



# Intermediate Index Reconciliation

How and Why to Use Key Banner Screens

Laura Putz

HSC Financial Services, Unrestricted Accounting



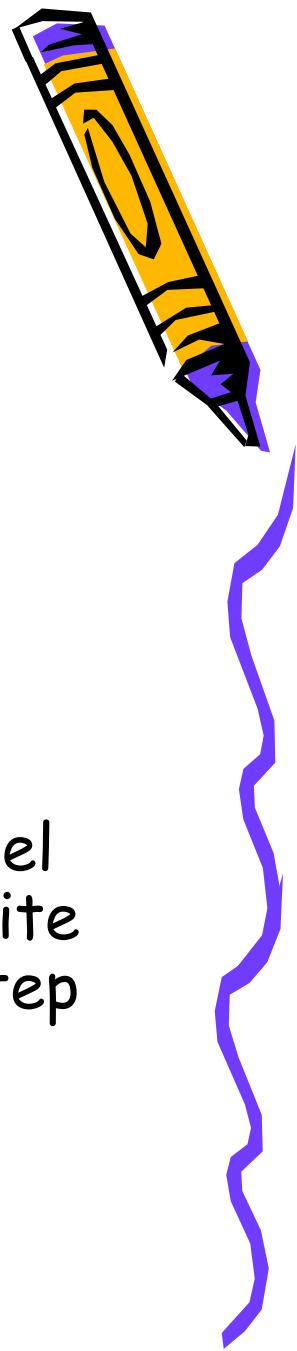
# Announcements



- 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/>) gives step-by-step instructions

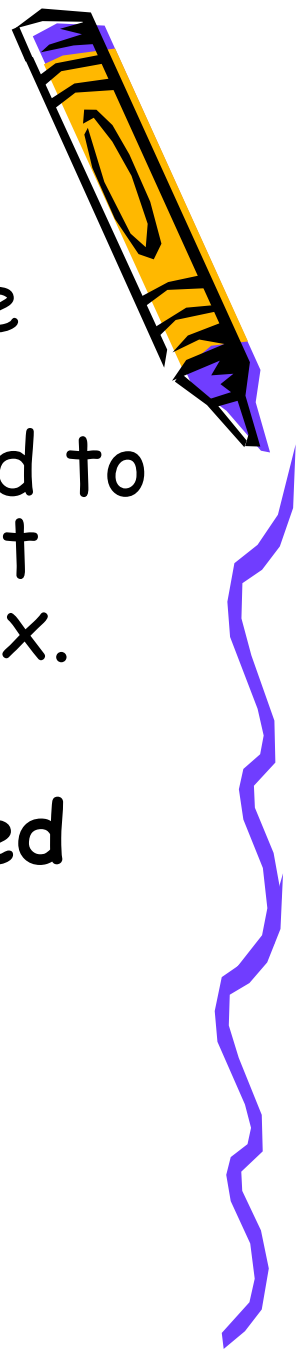


# What is a Reconciliation?

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

Determine what indices you are reconciling.  
↓  
Collect your Source Documents for each index.

Collect Reports for each index

Hyperion FOH0001

Hyperion Expense Reports for each index.

Compare each item on your Hyperion Expense Report with documents of origination.

Hyperion FSH0001  
FSH0002

Payroll Reports for each index.

Compare People and their percentage of Salary with your departmental staff list/percent of salary.

↓

↓

Match?

