Intermediate Index
Reconciliation

How and Why to Use Key Banner Screens

Laura Putz
HSC Financial Services, Unrestricted Accounting
Announcements

• Question Cards
• Access to Banner Screens is determined by authorization roles – I may not be able to access specific screens
• Using “INTG” instance of Banner
• Random use of documents/indexes for examples
• Several ways to access information
What's New In Finance?

- Specific “channel” in MyUNM
- General Announcements
- Updates, Alerts and Newsletters
- Training Opportunities
- Links to department specific website
- Job Aid “FISC-503-Adding the Finance Channel to your Employee Life Tab” on the FSSC website ([http://www.unm.edu/~fssc/](http://www.unm.edu/~fssc/)) gives step-by-step instructions
What is a Reconciliation?

Reconciliation means checking the source documents that show what expenses should have been charged to an index, against the expenses that were actually charged to that index.

Any discrepancies are investigated and corrected or explained.

This is done monthly.
Index Reconciliation Process

1. Determine what indices you are reconciling.
2. Collect Source Documents for each index.
3. Collect Reports for each index.
4. Hyperion Expense Reports for each index.
5. Payroll Reports for each index.
6. Compare each item on your Hyperion Expense Report with documents of origination.
7. Compare People and their percentage of Salary with your departmental staff list/percent of salary.
8. Match?
   - Yes: Check off
   - No: Add to Index Reconciliation Summary
9. Done.
Index Reconciliation Process (cont)

Reason for Discrepancy found?

Yes
Correct Discrepancy
Note Discrepancy and resolution on Index Reconciliation Report
Done

No
Get Help
Correct Discrepancy
Note Discrepancy and resolution on Index Reconciliation Report
Done
Index Reconciliation Summary

Index Number: 258000______________
Month Reconciled: March 2008____________
Person Completing Reconcilement: Laura Putz_______________________________
I have reviewed this reconcilement and believe it to be correct: Keith Mellor_(Keith Mellor)_____
Dept Administrator

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>$54,781</td>
<td>Too high should be ~ $50,000</td>
</tr>
</tbody>
</table>

2/20/2009
<table>
<thead>
<tr>
<th>Pay ID</th>
<th>Trans Code</th>
<th>Trans Date</th>
<th>Labor</th>
<th>Fringe FICA (2110, 2120)</th>
<th>Fringe Retirement (2140)</th>
<th>Fringe Insura (216)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100623581</td>
<td>5R3</td>
<td>03/25/08</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(</td>
</tr>
<tr>
<td>100006628</td>
<td>5R3</td>
<td>03/25/08</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(</td>
</tr>
<tr>
<td>100494390</td>
<td>5R3</td>
<td>03/25/08</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(</td>
</tr>
<tr>
<td>100024154</td>
<td>5R3</td>
<td>03/25/08</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(</td>
</tr>
<tr>
<td>100634877</td>
<td>5R3</td>
<td>03/25/08</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(</td>
</tr>
<tr>
<td>101120183</td>
<td>5R3</td>
<td>03/25/08</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(</td>
</tr>
</tbody>
</table>
Index Reconciliation Summary

Index Number: 258000
Month Reconciled: March 2008
Person Completing Reconciliation: Laura Putz

I have reviewed this reconciliation and believe it to be correct: Keith Mellor

Dept Administrator

Reconciling Items:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>$54,781</td>
<td>Too high should be~$50,000 New EE paid on wrong index- EPAF &amp; PZARED completed 4/10 AL Payout on separated EE LPutz</td>
</tr>
</tbody>
</table>
FSH0002 - Labor Distribution Report

- Labor Distribution by Organization
- Labor Distribution by Employee
- Labor Distribution by Index ☑ NEW
- Can export into Excel File ☑ NEW
**Index Reconciliation Summary**

Index Number: XXX001

Month Reconciled: June 2008

Person Completing Reconciliation: Accountant

I have reviewed this reconciliation and believe it to be correct: 

Dept Administrator

**Reconciling Items:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3820</td>
<td>$844.83</td>
<td>IXXX8223 submitted for $752.83</td>
</tr>
<tr>
<td>3820</td>
<td>$49.92</td>
<td>IXXX0457 completed on May 25&lt;sup&gt;th&lt;/sup&gt;-NOT POSTED</td>
</tr>
</tbody>
</table>
IXXX8223

