



# Direct Pay Training Lab

## FIN AP 201

---

# Table of Contents

---

Table of Contents.....	3
UNM Confidentiality and Sensitive Information Policy .....	4
Course Overview .....	5
Course Description:.....	5
Course Objectives: .....	5
Prerequisites for the Class.....	5
Recommended Classes.....	5
Exercise 1 – Dues/Fees.....	6
Exercise 2 – Travel Multiple Destinations.....	9
Exercise 3a – Participant Fees .....	13
Exercise 3b – Participant Fees Copy Function.....	15
Exercise 4 – Honorarium .....	17
Exercise 5 – DP-EZ Reconciliation/Travel Advance .....	19
Exercise 6 – Travel.....	23
Exercise 7 – Books/Periodicals .....	26
Exercise 8 – Royalties .....	29
Banner Functions.....	Pages 32 - 40
Reference Information.....	Pages 41- 45

## BANTR Training Module

**\*\* Do not log into Internet Native Banner to practice any Direct Pay Lab Exercises so you do not create REAL payments electronically sent for approval\*\***

Proceed as follows:

\*Log into 'MY UNM' with your net ID to [www.myunm.edu](http://www.myunm.edu)

\*Click on the 'Employee Life' tab.

\* Click on the **Banner training database (BANTR)** link

\*Log in as 'finance\_ \_' (Use the # listed on your computer in the training lab i.e. 03, 10, or 14, etc.) Example: finance03

\*Use as the password 'fin\_ \_' (Use the # listed on your computer in the training lab i.e. 03, 10, or 14, etc.) Example: fin03

\*Login(s): finance01 thru finance25

\*Password(s): fin01 thru fin25

# UNM Confidentiality and Sensitive Information Policy

Due to the integrated nature of the various Finance modules in Banner and the reporting information in the Operational Data Store (ODS) you may have access to information beyond what you need to perform your assigned duties. Your access to Banner has been granted based on business need and it is your responsibility to ensure the information you access is used appropriately. Here are some reminders of good data stewardship to help you carry out your responsibility:

- Do not share, disclose or store your passwords in an unsecured manner.
- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Do not leave your workstation unattended while logged on to administrative information systems. You are responsible for any activity that occurs using your password.
- Do not attempt to access accounts, files, or information belonging to others without knowledge or consent.
- Do not use your computer account to engage in any form of illegal software copying or other copyright infringement.
- Do not use your account to harass other computer users.
- Retrieve printed reports quickly and do not leave the reports lying around in plain view.
- Secure reports containing confidential and sensitive information.
- Shred reports containing confidential or sensitive information in a timely manner.

Your responsibilities regarding the protection and security of administrative information are outlined in the University of New Mexico Policies and Procedures Manual:

Acceptable Computer Use	Policy No. <a href="#">2500</a>
Computer Use Guidelines	Policy No. <a href="#">2510</a>
Computer Security Controls and Guidelines.	Policy No. <a href="#">2520</a>

Use of University computing services in violation of applicable laws or University policy may result in sanctions, including withdrawal of use privilege; disciplinary action, up to and including, expulsion from the University or discharge from a position; and legal prosecution under applicable federal and/or state law.

---

---

---

---

---

---

## Course Overview

### Course Description:

The Direct Pay Lab will provide hands on Exercises that will allow participants to create several types of Direct Pay transactions and provide general instruction on other functions within banner.

**Direct Payments** are payments that are:

- Initiated by the Department;
- Queued electronically to Departmental Approvers **and** Central Accounting Offices for review and approval.
- Queued electronically to Accounts Payable once approved by **both** Approvers to process payment by Check or Direct Deposit or Wire

### Course Objectives:

Upon completion of this course,

- You will be able to successfully key a series of different types of Direct Pay transactions
- You will be able to successfully navigate through several banner functions to research payments
- You will be able to successfully deny your own document prior to approval for any changes

### Prerequisites for the Class

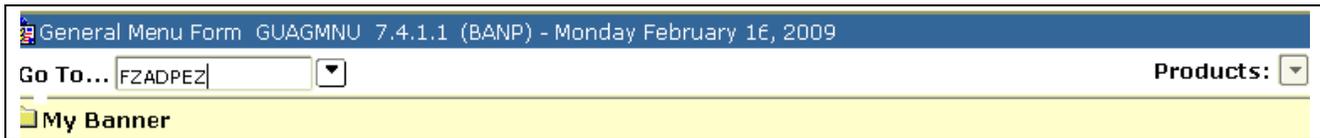
Bang-0001 Banner Fundamentals and Navigation Computer Based Training & Competency Exam

### Other Recommended classes:

EOD386 Travel Policies and Procedures Class

FIN PU 106 Purchasing & A/P Polices & Procedures

## Exercise 1 – DP-EZ Dues/Fees Banner Training Database (BANTR)



1. Log in to Banner and access the form **FZADPEZ** then press enter

Complete a **DP-EZ** for the following scenario:

You are a member of the Psychology Department. One of the faculty members needs to renew their membership in Psychology Today. The faculty member gives you a completed **membership renewal** form to be sent with a check to the vendor. The cost of the membership renewal is **\$135.00**.

### Key Block

- 1A. Select create **New or Edit in Process** DP-EZ button
2. Click on the **New DP-EZ** button. Write down generated DZ# (needed to research document).
3. Select **US Individual or US Company** from the drop down list. Click OK
4. Select **Dues, Fees** from the drop down list. Click "OK".
5. To search for the vendor name click on the '**Search Payee**' dropdown list next to the Payee field. Select 'Query' icon and tab to the Last Name field and type Psychology Today% then click on the 'Execute Query' icon. Double click the vendor ID# to bring the name into the form.
- 5A. Verify the address is correct. (**Please note- Do not use address type marked as "BK"**)
6. Tab to the Payment Due Date field and enter the date the check needs to be issued. Or type "**T**" and tab for today's date.
7. Direct Deposit Status: Psychology Today is not setup for direct deposit. Therefore, the Direct Deposit Status is "**N**" and the "Override Direct Deposit, Issue Check" checkbox is grayed-out and cannot be changed. This transaction will be paid by check. \*\*
8. Special Handling field: Confirm **Mail document with check**. This is the default for Dues/Fees payment type selection but can be changed if required by selecting "**Special Handling**" drop down for other options.
9. Originator Net ID, Name and Department populate based on the user ID of the person creating the DP-EZ.
10. Tab to **Originator Title** and enter your title.

---

---

---

---

---

11. Tab to **Originator Phone\*** field and enter your phone number. Note: Field names with an asterisk (\*) are fields that are required for all DP-EZ s. If you are “stuck” in one of these fields, enter valid information for the field and then press **Shift and Tab** together to move backwards in the form.

12. Tab to **Dept Head/Payee Supervisor Name** field and enter the individual’s name who will be approving this payment in your department.

13. Tab to the **Dept Head/Payee Supervisor Title** field and enter that individual’s title.

14. Perform a **Next Block** by clicking on the Icon on the Toolbar, or holding down the Ctrl key and the Page Down keys at the same time.

**Other Block:**

15. Enter the reason you are requesting this payment in the Business Purpose field (**Membership Renewl- Dr. Smith Jan 20XX-Dec20XX**)

16. Add any information that may be helpful in the Additional Information field .

17. Perform a **Next Block** by clicking on the Icon on the Toolbar, or holding down the Ctrl key and the Page Down keys at the same time.

18. Tab out of the Detail Seq # field. Banner will populate this.

19. Select **Payment** as the payment category from the dropdown list.

20. Enter date and explanation of payment **010520XX**(Membership Dues).

21. Tab to the Amount field and enter **135.00**.

22. Perform a **Next Block** by clicking on the Icon on the Toolbar, or holding down the Ctrl key and the Page Down keys at the same time.

**Accounting Information Block:**

23. The Index code for the Psychology department is **765000** or search by clicking on the drop down list to the right of the field.

24. Enter the account code for Membership Dues **31C0** or search by clicking on the drop down list to the right of the field.

25. Tab to the Amount field and enter **135.00**.

26. **Press F10** to calculate the Balance to be allocated. (This step is not required to complete the form). Note the Balance to be allocated recalculates to **\$0.00**.

---

27. Click the Complete button.

**Print the Direct Pay Approval Form:**

28. Click on the **Yes** button in the Print DP-EZ? Popup window.

29. Print the Direct Pay Approval Form.

30. Attach your back up documentation to the Direct Pay Approval form.

31. Submit the Direct Pay Approval for departmental required signatures.

32. The individual responsible for reviewing and approving Purchase Requisitions and Journal Vouchers will need to log into Banner and electronically approve the DP-EZ in Banner.

