

## Dept\_Batch\_Processor Security Role Guidelines

**Overall Purpose:** To allow Departments to initiate **certain transactions** through the Banner Finance journal voucher forms that bypass Departmental approval queues.

### Eligible Users and Transactions:

- Users who clear suspense items. Suspense items are rejected transactions from a departmental electronic feed or upload.
- Users who enter internal sales invoices.
- Users, in the Dean's Office or College Administrative Offices, who allocate funds to their own departments, or institutional offices who allocate funds across the University.

### Transactions must meet the standards of UNM Business Policy and Procedures Manual #4310:

Selling departments will retain documentation necessary to substantiate each charge transaction for three (3) years and make such evidence available to auditors, buying departments, and the University Financial Services Office, if requested. Failure to adhere to this policy may result in a reversal of charges and can represent a significant financial loss to the selling department. This documentation should contain:

- the buying department's name and index;
- a description of the goods or services purchased;
- a detailed description of the purpose of each item purchased and/or a detailed description of the function;
- the delivery terms or instructions, if applicable;
- the prices and amounts, including a total of the transactions; and
- the buying department's signature, indicating acceptance of the goods or services.

### Rule Class Code to Use:

- If you are entering internal sales invoices, use the JFD rule class code on the journal voucher forms.
- If you are entering transactions to allocate funds, use the JAD rule class code on the journal voucher forms.
- To clear suspense from batch uploads, use the original rule class code from the initial transaction.

Please note that the department must maintain the original documentation and is considered to be the record holder.

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**Violations of the above requirements can result in the revocation of this security role.**

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**Approvals:** Transactions initiated using the JFD or JAD rule class codes bypass departmental approvals but not Financial Services' approvals.

- JFD transactions route to Finance Systems Management (FSM).
- JAD transactions route to Financial Services based on Fund Type.

To request access to the Dept\_Batch\_Processor security role, please complete the Department Batch Processor Security Role Request - **Supplement** form located on the Finance Systems Management website under the Forms section. Route in the order designated in the Approval Routings section of the form.

When the user is notified that their Supplement Request has been approved, the user must complete a Banner Authorization Request and select the Dept\_Batch\_Processor security role in addition to other security roles needed.