Index Reconciliation Fundamentals

Part One of Three

Terry Shoebotham
Business Management Specialist
6/10 & 11/2014

Table of Contents

Definitions and Explanations

Account – An account is the four digit number that represents the place revenue or expense is recorded in Banner. For example, 3100 is the account code for Office Supplies Expense. You can find a list of UNM accounts, and their definitions, at http://ua.unm.edu/account-codes.html.

Source documents – These are original documents, or copies of original documents. They are the documents that validate that an expense occurred. They may be UNM Bookstore receipts for merchandise purchased. They may be Internal Invoices from UNM Service Centers. They may be copies of DPIs or copies of invoices from outside vendors. They may have explanatory e-mails or other documents like seminar registration forms attached to them. Other source documents include P-card receipts/reports, internal UNM Purchase requisitions, Purchase requisitions, Blanket Purchase requisitions, and Non-Standard Payment forms. This list is not inclusive.

Index – An Index is the six digit number that accumulates revenue and expenses, in accounts, for a given project. The index may be unrestricted; such as one for Instruction & General funding. The index may be restricted and associated with a grant. All expenses for a given index should be reconciled each month.

Post - An item is posted in Banner when it has been recorded in the accounting data base. Only posted items appear on Banner accounting reports

Internal Files – Internal Files are the files you set up to make your job easier. For Account Reconciliation, these will work:

> Uncleared Folders – For each index create an Uncleared manila folder. This folder place copies of source documents for each expense for that index as these expenses occur. Attach these source documents to the reconciliation and move them to the Account Reconciliation Folder at month end.
> Payroll Folders – For each index create a Payroll manila folder. In this folder place copies of all Payroll reports/documentation each month. Attach these to the reconciliation and move them to the Account Reconciliation Folder at month end.
> Index Reconciliation Folders – For each index create a manila Index Reconciliation Folder. In this folder place your completed index reconciliation package each month. This consists of:

- The completed Index Reconciliation Summary [see appendix]
- The My Reports Detail Report [FOROLDS]. You have checked off the amounts on this report and the amounts on your source documents as you reconciled the index.
- The payroll report/documentation. You checked off the detail on the payroll report, and made sure the detail matches the internal detail from your department documentation concerning who is to be charged, and what percentage of their salary is to be charged to this index.

- The source documents and any related schedules created in your department for expenses. You have checked off the detail on these and on your Detail MyReports Report.

These are stapled together each month to form a monthly reconciliation package for each index. This is your completed index reconciliation package. This is filed in your Index Reconciliation Folder each month.

Put the group of each index's folders in a green hanging folder, labeled for that index. Now you have all your information for each index easily accessible.

PI- Principal Investigator. This is the primary person in charge of a grant. He or she may have multiple grants. Each grant has at least one index and may have more than one.

What does Reconciliation Mean?

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 then investigated and corrected or explained. This is done monthly.

Revenue
Comparing the revenue your index receives in Banner with expected revenue, and investigating any variances.

Salaries
This includes:
1) Making sure the people (salaries) being charged represent the people who should be charged to that index.
2) Making sure the correct percentage of their salary is being charged.

Other Expenses
This includes:
1) Knowing what expenses should have been charged to the index.
2) Checking to see that they were charged to the index.
3) Checking to see that no one else's expenses were charged to that index, in error.
4) Understanding F&A charges, and what they should be for the index.

Document Organization
Document Organization is for your benefit. Well organized documents make it easy to find documents and complete reconciliations. Here is a suggested method:

Create a file for each of your Indices

- Create a Green Pendaflex folder for each index. Label it with the index number and name.
- Create three manila folders for each index. Label each with the index number. In addition, label one "Index Reconciliations", one "Uncleared Docs", and one "Payroll". Some departments may also have one for "Revenue".

Organizing folder contents

- For your Uncleared folders, you may wish to organize by type of document, then within each type of document [DPIs, Requisitions, Invoices, Other] by document number or date created.
- For your Payroll Folder, you may wish to organize by date, most recent date first in the folder. When a month is completed, you will removed the payroll documents for that month and staple them to your Index Reconciliation.
- For your Index Reconciliation folder, place the documents in month order, most recent month first in the folder.
- You will finish your monthly reconciliation by attaching all of your documents together.
  - First put the *Index Reconciliation Summary* that shows your reconciled items for the month, and how they were resolved.
  - Second, attach your MyReports Report [FOROLDS] that you checked off with your red pencil.
  - Third, put your payroll report, also checked off.
  - Forth, put all your documents of origination, in the order that they were checked off on the report.

Other Methods are Fine

- If your department has a different method of organizing and filing documents, you may use it. There is no one correct way to organize the information. Just make the information easy to find and use.
- The important thing is that the indices get reconciled each month and any discrepancies are promptly resolved.

To Reconcile an Index, what do I need to have?

Reports.

a. You need printed copies of what expenses were charged in Banner, by account, for the period. MyReports reports are recommended. FOROLDS detail works well. Run this report for the month, AFTER month end has closed. The Month End Close schedule can be viewed at the Financial Services Resource website at http://fssc.unm.edu/ or you can subscribe to Fast Info question 897.

b. You may use excel worksheets to assist you in accumulating the Banner numbers in a format your department prefers. You must still have Banner documents to show where your Banner numbers came from.

Revenue Information

c. If you are reconciling an unrestricted index you need information from your Department Administrator concerning what revenue is expected. If you are reconciling a restricted index you need a copy of the Notice of Grant Award from the funding agency.

Payroll Information

d. Payroll reports for the index showing actual salary paid to each salary and benefit account, by employee. MyReports report FNRSLBE by index will provide this information. FNRLDST will show you the percentage of the employee's distribution that should be in each index.

e. A budget or other internal document telling you the names of the employees that should be charged to that index, and what dollar amount or percentage of their salary should be charged to that index.

Source Documents.

f. You may need to learn how to obtain some of these documents, such as monthly telecom bills, Xerox bills, internal service center bills, and so forth. You may need to contact the person in charge of producing or approving the bill to begin getting a copy each time one is produced.

g. If you do the accounting for your department, this may be as simple as saving a copy before sending the original to your Financial Services Office for approval and payment. A source document is needed for every expense appearing on the Banner Detail Report.

A Red Pencil

h. You will check off each item on the payroll report and each source document, as you locate it in the detail of your Banner report listing expenses for the month for the index. The best practice is to initial and date next to the check mark.

What do you need to know to Reconcile an Index?

How to get the Source Documents

a. You need to know who is producing the internal documents [DPIs, etc.] that result in charges to your index.

    i. You need to get copies, or you can't reconcile. If this process is new to your area no one may know you need the copies. You have to find the correct people and let them know.

    ii. You need copies of all P-Card documents that are expensed to your index.

    b. You need to know how to run bills that are available to you, such as ITS Communication Network Services (internal telephone bills).

        i. All charges should have documentation. If you do not have records in your files, you will need to track it down in order to determine if it has been recorded in the correct index..

What Banner Reports you will use, and how to get them

    c. For restricted or unrestricted indices, you can use MyReports report FOROLDS. Run after month end close. See the Financial Services Resources website http://fssc.unm.edu/ for the monthly schedule, or subscribe to Fast Info question 897.

    d. Banner reports are found in MyReports. Sign in through My UNM, the Employee Life tab.

How to get Payroll Information

    e. You need to know the names of the people who should have salary charged to your index, and what the amount or percentage is.

        i. Your administrator or the Principal Investigator should be able to give you this information.

        ii. You need to know how to get the basic Salary Report [FNRSLBE], by index, and by person within each index. Each department should have a person authorized to view payroll reports. MyReports report FNRLDST will show you all indices for an employee or an organization code.

How to get Revenue Information

    f. Discuss this with your administrator. You must have this information to reconcile these accounts.

What Accounts are Someone Else's Responsibility

    g. Some accounts that you may not be responsible for reconciling include Banner Tax, some revenue accounts, and F&A. These should be looked at each month to ensure that the amount is reasonable and valid.

How do you Reconcile an Index?

Once you have the information you need, reconciling is easy. The first time or two you may find it more difficult because it is new. Once you fall into the routine of doing this each month, it will take little time. Reconciling will allow you to catch mistakes made in the Banner system, and have them corrected quickly.

Print your Banner Report

    a. Print the month end FOROLDS detail report for your index, for the month just ended.

i. After month end has closed you can easily reconcile your index. This explanation is assuming you are reconciling after month end has closed.

<u>Open your Uncleared Folder</u>

       b. During the month you have accumulated numerous source documents for the index you are reconciling in this folder.

<u>Compare the Two</u>

Payroll Expenses

1) **<u>Locate what you can match, and clear it.</u>**
   a. Open your payroll folder.
   b. Compare the totals of the Banner Report to the totals of your payroll report for that index. Check off the Banner Report for each account total that matches the payroll report. They should match!
   c. Compare your list of staff names from your department that are supposed to be charged to this index, with the names on the payroll report. Check off each name on the Payroll report that matches your list. Write down any names that are missing, or "extra" on your Index Reconciliation Summary.
   d. Compare your list of staff amounts/percentages with the amounts on the payroll report. They should match. Write down any that do not match on your Index Reconciliation Summary.

2) **<u>Investigate Discrepancies- Payroll.</u>**
   a. We will assume all your payroll items matched. If not, discuss with your administrator. You may need to submit
      i. An EPAF- to change an employee's location/allocation
      ii. A PHAREDS- to correct an error in a posted salary amount.
      iii. Be aware that adjustments to payroll made during the month that you are reconciling will cause your totals to be different than what you may have expected based on other payroll reportse. As long as the adjustments were correct, this is acceptable.

General Expenses

3) **<u>Locate what you can match, and clear it.</u>**
   a. Find the first non-payroll item of expense [possibly office expense; account 3100]. Let's say there are two lines under this account, one for $12.52, and one for $219.18.
   b. Find the source documents in your Uncleared Folder for this account. You find three. One for $12.52, one for $83.67, and one for $422.12.
   c. You put a check mark next to the $12.52 on your Banner report. You put a check mark on the document of origination that says $12.52. You initial and date this document. Then you take it out of the Uncleared folder, and set it aside for later attachment to your Index Reconciliation Package. One item is reconciled.

d. You look at the document for $83.67. You note that the date on the document is the last day of the month you are reconciling. You are not surprised, therefore, that it is not yet recorded in Banner. You put it back in your Uncleared folder for next month.

e. You look at the document for $422.12. You note that at the bottom of the invoice the expense is being split between three different indices. One of these is the index you are reconciling. Next to each of these index numbers, is an amount. The total of the three amounts equals $422.12. The amount next to your index number is $219.18. You put a check mark next to the $219.18 on your Banner report after you put a check mark by the $219.18 on the source document, initial, and date it. Then you take it out of the Uncleared folder and set it aside for later attachment to your Index Reconciliation Package. Congratulations! You have reconciled the first account in your index for this month!

f. You continue to check the source documents against the charges listed on your Banner report, for each line, for each account. You continue to put red check marks on both the document and report, when they match.

g. When a source document does not match the Banner report, you fill out a line on the Index Reconciliation Summary.

h. If you have any items without a checkmark on your Banner report when you have reviewed all of your source documents, you list that item on a line on the Index Reconciliation Summary page.

4) **Discrepancies are Listed on Index Reconciliation Summary**

a. When you are done, all have matched exactly, except three:

   i. One number in Banner, for $87.32 is simply not in your folder. You have no idea what it is or where it came from. You have listed it on your Index Reconciliation Summary.

   ii. One number in Banner is for $.03 less than the invoice in your folder. Otherwise, it matches the index, account, and time frame. It is for the same vendor. You have listed it on your Index Reconciliation Summary.

   iii. One document of origination, a DPI for $2,940, is still in your folder, though it was created over a month ago. You have listed it on your Index Reconciliation Summary.

Investigate Discrepancies- General Expenses

There are three types:
1) Amount on Banner Report does not match Source Document
2) Amount on Banner Report but there is no Source Document
3) You have a Source Document, but you cannot find the amount on the Banner Report

This is the point at which you may need help. Do not hesitate to ask for it. You must now figure out what to do about your differences. In the example above, the differences that exist are the $87.32, the $.03, and the $2,940.

- **The easiest is the $.03.** You have determined that this charge almost certainly is for the invoice in your Uncleared Folder. It is for the same index, the same account, and the same time frame. The only difference is that Banner paid $.03 less than was billed. Perhaps this is an immaterial difference. Mark on this invoice that it was paid in Banner (write down the month the charge appeared in Banner; the month you are currently reconciling), and was paid $.03 less than billed. Put a check mark on your Banner report, next to this item. Remove the source document from your Uncleared folder, and set it aside for attachment to your Index Reconciliation Summary. Write "Immaterial" in the note section on your Index Reconciliation Summary line that lists this item. Your department administrator will help you decide at what level of difference [generally, less than a dollar] you can use this approach. You will report any patterns of errors, or irregularities that you find, even if they are each very small.