33. Submit the approved **Direct Pay Approval Form and backup** to your Central Accounting Office for review.

**\*\*\*Note: Do not complete the form if there are any issues or if you are pending receipts, but do not keep in an 'incomplete' status for more than 30 days. The transaction will be purged at that point.\*\*\***

# Banner Training Database (BANTR)

## Exercise 2 – DP-EZ Travel/Multiple Destinations

General Menu Form GUAGMNU 7.4.1.1 (BANP) - Monday February 16, 2009

Go To... FZADPEZ

Products:

My Banner

1. Log in to Banner and access the form **FZADPEZ** then press enter

Complete a **DP-EZ** for the following scenario:

You are a member of the Psychology Department. **James T. Johnson**, one of the faculty members in the Psychology department, has just returned from a trip to **Tucson, AZ** where he attended a conference. James submits an itinerary that shows he left **Albuquerque on March 10, 20XX at 6:00 am** and returned on **March 15, 20XX at 9:30 pm**. The cost of the round trip airfare was **\$327.00**, paid on James' personal credit card. The maximum meal per diem for **Tucson is \$56** per day. James also turns in taxi receipts totaling **\$21.57** and lodging receipts of **\$955.00** (five days at **\$191.00 per day**). James also traveled to **Phoenix** with a colleague to meet with researchers. James will be seeking one lunch reimbursement for a meal in Phoenix. The meal per diem rate for **Phoenix is \$71** per day. There were no other expenses reported. The Philosophy department has agreed to pay any expenses over **\$1000** for this trip, as they will benefit from the trip to Tucson.

1A. Select create New or **Edit in Process** DP-EZ button

2. Click on the **New DP-EZ button**.

3. Select **UNM Employee** from the drop down list. Click OK

4. Select **"Travel"** from the drop down list. Click OK

5. To search for the vendor name click on the **'Search Payee'** dropdown list next to the Payee field.

Select **'Query'** icon and tab to the Last Name field. Type Johnson% then tab to the First Name

field and type James%. Tab to middle initial and type T% then click on the **'Execute Query'** icon.

**Double click the vendor ID#** to bring the name into the form.

5A. Verify the correct address with the payee. (**Please note- Do not use address type marked as "BK"**)

6. Tab to the **Payment Due Date** field and enter the date the check needs to be issued. Or type **"T"** and tab for today's date.

7. **Direct Deposit Status:** **James T. Johnson** is an employee and is setup for **direct deposit**. If the vendor is set up for **direct deposit** and wants to receive a paper check, select the '**Override Direct Deposit - Issue Check**' box.

8. **Special Handling field:** This is a travel reimbursement. The default for travel reimbursements is **None** but can be update by selecting special handling

9. Originator Net ID, Name and Department populate based on the user ID of the person creating the DP-EZ.

10. Tab to Originator Title and enter your title.

11. Tab to Originator Phone\* field and enter your phone number. **Note:** Field names with an **asterisk (\*)** are fields that are required for all DP-EZ s.

12. Tab to Dept Head/Payee Supervisor Name field and enter the traveler's supervisor who will be approving this payment in your department.

13. Tab to the Dept Head/Payee Supervisor Title field and enter that individual's title.

14. Perform a **Next Block** by clicking on the Icon on the Toolbar, or holding down the **Ctrl key and the Page Down keys** at the same time.

#### **Travel Information Block:**

15. Enter the Travel destination (Tucson, AZ), Departure Date(03102011) and Time 6:00am(using the following format **MMDDYYYY HH:MM AM or PM**), and the Arrival (return) Date(03152011) and Time 9:30pm. **Example: 031020XX 06:00 AM**

*\*\* Indicate the reason you are requesting this payment in the Business Purpose field. No personal information such as DOB, Credit card numbers, bank account information or patient information is allowed.\*\**

**Note:** These fields **SHOULD NOT** be used to indicate any special requests such as mail document with check or check pick up.

16. Add any additional information that may be helpful in the Additional Information field.

17. Perform a **Next Block**.

18. Tab out of the Detail Seq # field. Banner will populate this.

19. Select **Out of Pocket** as the payment category from the dropdown list (out of Pocket expenses are expense incurred by the traveler, i.e. taxi, parking and tips).

- 
- 
- 
- 
- 
- 
20. Tab to the **Trans Date** field and input the date for the airline ticket purchase (**03052011**).
  21. Tab to the Explanation field and input a description of the transaction.
  22. Tab to the Amount field and enter **327.00**.
  23. Perform a **Next Record** or use the **down arrow key** on the keyboard.
  24. Tab out of the Detail Seq # field. Banner will populate this.
  25. Select **Out of Pocket** as the payment category from the dropdown list.
  26. Tab to the Trans Date field and input (**03102011**) date for the Taxi receipts.
  27. Tab to the Explanation field and input a description of the transaction.
  28. Tab to the Amount field and enter **21.57**.

### **Meals Tab**

29. Perform a Next Block. Note that there is a drop down menu at the destination field, select the Destination drop down box, enter "AZ%" and select *find* . Select **Tucson, Az., \$56.00 automatically appears**. *Note: You must find the County the City is in if the City is not in the drop down menu.*  
**\*Finding the county:** Go to Unrestricted Main Campus Accounting website. Select the Travel area on the left. Select "What county is it in?"\* Note: If county cannot be located, select the destination drop down box and enter %US% for the lowest Per Diem rate.
30. Tab to the Number of Breakfasts field and input **six**. Tab to the Number of Lunches field and input **five**. Tab to the Number of Dinners field and input **six**, tab through to Per Diem field of \$56.00.
31. Perform a Next Block. The meal amount will automatically calculate to **\$322**.
32. Perform a Previous Block. **(To add Multiple Meals & Lodging)**
33. Perform a **Next Record**, select the Destination drop down box, enter "AZ%" and select *find*. Select **Phoenix, AZ., \$71.00 automatically appears**.
34. Tab to the Number of Breakfasts field and **input zero**. Tab to the Number of Lunches field and input **one**. Tab to the Number of Dinners field and **input zero**, tab through to Per Diem field of **\$71.00**.
35. Perform a **Next Block**. The meal amount will automatically calculate to **\$17.75**.
36. Perform a **Next Block** –Breakfast (20%), Lunch (25%) , and Dinner(55%)

### **Lodging Tab**

37. Input the destination **Tucson, AZ**

38. Tab to the Lodging Days and input **five**. Tab to the Actual Lodging Rate field and input **191.00** (total amount of the Hotel Invoice) and tab out of the field.

39. Perform a Next Block to calculate the Lodging Total amount of **\$955.00**.

40. Perform a Next Block

**Accounting Information Block:**

41. Input Index code **765000** for the Psychology department or search by clicking on the drop down search icon.

42. Input the account code for Out of State travel of **3820** or search by clicking on the drop down search icon.

43. Tab to the Amount field and enter **1000.00**.

44. Press **F10** to calculate the Balance to be allocated. (This step is not required to complete the form). The Balance to be allocated recalculates to **\$643.32**.

45. Perform **Next Record** or use the down arrow key on the keyboard.

46. Input Index code **901013** for the Philosophy department or search by clicking on the drop down search

47. Input the account code for Out of State travel of **3820** or search by clicking on the drop down search icon.

48. Tab to the Amount field and enter **\$643.32**.

49. Press **F10** to calculate the "Balance to be allocated **Press F10** to calculate the Balance to be allocated. (This step is not required to complete the form). Note the Balance to be allocated recalculates to **\$0.00**.

50. Click the Complete button.

**Print the Direct Pay Approval Form:**

51. Click on the **Yes** button in the Print DP-EZ? Popup window.

52. Print the Direct Pay Approval Form.

53. Attach your back up documentation to the Direct Pay Approval form.

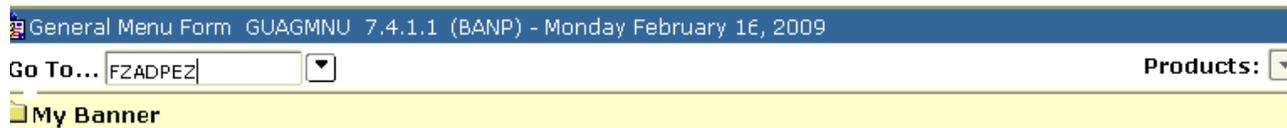
54. Submit the Direct Pay Approval for departmental required signatures.

55. The individual responsible for reviewing and approving Purchase Requisitions and Journal Vouchers will need to log into Banner and electronically approve the DP-EZ in Banner.

