



Direct Pay Training Lab

FIN AP 201

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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. <u>2500</u>
Computer Use Guidelines	Policy No. <u>2510</u>
Computer Security Controls and Guidelines.	Policy No. <u>2520</u>

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 activities 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

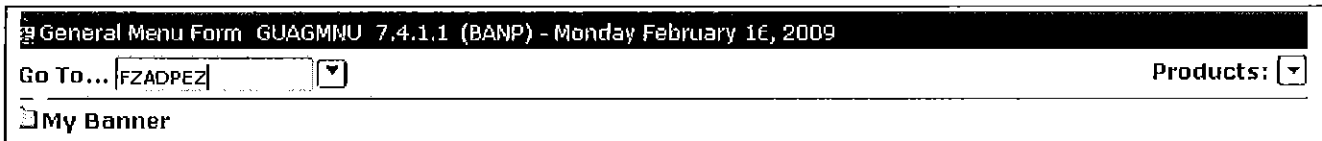
Bang-0001 Banner Fundamentals and Navigation Computer Based Training & Competency Exam

Other Recommended classes:

EOD386 Travel Policies and Procedures Class

FIN PU 106 Purchasing & A/P Polices & Procedures

Exercise 1 – DP-EZ Dues/Fees



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. One of the faculty members needs to renew their membership in the **American Psychological Association**. The faculty member gives you a completed **membership renewal** form to be sent with a check to the American Psychological Association, PO Box 17422, Baltimore, MD 21297-1422. 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.

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. The Payee ID is **000001292**.

To search for the vendor ID click on the search payee drop down list next to the Payee field. Select the last name field and type **Ameri% Psych%** then from the menu select Query and then Execute. Select ID number (000001292) by double clicking the ID number.

6. 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")**

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.

8. Direct Deposit Status: The American Psychological Association 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. **

9. Special Handling field: Select **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.

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.

Other Block:

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

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 **Payment** as the payment category from the dropdown list.
- 20a. Enter date and Explanation of payment (Membership Renewal)
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 DP-EZ in Banner.
33. Submit the approved Direct Pay Approval Form to your Central Accounting Office for review.

Exercise 2 – DP-EZ Travel/Multiple Destinations

General Menu Form GUAGMNU 7.4.1.1 (BANF) - 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. **Jane Smith**, one of the faculty members in the Psychology department, has just returned from a trip to **Tucson, AZ** where she attended a conference. Jane submits an itinerary that shows she 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 Jane's personal credit card. The maximum meal per diem for **Tucson** is **\$49** per day. Jane also turns in taxi receipts totaling **\$21.57** and lodging receipts of **\$955.00** (five days at **\$191.00** per day). Jane also traveled to **Phoenix** with a colleague to meet with researchers. Jane will be seeking one lunch reimbursement for a meal in Phoenix. The meal per Diem rate for **Phoenix** is **\$59.00** 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. Jane Smith's Payee ID is **101015036**.

To search for the vendor ID click on the **search payee drop down list** next to the Payee field. Select the last name field and type **Smith%** then tab to the first name field type **Ja%**. From the menu select **Query** and then **Execute Select ID number 101015036** by double clicking the ID number

6. 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"**)

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.

8. **Direct Deposit Status:** Jane Smith is an employee and is setup for direct deposit. To override the Direct Deposit and receive a paper check, select the Override Direct Deposit issue Check checkbox.

9. **Special Handling field:** This is a travel reimbursement. The default for Travel reimbursements 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 traveler's supervisor 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:

16. Enter the Travel destination(Tucson,AZ), Departure Date(03102010) and Time 6:00am(using the following format MMDDYYYY HH:MM AM or PM), and the Arrival (return) Date(03152010) 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.

17. Add any additional 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 **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.
21. Tab to the Trans Date field and input the date for the airline ticket purchase (030520XX).
22. Tab to the Explanation field and input a description of the transaction.
23. Tab to the Amount field and enter **327.00**.
24. Perform a Next Record or use the down arrow key on the keyboard.
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 (031020XX) 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 **21.57**.
30. Perform a **Next Record** or down arrow key
31. Tab out of the Detail Seq# field. Banner will populate this.

****FOR DEMONSTRATION PURPOSE ONLY- You will be selecting a PCard transaction that is NOT related to this trip .****

32. Select **Prepaid PCard Travel (Airfare)** as the payment category from the dropdown list.
(Prepaid Pcard Travel is used when reconciling airfare, hotel, rental care and agent fees)

33. Select the **drop down search icon** next to the drop down menu where Prepaid PCard- Travel (Airfare) was selected. This brings up a list of PCard transactions to select.