- Go to FOIDOCH to view scanned document
- Note amount revised during Financial Service Review
- Clear document and proceed
IXXX0457/DZ01723XX

- Go to Financial Services Web site to use “Document Search” function
- Use Banner Screen FOIAPPH to determine who approved the document last (it may still be on their desk)
- Keep in uncleared folder until posted
Index Reconciliation Summary

Index Number: XXX001

Month Reconciled: June 2008

Person Completing Reconciliation: Accountant

I have reviewed this reconciliation and believe it to be correct: _____

Dept Administrator

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3820</td>
<td>$844.83</td>
<td>IXXX8223 submitted for $752.83 Amount changed by FSD-math error on submission</td>
</tr>
<tr>
<td>3820</td>
<td>$49.92</td>
<td>IXXX0457 completed on May 25th-NOT POSTED Form received by FSD on 7/1/08. Should post in July</td>
</tr>
</tbody>
</table>
Index Reconciliation Summary

Index Number: 258000
Month Reconciled: September 2008
Person Completing Reconciliation: Accountant

I have reviewed this reconciliation and believe it to be correct: ________________
Dept Administrator

Reconciling Items:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>63T0</td>
<td>$76,533.46</td>
<td>UH Invoice 132762 Document HC000055</td>
</tr>
</tbody>
</table>

2/20/2009
HC000055

• Feed document - list of responsible departments listed on FSM Website
  http://www.unm.edu/~fsm/resources/BatchHeaderReferenceList.pdf
• Per Batch Header Reference List, “HC” documents originate out of HSC Controllers Office
• Contact HSC FSD for copy of invoice
Index Reconciliation Summary

Index Number: 123______________
Month Reconciled: September 2008____________
Person Completing Reconciliation: Accountant_______________________________

I have reviewed this reconciliation and believe it to be correct: ________________
Dept Administrator

Reconciling Items:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 63T0    | $76,533.46 | UH Invoice 132762 Document HC000055
           |           | Salary Agreement for FY08                                            |
           |           | Dr. Daisy Duck - expense to be shared 50/50 between indices 123 and 124 |
           |           | J02222228 completed 10/21                                           |
Banner Forms

To Create Journal Vouchers
FGAJVCQ - Quick Journal Voucher Entry
FGAJVCM - Mass Journal Voucher Entry
FGAJVCD - Journal Voucher Entry

New Copy/Reverse JV Feature
Included in “Options” Menu or use Icon
JV Copy Feature

Copy From
Document Number: [input field] Submission: [0]

Copy To
Document Number: [input field] Transaction Date: 20-DEC-2006
   □ Reverse JV   □ Copy Text

[OK] [Cancel]
How do I....?

• disapprove my own document?
  - FOADOCU

• know who needs to approve my document?
  - FOAAINP

• know who has approved a document?
  - FOIAPPH
How do I....?

- find information on what has been paid against a requisition or encumbrance?
  - FPIPOHD
- find a DZ number from an Invoice?
  - FZIDPEZ
- access detail information from FGIBDST or FRIGITD?
  - From the options menu - FGITRND or FRIGTRD
  - Can access all postings or limit based on cursor placement
  - Query for totals
How do I....?

• get a copy of a posted DPEZ?
  - FOIDOCH

• know if a DPEZ has been received at the core accounting office?
  - Document Search Function
  - Located on various websites
    • Main Campus Unrestricted (fka General Accounting)
    • Main Campus Contract and Grant
    • HSC Unrestricted
    • HSC Contract and Grant (fka Post Award)
Core Office Web-sites

- Main Campus Unrestricted Accounting
  http://www.unm.edu/~gacctng/

- Main Campus Contract and Grant
  http://www.unm.edu/~cgacctng/

- HSC Unrestricted Accounting
  http://hsc.unm.edu/financialservices/accounting/

- HSC Contract and Grant
  http://hsc.unm.edu/financialservices/postaward/
How do I....?

• create a requisition?
  - LoboMart

• find out why my document was disapproved?
  - GUAMESG
  - Can query by document
    • Entry query mode
    • Input document number in the “Item” field
Thank You!

- LEARN Survey - please help us improve!

- Question Cards

- Questions?