ST0032 00	07/01/08	07/01/08	12/31/99	
258B			258000	20P0	50.00	ST0032 00	05/21/08	05/21/08	06/30/08	
258B			258000	20P0	100.00	TS0237 00	01/02/08	01/02/08	12/31/99	
258B			258000	2020	100.00	S06515 00	02/25/08	02/25/08	03/31/08	
258B			258000	20P0	30.00	TS0237 00	01/31/08	01/31/08	12/31/99	
258B			258000	20P0	30.00	TS0237 00	01/28/08	01/28/08	12/31/99	
258B			258000	2020	100.00	S02037 00	07/01/08	07/01/08	12/31/99	
258B			258000	2020	100.00	S02037 00	01/01/08	01/01/08	06/30/08	
258B			258000	2060	100.00	S02828 00	07/01/08	07/01/08	12/31/99	
258B			258000	2060	100.00	S02828 00	12/22/07	12/22/07	06/30/08	
258B			258000	2020	100.00	S07229 00	07/01/08	07/01/08	12/31/99	
258B			258000	2060	30.00	S02660 00	12/22/07	12/22/07	12/31/99	

The report shows, by employee, the information listed. The payroll distribution percentage is applied to the bi-weekly or monthly salary expense to determine what amount is posted to each index. The distribution percentage is not always 100% of the employee's salary.

Accessing E Print reports:

To access the following eprint reports, sign in, and go to repository indicated below.

Report	Description	Latest Date
PZROLRP	Pending Redistributions	Wed Sep 10, 2008 8:12pm
PZRORGH	Hiring Organizations	Wed Sep 10, 2008 8:17pm

PZRRORGH

When at the e print screen (above) showing this report, you can select this report in the same manner you selected PZROLRP. Below is the first page of this report. This report will give you the name of the Financial Manager and Consultant at the hiring organization.

This information is useful if you need to know who to contact about a salary issue in a particular organization. You can look up your employee's organization in the directory on My UNM.

THE UNIVERSITY of NEW MEXICO PZRRORGH Hiring Organizations

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Consultant	Financial Manager
A	President								
AA	President Executive								
AAA	President Admin	Indprnt Office						Karen Vickers	
AAA0	President Administrative Offices							Karen Vickers	
*	031A	Presidents Office						Emma Moore (505) 277-4992 emmagmo@unm.edu	Karen Vickers
*	031B	Presidents Office Gen Admin						Emma Moore (505) 277-4992 emmagmo@unm.edu	Karen Vickers
	031C	University Advancement							Karen Vickers
*	213A	University Council Office						Emma Moore (505) 277-4992 emmagmo@unm.edu	Shelli Simpson
	213B	University Council Gen Admin							Shelli Simpson
	213C	Resrch Intellectual Property Legal S							
*	248A	Univ Communication & Marketing						Emma Moore (505) 277-4992 emmagmo@unm.edu	Susan Mozygemba-Mokinsey
AAA1	President Independent Offices								Karen Vickers
*	016A	Office of Equal Opportunity						Louella Jaramillo (505) 277-4931 Ljaramil@salus.unm.edu	Theresa Ramos
*	231A	Police Department						Emma Moore (505) 277-4992 emmagmo@unm.edu	Kathleen Guimond
*	676A	Internal Audit Department						Emma Moore (505) 277-4992 emmagmo@unm.edu	Yvonne Cox
AAB	Information Technology Services								William Adkins
AAB0	Office of the CIO								Krispen Martinez
*	100A	ITS Support Services							William Adkins
	100B	ITS Finance Operations							Krispen Martinez
	100C	ITS Administrative Operations							Sandra Carter-Mayes

Organizations marked with an asterisk are Hiring Orgs
The financial manager is the individual that is responsible for the budget oversight of the unit. To change the designated Financial Manager on an Organization, please use the Org Change Request form located at: <http://www.unm.edu/~fm/resources/OrgCodeChangeRequestForm.pdf>

SEP-10-08 07:27 PM Page 1 of 254

Resolving Payroll Discrepancies

When you have found a discrepancy, you must determine who has the authority to correct it in PZAREDS. Generally only the hiring organization of the employee has this authority. If the employee belongs to another hiring organization, you will contact that hiring organization and ask them to make the adjustment. Use report PZRRORGH in order to find a contact person if necessary.

If the employee with the discrepancy belongs to your hiring organization, your department can make the redistribution. PZAREDS is the Banner screen used to make the redistribution. Each department has someone with security clearance to make these redistributions. Make sure a clear business purpose is included when the redistribution is entered so it can be approved and posted quickly.

If the redistribution is showing on this report, it has been approved and posted. If it has been disapproved, it will again show as “pending” in the banner screen PZAREDS or on Eprint report PZROLRP. If it has posted, it will be on FSH0001 report, and you will see a balance change on Banner screen FRIGTD or FGIBDST.

Finding and Resolving Other Expense Discrepancies

Other Expenses Tools

When you are researching a discrepancy between what you expected to see in Banner and what is actually posted in Banner in any expense area other than payroll, you will use these Banner screens and Hyperion reports.