For this exercise-Select a PCard transaction by clicking on it once and then select the "OK" button at the bottom of the screen.

****AFTER SELECTING THE TRANSACTION PLEASE SELECT RECORD REMOVE FROM THE MENU TO REMOVE PCARD TRANSACTION****

Meals Tab

34. Perform a Next Block. Input the Destination. **Tucson, AZ**
35. 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 to the Per Diem field and input **49.00**.
36. Perform a Next Block. The meal amount will automatically calculate to **\$281.75**.

37. Perform a Previous Block. (To add Multiple Meals & Lodging)

38. Perform a Next Record input the second destination – Phoenix, AZ

39. 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 to the Per Diem field and input 59.00

40. Perform a Next Block. The meal amount will automatically calculate to \$14.75.

41. Perform a Next Block –Breakfast (20%), Lunch (25%) , and Dinner(55%)

Lodging Tab

42. Input the destination Tucson, AZ

43. 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.

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

45. Perform a Next Block

Accounting Information Block:

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

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 1000.00.

49. 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 \$600.07.

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

51. Input Index code 901000 for the Philosophy department or search by clicking on the drop down search

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

53. Tab to the Amount field and enter 600.07.

54. Press F10 to calculate the “Balance to be allocated
Click the Complete button.

Print the Direct Pay Approval Form

Exercise 3a – DP-EZ Participant Fees

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 Internal Medicine Department. You need to pay a non-UNM employee a participation fee. The individual you are paying is **John Smith** 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. Input **101015035** or click on the drop down search icon next to the Payee field to search for the vendor ID. Select the vendor ID for the **John Smith**.

6. 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")**

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.

Direct Deposit Status: John Smith 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 **25.00**

22. Perform a Next Block.

Accounting Information Block:

23. The Index Code for the Internal Medicine Department is **851004**. 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 **46A0**. 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 **25.00**.

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.

Exercise 3b – DP-EZ Participant Fee Copy Function

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

Go To... [FZADPEZ]

Products: [v]

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 Internal Medicine department and you need to pay 25 non-UNM employees a participation fee of \$25.00 for Protocol Study 32-456. Complete the first DP-EZ as described in exercise 3a. The DPEZ number for exercise 3a is **DZ0004359**. The first non-UNM employee to pay a \$25.00 Participation Fee to is John Smith and his address is 9846 Over Street, Albuquerque, NM 87104

Key Block:

2. Select the **Copy DPEZ** from field. Type **DZ0004359** 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, "**DZ0004359** successfully copied to **DZXXXXXXXX** where the X represents the **DZ** number. Select **OK**.

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

4. Input **101015035** or click on the drop down search icon next to the Payee field to search for the vendor ID. To search for the vendor ID click on the **Search payee drop down list** next to the Payee field. Select the last name field and type **Smith%** then tab to the first name field type **Jo%**. From the menu select **Query** and then **Execute Select ID number 101015035 for John Smith**.

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 search icon next to the **Address Type Code** field and select the correct address by double clicking on the address type code.

(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 DZ0004359) 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.

9. Verify all of the information in the Other Details block and update as needed.

10. Perform a Next Block.

Accounting Information Block:

11. The Index Code for the Internal Medicine Department is **851004**. Enter the index code to be charged or search by clicking on the drop down search icon to the right of the field.

12. The account code for Participant Fees is **46A0**. Enter the account code to be charged or search by clicking on the drop down search icon to the right of the field.

13. Tab to the Amount field and enter **25.00**.

14. 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**.

15. Click the Complete button.

Print the Direct Pay Approval Form

16. Click on the Yes button in the Print DP-EZ?

17. Print the Direct Pay Approval Form.

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

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

20. 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.

21. Submit the approved Direct Pay Approval Form to your Central Accounting Office for review.

Exercise 4 – DP-EZ Honorarium

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.

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 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 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. Douglas Gray's payee ID is **100022865**. Click on the drop down search icon next to the Payee field to search for the vendor ID. Select the vendor ID for the Douglas Gray.
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** to be charged or search by clicking on the drop down list to the right of the field for the Honorarium.

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.