- **In Banner, but no Source Document.** This is the $87.32. One of two things has happened. Either you did not get a copy of the source document, or this was incorrectly charged to your index. You need to determine which of these happened. Drill down in Banner, figure out the document number, pull it up if it is in XTender and print a copy. You can also call the originator. Ask for help if you need to. Track your progress on your Index Reconciliation Summary page by including notes.

- **Source Document in Uncleared file but no Banner Posting.** This is the $2,940. One of two things has happened. Either it has not been charged at all, or it has been charged to the incorrect index. You need to determine which of these happened. You have the DPI number and you can check in Banner to see what its status is. If it is posted, you can figure out where. If it is not posted, or if it has been cancelled, more investigation is needed. Does someone in AP need more documentation? Is the Financial Services Office waiting for a missing piece of documentation? Did the DPI get lost? Track your progress on your Index Reconciliation Summary by including notes.

<u>**Create an Index Reconciliation Summary**</u>

iv. There are several ways to create an Index Reconciliation Summary. Many departments have well developed processes that should be followed. If no specific format is required by your department administration, the following uniform method will work:

1. Use the *Index Reconciliation Summary* template on the Financial Services website under forms. This is an excel worksheet that allows you to list your discrepancies, which are called "reconciling items", and explain their status. As each is resolved, add a note explaining how it was resolved.

2. File this completed *Index Reconciliation Summary* in your Account Reconciliation folder, after attaching it to the MyReports FOROLDS Index report, the payroll report, and the checked off Banner source documentation. This is the index reconciliation package that you keep for each fiscal year, for each index.

Associated Reporting

Once you have your Index Reconciliation files up and running, you may find it helpful to produce other related reports. One such report is a "Balance Remaining" report that many PIs, Deans, and Chairs find useful.

This report is produced each month. Many different templates are used by different departments to produce these reports at UNM. The goal is to help you quickly, easily, and accurately tell departmental personnel what their remaining balance is (How much they have left to spend this year on this index), after subtracting all actual and expected expenses.
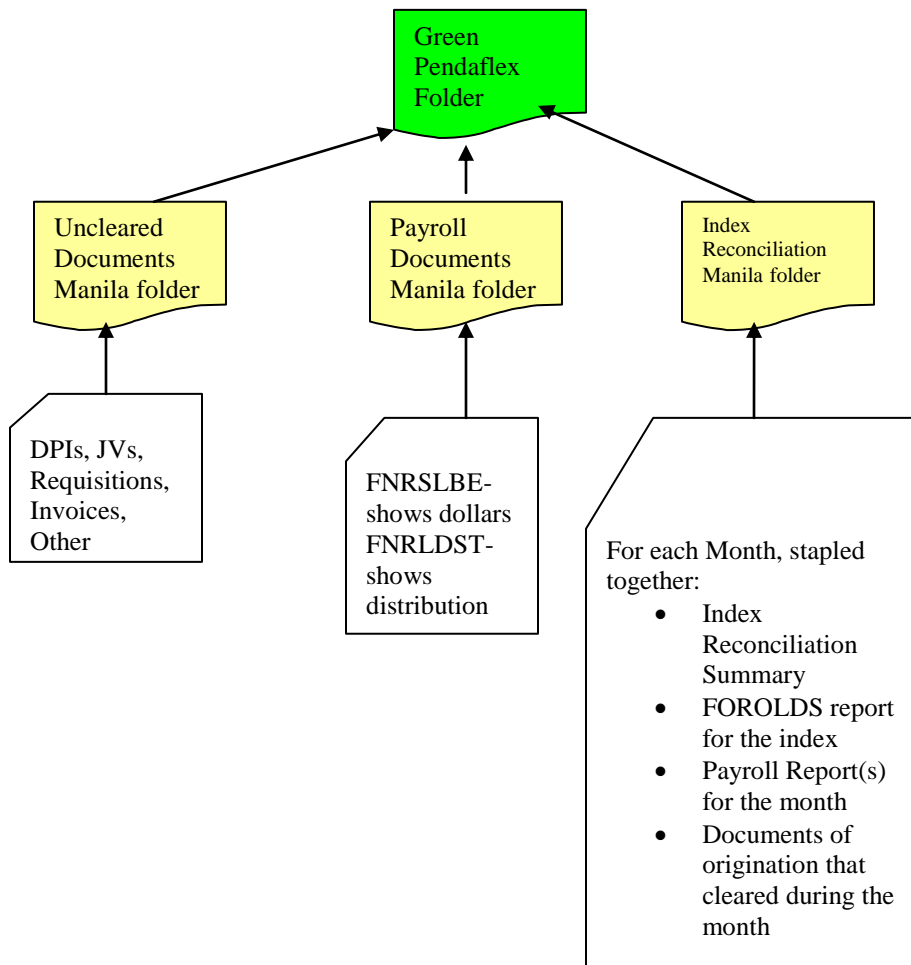
Meet with the person primarily in charge of each index to review this report each month. This gives you the opportunity to find out about changes in personnel, or new expenses that will be charged to the index in the coming months. Meeting monthly [15 minutes is usually long enough] also allows departmental personnel to ask questions. By keeping the lines of communication open, everyone will benefit.
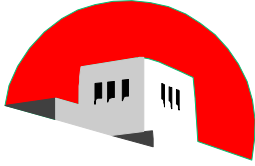
Flow Chart - Index Reconciliation Process

```
                    ┌─────────────────┐
                    │ Determine what  │
                    │ indices you are │
                    │ reconciling.    │
                    └────────┬────────┘
                             │
                    ┌────────▼────────┐
                    │ Collect your    │
                    │ Source          │
                    │ Documents for   │
                    │ each index.     │
                    └────────┬────────┘
                             │
                    ┌────────▼────────┐
                    │ Collect Reports │
                    │ for each index  │
                    └───┬─────────┬───┘
```

Collect Reports for each index

| MyReports FOROLDS | Banner Expense Reports for each index. | Payroll Reports for each index. | MyReports FNRSLBE FNRLDST |

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

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

Match?

Yes

No

Check off

Done

Add to Index Reconciliation Summary

A

```
                    ┌─────┐
                    │  A  │
                    └──┬──┘
                       │
                       ▼
      ┌─────┐      ◇◇◇◇◇◇◇◇◇      ┌─────┐
      │ Yes │◄────◇ Reason for ◇────►│ No  │
      └──┬──┘      ◇ Discrepancy ◇   └──┬──┘
         │         ◇ found?     ◇       │
         │          ◇◇◇◇◇◇◇◇◇            │
         ▼                              ▼
 ┌──────────────┐              ┌──────────────┐
 │ Correct      │              │ Get Help     │
 │ Discrepancy  │              │              │
 └──────┬───────┘              └──────┬───────┘
        │                             │
        ▼                             ▼
 ┌──────────────┐              ┌──────────────┐
 │ Note         │              │ Correct      │
 │ Discrepancy  │              │ Discrepancy  │
 │ and          │              │              │
 │ resolution on│              └──────┬───────┘
 │ Account      │                     │
 │ Reconciliation│                    ▼
 │ Report       │              ┌──────────────┐
 └──────┬───────┘              │ Note         │
        │                      │ Discrepancy  │
        ▼                      │ and          │
   ╭────────╮                  │ resolution on│
   │  Done  │                  │ Account      │
   ╰────────╯                  │ Reconciliation│
                               │ Report       │
                               └──────┬───────┘
                                      │
                                      ▼
                                 ╭────────╮
                                 │  Done  │
                                 ╰────────╯
```

Flow Chart – Document Organization

```
                    ┌──────────────┐
                    │  Green       │
                    │  Pendaflex   │
                    │  Folder      │
                    └──────────────┘
              ▲            ▲            ▲
     ┌─────────────┐ ┌─────────────┐ ┌──────────────┐
     │ Uncleared   │ │ Payroll     │ │ Index        │
     │ Documents   │ │ Documents   │ │ Reconciliation│
     │ Manila folder│ │ Manila folder│ │ Manila folder│
     └─────────────┘ └─────────────┘ └──────────────┘
           ▲              ▲               ▲
```

Uncleared Documents Manila folder

DPIs, JVs,
Requisitions,
Invoices,
Other

Payroll Documents Manila folder

FNRSLBE-
shows dollars
FNRLDST-
shows
distribution

Index Reconciliation Manila folder

For each Month, stapled together:

- Index Reconciliation Summary
- FOROLDS report for the index
- Payroll Report(s) for the month
- Documents of origination that cleared during the month

Intermediate Index Reconciliation
Using Banner Screens and MyReports Reports
Part Two of Three

Terry Shoebotham
Business Management Specialist
6/10 & 11/14

Table of Contents

Basic Review – Index Reconciliation Process

Index Reconciliation Fundamentals explains the basics of index reconciliation. Some basic definitions are repeated in the Appendix section.

Source Documents
Copies of source documents are used to reconcile an index.

- **Revenue source documents**
  - Copies of money lists & checks
  - Department cash reports
  - Copies of accounts receivable entries
  - Copies of invoices mailed to customers
  - Journal entries
- **Expenditure Source Documents**
  - EPAF/ PHAREDS documentation, which may include:
    - Signature authorization email from authorized individuals, with amounts/personnel names & dates
    - Documentation of business purpose for change
  - DPI Requests
  - Purchase Requisitions/Orders/Invoices
  - P-card Transaction Logs, Statements, and invoices
  - Invoices from internal departments or external vendors
  - Journal entries

Basic Accounting Information:

Acct Type	Ledger	Banner Account Starts With	Normal Balance	Increase	Decrease
Assets	General	A	Dr.	Dr.	Cr.
Liabilities	General	L	Cr.	Cr.	Dr.
Net Assets	General	N	Cr.	Cr.	Dr.
Revenues	Operating	0,1	Cr.	Cr.	Dr.
Expenses	Operating	2-9	Dr.	Dr.	Cr.
Encumbrances	Operating	2-9	Dr.	Dr.	Cr.
Reservations	Operating	2-9	Dr.	Dr.	Cr.

Finding and Resolving Payroll Discrepancies

Payroll Tools

When you are researching a discrepancy between what you expected to see in Banner and what is actually posted in Banner in the payroll area, you will use these Banner screens and Payroll reports.

Type	Name	Allows viewing of:
Banner Screen	PHAREDS	Individual Employee Payroll charges by job & index Also allows you to redistribute labor charges. You can also use this screen to see the changes that have been made to an employee's labor distribution.
MyReports	FNRSLBE	Salary Labor Benefits and Encumbrances This is where original payroll distributions and adjustments can be seen once they have posted.
MyReports	FNRLDST	Labor Distribution Report Provides current and future payroll distribution information. Report can be produced by Organization, Employee or by Index.
ePrint	PZRORGH	Contact personnel for each hiring organization.

Payroll Information

Pay ID

This is an alphanumeric code assigned to each pay period. The first character indicates whether the employee is paid on a bi-weekly (2) or monthly (5) basis.   The last two characters signify the actual pay period as specified on the payroll calendar. The payroll calendar can be found at
http://payroll.unm.edu/pay-schedules.html
For example: 2R19 represents regular pay for an hourly employee for the period of work beginning 8/23/14 and ending 9/05/14. 5R8 represents compensation for August 2014 for a salaried employee.

Disposition Codes

Payroll disposition codes indicate the status of payroll postings. For example:

Code	Use
70	Payroll entry posted to Banner Finance

| 60 | Redistribution approved by Central Accounting but not posted to Banner Finance (should post next business day) |
| 48 | Pending or Completed PHAREDS transaction |

Sequence Numbers

Sequence Numbers are assigned to each payroll process:

Code	Use
0	Original Payroll Distribution
1	Void of original distribution
2	Reposting of Payroll Distribution
3	Void of sequence number 2 distribution
4	Reposting of Payroll Distribution

Earnings Codes

Earnings codes are three digit numeric values that represent the category of earnings which have been paid. Common earnings codes are:

Code	Description
010	Regular Earning
012	Temporary Earnings
022	High School Student
015	Overtime
020	House Staff
024	Stipends
025	State Work Study
027	Federal Work Study
029	Regular Student Earnings
037	Graduate Extra Compensation
038	Graduate Summer Session
170	Annual Leave
180	Sick Leave
200	Extra Compensation
202	Incentive Pay
430	Partial VA Funding
432	Full VA Funding

Using Payroll Reports and Screens

PHAREDS

This Banner Screen is used to make labor redistributions. You can see the salary of your employee as it originally was posted and any redistributions of that salary on this screen.

Go to the PHAREDS screen. You must have authorization to access it to proceed. Type in or search for the employee ID:

Selecting "List for Employee" will allow you to query on your employee by name or Id.

This query brings up the following:

Find and select the person whose salary you need to see, and double click. Then select the drop down menu on "Payroll ID":

This will bring up the following screen. If any dispositions are 48, they are pending redistributions that have not been posted yet. If there are approved or posted redistributions, they will show on this screen with a disposition of 60 or higher.