Type	Name	Allows viewing of:
Banner Screen	FGIDOCR	Posted documents (JV, invoice, requisition, PO, encumbrance). Provides dates, short description and index information. Use “Options” to access Document text screen (FOATEXT).
Banner Screen	FOATEXT	Document text screen (JV, invoice, requisition, PO, encumbrance). Reasoning behind posted document.
Banner Screen	FOIAPPH	Approval history for pending and posted items. Includes information on JVs, DPI invoices, requisitions, POs, and encumbrances
Banner Screen	FOAAINP	Pending approval(s) for JVs, DPI invoices, and requisitions
Banner Screen	FAIINVE	Vendor Information
Banner Screen	FOIDOCH	Payment history information for checks, Invoices, Requisitions, Purchase Orders, Encumbrances. Ability to access documents scanned into Xtender
Banner Screen	FGIBDST	Budget & actual index summary activity by account code
Banner Screen	FGITRND	Account Code Detail Transaction Activity –Fiscal Year
Banner Screen	FRIGTD	Grant Inception to Date Summary activity
Banner Screen	FRIGTRD	Grant Account Code Detail Transaction Activity – Inception to date
Hyperion	FOH0001 & 2	Operating Ledger Detail & Summary (Income Stmt)
Hyperion	FGH0001 & 2	General Ledger Detail & Summary (Balance Sheet)
Hyperion	FRH0001 & 2	Grant Ledger Detail & Summary (Grant Balance Sheet)

Other Expense Information

Other expense items posted to your index that may not belong to your index need to be researched. Any items that belong in another index must be moved to the correct index.

With all expense items you will use a Hyperion report to look at the detailed transactions that have posted. For unrestricted and restricted accounts, FOH0001 & 2 are generally used. You may also drill down on Banner activity from screens FGITRND (unrestricted indices) and FRIGITD (restricted indices)

Transactions Codes

The following table outlines the types of items you may find on your transaction detail report:

Document Type	Document Id	Type	Rule Class Code	Reference on Example
Manual JV	Jxxxxxxx	JV	JE2, etc	1
Journal Feed Document	Begins with two letters, such as CHxxxxxx	JV	JFD/JFL/JFH	2
PCard Transaction	Sxxxxxxx	INV	IPNI	3a
DPEZ Transactions	Ixxxxxxx	INV	DP1	3b
Regular Invoice	Ixxxxxxx	INV	INEI	3c
Requisition - Reservation	Rxxxxxxx	REQ	REQP	4
Establish Purchase Order	Pxxxxxxx	PO	PORD	4
Purchase Order-Request Liquidation	Pxxxxxxx	PO	POLQ	4

FOH0001 Example

FOH0001

Operating Ledger Detail
For The Month of JUN 2008

Run Date/Time: 11/8/08 10:15 AM

INDEX: 258000: 213220-HSC GENERAL AC-General Activ

Transaction Date	Initiator	Transaction Description	Document			Budget	Actuals	Encumbrances / Reservations
			ID	Type	Rule Class			
2. Feed Document - Bookstore Charge								
06/09/08	FINANCEAPPWORX	Bookstore Charge 122323 027019	BS000574	JV	JFD	0.00	98.21	0.00
06/19/08	CKALLMA1	Dell Marketing Lp	S0600610	INV	IPNI	0.00	33.55	0.00
06/23/08	FINANCEAPPWORX	Bookstore Charge 122722 027302	BS000576	JV	JFD	0.00	122.77	0.00
06/23/08	FINANCEAPPWORX	Bookstore Charge 122834 027358	BS000576	JV	JFD	0.00	165.78	0.00
06/26/08	CKALLMA1	WA Charnstrom Co Inc	S0603290	INV	IPNI	0.00	35.70	0.00
06/26/08	FINANCEAPPWORX	Bookstore Charge 123151 027593	BS000577	JV	JFD	0.00	149.47	0.00
06/30/08	CJEFF	University of New Mexico	S0611376	INV	IPNI	0.00	15.99	0.00
06/30/08	CKALLMA1	Made To Order Stamp & Seal	S0606862	INV	IPNI	0.00	39.45	0.00
06/30/08	CKALLMA1	Dawson Ice & Water Co Inc	S0607228	INV	IPNI	0.00	33.49	0.00
06/30/08	MITCHES	Move from 31K0 to 3100	J0195231	JV	JES	0.00	16.42	0.00
06/30/08	MITCHES	Pcard transaction allocated wrong	J0193480	JV	JES	0.00	119.96	0.00
Account 3100 Total:						0.00	630.70	0.00
3a. PCard Transaction -supporting documents with PCard Log								
Account: 3189 - Computers <\$5,001								
06/16/08	JSZAMORA	Dell Marketing Lp	R0086960	REQ	REQP	0.00	0.00	6,341.40
06/23/08	CARLAD	Dell Marketing Lp	P0074166	PO	PORD	0.00	0.00	6,341.40
06/23/08	CARLAD	Dell Marketing Lp	P0074166	PO	POLQ	0.00	0.00	(6,341.40)
06/30/08	FLUPE	Dell Marketing Lp	I0449675	INV	INEI	0.00	6,341.40	(6,341.40)
Account 3189 Total:						0.00	6,341.40	0.00
3c. Regular invoice with associated Purchase Requisition and Purchase Order Information								
Account: 31C0 - Dues Memberships Gen								
06/30/08	MITCHES	Move exp to approp index/acct code	J0195265	JV	JES	0.00	253.00	0.00
Account 31C0 Total:						0.00	253.00	0.00
Account: 31J0 - Parking Permits Gen								
06/23/08	FINANCEAPPWORX	June08 25pmts Inv273916 Pr356490	PT0608A2	JV	JFD	0.00	90.00	0.00
Account 31J0 Total:						0.00	90.00	0.00
Account: 31K0 - Postage Gen								