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. **Johnathan T. Garcia**, one of the supervisors in the Safety and Risk Department, has just returned from a conference trip to **Los Angeles CA**. Jonathan 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 Jonathan's personal credit card. The maximum meal per diem for Los Angeles is **\$64** per day. Jonathan 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 Johnathan's request to receive a travel advance for the trip. **The travel advance was for \$500.00.**

Note*8A 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. DPEZ reconciliation must occur no later than fifteen (15) business days after completion of the travel as stated in policy

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. Select **Travel** from the drop down list.

Johnathan Garcia's Payee ID is **000001435**.

5. To search for a Vendor ID click on the drop down list next to the Payee field and tab to the last name field entering **Garcia%** then tab to first name field and enter **John%**. Execute query to see a listing of payees.
6. The correct address for Johnathan is **5500 Osuna NE**. 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"**)

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: Johnathan is an employee but does **NOT** receive Direct Deposit form the payroll department. Jonathan will receive a check for this reimbursement.

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 (04012010)and Time 9:00am(using the following format **MMDDYYYY HH:MM AM or PM**), and the Arrival (return) Date (04042010)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 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.

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 Johnathan (\$500).
35. Tab to the **Travel Advance Source** field and select General Accounting.

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**

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 to the Per Diem field and input **64.00**

38. Perform a Next Block. The meal amount will automatically calculate. **(\$208.00)**

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 889.00. This is the amount Jonathan 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 1389.00. 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 **685004** for the Safety and Risk department 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 **1389.00**.

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

Exercise 6 – DP-EZ Travel

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:

Your name is **Jane Smith** and you are a member of the Safety and Risk department and have been asked to travel to Santa Fe to meet with house members to discuss safety and risk issues. You will leave Albuquerque at **9:00am on 6/23/XX** and return later that night at **9:30pm**. You use personal vehicle for the trip. Roundtrip mileage for **Santa Fe is 118 miles** and your department agrees to pay **.50 per mile** for the trip

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. Input **101015036** or click on the drop down list next to the **Payee** field to search for **Jane Smith** vendor ID.

6. 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")

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:** Jane Smith is a UNM employee and is set-up to receive Direct Deposit.

9. **Special Handling field:** The default for this transaction is **None**.

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 that 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/Other:

16. Enter the **travel destination** and departure date and time using the following format.

MMDDYYYY HH:MM AM or PM.

17A. Enter Business Purpose- **(Travel to Santa Fe to meet with House members to discuss Safety and Risk issues)**

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

21. Enter date of travel and Explanation **(Mileage 118 miles R/T travel to Santa Fe, NM @ 0.505/mile. USED OWN VEHICLE)**

22. Tab to the Amount field and enter **59.59**.

23. Perform a Next Block.

Meals and Lodging:

24. Enter destination and meals based on trip **one** lunch, **one** dinner. The per diem rate for Santa Fe is **\$59.00**. This can be found on unrestricted Accounting Website

**** Same day travel this will be W-2 reportable****

25. **Next Block**-Computed Meal totals should be 47.20

26. **Next Block** to lodging information-(If you do not enter anything in this field you will get a navigation error)

27. Enter destination **Santa Fe, NM**, and **zero** for days and amount

28. **Next block** to Accounting Information Block

Accounting Information Block:

29. Input Index code **685004** for the Safety and Risk department or search by clicking on the magnifying glass to the right of the field.

30. . 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.

31. Tab to the amount field and enter **106.79**

32. Click the **F10** to calculate the Balance to be Allocated

33. Click on the **Complete**

Print the Direct Pay Approval Form

Exercise 7 – DPEZ Books/Periodicals

General Menu Form GUAGMNU 7.4.1.1 (BANF) - 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 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.

Exercise 8 – DP-EZ Royalties

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
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 Paul H Brooks Publishing Company. 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 Paul H Brooks.

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**

Accounting Information Block:

26. Click on the drop down list to the right of the Index Code field. Search for the General Library department.
27. Click on the drop down list to the right of the Account Code field. Search for the account code Royalties.
28. Tab to the Amount field and enter 375.00.
29. 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.
30. Click the Complete button.

Print the Direct Pay Approval Form

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

FOADOCU –To Correct or Update DPEZ

Document by User Form: FOADOCU 8.3 (BANP)

Original User ID: COA: Fiscal Year: Document Type: Document:
Status: Activity Date From: Activity Date To:

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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 **Document Type** and enter **INV** then enter **Document #**, then 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 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.**
- Select the **Enter Query button** or **F7**. Select either the **"DP-EZ Code"** field or 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.