56. Submit the approved **Direct Pay Approval Form and backup** to your Central Accounting Office for review.

# Banner Training Database (BANTR)

## Exercise 3a – DP-EZ Participant Fees



1. Log in to Banner and access the form FZADPEZ. Then press enter

Complete a DP-EZ for the following scenario:

You are a member of the Internal Medicine Department. You need to pay a non-UNM employee a participation fee. The individual you are paying is Arlene Sanchez and the amount of the payment is \$25.00 **\*\* (Note: Social Security Information/Patient information should not be included on the DPEZ form. \*\***

### Key Block

- 1A. Select create **New or Edit in Process** DP-EZ button
2. Click on the **New DP-EZ** button.
3. Select **US Individual or US Company** from the drop down list. Click OK
4. Select **Participant Fees** from the drop down list. Click OK
5. Click on the drop down search icon next to the Payee field to search for the vendor ID. Select the vendor ID for.....
6. Verify the address is correct. (**Please note- Do not use address type marked as "BK"**)
7. Tab to the Payment Due Date field and enter the date the check needs to be issued. Or type "T" and tab for today's date. Also, if you leave the field blank, it will default to today's date.
8. Direct Deposit Status: Arlene Sanchez is **NOT** a UNM employee and will not receive direct deposit.
9. Special Handling field: The default for this transaction is None but can be update by selecting special handling.
10. Originator Net ID, Name and Department populate based on the user ID of the person creating the DP-EZ.
11. Tab to Originator Title and enter your title.

12. Tab to Originator Phone\* field and enter your phone number. Note: Field names with an asterisk (\*) are fields that are required for all DP-EZ s.
13. Tab to Dept Head/Payee Supervisor Name field and enter the individual's name who will be approving this payment in your department.
14. Tab to the Dept Head/Payee Supervisor Title field and enter that individual's title.
15. Perform a **Next Block** by clicking on the Icon on the Toolbar, or holding down the Ctrl key and the Page Down keys at the same time.

**Other Block:**

16. Enter the reason you are requesting this payment in the Business Purpose field.
17. Add any information that may be helpful in the Additional Information field.
18. Perform a **Next Block**.
19. Tab out of the Detail Seq # field. Banner will populate this.
20. Select **Payment** as the payment category from the dropdown list.
21. Tab to the Amount field and enter **\$100.00**.
22. Perform a Next Block.

**Accounting Information Block:**

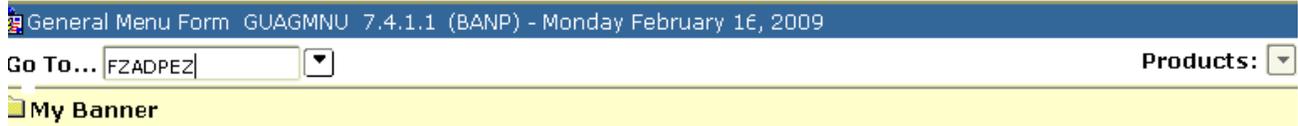
23. The Index Code for the Internal Medicine Diabetes Prevention Program is **8511BT**. Enter the index code to be charged or search by clicking on the drop down list search icon to the right of the field.
24. The account code for Participant Fees is **4640**. Enter the account code to be charged or search by clicking on the drop down search icon to the right of the field.
25. Tab to the Amount field and enter **\$100.00**.
26. Press **F10** to calculate the **Balance to be allocated**. (This step is not required to complete the form). Note the Balance to be allocated recalculates to **\$0.00**.
27. Click the Complete button.

**Print the Direct Pay Approval Form**

28. Click on the Yes button in the Print DP-EZ?
29. Print the Direct Pay Approval Form.

# Banner Training Database (BANTR)

## Exercise 3b – DP-EZ Participant Fee Copy Function



1. Log in to Banner and access the form FZADPEZ. Then press enter

Complete a DP-EZ for the following scenario:

You are a member of the Internal Medicine department and you need to pay 25 non-UNM employees a participation fee of \$100.00 for Protocol Study 02-337. Complete the first DP-EZ as described in exercise 3a. The DPEZ number for exercise 3a is **DZ0356331** which will be the DP-EZ number to be copied. Use the copy function to pay a **\$100.00** Participation Fee to Aaron N. Smith, a non UNM employee.

### **Key Block:**

2. Select the **Copy DPEZ** from field. Type **DZ0356331** and select the icon to the right of the field.

When your mouse cursor hovers over the icon it indicates Copy DPEZ. You will receive a pop up message that indicates, **“DZ0356331 successfully copied to DZXXXXXXX where the X represents the DZ number. Select OK.**

3. Perform a Previous Block. Tab once to the payee field.

4. To search for the vendor name click on the ‘Search Payee’ dropdown list next to the Payee field. Select ‘Query’ icon and tab to the Last Name field and type Smith%. Tab to the First Name field and type Aaron% then click on the ‘Execute Query’ icon. Double click the vendor ID# to bring the name into the form.

5. Verify the correct address with the payee. **(Please note- Do not use address type marked as “BK”)**

6. Verify that the information listed in the remaining fields is correct (the information was copied from DZ0356331) and update as required. Pay special attention to the Direct Deposit status and Special Handling Requirements field.

6A. Perform a Next Block

### **Other Block:**

7. Verify all of the information in the Other Header block and update as needed.

- 
8. Perform a **Next Block** and update the Other Details Block.
  9. Tab out of the Detail Seq # field. Banner will populate this.
  10. Select **Payment** as the payment category from the dropdown list.
  11. Tab to transaction date and enter 022320XX. Tab and enter explanation of Participation Fee.
  12. Tab to the Amount field and enter **\$100.00**. Perform a **Next Block**.

**Accounting Information Block:**

13. The Index Code for the Internal Medicine Diabetes Prevention Program is **8511BT**. Enter the index code to be charged or search by clicking on the drop down search icon to the right of the field.
14. The account code for Participant Fees is **4640**. Enter the account code to be charged or search by clicking on the drop down search icon to the right of the field.
15. Tab to the Amount field and enter **\$100**.
16. Press F10 to calculate the Balance to be allocated. (This step is not required to complete the form). Note the Balance to be allocated recalculates to **\$0.00**.
17. Click the Complete button.

**Print the Direct Pay Approval Form**

18. Click on the Yes button in the Print DP-EZ?
19. Print the Direct Pay Approval Form.
20. Attach your back up documentation to the Direct Pay Approval form.
21. Submit the Direct Pay Approval for departmental required signatures.
22. The individual responsible for reviewing and approving Purchase Requisitions and Journal Vouchers will need to log into Banner and electronically approve DP-EZ in Banner.
23. Submit the approved Direct Pay Approval Form to your Central Accounting Office for review.

---

---

---

## Banner Training Database (BANTR)

### Exercise 4 – DP-EZ Honorarium Foreign Individual

1. Log in to Banner and access the form FZADPEZ. Then press enter

**\*\*** The Account Code defaulted in the DPEZ to Foreign Individuals or Foreign Company's is determined by the Payment Type (Honorarium) selected in step 4 below and cannot be overridden. If more than one accounting distribution is required then one DPEZ will need to be completed for Travel and another one for the Honorarium. Check with your core accounting office to ask about reallocation of funds through a Journal Voucher. **Please see page 44 for Non-Foreign Honorarium navigational tips.**

1. Log in to Banner and access the form **FZADPEZ** press enter

Complete a DP-EZ for the following scenario:

You are a member of the Psychology department. You are responsible for assembling a panel of experts for a symposium. On **March 10, 20XX** AT 9:00 AM the speaker Douglas M. Gray will be traveling from **Ontario Canada** to UNM to speak at the symposium. He will return to Canada on **March 11, 20XX at 5:30PM**. The Psychology department will be paying Douglas M. Gray an Honorarium of **\$2500.00**.

#### **Key Block**

- 1A. Select create New or Edit in Process DP-EZ button
2. Click on the New DP-EZ button.
3. Select **Foreign Individual or Foreign Company** from the drop down list. Click **OK**
4. Select **Honorarium** from the drop down list. Click **OK**
5. To search for the vendor name click on the 'Search Payee' dropdown list next to the Payee field. Select 'Query' icon and tab to the Last Name field and type Gray%. Tab to the First Name field and type Douglas% then click on the 'Execute Query' icon. Double click the vendor ID# for Douglas M. Gray to bring the name into the form.
- 5A. Verify the correct address with the payee. (**Please note- Do not use address type marked as "BK"**)
6. Tab to the Payment Due Date field and enter the date the check needs to be issued. Or type "T" and tab for today's date. Also, if you leave the field blank, it will default to today's date.
7. Direct Deposit Status: Douglas Gray is not an employee and therefore is not setup for direct deposit.
8. Special Handling field: This is a payment for an Honorarium. The default is none but this can be updated

9. Tab to the Payment Due Date field and enter the date the check needs to be issued. Or type "T" and tab for today's date. Also, if you leave the field blank, it will default to today's date.