INDEX: 258000: 213220-HSC GENERAL AC-General Activ

Transaction Date	Initiator	Transaction Description	Document			Budget	Actuals	Encumbrances / Reservations
			ID	Type	Rule Class			
06/30/08	FINANCEAPPWORX	MAILSYSTEMS -- JUN08 153533 251718	PO000048	JV	JFD	0.00	123.73	0.00
06/30/08	MITCHES	Move from 31K0 to 3100	J0195231	JV	JES	0.00	(16.42)	0.00
Account 31K0 Total:						0.00	107.31	0.00
Account: 31T3 - Lighting								
06/30/08	CKALLMA1	Reconditioned Systems Inc	S0606863	INV	IPNI	0.00	47.13	0.00
Account 31T3 Total:						0.00	47.13	0.00
Account: 37Z0 - Other Supply Costs Gen								
06/06/08	CKALLMA1	Dawson Ice & Water Co Inc	S0594600	INV	IPNI	0.00	38.59	0.00
06/10/08	CKALLMA1	Standard Co Inc	S0596852	INV	IPNI	0.00	59.47	0.00
06/10/08	CKALLMA1	Standard Co Inc	S0597503	INV	IPNC	0.00	(59.47)	0.00
06/10/08	CKALLMA1	Standard Co Inc	S0596435	INV	IPNI	0.00	59.47	0.00
Account 37Z0 Total:						0.00	98.16	0.00
Account: 3820 - Out Of State Travel Gen								
06/25/08	CKALLMA1	Mellor, Keith H.	I0446045	INV	DP1	0.00	623.69	0.00
06/30/08	MBEHM	Accrue L. Putz travel exp	J0195796	JV	JEH	0.00	916.22	0.00
Account 3820 Total:						0.00	1,539.91	0.00
Account: 6000 - Telecom Charges Gen								
06/30/08	FINANCEAPPWORX	Line Charge Gen JUN2008	TE000105	JV	JFD	0.00	1,199.25	0.00
Account 6000 Total:						0.00	1,199.25	0.00
Account: 6020 - Long Distance Gen								
06/30/08	FINANCEAPPWORX	Long Distance Gen JUN2008	TE000105	JV	JFD	0.00	16.46	0.00
Account 6020 Total:						0.00	16.46	0.00

3b. DPEZ Invoice transaction

Banner Screens

See appendix for commonly used banner screens and their usage/application.

Journal Vouchers

Journal entries encompass many different types of transactions, including:

- Internal Sales
- Allocation of revenue
- Transfers of funding between programs
- Cost transfers of expenditures
- Correction of errors
- Feed of payroll and benefits information

Finding Where an Unposted Journal Voucher is in the Approval Process

FOAAINP will show you all pending approvals for a specific transaction. Approvals are not shown in order.

Postings should occur in the following order:

- Department level queues – queue starting with something other than “Z”.
 - Level 10,
 - Level 20 (depending on department approval queue requirement)
- Core Office queues – queue starting with “Z”
 - Level 10
 - Level 20 (depending on core office approval requirements)

Manual Journal Vouchers

The distinguishing characteristics of a manual Journal Voucher are:

- document type begins with “J” followed by numbers
- Initiating user will be a person’s user ID
- Rule class code will be JE2 when entry is initiated in the department. Core offices have rule class codes specific to their offices. Commonly used rule class codes are contained in the appendix.

Use Screens:

FGAJVCD, FGAJVCM, FGAJVCQ, FGIDOCR, FOIAPPH, FOAAINP

Correcting a Manual Journal Voucher Error

You will do a manual JV to correct a manual JV error.

Feed Journal Documents

The distinguishing characteristics of a feed are:

- Document type is “JV” with an ID number that starts with two or three letters instead of “J”.
- Initiating user will normally be “FINANCEAPPWORX” or “FSMLOADx”. This indicates a system ID instead of a user ID.
- Rule class code will normally be JFD (Journal Department Feed) or JFL (payroll transactions).

Use Screens:

FGIDOCR

Refer to the Batch Header reference list included in the appendix. Current list is maintained on the FSM website at

<http://www.unm.edu/~fsm/resources/BatchHeaderReferenceList.pdf>.

Originating departments are required to keep supporting documentation for all feeds sent to FSM for upload into Banner. FSM does not have the supporting documentation for feeds.

Correcting a Feed entry:

You will do a manual JV to correct a feed entry error.