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

Document History Form FOIDoch 9.0 (B&NP)

Document Type: INV Invoice Document Code: J0617745

Requlstlon	Status	Bld	Status	Purchase Order	Status	Issues	Status
Invoice J0617745	Status P	Check J0140764	Status	Re		Receiver	Status
Asset Tag	Status	Asset Adjustment	Status				

Status Indicators


- (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

Cancel

WebXtender

From the Banner Main Menu fo to FOIDUCH 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 8.2.0.1 (B&NP)

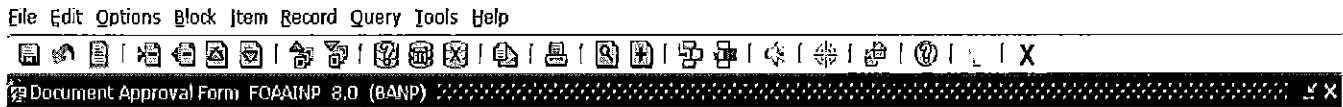
Vendor: 100000923 Chicago Dell Marketing Lp Selection: All
 Fiscal Year: 11 Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
DX86M475	BK185112	Y	N	N	P	N	1,600.00	20-JUL-2010	21-JUL-2010	30411206
XDX4FPMN6	10636640	Y	N	N	P	N	36.49	20-JUL-2010	22-JUL-2010	10147774
XDX53WTP2	10636679	Y	N	N	P	N	5,315.70	20-JUL-2010	28-JUL-2010	10148089
XDX3NXW53	10636681	Y	N	N	P	N	513.88	20-JUL-2010	27-JUL-2010	10147993

- 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 a 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



Document: Type: Change Sequence: Submission:

Queue ID	Queue Description	Queue Level	Approval Level	Queue	Level	User
Z010	GENERAL ACCT.TEAM - GOODS, SVCS, JV	10	<input type="checkbox"/>	Z010	10	Nelson, Douglas E
			<input type="checkbox"/>	Z010	10	Tafoya, Isabelle G
			<input type="checkbox"/>	Z010	10	Wrobel, Joseph Andrew
			<input type="checkbox"/>	Z010	10	Webster, Keith L
			<input type="checkbox"/>	Z010	10	Baumeister, Marsha L
			<input type="checkbox"/>	Z010	10	Brooks, Melody Ann
			<input type="checkbox"/>	Z010	10	Stewart, Marcia B
			<input type="checkbox"/>	Z010	10	Rieckmann, Peter C
			<input type="checkbox"/>	Z010	10	Carr, Shannon L
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

+ 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.

FTIIDEN-Name ID Search




Entity Name/ID Search Form FTIIDEN 8.3 (BANP)

- Vendors
 Grant Personnel
 Financial Managers
 Agencies
 Terminated Vendors
 Proposal Personnel
 Terminated Financial Managers
 All

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%
- 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

Vendor Add/Change Requests

- [Information for UNMA 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 FTIDEN 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
- 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		

- Form is located on Accounts Payable website , FORMS, Vendor Direct Deposit Request /Change Form
- 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
- **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 1st destination details on the top block (meals/lodging tab)
- Click next block-form will compute meal total/lodging total for 1st destination
- Click previous block
- Click next record
- Put in 2nd destination details on the top block (meals/lodging tab)
- Next block-form will compute meal total/lodging total for 2nd 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 screenshot shows the top navigation bar of the UNM website with the text "THE UNIVERSITY OF NEW MEXICO" and a search box. Below this is a secondary navigation bar with links for "UNM A-Z", "Directory", "FastInfo", and "myUNM". The main header features the UNM logo and the text "UNM | FASTINFO". A navigation bar below the header contains links for "HOME", "Go To StudentInfo", "Campus Alerts", and "MyUNM". A text prompt asks "Looking for student related information? Search in StudentInfo" with a link icon. The main content area has a navigation bar with "Answers", "Ask a Question", "Chat", and "My Stuff" on the left, and "Login" and "Help" on the right. The search interface includes a "Search Dep/Area:" dropdown menu with "All" selected, a "Find those words:" input field, a "Search" button, and a "Search By:" dropdown menu with "Phrases" selected. A "Search Tips" link is also present. At the bottom right of the search area, it says "Powered by RSI" with a logo.

Banner Screen 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

FOAINP-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 Supervisor, Fiscal Services-Accounts Payable department 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 informatrion 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.

Financial services Support Center

277-3457

www.unm.edu/~fssc

FSSC 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/>



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

09/9/2010