10. Originator Net ID, Name and Department populate based on the user ID of the person creating the DP-EZ.

11. Tab to Originator Title and enter your title.

12. Tab to Originator Phone\* field and enter your phone number.

13. Tab to Dept. Head/Payee Supervisor Name field and enter the individual's name who will be approving this payment in your department.

14. Tab to the Dept. Head/Payee Supervisor Title field and enter that individual's title.

15. Perform a "Next Block" by clicking on the Icon on the Toolbar, or holding down the Ctrl key and the Page Down keys at the same time.

**Honorarium/Travel/Meals (actual) Information Block:**

16. Since this is a foreign individual –the travel information will have to be keyed separately on another DPEZ. Enter the departure/arrival date and time (using the following format **MMDDYYYY HH:MM AM or PM**), because it is a \*\*required field.

Note: These fields should not be used to indicate any special requests such as mail document with check or check pick up.

17. Tab to the Business Purpose field and enter the required information next, tab to the additional information and enter any additional information that may be helpful.

18. Perform a **Next Block**

19. Tab out of the Detail Seq # field. Banner will populate this.

20. Select "Honorarium Payment" as the payment category from the dropdown list.

21. Tab to the Amount field and input **2500.00**.

22. Perform a "Next Block"

23. Leave Destination and Meals blank and zero out any meals/rates

24. Perform a **Next Block** twice

25. Leave Lodging and Destination blank and zero out any lodging days/rate.

26. Perform a "Next Block" Twice

27. Enter the index code **765000** for the Psychology Dept or search by clicking on the drop down search icon.

28. This is Honorarium payment to a Foreign Individual or Company. The account code will default to **63E1** and cannot be changed.

29. Tab to the Amount field and enter **2500.00**.

30. Tab out of the field.

31. Press F10 to calculate the "Balance to be allocated". (This step is not required to complete the form). Note the Balance to be allocated recalculates to **\$0.00**.

32. Click the Complete button.

# Banner Training Database (BANTR)

## Exercise 5 – DP-EZ Reconciliation /Travel Advance

General Menu Form GUAGMNU 7.4.1.1 (BANP) - Monday February 16, 2009

Go To... FZADPEZ Products: ▾

My Banner

1. Log in to Banner and access the form **FZADPEZ** then press enter

### Complete a DP-EZ for the following scenario:

You are a member of the Safety and Risk Department. **James T. Johnson**, one of the supervisors in the Safety and Risk Department, has just returned from a conference trip to **Los Angeles CA**. James submits an itinerary that shows he left Albuquerque on **April 1, 20XX at 9:00 am** and returned on **April 4, 20XX at 5:30 pm**. The cost of the round trip airfare was **\$459.00**, paid on James' personal credit card. The maximum meal per diem for Los Angeles is **\$71** per day. James also turns in taxi receipts totaling **\$35.00** and lodging receipts of **\$687.00** (three days at \$229.00 per day). There were no other expenses reported. The Safety and Risk department approved James' request to receive a travel advance for the trip. **The travel advance was for \$500.00.**

**Note\*** A travel advance cannot be issued until five (5) business days before the departure date. Therefore, the payment due date entered should be 8-9 business days before travel, in order to allow for processing time. Travel DPEZ reconciliation must occur no later than **twenty** business days after completion of the travel as stated in UNM Policy #4030. Also, per UNM Policy 4320, requests for reimbursement of goods must be processed no more than ten days after date of purchase.

### Key Block

- 1A. Select create New or Edit in Process DP-EZ button
2. Click on the New DP-EZ button.
3. Select **UNM Employee** from the drop down list.
4. To select Payment type click on the dropdown and click on Travel
5. To search for the vendor name click on the 'Search Payee' dropdown list next to the Payee field. Select 'Query' icon and tab to the Last Name field and type Johnson%. Tab to the First Name field and type James%. Tab to the middle initial and enter T%. Then click on the 'Execute Query' icon. Double click the vendor ID# to bring the name into the form.
6. Verify the correct address with the payee. **(Please note- Do not use address type marked as "BK")**
7. Tab to the Payment Due Date field and enter the date the check needs to be issued. Or type **"T"** and tab for today's date. Also, if you leave the field blank, it will default to today's date.

8. Direct Deposit Status: James T. Johnson is an employee and is setup for direct deposit. If, for example, the vendor is set up for direct deposit and wants to receive a paper check, select the 'Override Direct Deposit - Issue Check' box.

9. Special Handling field: This is a travel reimbursement. The default for Travel reimbursements is None.

**Note\*\* The FZADPEZ form will automatically populate the Activity Date to the current date. No input is required.**

10. Originator Net ID, Name and Department populate based on the user ID of the person creating the DP-EZ.

11. Tab to Originator Title and enter your title.

12. Tab to Originator Phone\* field and enter your phone number. Note: Field names with an asterisk (\*) are fields that are required for all DP-EZ s. *If you are "stuck" in one of these fields, enter valid information for the field and then press Shift and Tab together to move backwards in the form. An alternative is to press the Delete key and then press Shift and Tab together to move backwards in the form.*

13. Tab to Dept. Head/Payee Supervisor Name field and enter the individual's name who will be approving this payment in your department.

14. Tab to the Dept. Head/Payee Supervisor Title field and enter that individual's title.

15. Perform a Next Block by clicking on the Icon on the Toolbar, or holding down the Ctrl key and the Page Down keys at the same time.

**Travel Information Block:**

**Example: 040120XX 09:00 AM**

16. Enter the Travel destination **Los Angeles, CA**, Departure Date (040120XX )and Time 9:00am(using the following format **MMDDYYYY HH:MM AM or PM**), and the Arrival (return) Date (040420XX )and Time 5:30 pm. Indicate the reason you are requesting this payment in the Business Purpose field.

**Note:** These fields should not be used to indicate any special requests such as mail document with check or check pick up. **Requests for Check pick up must be approved in advance by sending an email to the Accounts Payable department at [acctspay@unm.edu](mailto:acctspay@unm.edu) indicating the document number, payee name and the reason you are requesting a check pick up.** If approved, the

---

---

---

---

---

department will be notified when they can pick up the check. Vendors or the payee on the check cannot make check pick-ups.

17. Add any information that may be helpful in the Additional Information field.

18. Perform a **Next Block** by clicking on the Icon on the Toolbar, or holding down the Ctrl key and the Page Down keys at the same time.

19. Tab out of the Detail Seq # field. Banner will populate this.

20. Select **Out of Pocket** as the payment category from the dropdown list.

21. Tab to the Trans Date field and input (March 20, 20XX) for the airline ticket purchase

22. Tab to the Explanation field and input a description of the transaction.

23. Tab to the Amount field and enter **\$459.00**.

24. Perform a **Next Record** or Use down arrow key

25. Tab out of the Detail Seq # field. Banner will populate this.

26. Select **Out of Pocket** as the payment category from the dropdown list.

27. Tab to the Trans Date field and input (04/01/20XX) as the date for the Taxi receipts.

28. Tab to the Explanation field and input a description of the transaction.

29. Tab to the Amount field and enter **\$35.00**.

30. Perform a **Next Record** or Use down arrow key

31. Tab out of the Detail Seq # field. Banner will populate this.

32. Select **Travel Advance** as the payment category from the dropdown list.

33. Input the date of the Travel Advance (**03/25/20XX**) in the Transaction Date field. In the Explanation field input the Travel Advance details such as **check number, travel advance number, DZ# or DPI**

34. Tab to the amount field and input the full amount of the Travel Advance received by James (\$500). Do not enter a negative sign as Banner is programmed to know it is to be subtracted.

35. Tab to the **Travel Advance Source** field and select U A Main.

36. Perform a Next Block by clicking on the Icon on the Toolbar, or holding down the Ctrl key and the Page Down keys at the same time.

### Meals Tab

Input the Destination **Los Angeles, CA**, select the Destination drop down box, enter "CA%" and select *find*. Select **Los Angeles, CA., \$71.00 automatically appears.**

37. Tab to the Number of Breakfasts field and input **three**. Tab to the Number of Lunches field and input **four**. Tab to the Number of Dinners field and input **three**. Tab Through the Per Diem field of **\$71.00.**

38. Perform a Next Block. The meal amount will automatically calculate. **(\$230.75)**

39. Perform a **Next Block**.

### Lodging Tab

40. Input the destination- **Los Angeles, CA**

41. Tab to the Lodging Days and input **three**. Tab to the Actual Lodging Rate field and input 229.00 and tab out of the field.