P-card invoice

The distinguishing characteristics of a P-card invoice are:

- document type is INV
- document ID number will start with “S”
- Rule class code will be IPNI
- No PO or requisition will be associated with the invoice
- No check will be issued for payment; this is settled electronically

The P-card holder will have the documentation for these expenditures with their Monthly PCard Log. If necessary, Purchasing can also provide backup documentation on PCard charges. The P-card holder should have allocated the charges to the correct indices and accounts within 10 days of the statement.

Use Screens:

FWAINVT

Correcting a P-card entry:

You will do a manual JV to correct a P-card invoice.

DPEZ invoice

The distinguishing characteristics of a DPEZ are:

- document type is INV
- document ID number will start with “I”
- Rule class is DP1
- No PO or Requisition will be associated with the INV number in FOIDOCH

Use Screens:

FZADPEZ, FZIDPEZ, FGIDOCR, FOIAPPH, FOAINP, FAIVNDH, FAINVE

Correcting a DPEZ invoice

You will do a manual JV to correct a DPEZ invoice that has posted incorrectly.

Regular Invoice

The distinguishing characteristics of a regular invoice are:

- document type is INV
- document ID number will start with “I”
- Rule class code is INEI
- a PO or Requisition number will be associated with the INV number in FOIDOCH
- a check will be issued for payment in FOIDOCH
 - If check number begins with a “!” – payment made by Electronic Funds Transfer

Use Screens:

FGIDOCR, FOIAPPH, FOAINP, FAIVNDH, FGAENCB, FGIENCD, FGIOENC, FPIREQN

Correcting a regular invoice:

You will do a manual JV to correct a regular invoice that has posted incorrectly.

Encumbrances

The distinguishing characteristics of an encumbrance are:

- document type is PO or REQ
- document ID number will start with “P” or “R”
- the amount will be shown in the “encumbrances/reservations” column

Use Screens:

FGIDOCR, FOIAPPH, FOAINP, FAIVNDH, FGAENCB, FGIENCD, FGIOENC, FPIREQN

Correcting an encumbrance:

You will revise the encumbrance to correct an incorrectly posting encumbrance.

Using Other Expense Reports and Screens

FGIDOCR

Access posted document, such as journal vouchers, purchase requisitions, etc. Provides activity date and indexes affection.

FGIDOCR is the screen used to access posted JVs and other posted documents. If a JV is very large, you can use “enter query” to search for activity for your specific index. Enter document number, next block, enter query, enter index number (or amount, or journal type, etc.), execute query.

From FGIDOCR, access the document text using the Options menu document text or through form FOATEXT. This is especially helpful in explaining the reasoning behind recording the JV. This is a required field for all manual JVs. Feed journal documents do not have document text entered.

FOIAPPH

FOIAPPH shows the approval history of the document. Department queues start with “A”, “B”, or “C”. Core accounting office queues, such as Main Campus Unrestricted Accounting, HSC Unrestricted Accounting, Budget Offices, Main Campus Contract and Grants, and HSC Contracts and Grants start with “Z”.

FOATEXT

FOATEXT provides access to document text screen for JVs, invoices, requisitions, purchase orders and encumbrances. Provides information related to UNM business purpose such as who/what/where/when/why a document is necessary document.

FOAINP

FOAINP identified the pending approval for a JV, invoice, requisition, PO, encumbrance to post into Banner Finance.

FAINVE

FAINVE allow you to find detail on a DPEZ , PCard or regular invoice.

FOIDOCH

Information on invoices (all types), requisitions, POs, and encumbrances. Information available includes payment information and check number association with payment transaction. If the check number begins with an “!”, the payment was made via electronic funds transfer.

FGIBDST

Budget & actual summary activity by account code – based on Fiscal Year activity-used for unrestricted indexes.

FGITRND

Detail Transaction Account Code Activity – based on Fiscal Year Activity-used for unrestricted indices

FRIGITD

Grant Inception to Date summary activity by account code – based on Inception to Date activity-used for restricted contracts and grants

FRIGTRD

Detail Transaction Account Code Activity – based on Inception to Date Activity-used for restricted contracts and grants

FOH0001 & 2

Operating Ledger Detail & Summary (Similar to Income Statement)

FGH0001 & 2

General Ledger Detail & Summary (Similar to Balance Sheet)

FRH0001 & 2

Grant Ledger Detail & Summary (Grant Balance Sheet)