Yes      No

Yes

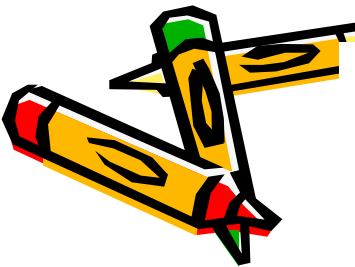
↓

Check off

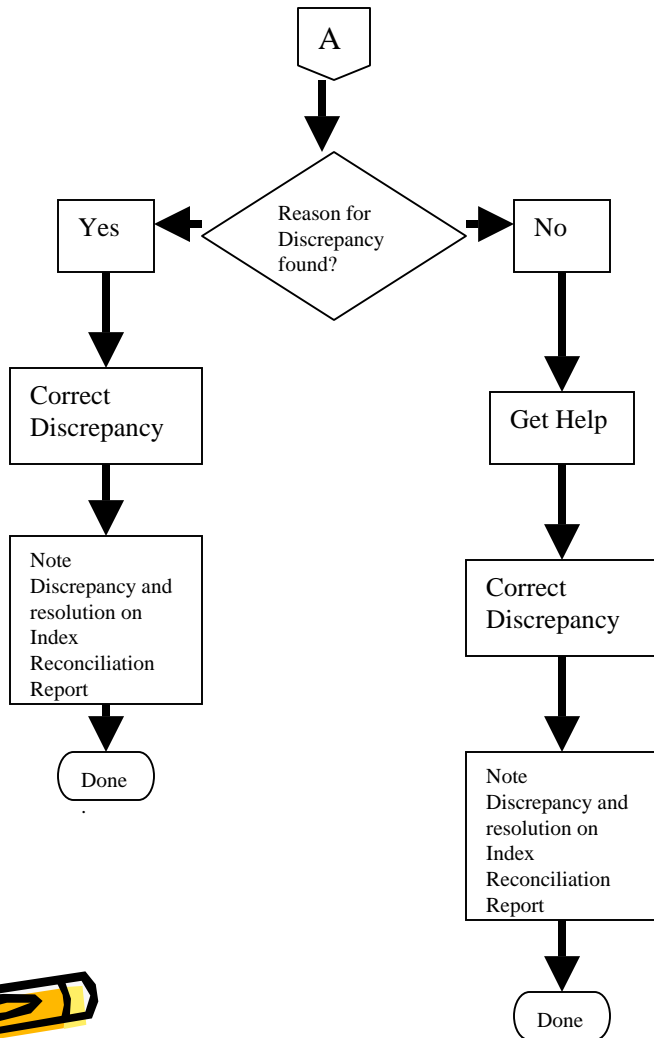
Add to Index Reconciliation Summary

Done.

↓  
A



# Index Reconciliation Process (cont)



# Index Reconciliation Summary

Index Number: 258000\_\_\_\_\_

Month Reconciled: March 2008\_\_\_\_\_

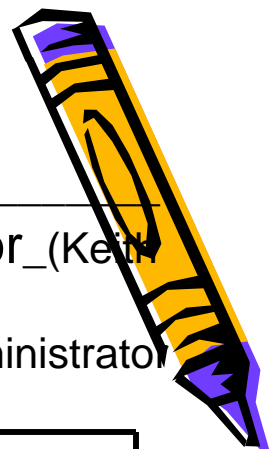
Person Completing Reconciliation: Laura Putz\_\_\_\_\_

I have reviewed this reconciliation and believe it to be correct: Keith Mellor\_(Keith Mellor)\_\_\_\_\_

Dept Administrator

## Reconciling Items:

Account	Amount	Notes
2020	\$54,781	Too high should be ~ \$50,000



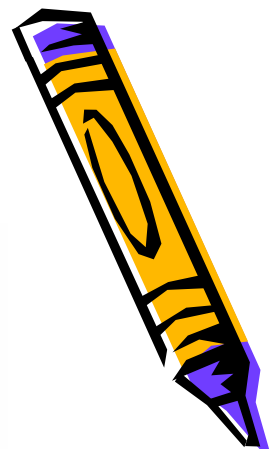
2/20/2009

FSH0001

Salary Labor Benefits and E  
For the month of M:  
Index: 258000 - 213220-HSC GE