42. Perform a **Next Block** to calculate the Lodging Total. **(\$687.00)**

43. Perform a **Next Block**

**Note\*\*** The Total Amount to be Paid/Reimbursed: should be **\$911.75**. This is the amount James will receive as his reimbursement. The Accounting Total is a negative (500.00.) from your initial DPI from which your created the Travel Advance. Upon reconciliation, the balance to be allocated is \$1,411.75. This is the amount that now needs to be allocated to the Safety and Risk Department.\*\*

### Accounting Information Block:

43a. Perform a **Next Record**

43b. Input Index code **798030** for the Safety and Risk Services or search by clicking on the magnifying glass to the right of the field.

44. Input the account code for Out of State travel of **3820** or search by clicking on the magnifying glass to the right of the field.

45. Tab to the Amount field and enter **1,411.75**.

46. Press **F10** to calculate the Balance to be allocated. Note the Balance to be allocated recalculates to **\$0.00**.

47. Click the Complete button.

### **Print the Direct Pay Approval Form**

# Banner Training Database (BANTR)

## Exercise 6 – DP-EZ Travel

General Menu Form GUAGMNU 7.4.1.1 (BANP) - Monday February 16, 2009

Go To... [FZADPEZ] [v] Products: [v]

My Banner

1. Log in to Banner, access the form **FZADPEZ** then press enter. Complete a DP-EZ for this scenario: **James T. Johnson**, a member of the University Advisement Center traveled to Santa Fe and Taos to meet with High School students to provide advisement to prospective students and to recruit new students. James left Albuquerque for **Santa Fe** at **8:00am on 3/12/XX** and returned later that night at **5:00pm**. He claims **one lunch**. Roundtrip mileage for **Santa Fe is 118 miles**. James left Albuquerque for **Taos** at **8:00 am on 03/14/XX** and returned at **9:30 pm**. He claims **one lunch and one dinner**. Roundtrip mileage for **Taos is 258 miles**. James used his personal vehicle for both trips. His department agrees to pay **.51 per mile** for both trips.

### Key Block

- 1A. Select create **New or Edit in Process DP-EZ** button
2. Click on the **New DP-EZ** button
3. Select **UNM Employee** from the drop down list. Click OK
4. Select **Travel** from the drop down list. Click OK
5. To **search** for the vendor name click on the 'Search Payee' dropdown list next to the Payee field. Select 'Query' icon and tab to the Last Name field and type Johnson%. Tab to the First Name field and type James% then click on the 'Execute Query' icon. Double click the vendor ID# to bring the name into the form.
6. Verify the correct address with the payee. **(Please note- Do not use address type marked as "BK")**
7. Tab to the **Payment Due Date** field and enter the date the check needs to be issued. Or type **"T"** and tab for today's date. Also, if you leave the field blank, it will default to today's date.
8. **Direct Deposit Status:** James T. Johnson is an employee and is setup for direct deposit. If, for example, the vendor is set up for direct deposit and wants to receive a paper check, select the 'Override Direct Deposit - Issue Check' box.
9. **Special Handling field:** The default for this transaction is **None**. See page 42 for Special Handling Requirements.

10. Originator Net ID, Name and Department populate based on the user ID of the person creating the DP-EZ. Tab to Originator Title and enter your title.

11. Tab to Originator Phone\* field and enter your phone number. *Note: Field names with an asterisk (\*) are fields that are required for all DP-EZ s. If you are “stuck” in one of these fields, enter valid information for the field and then press Shift and Tab together to move backwards in the form. An alternative is to press the Delete key and then press Shift and Tab together to move backwards in the form*

12. Tab to Dept. **Head/Payee Supervisor Name** field and enter the individual’s name that will be approving this payment in your department.

13. Tab to the **Dept. Head/Payee Supervisor Title** field and enter that individual’s title.

14. Perform a **Next Block** by clicking on the Icon on the Toolbar, or holding down the Ctrl key and the Page Down keys at the same time.

**Travel/Other:**

15. Enter the **travel destination** (Santa Fe, NM), departure date (031220XX) and time (8:00 am) using the following format **MMDDYYYY HH:MM AM or PM**, and the return date (031220XX) and time (5:00 pm).

16. Enter Business Purpose (**Travel to Santa Fe to meet with High School students**)

16A. Add any information that may be helpful in the Additional Information field (**Provide advisement to prospective students and to recruit new students**). Perform a **Next Block**.

17. **Tab** out of the Detail Seq # field. Banner will populate this.

18. Select ‘**Out of Pocket**’ as the payment category from the dropdown list.

19. Enter date of travel (**031220XX**) and Explanation (**RT from ABQ to Santa Fe 118 miles @ 0.510/mile. Used own vehicle.**) **Tab** to the Amount field. Enter **\$60.18**. Perform a **Previous Block**.

20. Create a **next record** by clicking on the next record icon or click your down arrow.

21. Enter the **travel destination** (Taos, NM), departure date (031420XX) and time (8:00 am) using the following format **MMDDYYYY HH:MM AM or PM**, return date (031420XX) and time (9:30 pm).

22. Enter Business Purpose- (**Travel to Taos to meet with High School students**).

22A. Add any information that may be helpful in the Additional Information field (**Provide advisement to prospective students and to recruit new students**).

23. Perform a **Next Block**. Then **Tab** out of the Detail Seq # field. Banner will populate this.

- 
- 
- 
- 
- 
24. Select '**Out of Pocket**' as the payment category from the dropdown list.
25. Enter date of travel (031420XX) and Explanation (**RT from ABQ to Taos, NM 258 miles @ 0.510/mile. Used own vehicle.**) Tab to the Amount field and enter **\$132.00**. Perform a **Next Block**.

**Meals and Lodging:**

26. Select the dropdown menu at the destination field, enter "NM%" and select *find*. Select Santa Fe, NM. Enter the meals based on trip: **one** lunch. The **Maximum** per diem for In State travel is **\$46.00**. \*\* Same day travel - this will be W-2 reportable\*\*
27. **Next Block**-Computed Meal totals should be **\$11.50**.
28. Perform a **Previous Block**. Perform a **Next Record**.
29. Select the dropdown menu at the destination field, enter "NM%" and select *find*. Select Taos, NM. Enter the meals based on trip: **one** lunch, **one** dinner. The **Maximum** per diem for In State travel is **\$46.00**.
30. **Next Block** - Computed Meal totals should be **\$36.80**.
31. **Next Block** - Lodging information required – do not leave blank.
32. Enter destination **Santa Fe, NM**, and **zero** for days and amount. If you do not enter anything in this field you will get a navigation error.
33. **Next Block** to compute dollar amount. Perform a **Previous Block** and then a **next record**.
34. Enter destination **Taos, NM** and **zero** for days and amount. Perform a **Next Block** to compute dollar amount. Amount should be **zero**. **Next block** to Accounting Information Block

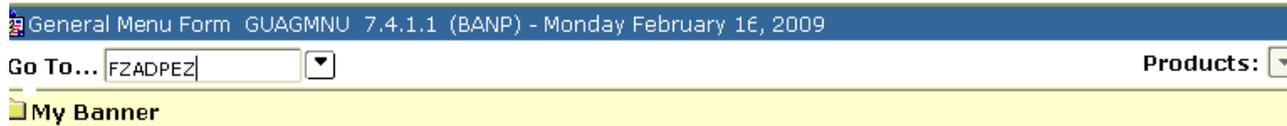
**Accounting Information Block:**

35. Input Index code **102000** for the University Advisement Center (Univ. College – Bus) or search by clicking on the magnifying glass to the right of the field.
36. Input the account code for In State travel of **3800** or search by clicking on the magnifying glass to the right of the field.
37. Tab to the amount field and enter **\$240.48**
38. Click the **F10** to calculate the Balance to be Allocated. Amount should be zero.
39. Click on the **Complete** button if you are certain DP-EZ is correct. (Click **In Process** if you are not ready to complete i.e. waiting for additional receipt or address change needed. Note: Do not leave **In Process** for a long period of time. After 30 days it is automatically purged.

**Print the Direct Pay Approval Form**

# Banner Training Database (BANTR)

## Exercise 7 – DPEZ Books/Periodicals



1. Log in to Banner and access the form **FZADPEZ**. Then press enter

Complete a DP-EZ for the following scenario:

You are a member of the Elementary Education Department. You need to order several publications from **Franklin Covey**. Your supervisor has given you a completed order form to be sent with a check to Franklin Covey for **\$296.95**.