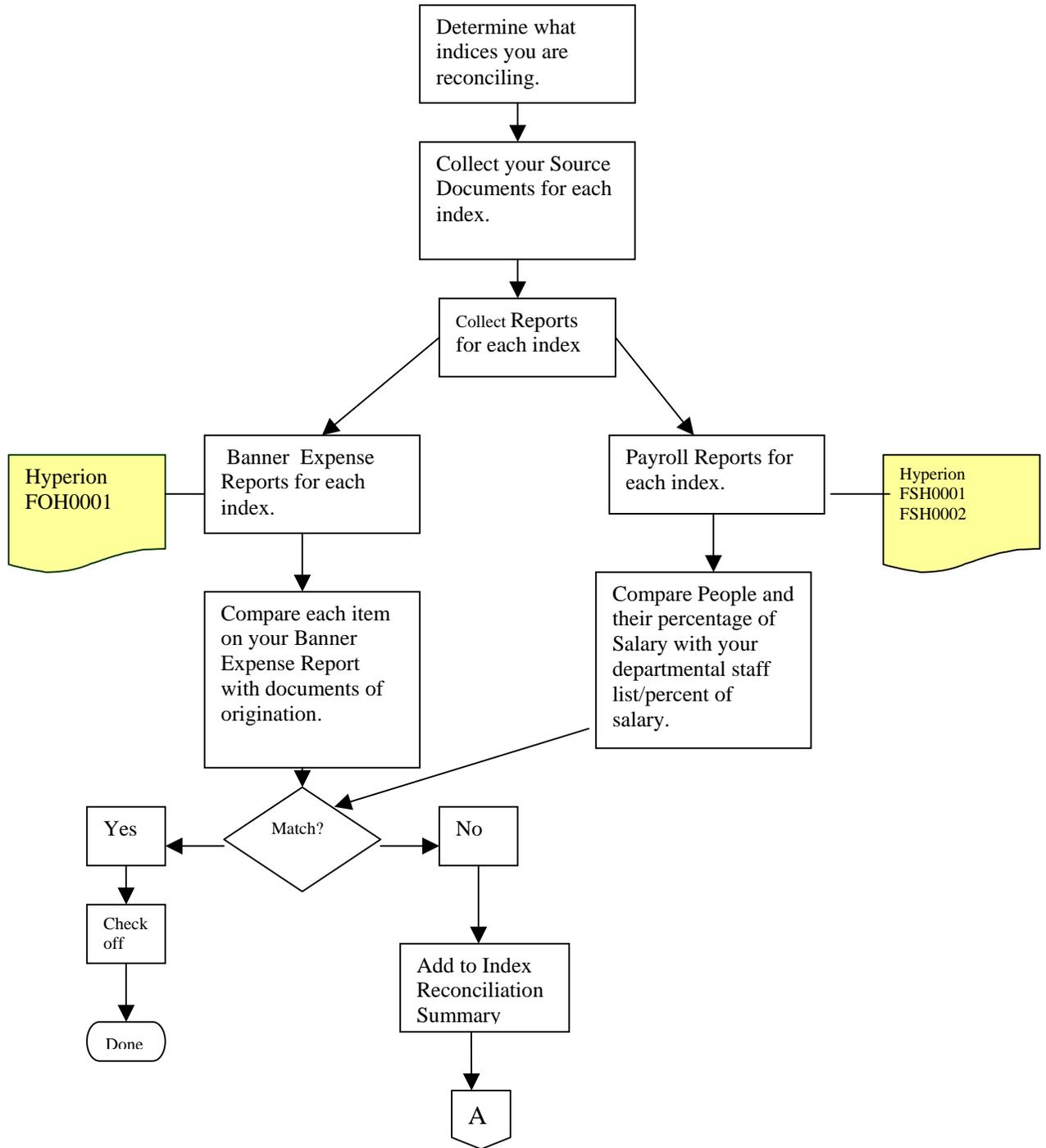
Resolving Other Expense Discrepancies

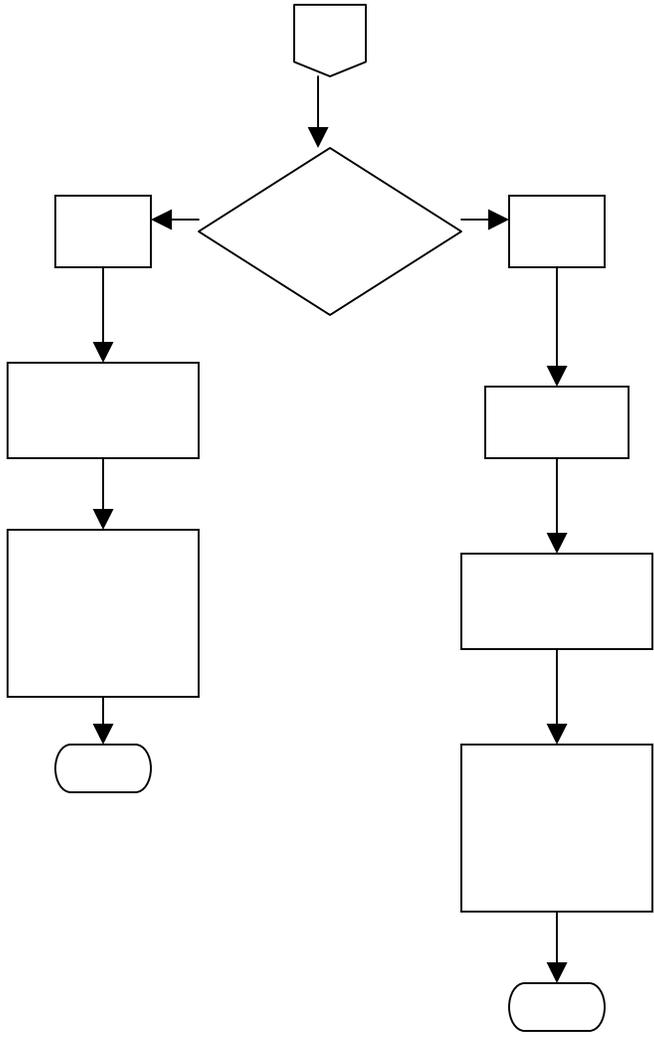
Use the above screens and reports to find out what was posted to your account, who posted it, and why it was posted. Once you know this information you can determine who should correct the error, if it is in fact an error.