By selecting a pay period (double click), you will see the next screen. The "Earning Labor Distributions" portion of the screen will show to what indices the pay period is currently distributed.
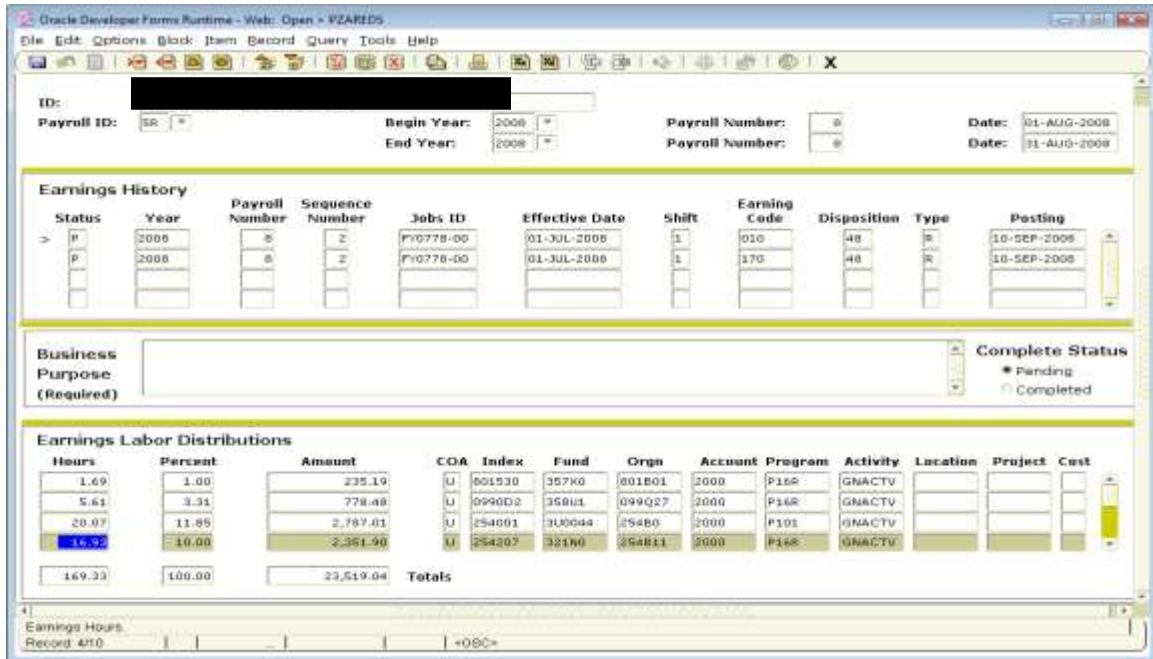
As you "Next Block" through PHAREDS, you will be able to access the "New Earnings Labor Distributions" section to adjust where the pay distribution can be changed.
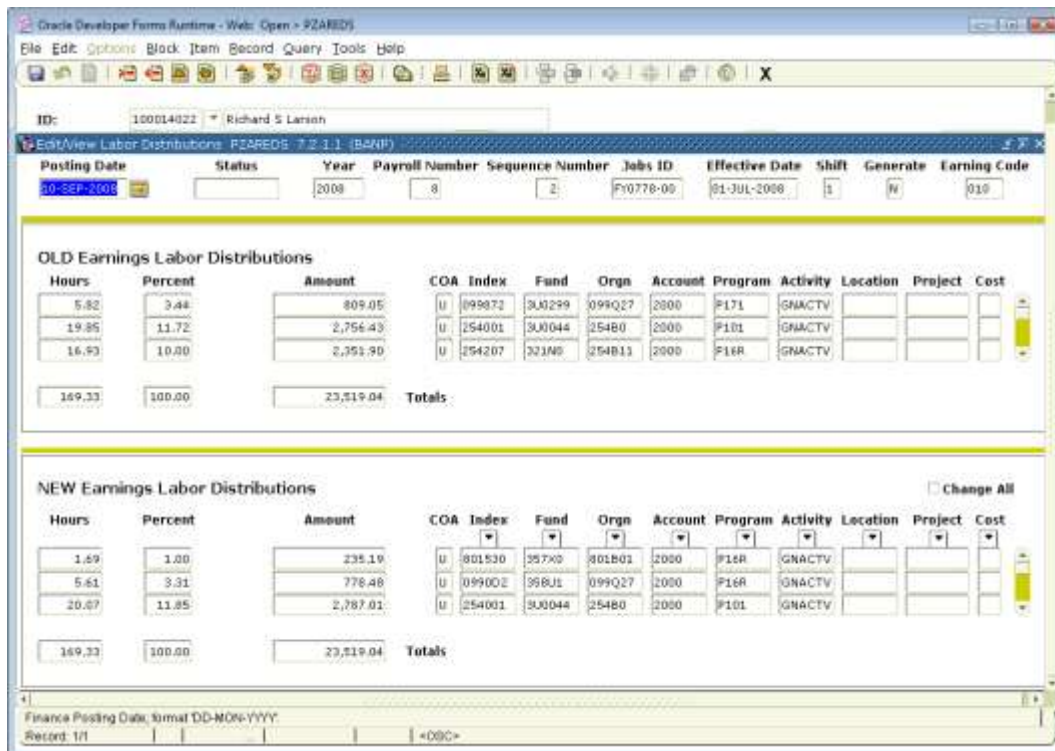
To Access the Payroll MyReports Reports:
Sign into MyUNM
Select Employee Life tab
You will see the following screen:

Select MyReports to access MyReports, Select HR Reports to access other HR Reports.

FNRSLBE (was Hyperion FSH0001)

This MyReports report shows you historical payroll information

From the MyReports Finance tab, select the desired report. In the example that follows, FNRSLBE was selected from Finance/F All Campus Reports. You select the month and year of the report you want, and how you want the information reported.

Report grouping options include:
- By index – grouped by account code
- By index – no grouping
- By organization by index
- By organization by employee
- Employee name
- Summary by Index
- Fringe Rate by Org
- Banner ID

In the screen above, 2014 February was selected, and the Report by method selected was Index. Index 258000 was selected.

The first page of this report follows. Each section represents one employee who has salary posted to that index in February. At the end of the report a total section exists.

The University of New Mexico
FNRSLBE - Salary Labor Benefits and Encumbrance Detail by Index Report
For the Month(s) of: FEB FY2014
Selected Indexes: '258000'
Included Months: FEB

FNRLDSP (was Hyperion FSH0002)

When this report is selected, the following screen appears. You may group the report by
Labor Distributions by:

- Employee
- Org
- Index
- Fund
- Grant

In this case the report is run by employee. Type the employee's name in the search field
and select "find". A list will be displayed. Select the desired employee and run the
report by selecting the button on the lower left (1).

You select the organization, and whether you want the information reported by employee or by organization.

In the following example, Labor Distribution by Org was chosen for 258B.
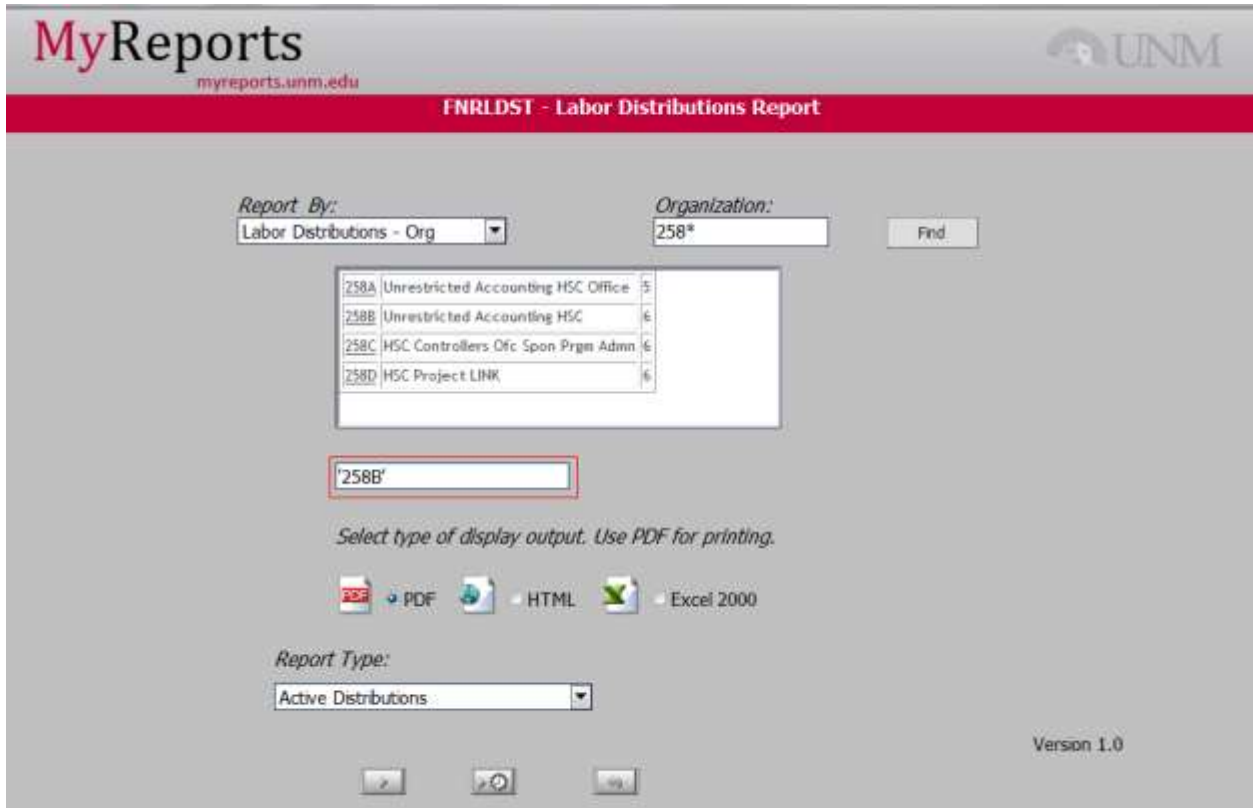
This is the first page of the report:

This report shows labor distribution information by employee. The payroll distribution percentage is applied to the bi-weekly or monthly salary expense to determine what amount is posted to each index. The distribution percentage is not always 100% of the employee's salary. This report can be useful when reconciling errors in the payroll section of an index.

Accessing E Print reports:

To access the following ePrint reports, sign in to MyUNM, and go to E-Print repository indicated below.

PZRORGH

When at the e print screen (above) showing this report, select the report you need. The dates run are shown at the right. If you select "PDF", you will pull up a copy of the report. "Text" will allow you to download the report, and the magnifying glass will allow you to search. Below is the first page of this report. This report will give you the name of the Financial Manager and Consultant at the hiring organization.

This information is useful if you need to know who to contact about a salary issue in a particular organization. You can look up your employee's organization in the directory on My UNM.
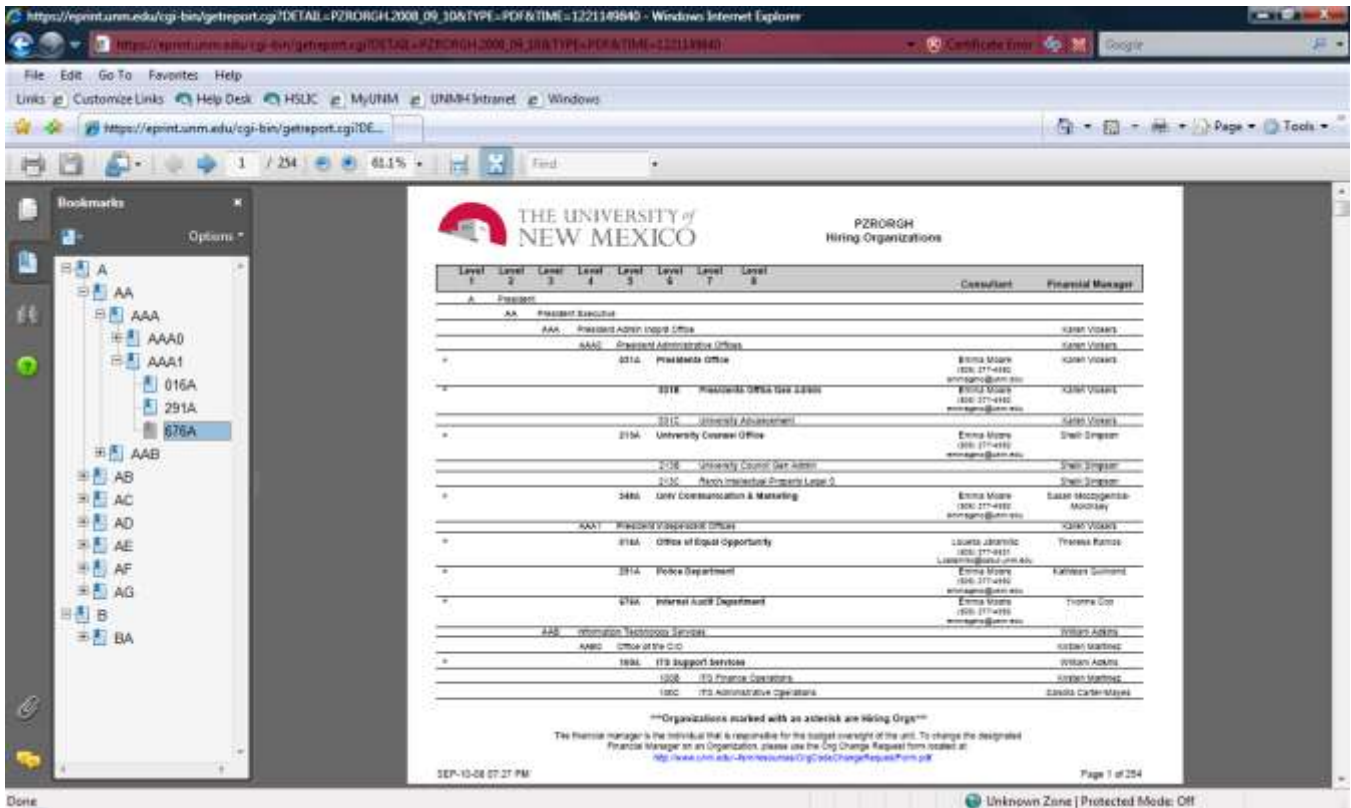
Resolving Payroll Discrepancies

When you have found a discrepancy, you must determine who has the authority to correct it in PHAREDS. Generally only the hiring organization of the employee has this authority. If the employee belongs to another hiring organization, you will contact that hiring organization and ask them to make the adjustment. Use report PZRORGH in order to find a contact person if necessary.