### Key Block

1A. Select the create **New or Edit in Process DP-EZ button**

2. Click on the **New DP-EZ button**.

3. Select **US Individual or US Company** from the drop down list. Click OK

4. Select **Books, Periodicals** for the payment type. Click OK

To search for the Payee ID click on the drop down list next to the payee field.

Select the vendor ID for the vendor Franklin Covey.

5. Verify the address is correct. If this is not the address where the check needs to be mailed, click on the Seq # drop down list next to the Address Type Code field and select the correct address by double clicking on the address type.

(Please note- Do not use-address type marked as "BK")

6. Tab to the Payment Due Date field and enter the date the check needs to be issued. Or type "T" and tab for today's date.

7. Direct Deposit Status: The vendor is NOT set up for Direct Deposit.



8. Special Handling field: This is a payment for Books and Periodicals. The vendor will need a copy of the Invoice to properly post the payment. Select **Mail Document with Check** from the drop down list.

9. Originator Net ID, Name and Department populate based on the user ID of the person creating the DP-EZ.

10. Tab to Originator Title and enter your title.

11. Tab to Originator Phone\* field and enter your phone number. Note: Field names with an asterisk (\*) are fields that are required for all DP-EZ s. *If you are “stuck” in one of these fields, enter valid information for the field and then press Shift and Tab together to move backwards in the form. An alternative is to press the Delete key and then press Shift and Tab together to move backwards in the form.*

12. Tab to Dept Head/Payee Supervisor Name field and enter the individual’s name who will be approving this payment in your department.

13. Tab to the Dept Head/Payee Supervisor Title field and enter that individual’s title.

14. Perform a Next Block by clicking on the Icon on the Toolbar, or holding down the Ctrl key and the Page Down keys at the same time.

**Other Block:**

15. Enter the Business Purpose for this payment.

*Note\*\* These fields should not be used to indicate any special requests such as mail document with check or check pick up. Requests for Check pick up must be approved in advance by sending an email to the Fiscal Supervisor in Accounts Payable indicating the document number, payee name and the reason you are requesting a check pick up. If approved, the department will be notified when they can pick up the check.\*\**

16. Add any additional information that may be helpful in the Additional Information field.

17. Perform a **Next Block**.

18. Tab out of the Detail Seq # field. Banner will populate this.
19. Select **Payment** as the payment category from the dropdown list.
20. Tab to the **Trans Date** field and input the date listed on the Invoice.
21. Tab to the Explanation field and input a description of the transaction.
22. Tab to the Amount field and enter **296.95**.
23. Perform a **Next Block**

**Accounting Information Block:**

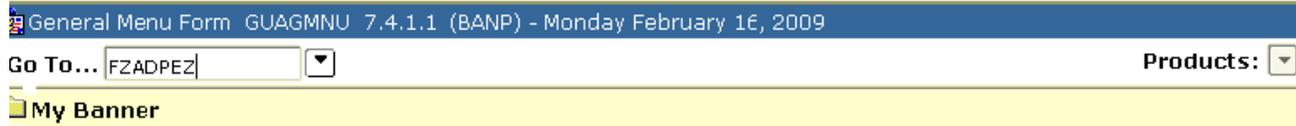
24. Click on the drop down list Glass to the right of the Index Code field. Search for the Elementary Education Department.
25. Click on the drop down list to the right of the Account Code field. Search for the account code Books and Periodicals.
26. Tab to the Amount field and enter **296.95**.
27. Press **F10** to calculate the Balance to be allocated. (This step is not required to complete the form). Note the Balance to be allocated recalculates to \$0.00.
28. Click the Complete button.

**Print the Direct Pay Approval Form**

29. Click on the Yes button in the Print DP-EZ?
30. Login to the Database User Authentication using the same Username and Password you use to login to Banner.
31. Print the Direct Pay Approval Form.
32. Submit the Direct Pay Approval for departmental required signatures.

# Banner Training Database (BANTR)

## Exercise 8 – DP-EZ Royalties



1. Log in to Banner and access the form **FZADPEZ** then press enter
2. Complete a DP-EZ for the following scenario:

You are a staff member in the General Library. You need to pay royalties in the amount of \$375.00 to Publishing Concepts Inc. A royalty statement must accompany the check.

### Key Block

3A. Select create **New or Edit in Process DP-EZ button**

3. Click on the **New DP-EZ button**.

4. Select **US Individual or US Company** from the drop down list. Click OK

5. Select **Royalties** for the payment type. Click **OK**

6. To search for the vendor ID click on the magnifying glass next to the payee field. Select the vendor ID for the vendor Publishing Concepts Inc.

7. Verify the address is correct. If this is not the address where the check needs to be mailed, click on the drop down list next to the Address Type Seq # field and select the correct address.

8. Tab to the Payment Due Date field and enter the date the check needs to be issued. Or type **"T"** and tab for today's date.

9. Direct Deposit Status: The default for this vendor is **"N"** for No Direct Deposit.

10. Special Handling field: This is a payment for Royalties. The vendor will need a copy of the Invoice or Royalty Statement to properly post the payment. Select **Mail Document with Check** from the drop down list.

---

11. Originator Net ID, Name and Department populate based on the user ID of the person creating the DP-EZ.

12. Tab to Originator Title and enter your title.

13. Tab to Originator Phone\* field and enter your phone number. *Note: Field names with an asterisk (\*) are fields that are required for all DP-EZ s. If you are “stuck” in one of these fields, enter valid information for the field and then press Shift and Tab together to move backwards in the form. An alternative is to press the Delete key and then press Shift and Tab together to move backwards in the form.*

14. Tab to Dept Head/Payee Supervisor Name field and enter the individual’s name who will be approving this payment in your department.

15. Tab to the Dept Head/Payee Supervisor Title field and enter that individual’s title.

16. Perform a Next Block by clicking on the Icon on the Toolbar, or holding down the Ctrl key and the Page Down keys at the same time.

**Other Block:**

17. Enter the Business Purpose for this payment.

***Note\*\*** These fields should not be used to indicate any special requests such as mail document with check or check pick up. Requests for Check pick up must be approved in advance by sending an email to the Fiscal Supervisor in Accounts Payable indicating the document number, payee name and the reason you are requesting a check pick up. If approved, the department will be notified when they can pick up the check. Vendors or the payee on the check cannot make check pick-ups.\*\**

18. Add any information that may be helpful in the Additional Information field.

19. Perform a Next Block.

20. Tab out of the Detail Seq # field. Banner will populate this.

21. Select **Payment** as the payment category from the dropdown list.

22. Tab to the Trans Date field and input the date listed on the Invoice.

23. Tab to the **Explanation field** and input a description of the transaction.

24. Tab to the Amount field and enter **375.00**.

25. Perform a **Next Block**



## FOADOCU –To Correct or Update DPEZ

Original User ID: FINANCE01    COA: U    Fiscal Year: 12    Document Type: INV    Document:     
Status: Completed    Activity Date From: 04-AUG-2011    Activity Date To: 04-AUG-2011

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
<input type="checkbox"/>	INV	10690986		0	Black	04-AUG-2011	106.79	<input type="checkbox"/>

- If an input error occurred during the creation of the DP-EZ form, and prior to approval by the requesting department, the user can deny their own document.
- From the main Banner menu type in **FOADOCU** and press enter. Tab to the Fiscal Year and enter the fiscal year you want. Tab to **Document Type** and enter **INV** then enter **Document #**, tab to Status and select from drop down and enter **Activity Date** to narrow search.
- Inputting “T” for today’s date and tabbing out of the field can be used if the transaction was created the same day.
- Complete a **Next Block**; identify the transaction you need to deny, highlight the line item, and using your mouse click on the orange box next to the transaction under the column labeled “**Deny Doc**”. In the lower left hand corner of the screen Banner will indicate that the transaction was denied.
- Use **FZADPEZ** to correct the transaction. **Select New or Edit DPI**.
- Cursor will default to **DPEZ** field. Click on the **Enter Query button (?)** or **F7**. Click on the “**DPI#**” field and type in the correct number.
- Select the **Execute Query button** or **F8**. Correct the DP-EZ and complete the form. Print the corrected Direct Pay Approval Form and submit to approvals per UNM and department policies and procedures.