If you are correcting a discrepancy created by someone other than yourself, notify the person who created the discrepancy. This communication greatly reduces duplication of corrections; one by you and one by someone else at the same time.

APPENDICES

Flow Chart - Index Reconciliation Process





List of Reconciliation Reports

Number	Name	Use	Location
FOH0001	Operating Ledger Detail Report	Gives transaction detail based on FOPA element(s) requested	Hyperion. Brio/Finance Reports/Finance Production
FSH0001	Salary Labor Benefits & Encumbrance Report	Provides information on posted payroll detail and encumbered funds	Hyperion. Brio/Finance Reports/Finance Production
FSH0002	Labor Distribution Report	Provides details on future payroll index distribution	Hyperion. Brio/Finance Reports/Finance Production
Additional Reports that may be used:			
FRH0001	Contract and Grant Ledger Detail Report	Used for Restricted index inception to date reporting	Hyperion. Brio/Finance Reports/Finance Production
FOH0002	Operating Ledger Summary Report	Summary report of activity – option selection with FOH0001	Hyperion. Brio/Finance Reports/Finance Production
FRH0002	Contract and Grant ledger Summary Report	Summary report of activity – option with FRH0001	Hyperion. Brio/Finance Reports/Finance Production
PZROLRP	Labor Redistributions	Shows pending PZAREDS redistributions	hrp_banp-Hr/Payroll Reports - Production (banp) Repository of ePrint.
PZRORGH	Hiring Organizations	Shows responsible parties by hiring organization	hrp_banp-Hr/Payroll Reports - Production (banp) Repository of ePrint.

Definitions

Account – An account is the four digit number that represents the place revenue or expense is recorded in Banner. For example, 3100 is the account code for Office Supplies Expense. You can find a list of UNM accounts, and their definitions, at <http://www.unm.edu/~gacctng/resources/AccountCodeDefinitions.pdf>.

Source documents – These are original documents, or copies of original documents. They are the documents that validate that an expense occurred. They may be UNM Bookstore receipts for merchandise purchased. They may be Internal Invoices from UNM Service Centers. They may be copies of DPIs or copies of invoices from outside vendors. They may have explanatory e-mails or other documents like seminar registration forms attached to them. Other source documents include P-card receipts/reports, internal UNM Purchase requisitions, Purchase requisitions, Blanket Purchase requisitions, and Non-Standard Payment forms. This list is not inclusive.

Index – An Index is the six digit number that accumulates revenue and expenses, in accounts, for a given project. The index may be unrestricted; such as one for Instruction & General funding. The index may be restricted and associated with a grant. All expenses for a given index should be reconciled each month.

Post - An item is posted in Banner when it has been recorded in the accounting data base. Only posted items appear on Banner accounting reports

Internal Files – Internal Files are the files you set up to make your job easier. For Account Reconciliation, these will work:

Uncleared Folders – For each index create an Uncleared manila folder. This folder place copies of source documents for each expense for that index as these expenses occur. Attach these source documents to the reconciliation and move them to the Account Reconciliation Folder at month end.

Payroll Folders – For each index create a Payroll manila folder. Place copies of all payroll reports and other documentation in this folder each month. Attach these to the reconciliation and move them to the Account Reconciliation Folder at month end.

Index Reconciliation Folders – For each index create a manila Index Reconciliation Folder. In this folder place your completed index reconciliation package each month. This consists of:

- The completed Index Reconciliation Summary [see appendix]
- The Banner Detail Report [FOH0001 detail report]. You have checked off the amounts on this report and the amounts on your source documents as you reconciled the index.
- The payroll report/documentation. You checked off the detail on the payroll report, and made sure the detail matches the internal detail from your department documentation concerning who is to be charged, and what percentage of their salary is to be charged to this index.

- The source documents and any related schedules created in your department for expenses. You have checked off the detail on these and on your Detail Banner Report.

These are stapled together each month to form a monthly reconciliation package for each index. This is your completed index reconciliation package. This is filed in your Index Reconciliation Folder each month.

Put the group of each indexes'' folders in a green hanging folder, labeled for that index. Now you have all your information for each index easily accessible.

PI- Principal Investigator - This is the primary person in charge of a grant. He or she may have multiple grants. Each grant has at least one index and may have more than one.