If the employee with the discrepancy belongs to your hiring organization, your department can make the redistribution. PHAREDS is the Banner screen used to make the redistribution. Each department has someone with security clearance to make these redistributions. Make sure a clear business purpose is included when the redistribution is entered so it can be approved and posted quickly.

If the redistribution is showing on this report, it has been approved and posted. If it has been disapproved, it will again show as "pending" in the banner screen PHAREDS. If it has posted, it will be on the FNRSLBE report, and you will see a balance change on Banner screen FRIGITD or FGIBDST.

Finding and Resolving Other Expense Discrepancies

Other Expenses Tools

When you are researching a discrepancy between what you expected to see in Banner and what is actually posted in Banner in any expense area other than payroll, you will use these Banner screens and Hyperion reports.

Type	Name	Allows viewing of:
Banner Screen	FGIDOCR (Doc. Retrieval Inquiry Form)	Posted documents (JV, invoice, requisition, PO, encumbrance). Provides dates, short description and index information. Use "Options" to access Document text screen (FOATEXT).
Banner Screen	FOATEXT (General Text Entry Form)	Document text screen (JV, invoice, requisition, PO, encumbrance). Reasoning behind posted document.
Banner Screen	FOIAPPH (Doc Approval History Form)	Approval history for pending and posted items. Includes information on JVs, DPI invoices, requisitions, POs, and encumbrances
Banner Screen	FOAAINP (Doc Approval Form)	Pending approval(s) for JVs, DPI invoices, and requisitions
Banner Screen	FAIINVE (Invoice/Credit Memo Form)	Vendor Information
Banner Screen	FOIDOCH (Doc History Form)	Payment history information for checks, Invoices, Requisitions, Purchase Orders, Encumbrances. Ability to access documents scanned into Xtender
Banner Screen	FGIBDST (Org. Bud. Status Form)	Budget & actual index summary activity by account code
Banner Screen	FGITRND (Detail Trans. Activity Form)	Account Code Detail Transaction Activity –Fiscal Year
Banner Screen	FRIGITD	Grant Inception to Date Summary activity
Banner Screen	FRIGTRD	Grant Account Code Detail Transaction Activity – Inception to date
MyReports	FOROLDS	Operating Ledger Detail & Summary (Income Stmt)
MyReports	FGRGLDS	General Ledger Detail & Summary (Balance Sheet)
MyReports	FRRGLDS	Grant Ledger Detail & Summary (Grant Balance Sheet)

Other Expense Information

Other expense items posted to your index that may not belong to your index need to be researched. Any items that belong in another index must be moved to the correct index.

With all expense items you will use a MyReports report to look at the detailed transactions that have posted. For unrestricted and restricted accounts, FOROLDS is generally used. You may also drill down on Banner activity from screens FGITRND (unrestricted indices) and FRIGITD (restricted indices)

Transactions Codes

The following table outlines the types of items you may find on your transaction detail report:

Document Type	Document Id	Type	Rule Class Code	Reference on Example below
Manual JV	Jxxxxxxx	JV	JE2, etc.	2
Journal Feed Document	Begins with two letters, such as CHxxxxxx	JV	JFD/JFL/JFH	
PCard Transaction	Sxxxxxxx	INV	IPNI	1
DPEZ Transactions	Ixxxxxxx	INV	DP1	3
Regular Invoice	Ixxxxxxx	INV	INEI	
Requisition - Reservation	Rxxxxxxx	REQ	REQP	
Establish Purchase Order	Pxxxxxxx	PO	PORD	
Purchase Order- Request Liquidation	Pxxxxxxx	PO	POLQ	

FOROLDS Example

The report was run for index 258000 for the fiscal year to date in PDF.

The following document types are shown below:
1) PCard document-supporting documents with PCard log
2) Manual Journal Document
3) DPEZ Invoice Transaction

Banner Screens

See appendix for commonly used banner screens and their usage/application.

Journal Vouchers

Journal entries encompass many different types of transactions, including:
- Internal Sales
- Allocation of revenue
- Transfers of funding between programs
- Cost transfers of expenditures
- Correction of errors
- Feed of payroll and benefits information

Finding Where an Unposted Journal Voucher is in the Approval Process
FOAAINP will show you all pending approvals for a specific transaction. Approvals are not shown in order.

Postings should occur in the following order:
- Department level queues – queue starting with something other than "Z".
  - Level 10,
  - Level 20 (depending on department approval queue requirement)
- Core Office queues – queue starting with "Z"
  - Level 10
  - Level 20 (depending on core office approval requirements)

Manual Journal Vouchers

The distinguishing characteristics of a manual Journal Voucher are:
- document type begins with "J" followed by numbers
- Initiating user will be a person's user ID
- Rule class code will be JE2 when entry is initiated in the department. Core offices have rule class codes specific to their offices. Commonly used rule class codes are contained in the appendix.

Use Screens:
FGAJVCD, FGAJVCM, FGAJVCQ, FGIDOCR, FOIAPPH, FOAAINP

Correcting a Manual Journal Voucher Error
You will do a manual JV to correct a manual JV error.

Feed Journal Documents

The distinguishing characteristics of a feed are:
- Document type is "JV" with an ID number that starts with two or three letters instead of "J".
- Initiating user will normally be "FINANCEAPPWORX" or "FSMLOADX". This indicates a system ID instead of a user ID.
- Rule class code will normally be JFD (Journal Department Feed) or JFL (payroll transactions).

Use Screens:
FGIDOCR

Refer to the Batch Header reference list included in the appendix. Current list is maintained by FSM.

Departments are required to keep supporting documentation for all feeds sent to FSM for upload into Banner. FSM does not have the supporting documentation for feeds.

Correcting a Feed entry:
You will do a manual JV to correct a feed entry error.

P-card invoice

The distinguishing characteristics of a P-card invoice are:
- document type is INV
- document ID number will start with "S"
- Rule class code will be IPNI
- No PO or requisition will be associated with the invoice
- No check will be issued for payment; this is settled electronically

The P-card holder will have the documentation for these expenditures with their Monthly PCard Log. If necessary, Purchasing can also provide backup documentation on PCard charges. The P-card holder should have allocated the charges to the correct indices and accounts within 10 days of the statement.

Use Screens:
FWAINVT

Correcting a P-card entry:
You will do a manual JV to correct a P-card invoice.

DPEZ invoice

The distinguishing characteristics of a DPEZ are:
- document type is INV
- document ID number will start with "I"
- Rule class is DP1
- No PO or Requisition will be associated with the INV number in FOIDOCH

Use Screens:
FZADPEZ, FZIDPEZ, FGIDOCR, FOIAPPH, FOAAINP, FAIVNDH, FAIINVE

Correcting a DPEZ invoice
You will do a manual JV to correct a DPEZ invoice that has posted incorrectly.

Regular Invoice

The distinguishing characteristics of a regular invoice are:
- document type is INV
- document ID number will start with "I"
- Rule class code is INEI
- a PO or Requisition number will be associated with the INV number in FOIDOCH
- a check will be issued for payment in FOIDOCH
  - If check number begins with a "!" – payment made by Electronic Funds Transfer

Use Screens:
FGIDOCR, FOIAPPH, FOAAINP, FAIVNDH, FGAENCB, FGIENCD, FGIOENC, FPIREQN

Correcting a regular invoice:
You will do a manual JV to correct a regular invoice that has posted incorrectly.

Encumbrances

The distinguishing characteristics of an encumbrance are:
- document type is PO or REQ
- document ID number will start with "P" or "R"
- the amount will be shown in the "encumbrances/reservations" column

Use Screens:
FGIDOCR, FOIAPPH, FOAAINP, FAIVNDH, FGAENCB, FGIENCD, FGIOENC, FPIREQN

Correcting an encumbrance:
You will revise the encumbrance to correct an incorrectly posting encumbrance.

Using Other Expense Reports and Screens

FGIDOCR

Access posted document, such as journal vouchers, purchase requisitions, etc. Provides activity date and indexes affection.

FGIDOCR is the screen used to access posted JVs and other posted documents. If a JV is very large, you can use "enter query" to search for activity for your specific index. Enter document number, next block, enter query, enter index number (or amount, or journal type, etc.), execute query.

From FGIDOCR, access the document text using the Options menu document text or through form FOATEXT. This is especially helpful in explaining the reasoning behind recording the JV. This is a required field for all manual JVs. Feed journal documents do not have document text entered.

FOIAPPH

FOIAPPH shows the approval history of the document. Department queues start with "A", "B", or "C". Core accounting office queues, such as Main Campus Unrestricted Accounting, HSC Unrestricted Accounting, Budget Offices, Main Campus Contract and Grants, and HSC Contracts and Grants start with "Z".

FOATEXT

FOATEXT provides access to document text screen for JVs, invoices, requisitions, purchase orders and encumbrances. Provides information related to UNM business purpose such as who/what/where/when/why a document is necessary document.

FOAAINP

FOAAINP identified the pending approval for a JV, invoice, requisition, PO, encumbrance to post into Banner Finance.

FAIINVE

FAIINVE allow you to find detail on a DPEZ , PCard or regular invoice.

FOIDOCH

Information on invoices (all types), requisitions, POs, and encumbrances. Information available includes payment information and check number association with payment transaction. If the check number begins with an "!", the payment was made via electronic funds transfer.

FGIBDST

Budget & actual summary activity by account code – based on Fiscal Year activity-used for unrestricted indexes.

FGITRND

Detail Transaction Account Code Activity – based on Fiscal Year Activity-used for unrestricted indices

FRIGITD

Grant Inception to Date summary activity by account code – based on Inception to Date activity-used for restricted contracts and grants

FRIGTRD

Detail Transaction Account Code Activity – based on Inception to Date Activity-used for restricted contracts and grants

FOROLDS

Operating Ledger Detail & Summary (Similar to Income Statement)

FGRGLDS

General Ledger Detail & Summary (Similar to Balance Sheet)

FRRGLDS

Grant Ledger Detail & Summary (Grant Balance Sheet)

Resolving Other Expense Discrepancies

Use the above screens and reports to find out what was posted to your account, who posted it, and why it was posted. Once you know this information you can determine who should correct the error, if it is in fact an error.

If you are correcting a discrepancy created by someone other than yourself, notify the person who created the discrepancy. This communication greatly reduces duplication of corrections; one by you and one by someone else at the same time.
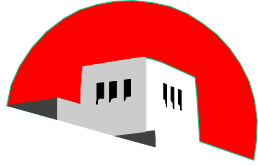
Advanced Index Reconciliation-Payroll, Revenue and Allocations

Part Three of Three

Terry Shoebotham
Business Management Specialist
6/10 & 11/2014

Table of Contents

Index Reconciliation overview

Index Reconciliation Process

There are three Index Reconciliation documents; this is the third. The first document, *Index Reconcilement Fundamentals-part one of three*, goes over the basics of index reconciliation, particularly reconciling non-payroll expenses. The second document, *Intermediate Index Reconciliation-part two of three*, goes into more depth, explaining UNM document types, related codes, accounting structure including fund and organization levels. Some basic payroll information and reports are mentioned. Some basic definitions are repeated in the Appendix section of all three documents. The following chart shows the basic process for index reconciliation.