## FTIIDEN-Name ID Search

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
	Jones%	Jennifer%									

- Enter **FTIIDEN** and enter
- Click **Next block** to get to ID field
- Tab to **Last Name** Field (field is case sensitive and first letter of last name must be capitalized) then enter wildcard% to search. Eg: Jones%
- For business names enter full business name in **Last Name** field ie: John Smith Co. %
- Tab to **First Name** field and enter First Name: Jennifer% then
- **Execute query or F8**
- This will allow you to locate the vendor id for your DPEZ

## FZIDPEZ- To View or Print Completed DPEZ

- From the General menu form type in **FZIDPEZ** and press enter
- Select the **Query icon or F7** from the menu 
- Type in the nine character **DPEZ #** in the DP-EZ Code field or use the computer mouse and click in the **DPI#** field and type the eight character DPI number
- Select **Execute Query or F8** from the menu 
- This will automatically take you to the second screen in the form, click **Previous Block** or Ctrl  page up to get back to header screen
- Select **Options** then print DPEZ

## FOIDOCH-To View DPEZ STATUS

- From the General menu form type **FOIDOCH** and press enter
- In the document type enter **INV**
- Tab to document code and enter your DPI number
- Click on **Next Block**
- In the invoice status box you should see one of the following;
- **“C”** indicates DPI is complete but not approved by either your department or Accounting office refer to FOAINP
- **“O”** indicates that your DPI is still open and needs to be completed
- **“A”** indicates that your DPI is in approved status and should cut a payment that day or the next
- In the **Check status Box** you should see a check number if a check has been processed
- Checks begin with a **( 3 )**, Direct deposit payments begin with an **( ! )** and Wire transfers begin with a **( 9 )** To view Check Information: **Highlight check box , Click on Options, Select Check Information, Tab type in 04 on Bank, then Next Block to view information.**

## FOIDOCH-Document History Form

The screenshot displays the 'Document History Form' for FOIDOCH 8.0 (BANP). The window title is 'Document History Form FOIDOCH 8.0 (BANP)'. The form is organized into several sections, each with a 'Status' dropdown menu:

- Document Type:** INV (Invoice)
- Document Code:** 10688419
- Requisition:** Status dropdown
- Bid:** Status dropdown
- Purchase Order:** Status dropdown
- Issues:** Status dropdown
- Invoice:** Document Code: 10688419, Status: P
- Check:** Document Code: 30463613, Status: F
- Receiver:** Status dropdown
- Asset Tag:** Status dropdown
- Asset Adjustment:** Status dropdown

A 'Status Indicators' pop-up window is overlaid on the form, listing the following status codes and their meanings:

- (A) Approved
- (C) Completed
- (F) Final Reconciliation
- (P) Paid
- (R) Receipt Required
- (S) Suspended
- (O) Open
- (X) Cancelled
- (V) Void
- (H) Hold
- (T) Tagged Permanently

A 'Cancel' button is located at the bottom of the pop-up window.

## WebXtender

From the Banner Main Menu go to FOIDOC and pull up document.

Highlight document number

Select the  icon on the toolbar and this will launch Web Xtender. A scanned copy of the document will appear. Click on the pages to the left to view each page of the document.

- If you are unable to access WebXtender or receive errors refer to FastInfo answer ID# 860 and 3573

## FAIVNDH-Vendor History

Vendor Detail History Form FAIVNDH 8.4 (BANP)

Vendor: 101468969 FosterMilo LLC  Vendor Hold Selection: All

Fiscal Year: 11 Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
0000311	I0672740	Y	N	N	P	N	1,384.17	07-DEC-2010	07-DEC-2010	30438546
0000319	I0680245	Y	N	N	P	N	1,451.56	13-JAN-2011	13-JAN-2011	30443174
0000324	I0685378	Y	N	N	P	N	1,399.88	10-FEB-2011	11-FEB-2011	30460203
0000330	I0689988	Y	N	N	P	N	3,135.69	02-MAR-2011	02-MAR-2011	30463274

- Enter FAIVNDH from the Banner General Menu Form then hit enter
- Enter Vendor number or click on the drop to start a vendor search
- To search for vendor click on drop down and a option list will appear
- Click on Entity/ID name search and enter information for search using % as wildcard
- In selection field you can leave as "All" or make another selection (Credit memo, Open or Paid)
- Enter an activity date to and from if you have a specific time period
- Then click Next Block
- This will bring up every transaction from all departments of the university that are tied to this vendor

## FOAAINP-Document Approval Form

- From the General menu form type FOAAINP and press enter, Enter DPI number in document field, Click on Next Block

File Edit Options Block Item Record Query Tools Help

Document Approval Form FOAAINP 8.0 (BANP)

Document:  Type:  Change Sequence:  Submission:

Queue ID	Queue Description	Queue Level	Approval Level
Z010	GENERAL ACCT TEAM - GOODS, SVCS, JV	10	<input type="checkbox"/>
			<input type="checkbox"/>

Queue	Level	User
Z010	10	Nelson, Douglas E
Z010	10	Tafoya, Isabelle G
Z010	10	Wrobel, Joseph Andrew
Z010	10	Webster, Keith L
Z010	10	Baumeister, Marsha L
Z010	10	Brooks, Melody Ann
Z010	10	Stewart, Marcia B
Z010	10	Rieckmann, Peter C
Z010	10	Carr, Shannon L

+ Indicates what will be approved

In suspense:  Detail: Approve:  Disapprove:

On **LEFT** side of the Document Approval Form-

**Queue ID**-Queue ID's that start with "Z" are Financial Services Office queues.

**Queue Description**-Gives the name of the departments that will need to approve the transaction.

The document may require one or more departments approval depending on the index used in the transaction.

On the **RIGHT** side of the Document Approval Form-

**Queue**-Lists the approvers that are linked to the Queue ID. One approver on each list will be required to approve the document before a check will print.

## Vendor Add/Change Requests

- ✦ [Information for UNM Staff](#)
- ✦ [Information for Suppliers](#)
- ✦ [Offices of Financial Services](#)  
[Purchasing Staff Desk Manual](#)

### Vendor Add/Change Request Form

Complete and submit the following form to request that a vendor be added to the Banner system, or to request a change in a current vendor record. Please fill in as much information as you can to assist us in setting up the new vendor as quickly as possible. Be sure to include requestor contact information so you can be contacted if further information is needed. If you would like to print this form for your records, please do so before you click on the Submit button.

If you have a list of vendors to be added to the Banner system, please click [here](#) for instructions.

*Please note: You must have the auto complete feature turned off in order to complete this form. See [FastInfo Answer ID #870](#) for more information.*

New Vendor  Change Vendor

Have you checked for your vendor in FTIIDEN within Banner?

Yes

No

- The form is found in myunm website under , Employee life, Banner Applications, Electronic forms or [http://www.unm.edu/~fssc/info\\_form.html](http://www.unm.edu/~fssc/info_form.html)
- Complete and submit the form to request that a vendor be added to the Banner system, or to request a change in a current vendor record. Please fill in as much information as you can to assist in setting up the new vendor as quickly as possible. Be sure to include requestor contact information so you can be contacted if further information is needed.
- If you are adding a new vendor to banner. Click the **NEW VENDOR** button and fill out all information including the Federal tax id or SSN.
- If you are making a change or adding an alternate address. Click on **CHANGE VENDOR** button and fill out all information including current banner id. After you complete the form click on submit and once changes or add has been completed you should receive an email notification.

**For Employees:** Use <http://my.unm.edu> This automated system will allow you to update your mailing (and billing address for students).Click on the Demographic Self Service link

## Direct Deposit

Office Hours

Walk-In Office Hours

Forms & Reports

❖ Vendor Information

❖ Offices of Financial Services

## Accounts Payable

### Forms

Forms	PDF	HTML
Check Stop Payment Request	 	
Vendor Direct Deposit Request/Change Form		

### Reports

Reports	PDF	HTML
AP Invoice Aging Report - FARHOZ01		

- If the Direct Deposit Status indicates “Y” this means the payee is setup to receive direct deposit AND this transaction will be paid by direct deposit.
- If the payee would rather have a check instead, check the “**Override Direct Deposit, Issue Check**” checkbox.
- If the Direct Deposit Status indicates “N” and the payee would like to be paid by direct deposit. **EMPLOYEES**, the direct deposit information maintained in the HR/Payroll module of Banner is used for Direct Deposit reimbursements. UNM employees can now update their bank account information through Lobo web. Employees must be activated for direct deposit for their payroll payments in order to receive Accounts Payable payments by direct deposit. **NON-EMPLOYEE** payees, ask the vendor to complete the Vendor Direct Deposit Request Form. The form is located on the Accounts Payable website Under forms- Vendor Direct Deposit Request/Change Form
- URL: <https://www.unm.edu/~apweb/directdepreq.html>
- **Check Stop Payment Request**-Fill out form if you would like to request a copy of a check, stop payment placed on a check or a check re-issued or canceled. The fax to phone number on form.