Fund: 3U0044  
Orgn: 258B  
Prog: P131  
Actv: GNACTV  
Included Months: March

	Pay ID	Trans Code	Trans Date	Labor	Fringe FICA (2110, 2120)	Fringe Retirement (2140)	Fringe Insurai (216)
<b>Index: 258000 - 2020</b>							
<b>BEGAY, STACIE E.</b>				<b>100623581</b>			
BEGAY, STACIE E.			03/25/08	0.00	0.00	0.00	
BEGAY, STACIE E.	5R3	0	03/31/08	[REDACTED]	0.00 ✓	0.00	
<b>Subtotal: - BEGAY, STACIE E.</b>					\$0.00	\$0.00	\$0
<b>BRANDT, JOHN</b>				<b>100006628</b>			
BRANDT, JOHN			03/25/08	0.00	0.00	0.00	
BRANDT, JOHN	5R3	0	03/31/08	[REDACTED]	0.00 ✓	0.00	
<b>Subtotal: - BRANDT, JOHN</b>					\$0.00	\$0.00	\$0
<b>GALLEGOS, CHRISTOPHER R.</b>				<b>100494390</b>			
GALLEGOS, CHRIS <sup>T</sup>			03/25/08	0.00	0.00	0.00	
GALLEGOS, CHRIS <sup>T</sup>	5R3	0	03/31/08	[REDACTED]	0.00 ✓	0.00	
<b>Subtotal: - GALLEGOS, CHRISTO</b>					\$0.00	\$0.00	\$0
<b>PUTZ, LAURA J.</b>				<b>100024154</b>			
PUTZ, LAURA J.			03/25/08	0.00	0.00	0.00	
PUTZ, LAURA J.	5R3	0	03/31/08	[REDACTED]	0.00 ✓	0.00	
<b>Subtotal: - PUTZ, LAURA J.</b>					\$0.00	\$0.00	\$0
<b>ROMERO, GRACE J.</b>				<b>100634877</b>			
ROMERO, GRACE J			03/25/08	0.00	0.00	0.00	
ROMERO, GRACE J			03/27/08	0.00	0.00	0.00	
ROMERO, GRACE J	5R3	0	03/31/08	[REDACTED]	0.00 ✓	0.00	
<b>Subtotal: - ROMERO, GRACE J.</b>					\$0.00	\$0.00	\$0
<b>SHOEBOTHAM, TERRY E.</b>				<b>101120183</b>			
SHOEBOTHAM, TEF			03/25/08	0.00	0.00	0.00	
SHOEBOTHAM, TEF	5R3	0	03/31/08	[REDACTED]	0.00 ✓	0.00	



# 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\_(Keith Mellor)\_\_\_\_\_

Dept Administrator

## Reconciling Items:

Account	Amount	Notes
2020	\$54,781	Too high should be ~\$50,000 New EE paid on wrong index- EPAF & PZARED completed 4/10 AL Payout on separated EE LPutz

2/20/2009

# 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:

Account	Amount	Notes
3820	\$844.83	IXXX8223 submitted for \$752.83
3820	\$49.92	IXXX0457 completed on May 25 <sup>th</sup> -NOT POSTED



2/20/2009

# IXXX8223

- Go to FOIDDOCH 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

## Reconciling Items:

Account	Amount	Notes
3820	\$844.83	IXXX8223 submitted for \$752.83 Amount changed by FSD-math error on submission
3820	\$49.92	IXXX0457 completed on May 25 <sup>th</sup> -NOT POSTED Form received by FSD on 7/1/08. Should post in July

2/20/2009



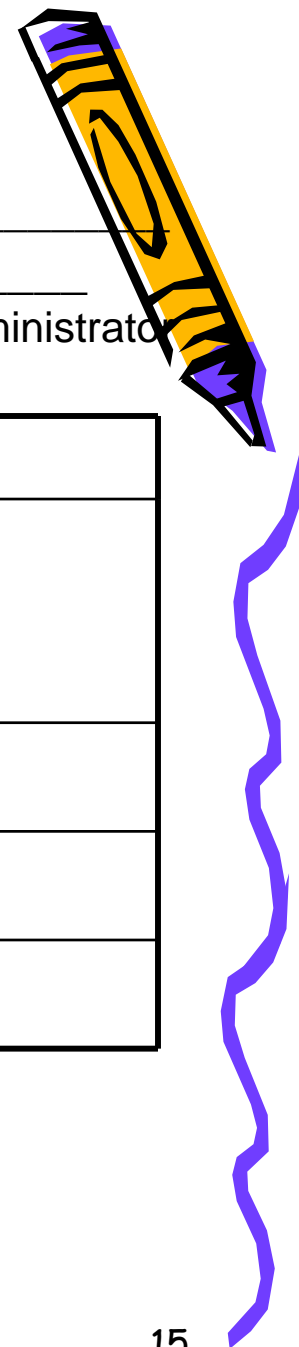
# Index Reconciliation Summary

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:

