

Accounts Payable

Date: 1/27/2010

Preparing an Honorarium

FSJA-069

1. In Banner, go to form FZADPEZ.
2. Select "Create New or Edit in Process DPEZ"
3. Click 'New DP-EZ'. This is the Header Screen.
4. From the Payee Type List of Values select:
 - US Individual or US Company OR
 - Foreign Individual or Foreign Company

These are the only Payee Types that have Honorarium as a Payment Type in the list of values. Per [UNM Business Policy 2170](#) employees and students are not allowed to be paid honoraria.

End

5. Complete the Header Screen of the DP-EZ.
6. Perform a Next Block to get to the Honorarium /Meals (Actual) tab.

If Travel is not being claimed

Travel/Honorarium Block and Travel Details Block:

1. Enter the Destination, Departure/ Return Dates and Times that correspond to the date(s) of the event(s) that the honorarium is being awarded for.
2. Tab to the University Business Purpose box and enter a detailed description of the reason this individual is being awarded an honorarium.
3. Perform a Next Block.

Travel/Honorarium Details Block:

4. Select Honorarium Payment from the Payment Category dropdown list.
5. "Trans date" field is optional.
6. Explanation field is optional but can be used for details related to transaction
7. Tab to the Amount field and enter the amount of the honorarium.
8. Tab out of the Amount field.
9. If no other expenses are being paid or reimbursed click on Options/Accounting Screen on the Toolbar.

Accounting Distribution Screen:

1. Enter the Index Code.
2. Tab to the Account Code and enter
3. Tab to the Amount field and enter the amount to be charged to this index and tab out of the field.
4. If multiple indices are being charged, see the job aid: [How to Add Multiple Accounting Strings to a DP-EZ](#).
5. Click on the Save icon (or press F10).
6. Verify the Balance to be Allocated calculates to zero.
7. Click the Complete button.

If Travel is being claimed, enter the above fields, but also include:

Travel/Honorarium Details block includes:

- Prepaid P-Card Other.
- Prepaid Other
- Out-of-Pocket

Meals (Per Diem) Tab

- Enter Destination.
- Enter the number of breakfast, lunch, dinners and daily per diem rate
- Perform "Next Block" twice

Lodging Tab

- Enter destination details
- Enter Lodging Days and lodging rate
- Perform "Next Block" twice

[Go to Accounting Distribution section of this procedure listed above.](#)

Print the DP-EZ. It must be signed by: Dean, director or department head, department approver and recipient (if travel is involved). Attach all required documentation to the printed copy of the DPEZ and send it to your Central Accounting Office for approval. For more detailed instructions, see [Enter Direct Pay Invoices](#)

End