Frequently Used Banner Screens

Banner Form	Form Title	Form Use
FGAJVCD	JV Entry Form	Create Journal Document
FGAJVCM	JV Mass Entry Form	Create Multiple Line Journal Document
FGAJVCQ	JV Quick Entry Form	Create Journal Document
FGIBAVL	Budget Availability Status Form	Look up the balance of a fund/org balance - NSF Reject Status
FGIBDSR	Executive Summary Form	Look up fiscal year to date index activity (budget/actual/encumbered amounts)
FGIBDST	Organization Budget Status Form	Look up fiscal year to date index activity (budget/actual/encumbered amounts)
FGIDOCR	Document Retrieval Inquiry Form	List of documents that have been posted, used for JV's, Inv, Pos, etc.
FGIJSUM	JV Summary Form	List of JV's that have not yet posted (approved) in Banner
FGITBAL	General Ledger Trial Balance Form	General Ledger (balance sheet) Balance run by Fund and Account
FGITRND	Detail Transaction Activity Form	Use this form to view transaction level activity on items that hit an account code in an index - Includes document numbers and short description
FOAAINP	Document Approval Form	Ability to review and approve documents
FOADOCU	Document By User Form	Status, Doc Type, Doc Code, Description, Activity Date, Documents Amount, Deny your own documents
FOAUAPP	User Approval Form	Individual Approval Queue list of documents to be reviewed
FOIAPHT	Approval History form	History of your document approval or denial - Query form
FOIAPPD	Approved Document Query Form	Approved Document Query Form Shows items sitting in the queue awaiting the FORAPPL process - may be helpful when approvals are disabled for reconciliation (every Friday morning and at month end)
FOIAPPH	Document Approval History Form	Shows document # and who approved it when (Similar to FOIAPHT)

FOIDOCH	Document History Form	Approval history query for Banner documents.
FRAGRNT	Grant Maintenance Form	To find the PI for a grant
FRIGITD	Grant Inception to date Form	View inception to date activity for a restricted fund/grant
FTMACCI	Account Index Code Maintenance Form	Query for index or FOPA information
FTMFUND	Fund Code Maintenance Form	The fund financial Manager of a grant
FTMORGN	Organization Code Maintenance Form	Organization Search
FTIFNDH	Fund Hierarchy Form	Query Fund Hierarchy
FTIORGH	Organization Hierarchy Form	Query Organization Structure Hierarchy
FTIPRGH	Program Hierarchy Form	Query Program Hierarchy
FRIAPPL	Application of Payment History Inquire Form	Specific to Grants
PHATIME	Electronic Approval of Time Entry Form	Form used to enter hours for Non-exempt employees and exception time for exempt employees. Requires Time entry role and training. Form and process owned by HR/PR
PZAREDS	Labor Redistribution Form	Used to redistribute Salary, Salary Redistribution role required. Form owned by finance but process owned by HR/PR.
TGIACCD	Account Detail Query Form	Query document numbers created in Non-Student AR (NSAR) module that has been feed to Finance for posting
FAIVNDH	Vendor Detail History Form	Query Vendor Invoices by Vendor/Banner Id Number
FZADPEZ	Direct Pay EZ Form	Direct Pay DPEZ Form - Application
FZIDPEZ	Direct Pay EZ Query Form	Direct Pay EZ Query Form
FGAENCB	Encumbrance/Reservation maintenance Form	Anticipated allowable expenditures can be encumbered funds using this form
FGIENCD	Detail Encumbrance Activity Form	View detail of your encumbrances either PO encumbrance or one created by department
FGIOENC	Organizational Encumbrance List Form	Find Purchase Orders by Organization
FPARCVD	Banner Receiving Form	Used to receive goods purchased on PO's triggers AP to pay invoice
FPCRCVP	Receiving Goods PO Item Selection Form	Used indirectly, from FPARCVD
FPIPKSL	Receiver/Packing Slips Validation Form	Packing list numbers as they are associated with receivers
FPIPOHD	Purchase Order Validation Form	Quick snapshot of PO, includes Vendor, buyer, date, status of completed and approved & amount
FPIREQN	Requisition Inquiry Document Information	Requisition Information
FTIIDEN	Entity Name/ID Search Form	Query for vender id -First letter case sensitive
FWAINVT	Purchase Card Transaction Document Info	Pcard transaction reallocation form