This third document, *Advanced Index Reconciliation, Payroll, Revenue and Allocations-part three of three*, goes into more depth with the reconcilement of payroll expenses and how to use the MyReports payroll reports to accomplish the reconciliation. It includes tips specifically designed for the payroll portion of index reconciliation. This document also addresses the reconciliation of income and allocations.

All of these three documents may be accessed and printed at: http://hsc.unm.edu/financialservices/accounting/LEARN.shtml, under "Index Reconciliation".

Index Reconciliation Process Flowchart

The information circled is the emphasis of this Manual.

Determine what indices you are reconciling.

↓

Collect your Source Documents for each index.

↓

Collect Reports for each index

Banner Income & Expense Reports for each index.

MyReports FOROLDS

Income & Allocation Account amounts

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

Payroll Reports for each index.

MyReports FNRSLBE FNRLDST

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

Match?

Yes — No

Check off

↓

Done

Add to Index Reconciliation Summary

↓

A

```
                              ┌─────┐
                              │  A  │
                              └──┬──┘
                                 │
                                 ▼
        ┌──────┐          ◇ Reason for ◇          ┌──────┐
        │ Yes  │◄─────────◇ Discrepancy ◇────────►│  No  │
        └──┬───┘          ◇   found?    ◇          └──┬───┘
           │                    ◇                     │
           ▼                                          ▼
    ┌──────────────┐                           ┌──────────┐
    │   Correct    │                           │ Get Help │
    │  Discrepancy │                           └────┬─────┘
    └──────┬───────┘                                │
           │                                        ▼
           ▼                              ┌──────────────┐
  ┌──────────────────┐                    │   Correct    │
  │ Note Discrepancy │                    │  Discrepancy │
  │ and resolution on│                    └──────┬───────┘
  │ Account          │                           │
  │ Reconciliation   │                           ▼
  │ Report           │                  ┌──────────────────┐
  └────────┬─────────┘                  │ Note Discrepancy │
           │                            │ and resolution on│
           ▼                            │ Account          │
       ( Done )                         │ Reconciliation   │
                                        │ Report           │
                                        └────────┬─────────┘
                                                 │
                                                 ▼
                                             ( Done )
```

Help may be obtained from your supervisor or the Financial Services Resources web site at (http://www.unm.edu/~fssc/index.html).

Finding and Resolving Payroll Discrepancies

Payroll Tools

When researching a discrepancy between what you expected to see in Banner and what is actually posted in a Banner payroll account, you will use these Banner tools:

Type	Name/ Phone	Allows viewing of:
Banner Form	PHAREDS	Individual Employee Payroll charges by job & index. This form is used to redistribute posted Payroll charges. **It does not affect future distributions**. This form can also be used to view changes that have been made to an employee's labor distribution.
UNM Portal (My UNM)	Self Service	Log into MyUNM. From the Finance Tab, select *LoboWeb for Finance*. You can run Operating Ledger Queries; from the Query Results you can drill down on any of the account codes, including payroll account codes. This will provide the Document List; you can then drill down on any of the documents to determine the employees that make up the expense.
LoboWeb interface, Employee tab, Lobo Web, EPAF, New EPAF	EPAF	Electronic Personnel Action Form This form is used to change future labor distributions. Processing EPAFs in a timely manner will reduce the need for PHAREDS. **It does not affect posted distributions.**
MyReports	FNRSLBE	Salary Labor Benefits and Encumbrance Report Provides labor that has posted as well as redistributions (PHAREDS) that have been processed. This report can be run by index, organization code or employee, summary or detail.

MyReports	FNRLDST	Labor Distribution Report Lists Active Labor Distributions. This report can be run by employee, index, fund, organization code, or grant.
ePrint	PZRORGH	Contact personnel for each hiring organization. Available from the hrp_banp-HR/Payroll Reports Production (banp) Repository of ePrint, this report lists the HR Consultant and the Financial Manager for each Hiring Org Code.
Financial Services Management	377-4550	Assist with all Finance related questions. If they are not able to help, they will forward your request to a Financial Services Division expert.
HR/Payroll Support	277-4777 (HRPR)	Assist with BAR requests specific to HR Security, UNM Jobs navigation, timekeeping navigation, EPAF navigation, finding HR ePrint reports.
HR APEX Reports	Call HR 277-5803	These are payroll reports you can run yourself and sort, format, and download. Will show labor distribution and salary amounts. Training required to get access.

Using Payroll Reports

To reconcile payroll posted to an index, you must know:

1) The people that should be posted on the index.

2) The percentage of their pay that should be posted on the index.

3) The dollar amount of their pay.

This information is internal to the department, and should be available from your supervisor.

Once you know this information, Payroll Report FNRSLBE will show you, by index, the people with salary posting to the index, and the dollar amount posted. It will not show you the percent of their salary that is posting.

To find the percent of salary for each employee that is posting to the index, you can run either the MyReports Active Labor Distribution report (FNRLDST) or the APEX HR Payroll report, filtered for Labor percent. How to run these three reports will be shown below.

Accessing MyReports Reports

To Access MyReports Reports, Log into MyUNM
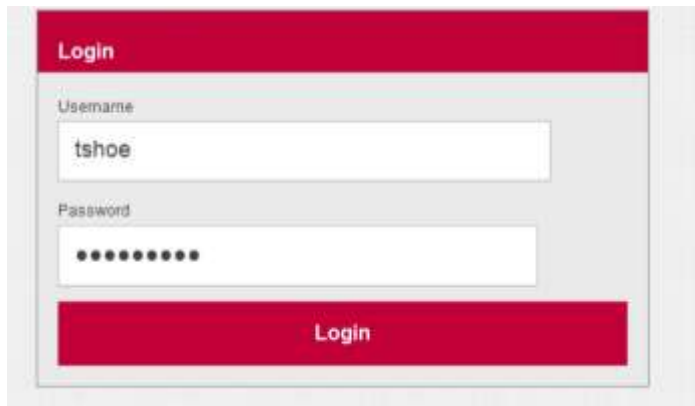
Go to the Employee Life tab

Select

Sign in to MyReports:

The following screen will appear:

Select the *F All Campus Reports* folder

A list of reports available to you will appear. We will look at FNRSLBE-Salary Labor Benefits and Encumbrance Report, and FNRLDST-Labor Distribution Report.

FNRSLBE
First, select *FNRSLBE – Salary Labor Benefits and Encumbrance Report* to see historical payroll information. We are selecting to run this report by index. Enter the index, or part of the index and a wild card (* or %). Select the index desired. Select the month (or months) and fiscal year.

Run the report by selecting the chevron pointing right. Remember to select your display output type.

Report grouping options include:

- By index
- By index – no grouping
- Org – by index
- Org – by employee
- Employee Name
- Summary by index
- Fringe rate by org
- Banner ID

Experiment with the different groupings to see which gives you the information you need in the best format.

This is one person from the above report, run YTD and by index:

Trans Code	PayID	Trans Date	Labor	Fringe FICA (2110 2120)	Fringe Ret. (2140)	Fringe Ins. (2160)	Fringe UE-Comp (2180)	Fringe WC-Comp (21A0)	Prof Liability (21C0)	Fringe Other (21J0)	Total Fringe	FYTD Salary Encumb.
		07/01/2013	.00	.00	.00	.00	.00	.00	.00	.00	.00	42,925.08
		07/25/2013	.00	.00	.00	.00	.00	.00	.00	.00	.00	(3,577.09)
		08/27/2013	.00	.00	.00	.00	.00	.00	.00	.00	.00	(3,577.09)
		09/26/2013	.00	.00	.00	.00	.00	.00	.00	.00	.00	(3,577.09)
		10/28/2013	.00	.00	.00	.00	.00	.00	.00	.00	.00	(3,577.09)
		11/22/2013	.00	.00	.00	.00	.00	.00	.00	.00	.00	(3,577.09)
		12/17/2013	.00	.00	.00	.00	.00	.00	.00	.00	.00	(3,577.09)
		01/28/2014	.00	.00	.00	.00	.00	.00	.00	.00	.00	(3,577.09)
0	5R1	01/31/2014	3,577.09	.00	.00	.00	.00	.00	.00	.00	.00	.00
0	5R10	10/31/2013	3,577.09	.00	.00	.00	.00	.00	.00	.00	.00	.00
0	5R11	11/27/2013	3,577.09	.00	.00	.00	.00	.00	.00	.00	.00	.00
0	5R12	12/20/2013	3,577.09	.00	.00	.00	.00	.00	.00	.00	.00	.00
0	5R7	07/31/2013	3,577.09	.00	.00	.00	.00	.00	.00	.00	.00	.00
0	5R8	08/30/2013	4,577.09	.00	.00	.00	.00	.00	.00	.00	.00	.00
0	5R9	09/30/2013	3,577.09	.00	.00	.00	.00	.00	.00	.00	.00	.00
Subtotal:			26,039.63	.00	.00	.00	.00	.00	.00	.00	.00	17,885.45

Note that the month order showing labor is a bit unusual. Be sure you look at the correct line(s).

An example of how a PHAREDS labor redistribution posting appears in the FNRSLBE payroll report:

Transcode 0 = original posting

Transcode 2 = re-posted

Transcode 1 = voided posting

		01/14/2014	.00
		01/21/2014	.00
		01/28/2014	.00
0	5R1	01/31/2014	5,078.14
1	5R10	01/17/2014	(5,078.13)
2	5R10	01/17/2014	5,078.13

FNRLDST – Labor Distribution Report
This report will tell you the distribution for any index or employee. To run the report, sign in to MyReports, select F All Campus Reports. Then select the *FNRLDST report*. The following screen will appear. Notice that you can run the report by Employee, Organization, Index, Fund, or Grant.

Here the report is run by employee:

A wildcard (* or %) was typed in the Employee Name field, then the employee's last name. All employees with that last name, and their ID numbers was returned. The correct employee was then selected.

FNRLDST   THE UNIVERSITY OF NEW MEXICO   02/11/2014
Active Labor Distribution by Employee
100056495 - Mellor, Keith H.
Position: S01335 - Executive Project Director

Index Code	Fund	Acct Code	Suff	Hiring Org	Labor Dist Org	Labor Dist Org Desc	Dist%	FTE%	Job Start Date	Job End Date	Labor Dist Start Date	Labor Dist End Date
258000	3U0044	2020	01	485A	258B	Unrestricted Accounting HSC	32.00	100.00	07/01/2013	12/31/2099	07/01/2013	12/31/2099
485000	2U0224	2020	01	485A	485B	Credit Collections & Merchant Oper	68.00	100.00	07/01/2013	12/31/2099	07/01/2013	12/31/2099

The report shows that this employee is a full time employee, with a distribution of 32% to index 258000 and a distribution of 68% to 485000.

The payroll distribution percentage is applied to the bi-weekly or monthly salary expense to determine what amount is posted to the index. The distribution percentage should match your internal list of the distribution of each employee's salary to this index. In this example, this employee will have 32% of their pay distributed to index 258000.

HR APEX Reports – Salaries and Labor Distribution
To access the HR APEX reports, you must first take the required training in Learning Central, and submit a BAR for the role you need. Contact HR if you have questions at 277-5803.

Once you have access, select HR Reports from MyUNM.

Log into HR Reports:

Select Employee Application.

You may now select the criteria you need for your report. We want to see the labor distribution for employees in one org; 258A.

So we will first select by Level 3 Org, AFA VP HSC Administration by clicking on the entry and the single arrow moving the entry to the right. Then select The appropriate org, in this case, 258A.

And run the report.

The report that is returned contains more information than needed. Use the Actions button to select "Select Columns".

Select only those columns required. Name, ID, Position, Position Title, and Appt % were selected. Move the selections from the left column to the right as before, with the single arrow. The report will be displayed when you Apply the changes.

The following report was returned:

UNM ID	Name ▲	Position	Position Title	Appt %
100006628	Brandt, John	S02255	Supv,Fiscal Services	100
100006768	Cartmell, Judy A.	NBRETR	Retired Employee	100
100012203	Chavez, Consuelo V.	NBRETR	Retired Employee	100
100006221	Deniston, Jacquelyn K.	NBRETR	Retired Employee	100
100009115	Graham, Thelma J.	OC0237	Sr Fiscal Services Tech	25
100009115	Graham, Thelma J.	NBRETR	Retired Employee	100
100008348	Gutierrez, Lupe M.	NBRETR	Retired Employee	100
101580568	Hamilton, Savannah D.	UB0237	Student Advanced Level	50
100623581	Hurley, Stacie E.	S03402	Accts Receivable Coord/HSC	100
100005995	Martinez, Patricia	NBRETR	Retired Employee	100
100436784	McDougle, Sean M.	S02660	Admin Assistant 3	100
100024154	Putz, Laura J.	S02094	Associate Controller	100
100153327	Ritter, Michelle N.	S08860	Fiscal Services Tech	100
101120183	Shoebotham, Terry E.	S01456	Sr Business Manager	100
101067294	Tan, Huihui	S07229	Accountant 2	100
100010033	Thomas, Kathleen E.	NBRETR	Retired Employee	100
101088984	Watts, Alana D.	S06514	Accountant 3	100
Count: 17				

You realize you do not want Retired Employees. To remove them, Select the Actions button, and Filter. Filtering by Position Title, select the "does not equal" Operator from the drop down menu, and the Expression "Retired Employee", and Apply.