Account	Amount	Notes
63T0	\$76,533.46	UH Invoice 132762 Document HC000055



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:

Account	Amount	Notes
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 J0222228 completed 10/21



2/20/2009

# Banner Forms



To Create Journal Vouchers

FGAJVCQ - Quick Journal Voucher Entry

FGAJVCM - Mass Journal Voucher Entry

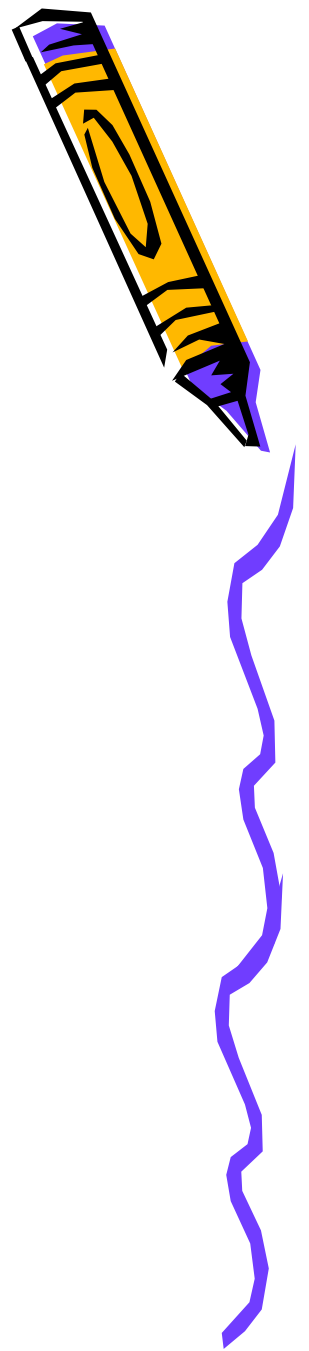
FGAJVCD - Journal Voucher Entry

New Copy/Reverse JV Feature

Included in "Options" Menu or use Icon



# JV Copy Feature



Copy FGAJVCM 7.3 (s4b70) X

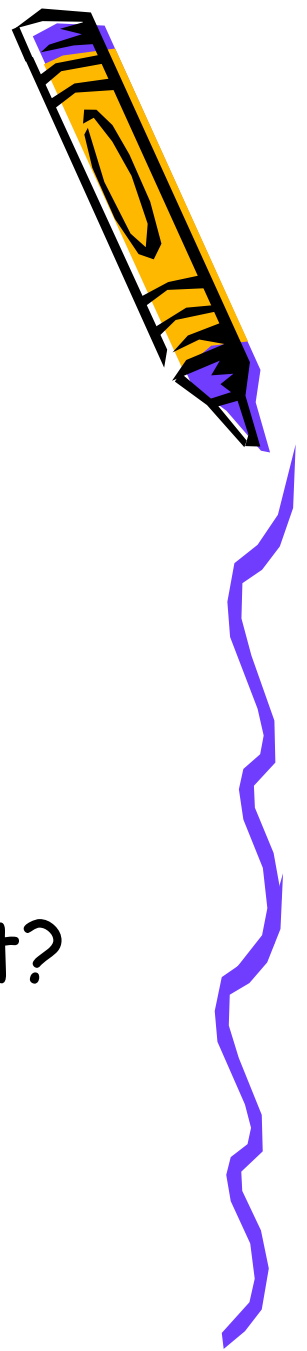
**Copy From**  
Document Number:  ▼ Submission:

