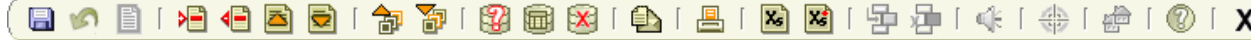


How to Add Multiple Accounting Distributions to a DP-EZ



Total Amount to be Paid/Reimbursed : 675.00
Accounting Total :
Balance to be Allocated : 675.00

Accounting Information

DP-EZ Code DZ0200918 Seq#
Activity Date 23-OCT-2009 02:58:45 PM
Net Id PBURWINK
Fiscal Year 10
Fiscal Period 04

Index Code*
Fund Code
Organization Code
Program Code
Activity Code
Location Code
Acct Code*
Amount*



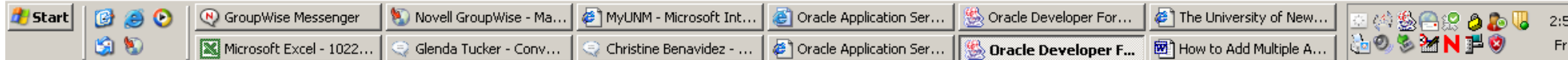
The total amount of the Travel/Other, Meals, and Lodging tabs is reflected in the Balance to be allocated.

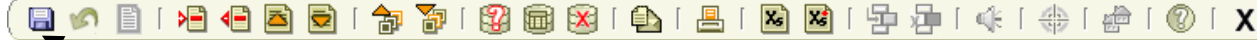
The sum of all Accounting Information records needs to sum to the Balance to be allocated amount.

Complete : In Process :

FRM-40350: Query caused no records to be retrieved.

Record: 1/1 | ... | List of Valu... | <OSC>





Total Amount to be Paid/Reimbursed : 675.00
Accounting Total :
Balance to be Allocated : 675.00

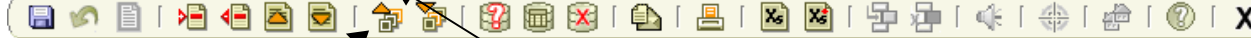
Accounting Information

DP-EZ Code	DZ0200918	Seq#	
Activity Date	23-OCT-2009 02:58:45 PM		
Net Id	PBURWINK		
Fiscal Year	10		
Fiscal Period	04		
Index Code*	113000	113265-ACCOUNTS PAYAB-General Acti	
Fund Code	2U0224	MU I & G	
Organization Code	113A	Accounts Payable	
Program Code	P131	Institutional Support	
Activity Code	GNACTV	General Activity	
Location Code			
Acct Code*	3820	Out Of State Travel Gen	
Amount*	500.00		

Input the first Index Code, Account Code and dollar amount.
Then select the Save Icon.
The Balance to be allocated will be updated.

Complete : In Process :





Total Amount to be Paid/Reimbursed : 675.00
Accounting Total : 500.00
Balance to be Allocated : 175.00

The Balance to be allocated now shows that of the original \$675.00 that \$500.00 has been coded for expense and the balance remaining is \$175.00

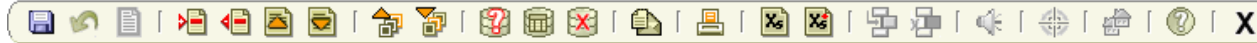
Accounting Information

DP-EZ Code DZ0200918 Seq#
Activity Date 23-OCT-2009 03:09:52 PM
Net Id PBURWINK
Fiscal Year 10
Fiscal Period 04
Index Code* 113000 113265-ACCOUNTS PAYAB-General Acti
Fund Code 2U0224 MU I & G
Organization Code 113A Accounts Payable
Program Code P131 Institutional Support
Activity Code GNACTV General Activity
Location Code
Acct Code* 3100 Office Supplies General
Amount* 125.00

Perform a Next Record from the menu by selecting Record and then Next or by selecting the Icon for Next record.

Input the second Index Code, Account Code and amount.
Select the Save Icon to calculate the remaining balance.
Repeat the steps outlined on this page until the Balance to be Allocated is \$0.00.

Complete : In Process :



Total Amount to be Paid/Reimbursed : 675.00
Accounting Total : 675.00
Balance to be Allocated : 0.00

The balance to be allocated is now equal to zero.
Select the Complete button.

Accounting Information

DP-EZ Code: DZ0200918 Seq#: 3

Activity Date: 23-OCT-2009 12:00:00 AM

Net Id: PBURWINK

Fiscal Year: 10

Fiscal Period: 04

Index Code*: 113000 113265-ACCOUNTS PAYAB-General Acti

Fund Code: 2U0224 MUI & G

Organization Code: 113A Accounts Payable

Program Code: P131 Institutional Support

Activity Code: GNACTV General Activity

Location Code:

Acct Code*: 31C0 Dues Memberships Gen

Amount*: 50.00

Complete : In Process :

FRM-40406: Transaction complete: 1 records applied; all records saved.

Record: 3/3 ... <OSC>





The University of New Mexico

Direct Pay Approval Form

DPI #: I0537014

DP-EZ #: DZ0200918

Section I of the DPEZ is the Accounting section that reflects the split out of the Indexes and Accounts that are used to pay the DPEZ.

Travel

UNM Employee

You have opted to receive a 'Direct Deposit' for this payment or reimbursement.

Payee: Jimmy Huckaby

Date: 23-OCT-2009

Banner ID: 100005349

Requestor Department: Accounts Payable

Section I Accounting				
Index Code	Index Description	Account Code	Account Description	Amount
113000	113265-ACCOUNTS PAYAB-General Activ	31C0	Dues Memberships Gen	\$50.00
113000	113265-ACCOUNTS PAYAB-General Activ	3100	Office Supplies General	\$125.00
113000	113265-ACCOUNTS PAYAB-General Activ	3820	Out Of State Travel Gen	\$500.00
Total Amount to be Paid / Reimbursed:				\$675.00

Section II. Travel Details