Document Rule Class Code Descriptions

Rule Class Code	Title	Rule Class Code	Title
BCF	Budget Carry Forward - Encumb Roll	JAD	Journal Allocation Feed
BD01	Permanent Adopted Budget	JE16	General Journal Entry (Inter-Fund)
BD1	Permanent Adopted Budget	JE2	JE16 - Dept General Journal Entry
BD4	BD04-Temporary Budget Adjustment	JEA	GJE - Accounts Payable
BDT	Dept Budget Transfer Journal Entry	JEB	GJE - MC Budget Office
BTB	MC Budget Temporary Budget Adjust	JEC	GJE - Contracts and Grants
BTM	Bud Ofc Temp Budget Adjustment	JEF	GJE - Property Acct
CA1	Accounts Receivable Charge	JEG	GJE - General Accounting
CB1	Accounts Receivable Charge	JEH	GJE - HSC Controller
CB2	AR Charge-APPL-Different Line B	JEI	GJE - BTI
CDP	Payroll Disbursements	JEL	GJE - Payroll
CLR	Banner Clearing Payment	JEM	GJE - HSC Budget Office
CNEI	Cancel Check - Invoice w Encumbranc	JEN	GJE - Controller Office
CNNC	Cancel check - C/M w/o encumbrance	JEP	GJE - Purchasing
CNNI	Cancel Check - Invoice w/o encumb	JER	GJE - Accounts Receivable
CORD	Establish Change Order	JES	GJE - HSC Cont PST
CR2	Cash Receipts - Gen Deposits AR	JET	Dept Transfer Journal Entry
CR3	Cash Receipts - Gen Deposits BTI	JEU	GJE - Foundation
CR5	Cash Receipts - Gen Deposits Harwd	JFD	Journal Entry Feed
DEPR	DEPRECIATION RULE CLASS	JFH	Housestaff Journal Feed
DP1	Direct Pay Invoice DP-EZ	JFL	Journal Labor Feed
E090	Year End Encumbrance Roll	PA1	Accounts Receivable Payment
EC1	E100-Original Encumbrance	PCLQ	Cancel PO - Reinstate Request
EC2	E020 - Encumbrance Adjustment	PCRD	Cancel Purchase Order
EC4	Encum Liq. allow changes - Dept	POBC	Purchase Order Batch Close
ECP	Encum Liq. allow changes Purchasing	POCL	Purchase Order Close (FPAEOCD)
GRCC	Grant - Cost Share Charge	POLQ	Purchase Order-Request Liquidation
GRCG	Grant - Cost Share Grant	POPN	Purchase Order Open (FPAEOCD)
GRIC	Grant - Indirect Cost Charge	PORD	Establish Purchase Order
GRIR	Grant - Indirect Cost Recovery	PR1	HRS Payroll Reallocation Jul-Dec 07
GRRV	Grant - Accrued Revenue	PR2	HRS Payroll Reallocation Jan-Jul 07
HEEL	Payroll - Employee Liability	PR3	HRS Payroll Reallocation < Jan 07
HENA	Payroll - Encumbrance Adjustment	RCQP	Cancel Requisition
HENC	Payroll - Salary Encumbrance	REQP	Requisition - Reservation
HERL	Payroll - Employer Liability	RQCL	Requisition close (FPAEOCD)
HGNL	Payroll - Gross Exp. No Liquidation		
HGRB	Payroll - Gross Benefit Expense		
ICEC	Cancel Credit Memo w/ Encumbrance		
ICEI	Cancel Invoice with Encumbrance		
ICNC	Cancel Credit Memo w/o Encumbrance		
ICNI	Cancel Invoice without Encumbrance		
INEC	Credit Memo with Encumbrance		
INEI	Invoice with Encumbrance		
INNC	Credit Memo without Encumbrance		
INNI	Invoice without Encumbrance		
IPNC	Zero Payment Credit Memo		
IPNI	Zero Payment Invoice		

Batch Header Reference

Batch Header Reference	Department
BC	Biomedical Communications
BD	Biomed Communications Digital
BG	Biomed Communications Graphic
BH	Biomed Communications AV Equip
BI	Biology
BK	Bookstore
BP	Biomed Communications Photo
BT	Banner Tax
BU	Budget Office
CA	CIRT
CC	UNM Copy Center
CG	Contracts & Grants
CH	Chemistry Stores
CO	Controller's Office
CS	Cashier's Office
EN	Endowment (Foundation)
FS	Finance Systems Mgt
GA	General Accounting
GR	Grant F&A Allocation
HB	HSC Budget Office
HC	HSC Controller's Office
HD	Housing & Dining Services
HF	Housestaff
IC	Imaging Copier Mgt
IK	Ikon Copier Mgt
LN	Lanier Copier Mgt
LZ	General Library
OM	OMI
PA	Payroll
PF	Property Accounting
PO	UNM Mail Services
PP	Physical Plant
RM	Records Management
SA	Student Accounting
SP	Surplus Property
ST	Student Publications
TE	Telecommunications
UH	University Hospital
US	University Services
UT	UNM Temp Services
XX	Xerox Copier Mgt

Copy Journal Feature

When creating a journal voucher, you can use either the icon in the header or the “copy” selection in the options menu to copy an existing journal voucher. An existing journal voucher refers to a journal voucher that is either in process or has already been posted.

Copy a journal from the journal voucher forms using the following process.

1. Select the Copy Journal option from the options menu or press the Copy icon.
2. Enter the source journal voucher document number.
3. Enter a new document number, leave this field blank or enter *NEXT* to generate a new document number.
4. Change the transaction date as required (the default value is the current date).

The screenshot shows a dialog box titled "Copy FGAVCM 7.3 (s4b70)". It contains the following fields and controls:

- Copy From**
 - Document Number: [] ▾
 - Submission: [0]
- Copy To**
 - Document Number: []
 - Transaction Date: [20-DEC-2006]
 - Reverse JV
 - Copy Text
- Buttons: [OK] [Cancel]

5. You may reverse the entry. Select the **Reverse JV** check box to create the new journal with the **opposite sign** from the Copy From journal.
6. Optional: Select the **Copy Text** check box to copy header text from the source journal voucher.
7. Select **OK**.

The copy function can be used on the following Journal Entry Screens:

- FGAJVCQ – Quick Entry Form
- FGAJVCM – Mass Entry Form
- FGAJVCD – Journal Entry Form (can directly access NSF indicator screen via options menu)

FY09 Payroll Calendar