**Copy To**  
Document Number:  Transaction Date:   
 Reverse JV  Copy Text

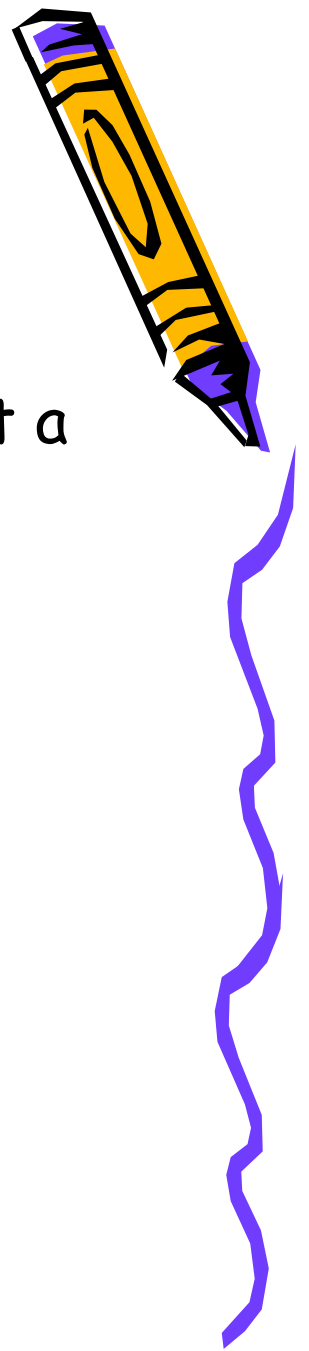


# How do I....?

- 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....?

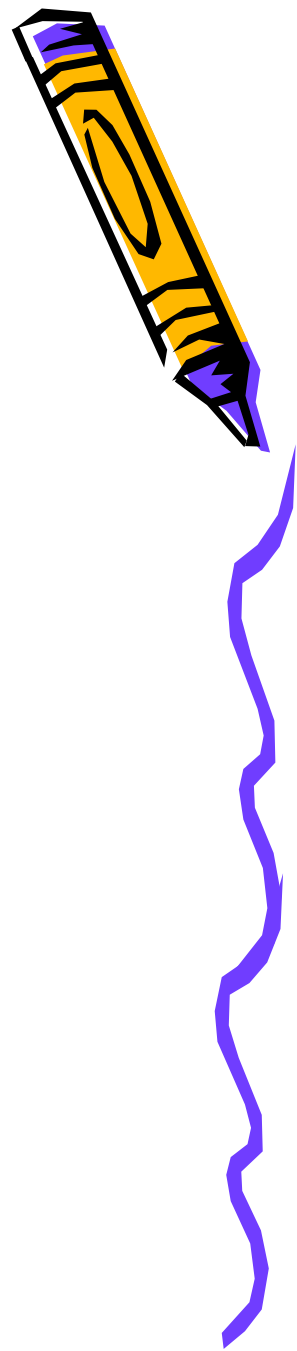


- get a copy of a posted DPEZ?
  - FOIDOCH
- know if a DPEZ has been received at the core accounting office?
  - Document Search Function
  - Located on various websites
    - Main Campus Unrestricted (fka General Accounting)
    - Main Campus Contract and Grant
    - HSC Unrestricted
    - HSC Contract and Grant (fka Post Award)



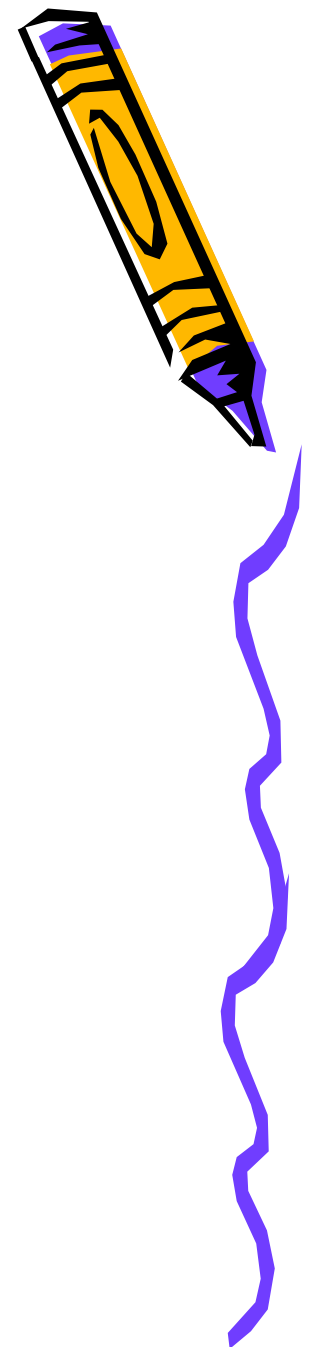
# Core Office Web-sites

- 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?