Active Employees by Org Report

Q ▾		Go	Actions ∨

Filter

Filter Type ◉ Column ○ Row

Column	Operator	Expression
Position Title ▾	!= ▾	Retired Employee ∨

Cancel   **Apply**

Now the report shows you the 10 Employees in this area, and the percent of annual salary they are currently earning in this area, as well as the total number of active employees: 10.

UNM ID	Name ▲	Position	Position Title	Appt %
100006628	Brandt, John	S02255	Supv,Fiscal Services	100
100009115	Graham, Thelma J.	OC0237	Sr Fiscal Services Tech	25
101580568	Hamilton, Savannah D.	UB0237	Student Advanced Level	50
100623581	Hurley, Stacie E.	S03402	Accts Receivable Coord/HSC	100
100436784	McDougle, Sean M.	S02660	Admin Assistant 3	100
100024154	Putz, Laura J.	S02094	Associate Controller	100
100153327	Ritter, Michelle N.	S08860	Fiscal Services Tech	100
101120183	Shoebotham, Terry E.	S01456	Sr Business Manager	100
101067294	Tan, Huihui	S07229	Accountant 2	100
101088984	Watts, Alana D.	S06514	Accountant 3	100
Count: 10				

This can be helpful information when you are reconciling your indices. You can also leave in the Salary amount, and compute a monthly amount column. See the training required to get report access for more detailed instructions.

Accessing ePrint reports:
To access the following ePrint reports, log in, and go to repository indicated below.

PZRORGH-Finding Financial Manager of an Organization

The PZRORGH report is available in ePrint, from the hrp_banp-HR/Payroll Reports Production (banp) Repository. To select this report follow the directions in the Accessing ePrint Reports section above. Below is the first page of this report. This report will give you the name of the Financial Manager and Consultant at the hiring organization.

This information is useful if you need to know who to contact about a salary issue affecting your index when the hiring organization of the employee is another department. You can look up an employee's organization code from the online UNM directory, and determine who to contact from this report.

Payroll Discrepancies
A discrepancy is any of the following:

Employee's Salary Missing-Not Charged to Index
This can happen for several reasons. Some of the most common are:

1) No one has done a labor distribution (ePAN) change for the employee, who is new to your department. The charges are still being distributed to the employee's old department.

2) Keying error. During the payroll process, an incorrect index was keyed.

3) Note that you must have security to access these reports. The employee's payroll detail will not appear if you do not have security to run the reports.

Wrong Employee Charged To Index
Possible reasons for an employee being incorrectly charged to an index include:

1) No one has done a labor distribution (ePAN) change for the employee, who is no longer employed by your department. The charges are still being distributed to the employee's old department – yours.

2) Keying error. During the payroll process, an incorrect index was keyed- yours.

Wrong Distribution Percentage Charged to Index
1) No one has done a labor distribution (EPAF) change for the employee, who had a labor distribution change. The charges are still being distributed as per the old, now incorrect, distribution.

Wrong Dollar Amount Charged to Index
1) Faculty salary change. The faculty member's salary may have changed. The amount may be correct, but different than what you had expected. Confirm with your supervisor.

2) Work Study student is being charged at the full pay rate instead of the work study rate. Work study funds may be depleted, or the amount is too high. Notify the student employment office.

3) Special compensation has been given to the employee. The amount may be correct, but not what was expected.

Correcting Discrepancies

If you find a discrepancy, you must determine who has the authority to correct it in PHAREDS. The hiring organization of the employee has this authority. If the employee belongs to another hiring organization you will need to contact that hiring organization and ask them to process the adjustment. If necessary, use the ePrint report PZRORGH to find a contact person.

If the employee is in your hiring organization, your department is responsible for processing the redistribution. When the redistribution is showing on the FOROLDS report, it has been approved and posted. If it has been disapproved, financial services will send the originator an email notifying them that is has been disapproved, and explaining why. The transaction will again have a status "pending" in the Banner form PHAREDS.

If the transaction has posted, you will see a balance change on Banner form FRIGITD or FGIBDST, but these forms do not supply information by employee.

PHAREDS

To process a redistribution, use Banner form PHAREDS. Each hiring organization should have someone with security to process redistributions through the PHAREDS Banner form.

For details on the PHAREDS process, you may take the *FILR 100 Labor Redistribution* class. You may register for the class through EOD. The participant guide for the class is available on the FSSC website at http://www.unm.edu/~fssc/docs/FILR-100.pdf. To obtain security for the PHAREDS process, you must take the *FILR 100 Labor Redistribution* class.

LoboWeb Employee Life Tab Labor Redistribution

Now you can create Labor Redistributions in LoboWeb by selecting *Effort Certifications and Labor Redistributions*. This process is also explained in the *FILR 100 Labor Redistribution* class, and the Labor Redistribution Participation Guide at http://www.unm.edu/~fssc/docs/FILR-100.pdf.

Status of Labor Redistributions

Once a labor redistribution has been completed, it will go to through the approval queues to be approved. Once it is completely approved, it will be posted in Banner.

No redistributions will post until you have changed the status to Complete (see PHAREDS Labor Redistribution Participant Guide). If a redistribution is denied, the status will be changed back to Pending. The accountant who disapproved the PHAREDS will also send an email indicating that they disapproved it, and why.

Income And Allocation Reconcilement

Income

General Income Information
The income received in your income accounts, and how departments distribute income, varies tremendously by department. You should learn what types of income to expect, what accounts to expect them in, and when to expect them.

You should investigate income that is in unusual accounts for your index or for significantly different amounts than expected(generally, the expected amount is the budgeted amount).

Account 07ZZ-Reimbursement Holding is in the Sales and Services section of the income accounts. This account is used for temporary holding of payments received by employees for reimbursement for personal usage. This account should be zero at the end of each month. If an employee repays the University for personal travel expenses that were on a PCard, such as an airline seat upgrade, the check is deposited into 07ZZ-Reimbursement Holding. The amount is then moved with a Journal Voucher to the expense account it is offsetting. In the case of a travel reimbursement, it would be moved to the index and account that hold the PCard expense the check was reimbursing. The Journal Voucher would Debit the revenue account holding the reimbursement (07ZZ) and Credit the expense account that holds the expense the employee is reimbursing.

Types of Income
The following table contains the types of income most commonly seen in general department indices. It does not contain all revenue accounts.

Revenue Type	Accounts	Description
Tuition Revenue	0120-01Z1	Revenue from tuition
Student Fees	0210-02Z1	Revenue resulting from fees charged to students
Patient Services	0330-03Z0	Revenue from Patients, and offsetting amounts for allowances
Grants/Contracts	0410-04Z0	Revenue derived from a Contract or Grant

Sales/Services	0410-07ZZ	This eclectic group of accounts includes many types of income, including Internal Service Center income, and the Reimbursement Holding account 07ZZ
Other Operating Revenue	0810-08Z1	This area includes gains recognized at the close of a contract
Appropriations	0710-07D0	Federal & State appropriation revenue, including GFS and Cigarette Tax appropriations
Gifts and Other	1000-1020	If you are not part of the Foundation, question any revenue in these accounts! You probably should not have ANY.
And several other types		That you should not have in a typical index

Allocations

General Allocation Information
Allocation income is income that has been transferred to your index by another index. There are many rules concerning allocations. Here, we are primarily concerned with whether or not any allocations your index gave or received were budgeted. The following table will help you understand how UNM defines different allocations.

An allocation moves actual (not budget) revenue that does not cross Banner Programs except within P10 through P14 (Instruction and General programs). Allocations will generally be made by the administrative office of schools, colleges, or very large departments and will not require budget office approval. If a department wants to move budget as well as actual, a budget entry may be made.

Types of Allocations

Allocation Type	Accounts	Description
Allocations	1600-1668	Movement of revenue within the University for use by another index than where it was originally posted

When you review allocations, you should see a budgeted amount in the index that contains the allocation. While various indices will receive (or give) their allocations at various times during the year, they should be budgeted, and any allocations exceeding the budgeted amount should be reviewed and questions asked. Unexpected (unbudgeted) allocations should also be investigated.

Additional Tips

Contract and Grant Considerations
Do not move salary to a contract or grant fund that is past its budget end date or terminated.

Be sure the pay period you are moving is within the budget period of the fund. Do not create PHAREDS on indices where the fund is termed without contacting your fiscal monitor first.

When a restricted fund is terminated, even though the distribution is indicating that the pay period is being posted to that restricted index, the charge will not be posted to the index. Instead, **it will be posted to the unrestricted over expenditure index** for that fund. The only way to fix this is to bring it to the attention of the Fiscal Monitor in Financial Services. Your Fiscal Monitor can open the fund and prevent the PHAREDS from posting the charges to the over expenditure index.

To determine the budget period on a restricted fund, look on form FRMFUND.

No pay periods after May 31, 2004 can be posted to this fund. The budget period ended May 31, 2004. However, is the fund termed? To determine this, go to FTMFUND, below. (The termination Date field on this FRMFUND screen will always be blank.)

This fund was terminated March 21, 2007. No payroll distributions or charges of any kind can be made to this restricted index unless the termination date is changed to a date in the future.

Keep a Running Spreadsheet

Some departments find it helpful to keep a document that shows the allocation split between indices for all of your employees. You can track salaries by index for each account.

Finding Who the Authorized Signor is on an Index

You can find out who is authorized to allow expenses on an index. You will need to know this if you are doing a PHAREDS. To find a signature authorization form for an index, go to FTMACCI for unrestricted indices, or FRAGRNT for restricted indices.

In FTMACCI select query (F7), enter the index, and run the query (F8). Select the Xtender icon. Either the signature authorization will be displayed, or a list of documents attached to that index will be displayed. If the list is displayed, select the document with document type "Signature". If there is more than one document with document type "signature", select the most current by looking at the date on the form.

For older restricted indices, go to FRAGRNT. Enter the grant number and select Next Block. Select the Xtender icon. Either the signature authorization will be displayed, or a list of documents attached to that index will be displayed. If the list is displayed, select the document with document type "Signature". If there is more than one document with document type "signature", select the most current by looking at the date on the form.

25

Only the people listed on the current signature authorization form are allowed to authorize the movement of expense to that index. The business purpose should reference under whose authority the modifications are being made.

Preventing Future Discrepancies

EPAF versus ePAN
While they may sound the same, and both have to do with labor distributions, EPAFs and ePANs are two different things.

An EPAF is the form used when an existing employee is changing labor distribution within an organization. Human Resources does not approve EPAFs.

An ePAN is used if the employee is new, if they are changing departments, or they are promoted. Human Resources signs off on ePANs before they go into effect.

The ePan can be found on the Human Resources site at http://hr.unm.edu/forms/allforms.php . Select "Forms", and then select "Employment Forms".