## Multiple Meals and Lodging

A navigation tip in “Meals and Lodging” tab for multiple destination travel:

- Put in 1<sup>st</sup> destination details on the top block (meals/lodging tab)
- Click next block-form will compute meal total/lodging total for 1<sup>st</sup> destination
- Click previous block
- Click next record
- Put in 2<sup>nd</sup> destination details on the top block (meals/lodging tab)
- Next block-form will compute meal total/lodging total for 2<sup>nd</sup> destination... and so on.

If they do not follow this navigation, the form will NOT compute the totals correctly

## Fast Info

- <http://fastinfo.unm.edu/prod/index.php>
- Go to Fast Info
- Under find these words: Type in question or type in answer ID
- Search by : Phrases or Answer ID

THE UNIVERSITY of NEW MEXICO

Search

UNM A-Z Directory FastInfo myUNM

 UNM | FASTINFO

HOME Go To StudentInfo Campus Alerts MyUNM

Looking for student related information? Search in [StudentInfo](#)

Answers Ask a Question Chat My Stuff Login Help

Search Dept/Area: ⓘ  
All

Find these words: Search Tips  
 Search

Search By  
Phrases

Powered by 

---

## **Banner Function Names**

**FZADPEZ**- Used to create and edit Direct Pay transactions

**FOADOCU**-Inquire screen used to locate transactions completed by a specific Banner user. Can also be used to “DENY” a DPEZ transaction for corrections.

**FZIDPEZ**-Inquiry only screen for transactions created in FZADPEZ and to reprint a DPEZ

**FOAAINP**-Inquire screen used to determine the Approval queue a DPEZ is in awaiting approval.

**FOIDOCH**- Inquire only screen for document history. Used to determine the status of Requisitions, Purchase Orders, Invoices and Checks. Can also be used to inquire on documents details and launch web extender.

**FAIVNDH**-Inquire screen for Vendor History

**FTIIDEN**- Inquire screen used to determine if a vendor is set-up in Banner

---

---

---

---

---

## **Accounts Payable Reference Information**

### **P-Card**

Effective March 1, 2010, employee travel expenses (airfare, lodging, vehicle rental and ground transportation) may be purchased via P-card. To add this feature, existing P-card holders must complete the “P-card for Travel” online course and assessment test, and subsequently submit a P-card Modification Form. Please note that meal expenses MAY NOT be paid for with P-card. See the [Purchasing Department](#) website for more information.

### **Guidelines for Preparation of Direct Pay Approval Form**

Back up or supporting documentation must be stapled on the top left hand corner, **not** paper clipped. This should be the only staple unless original documents required to be mailed with the check are attached.

DPA Forms must be printed on 8 ½” x 11” paper, in portrait view rather than landscape view.

If corrections need to be made after the DPA is printed and before initially submitting to central accounting for approval, you must self-disapprove the DPI (in FOADOCU), make changes, re-complete and re-print.

Original documents required to be mailed with the check such as personal checks, notarized legal documents, and self-addressed envelopes must be attached at the back of the DPA packet and stapled on the left side.

Stickies, ‘sign here’ tags or post-it notes of any kind must be removed from all of the supporting documentation. Only use clear tape to adhere your receipts to 8 ½” x 11” white paper in portrait view.

All date stamps must be placed on the front side of the DPA Form.

All receipts smaller than 8 ½ x 11” (or standard size paper), must be taped, **not stapled**, on all four sides to a blank piece of white paper. Do not use colored paper. Only attach receipts to one side of page.

<http://www.unm.edu/~gacctng/guides.html>

---

## **Special Handling Requirements for DPEZ Transactions:**

**MAIL DOCUMENT W/ CHECK**-Used when forms need to be mailed with the check such as payments of membership dues or conference payments.

**HOLD CHECK FOR PICK-UP**-Departments must submit an email request to the Accounts Payable department at [acctspay@unm.edu](mailto:acctspay@unm.edu) indicating the document number, name, and reason the check needs to be picked-up by the department. Once approved you will receive an approved request email and will be contacted after check has printed. Only department staff are allowed to pick-up checks from AP.

**WIRE TRANSFER**- Bank information required to complete a transfer must be emailed to the Accountant III or II in Accounts Payable where wire must be indicated on DPEZ. Required information must include bank name, address, transit & routing (or ABA number), account number to deposit the funds into and the full name on the account.

**FOREIGN CURRENCY CHECK**-Include the currency the check should be issued in as well as the amount that should be paid.

**FOREIGN CURRENCY WIRE TRANSFER**-Bank information required to complete a transfer must be emailed to the Account III or II in Accounts Payable where foreign wire must be indicated on the DPEZ. Required information included bank name, address, SWIFT CODE (an alpha numeric) number similar to a US banks transit and routing number, account number deposit funds into and the full name on the account.

**NONE**-Used when no special handling is required.

---

## **Additional Resources**

### **Accounts Payable and Purchasing Walk in hours**

Walk-in hours will be held in the Purchasing Department in the UNM Business Center, Suite 2600, from 10:00 a.m. to noon on Tuesdays, and from 3:00 p.m. to 5:00 p.m. on Wednesdays. Experts will be on hand to assist you with questions regarding direct pays, purchase orders, receiving, and p-card re-allocations.

\*'Travel Per Diem Update' Manual

<http://hsc.unm.edu/financialservices/accounting/LEARN.shtml> "Per Diem Policy Changes"

\*Financial Services Resources Job Aids

<http://www.unm.edu/~fssc/jobaids.html>

\*Unrestricted Accounting Main

277-2018

<http://www.unm.edu/~gacctng/>

\*Accounts Payable

277-2014

<http://www.unm.edu/~apweb/>

\*"Big Red" University Policies

<http://www.unm.edu/~ubppm>

\*Purchasing

277-2036

<http://www.unm.edu/~purch/>

## OTHER USEFUL INFORMATION

### Meal Per Diems:

*Note: This travel policy applies to all travel* reimbursement forms received by UNM Financial Services AFTER 5PM on 12/16/11.

*Authorized by UNM Regents' [Policy 7.7 "Travel Reimbursement and Per Diem"](#)*

*Process Owner: VP, HSC/UNM Finance/University Controller*

### General

University faculty and staff are reimbursed in accordance with this policy for reasonable and allowable costs incurred when traveling on official University business. When travel is reimbursed from external sources that have specific travel reimbursement policies more restrictive than those defined herein, the external agency policies shall be applicable. The traveler's department may use unrestricted funds, if available, to reimburse the traveler the difference between a more restrictive agency policy and this policy. Employees will not be reimbursed in excess of the limits of this policy, regardless of the sources of funds. This policy is intended to establish maximum reimbursement levels; however, colleges and departments may establish reasonable reimbursement policies that define lower limits than those defined herein. In all cases, travelers are urged to use good judgment when incurring travel expenses.

## How to specify a lower Per Diem Rate approved by a

### Department:

\*\*\*Select the "Destination" drop down box, enter the state abbreviation with the wild card% and select *find*. Select the correct city and the standard Per Diem will appear, tab to the "Breakfasts" field and input the number Breakfasts claimed (if applicable), tab to the "Lunches" field and input the number of lunches claimed (if applicable), tab to the Dinners field and input the number of Dinners claimed (if applicable). Tab to the Per Diem field, **highlight and delete** the standard amount and manually key the chosen Per Diem amount. Perform a 'Next Block' and Banner will calculate the total.

---

## Honorarium/Participation Fees Navigational Tips:

Occasionally Honorarium or Participation fee expenses include Per Diem expenses. In these cases, the individuals being reimbursed are not employees.

\*Select **Honorarium** or **Participant Fees** as appropriate and continue with the first page as indicated. Select **Next Block** to go to the next page. If you have selected Participant Fees, you will have only the **Other** tab available. Use that tab to record the Per Diem reimbursement description and dollar amount. If you selected **Honorarium** you will have three tabs; **Honorarium/Meals (Actual)**, **Meals (Per Diem)**, and **Lodging**. If you are reimbursing an in state visitor at the Federal Per Diem rate you cannot use the **Meals (Per Diem)** tab because this tab will not allow you to use the Federal rate. You must use the [Honorarium/Meals \(Actual\)](#) tab to reimburse Per Diem at the Federal M&IE rate.

For information on other training classes, contact:

UNM Employee and Organizational Development

1700 Lomas Blvd. NE

Albuquerque, NM 87131-1026

(505) 277-1555

<http://www.unm.edu/~hrinfo>

Version: 3.0

08/5/2010

---

\*NOTES\*