You can see this screen, which allows you to access the ePAN, in the following screen print.
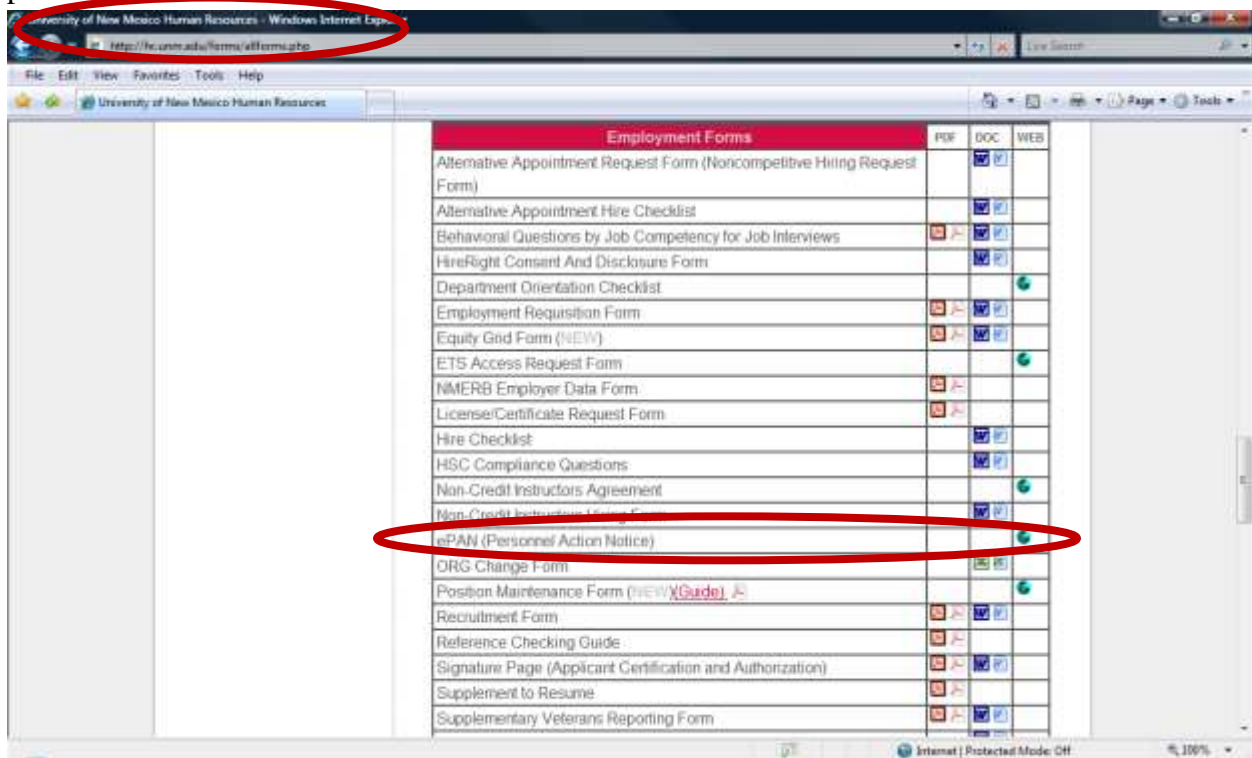
When you select the icon to the far right next to ePAN, the following form will appear.

This form is filled out when an ePAN is needed.

Create EPAFs When Necessary

If you have found an error in a payroll distribution and corrected it with a PHAREDS, you may need to create an EPAF or ePAN to prevent the same error from occurring again. You must have EPAF origination security to access EPAF.

If an employee's distribution is not correctly stated on the correct index on the FOROLDS report, you will need to process an EPAF to change the distribution of future payroll expense. While this will correct the issue going forward, you must use PHAREDS to correct existing errors.

EPAFs are created by going into LoboWeb from the Employee Life tab in MyUNM portal. EPAFs are used to permanently change an employee's labor distribution for future payrolls. You must have the Banner Access Role *EPAF Labor Distribution Change Originator* to access these screens.

You must have EPAF Origination security to see the (circled) EPAF link, below.
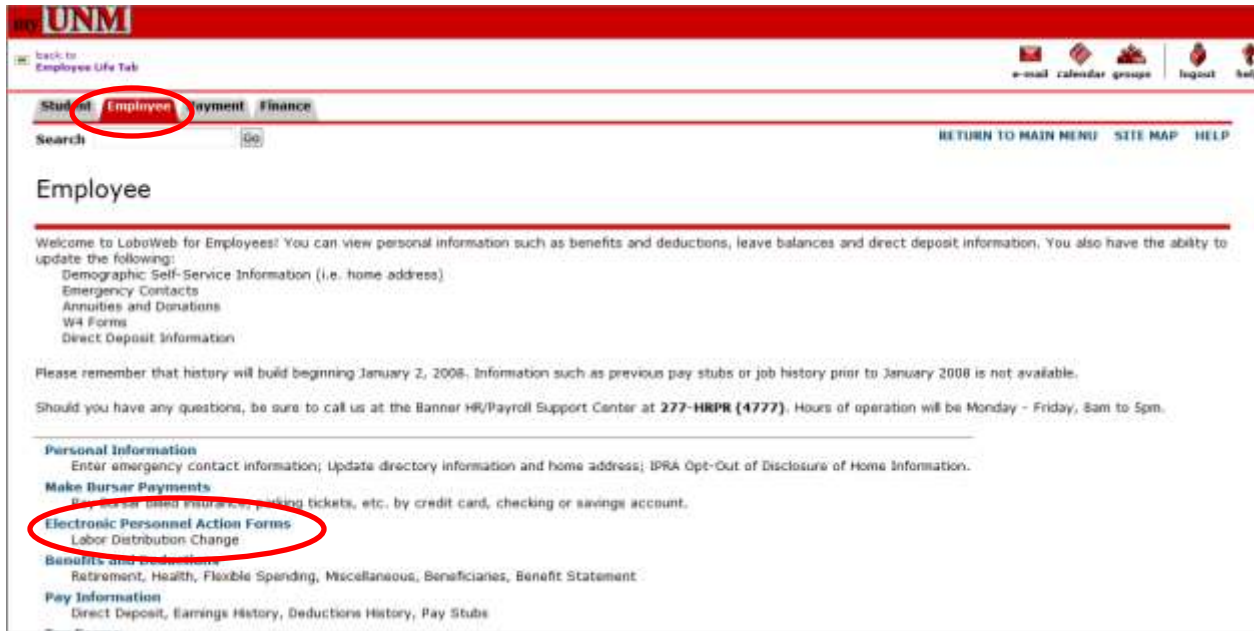
Select Electronic Personnel Action Form, and New EPAF. The following screen appears. Complete this so future changes will occur and PHAREDS will not continue to need to be completed each pay period.
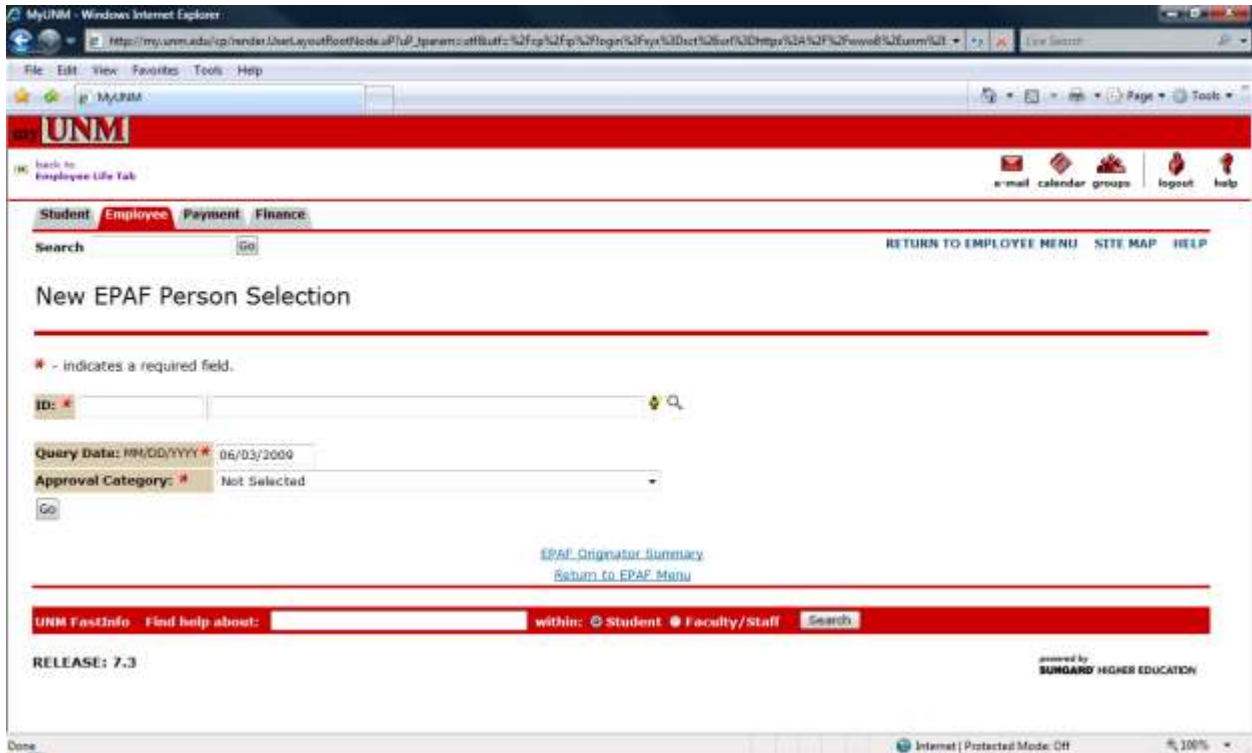
Hiring Organization Selection

When hiring new employees, be consistent with the hiring organization used. If a different level of hiring organization within your department is used, you may not see all employees when running reports for a hiring organization, or you may lose the ability to modify past or future labor distributions.

Unless otherwise instructed, always use the same hiring organization as is used for the other employees in the index to which your new employee will be expensed.
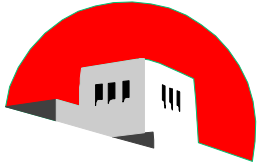
Index Reconciliation Appendices

Appendices
Terry Shoebotham
Business Management Specialist
6/10 & 11/2014

Table of Contents

INDEX RECONCILEMENT APPENDICES

Sample of Completed Index Reconciliation Summary

-~--

Index Reconciliation Summary

Index Number: <u>123456</u>

Month Reconciled: <u>4/2008</u>

Person Completing Reconciliation: <u>Your Name</u>

I have reviewed this reconciliation and believe it to be correct: _____

<div align="right">Dept Administrator</div>

Reconciling Items:

Account	Amount	Notes
3100	87.32	No document. Expense determined to belong to index 124356. JV 100632 moved it there on 5/21/08.
3140	.03	Immaterial. Ignored.
3189	2940.00	DPI D12345 was created on 3/14/08. Expense not posted. The DPI was never received by accounting. Copy of DPI hand delivered 5/16/08. Posted to Banner on 5/20/08.

Form - Reconciliation Summary

Index Number: _____

Month Reconciled: _____

Person Completing Reconciliation: _____

I have reviewed this reconciliation and believe it to be correct: _____
<div style="text-align:center">Dept Administrator</div>

Reconciling Items:

Account	Amount	Notes

Flow Chart - Index Reconciliation Process

```
                    ┌─────────────────┐
                    │ Determine what  │
                    │ indices you are │
                    │ reconciling.    │
                    └────────┬────────┘
                             │
                    ┌────────▼────────┐
                    │ Collect your    │
                    │ Source          │
                    │ Documents for   │
                    │ each index.     │
                    └────────┬────────┘
                             │
                    ┌────────▼────────┐
                    │ Collect Reports │
                    │ for each index  │
                    └────┬───────┬────┘
```

MyReports FOROLDS	Banner Expense Reports for each index.	Payroll Reports for each index.	MyReports FNRSLBE FNRLDST

```
   Compare each item          Compare People and
   on your Banner             their percentage of
   Expense Report             Salary with your
   with documents of          departmental staff
   origination.               list/percent of
                              salary.

       Yes  ◄──  Match?  ──►  No

     Check                    Add to Index
     off                      Reconciliation
                              Summary
     Done                        A
```

4

```
                         ┌─────┐
                         │  A  │
                         └──┬──┘
                            │
                            ▼
                         ╱──────╲
┌─────────┐             ╱ Reason  ╲            ┌─────────┐
│   Yes   │◄───────────╱    for     ╲─────────►│   No    │
└────┬────┘            ╲ Discrepancy╱          └────┬────┘
     │                  ╲  found?  ╱                │
     │                   ╲──────╱                   │
     ▼                                              ▼
┌─────────────┐                              ┌─────────────┐
│ Correct     │                              │ Get Help    │
│ Discrepancy │                              └──────┬──────┘
└──────┬──────┘                                     │
       │                                            ▼
       ▼                                     ┌─────────────┐
┌─────────────┐                              │ Correct     │
│ Note        │                              │ Discrepancy │
│ Discrepancy │                              └──────┬──────┘
│ and         │                                     │
│ resolution  │                                     ▼
│ on Account  │                              ┌─────────────┐
│ Reconcilia- │                              │ Note        │
│ tion Report │                              │ Discrepancy │
└──────┬──────┘                              │ and         │
       │                                     │ resolution  │
       ▼                                     │ on Account  │
   ╭────────╮                                │ Reconcilia- │
   │  Done  │                                │ tion Report │
   ╰────────╯                                └──────┬──────┘
                                                    │
                                                    ▼
                                                ╭────────╮
                                                │  Done  │
                                                ╰────────╯
```

List of Reconciliation Reports

Number	Name	Use	Location
FOROLDS	Operating Ledger Detail Report	Gives transaction detail based on FOPA element(s) requested	MyReports. Finance tab, F All Campus Reports/ FOROLDS
FNRSLBE	Salary Labor Benefits & Encumbrance Report	Provides information on posted payroll detail and encumbered funds	MyReports. Finance tab, F All Campus Reports/ FNRSLBE
FNRLDST	Labor Distribution Report	Provides details on future payroll index distribution	MyReports. Finance tab, F All Campus Reports/FNRLDST
Additional Reports that may be used:			
FRRGLDS	Contract and Grant Ledger Detail Report	Used for Restricted index inception to date reporting	MyReports. Finance tab, F All Campus Reports/FRRGLDS
FOROLDS	Operating Ledger Summary Report	Summary report of activity – option selection with FOH0001	MyReports. Finance tab, F All Campus Reports/FOROLDS
PZRORGH	Hiring Organizations	Shows responsible parties by hiring organization	hrp_banp-Hr/Payroll Reports - Production (banp) Repository of ePrint.

Definitions

Account – An account is the four digit number that represents the place revenue or expense is recorded in Banner. For example, 3100 is the account code for Office Supplies Expense. You can find a list of UNM accounts, and their definitions, at http://ua.unm.edu/resources/oplegacctdef-12-06-13.pdf

Source documents – These are original documents, or copies of original documents. They are the documents that validate that an expense occurred. They may be UNM Bookstore receipts for merchandise purchased. They may be Internal Invoices from UNM Service Centers. They may be copies of DPIs or copies of invoices from outside vendors. They may have explanatory e-mails or other documents like seminar registration forms attached to them. Other source documents include P-card receipts/reports, internal UNM Purchase requisitions, Purchase requisitions, Blanket Purchase requisitions, and Non-Standard Payment forms. This list is not inclusive.

Index – An Index is the six digit number that accumulates revenue and expenses, in accounts, for a given project. The index may be unrestricted; such as one for Instruction & General funding. The index may be restricted and associated with a grant. All expenses for a given index should be reconciled each month.

Post - An item is posted in Banner when it has been recorded in the accounting data base. Only posted items appear on Banner accounting reports

Internal Files – Internal Files are the files you set up to make your job easier. For Account Reconciliation, these will work:

> Uncleared Folders – For each index create an Uncleared manila folder. This folder place copies of source documents for each expense for that index as these expenses occur. Attach these source documents to the reconciliation and move them to the Account Reconciliation Folder at month end.
>
> Payroll Folders – For each index create a Payroll manila folder. Place copies of all payroll reports and other documentation in this folder each month. Attach these to the reconciliation and move them to the Account Reconciliation Folder at month end.
>
> Index Reconciliation Folders – For each index create a manila Index Reconciliation Folder. In this folder place your completed index reconciliation package each month. This consists of:
> - The completed Index Reconciliation Summary [see appendix]
> - The Banner Detail Report [FOROLDS detail report]. You have checked off the amounts on this report and the amounts on your source documents as you reconciled the index.
> - The payroll report/documentation. You checked off the detail on the payroll report, and made sure the detail matches the internal detail from your department documentation concerning who is to be charged, and what percentage of their salary is to be charged to this index.

- The source documents and any related schedules created in your department for expenses. You have checked off the detail on these and on your Detail Banner Report.

These are stapled together each month to form a monthly reconciliation package for each index. This is your completed index reconciliation package. This is filed in your Index Reconciliation Folder each month.

Put the group of folders for each index in a green hanging folder, labeled for that index. Now you have all your information for each index easily accessible.

PI- Principal Investigator - This is the primary person in charge of a grant. He or she may have multiple grants. Each grant has at least one index and may have more than one.

Frequently Used Banner Screens

Banner Form	Form Title	Form Use
FGAJVCD	JV Entry Form	Create Journal Document
FGAJVCM	JV Mass Entry Form	Create Multiple Line Journal Document
FGAJVCQ	JV Quick Entry Form	Create Journal Document
FGIBAVL	Budget Availability Status Form	Look up the balance of a fund/org balance - NSF Reject Status
FGIBDSR	Executive Summary Form	Look up fiscal year to date index activity (budget/actual/encumbered amounts)
FGIBDST	Organization Budget Status Form	Look up fiscal year to date index activity (budget/actual/encumbered amounts)
FGIDOCR	Document Retrieval Inquiry Form	List of documents that have been posted, used for JV's, Inv, Pos, etc.
FGIJSUM	JV Summary Form	List of JV's that have not yet posted (approved) in Banner
FGITBAL	General Ledger Trial Balance Form	General Ledger (balance sheet) Balance run by Fund and Account
FGITRND	Detail Transaction Activity Form	Use this form to view transaction level activity on items that hit an account code in an index - Includes document numbers and short description
FOAAINP	Document Approval Form	Ability to review and approve documents
FOADOCU	Document By User Form	Status, Doc Type, Doc Code, Description, Activity Date, Documents Amount, **Deny your own documents**
FOAUAPP	User Approval Form	Individual Approval Queue list of documents to be reviewed
FOIAPHT	Approval History form	History of your document approval or denial - Query form
FOIAPPD	Approved Document Query Form	Approved Document Query Form Shows items sitting in the queue awaiting the FORAPPL process - may be helpful when approvals are disabled for reconciliation (every Friday morning and at month end)
FOIAPPH	Document Approval History Form	Shows document # and who approved it when (Similar to FOIAPHT)
FOIDOCH	Document History Form	Approval history query for Banner documents.
FRAGRNT	Grant Maintenance Form	To find the PI for a grant
FRIGITD	Grant Inception to date Form	View inception to date activity for a restricted fund/grant
FTMACCI	Account Index Code Maintenance Form	Query for index or FOPA information
FTMFUND	Fund Code Maintenance Form	The fund financial Manager of a grant
FTMORGN	Organization Code Maintenance Form	Organization Search
FTIFNDH	Fund Hierarchy Form	Query Fund Hierarchy
FTIORGH	Organization Hierarchy Form	Query Organization Structure Hierarchy
FTIPRGH	Program Hierarchy Form	Query Program Hierarchy

FRIAPPL	Application of Payment History Inquire Form	Specific to Grants
PHATIME	Electronic Approval of Time Entry Form	Form used to enter hours for Non-exempt employees and exception time for exempt employees. Requires Time entry role and training. Form and process owned by HR/PR
PHAREDS	Labor Redistribution Form	Used to redistribute Salary, Salary Redistribution role required. Form owned by finance but process owned by HR/PR.
TGIACCD	Account Detail Query Form	Query document numbers created in Non-Student AR (NSAR) module that has been feed to Finance for posting
FAIVNDH	Vendor Detail History Form	Query Vendor Invoices by Vendor/Banner Id Number
FZADPEZ	Direct Pay EZ Form	Direct Pay DPEZ Form - Application
FZIDPEZ	Direct Pay EZ Query Form	Direct Pay EZ Query Form
FGAENCB	Encumbrance/Reservation maintenance Form	Anticipated allowable expenditures can be encumbered funds using this form
FGIENCD	Detail Encumbrance Activity Form	View detail of your encumbrances either PO encumbrance or one created by department
FGIOENC	Organizational Encumbrance List Form	Find Purchase Orders by Organization
FPARCVD	Banner Receiving Form	Used to receive goods purchased on PO's triggers AP to pay invoice
FPCRCVP	Receiving Goods PO Item Selection Form	Used indirectly, from FPARCVD
FPIPKSL	Receiver/Packing Slips Validation Form	Packing list numbers as they are associated with receivers
FPIPOHD	Purchase Order Validation Form	Quick snapshot of PO, includes Vendor, buyer, date, status of completed and approved & amount
FPIREQN	Requisition Inquiry Document Information	Requisition Information
FTIIDEN	Entity Name/ID Search Form	Query for vender id -First letter case sensitive
FWAINVT	Purchase Card Transaction Document Info	Pcard transaction reallocation form

Document Rule Class Code Descriptions

Rule Class Code	Title	Rule Class Code	Title
BCF	Budget Carry Forward - Encumb Roll	JAD	Journal Allocation Feed
BD01	Permanent Adopted Budget	JE16	General Journal Entry (Inter-Fund)
BD1	Permanent Adopted Budget	JE2	JE16 - Dept General Journal Entry
BD4	BD04-Temporary Budget Adjustment	JEA	GJE - Accounts Payable
BDT	Dept Budget Transfer Journal Entry	JEB	GJE - MC Budget Office
BTB	MC Budget Temporary Budget Adjust	JEC	GJE - Contracts and Grants
BTM	Bud Ofc Temp Budget Adjustment	JEF	GJE - Property Acct
CA1	Accounts Receivable Charge	JEG	GJE - General Accounting
CB1	Accounts Receivable Charge	JEH	GJE - HSC Controller
CB2	AR Charge-APPL-Different Line B	JEI	GJE - BTI
CDP	Payroll Disbursements	JEL	GJE - Payroll
CLR	Banner Clearing Payment	JEM	GJE - HSC Budget Office
CNEI	Cancel Check - Invoice w Encumbranc	JEN	GJE - Controller Office
CNNC	Cancel check - C/M w/o encumbrance	JEP	GJE - Purchasing
CNNI	Cancel Check - Invoice w/o encumb	JER	GJE - Accounts Receivable
CORD	Establish Change Order	JES	GJE - HSC Cont PST
CR2	Cash Receipts - Gen Deposits AR	JET	Dept Transfer Journal Entry
CR3	Cash Receipts - Gen Deposits BTI	JEU	GJE - Foundation
CR5	Cash Receipts - Gen Deposits Harwd	JFD	Journal Entry Feed
DEPR	DEPRECIATION RULE CLASS	JFH	Housestaff Journal Feed
DP1	Direct Pay Invoice DP-EZ	JFL	Journal Labor Feed
E090	Year End Encumbrance Roll	PA1	Accounts Receivable Payment
EC1	E100-Original Encumbrance	PCLQ	Cancel PO - Reinstate Request
EC2	E020 - Encumbrance Adjustment	PCRD	Cancel Purchase Order
EC4	Encum Liq. allow changes - Dept	POBC	Purchase Order Batch Close
ECP	Encum Liq. allow changes Purchasing	POCL	Purchase Order Close FPAEOCD)
GRCC	Grant - Cost Share Charge	POLQ	Purchase Order-Request Liquidation
GRCG	Grant - Cost Share Grant	POPN	Purchase Order Open (FPAEOCD)
GRIC	Grant - Indirect Cost Charge	PORD	Establish Purchase Order
GRIR	Grant - Indirect Cost Recovery	PR1	HRS Payroll Reallocation Jul-Dec 07
GRRV	Grant - Accrued Revenue	PR2	HRS Payroll Reallocation Jan-Jul 07
HEEL	Payroll - Employee Liability	PR3	HRS Payroll Reallocation < Jan 07
HENA	Payroll - Encumbrance Adjustment	RCQP	Cancel Requisition
HENC	Payroll - Salary Encumbrance	REQP	Requisition - Reservation
HERL	Payroll - Employer Liability	RQCL	Requisition close (FPAEOCD)
HGNL	Payroll - Gross Exp. No Liquidation		
HGRB	Payroll - Gross Benefit Expense		
ICEC	Cancel Credit Memo w/ Encumbrance		
ICEI	Cancel Invoice with Encumbrance		
ICNC	Cancel Credit Memo w/o Encumbrance		
ICNI	Cancel Invoice without Encumbrance		
INEC	Credit Memo with Encumbrance		
INEI	Invoice with Encumbrance		
INNC	Credit Memo without Encumbrance		
INNI	Invoice without Encumbrance		
IPNC	Zero Payment Credit Memo		
IPNI	Zero Payment Invoice		

Batch Header Reference

Batch Header Reference

Batch Header Reference	Department
BD	Biomed Communications Digital
BG	Biomed Communications Graphic
BH	Biomed Communications AV Equip
BI	Biology
BK	Bookstore
BP	Biomed Communications Photo
BT	Banner Tax
CA	CIRT
CC	UNM Copy Center
CG	Contracts & Grants
CH	Chemistry Stores
CO	Controller's Office
CP	UNM Copy Center
CS	Cashier's Office
DS	Document Solutions
EN	Endowment (Foundation)
FS	Finance Systems Mgt
GA	General Accounting
GR	Grant F&A Allocation
HB	HSC Budget Office
HC	HSC Controller's Office
HD	Housing & Dining Services
IC	Imaging Copier Mgt
IK	Ikon Copier Mgt
IT	Information Technologies
LN	Lanier Copier Mgt
LZ	General Library
MS	UNM Mail Services
MV	Maintenance Vendors (University Services)
PA	Payroll
PF	Property Accounting
PO	UNM Mail Services
PP	Physical Plant
RM	Records Management
SA	Student Accounting
SH	Sharp Copier
SP	Surplus Property
ST	Student Publications
TE	Telecommunications
UH	University Hospital
US	University Services
UT	UNM Temp Services
XX	Xerox Copier Mgt

Copy Journal Feature

When creating a journal voucher, you can use either the icon in the header or the "copy" selection in the options menu to copy an existing journal voucher.

 An existing journal voucher refers to a journal voucher that is either in process or has already been posted.

Copy a journal from the journal voucher forms using the following process.

1.   Select the Copy Journal option from the options menu or press the Copy icon.
2.   Enter the source journal voucher document number.
3.   Enter a new document number, leave this field blank or enter *NEXT* to generate a new document number.
4.   Change the transaction date as required (the default value is the current date).

5.   You may reverse the entry. Select the **Reverse JV** check box to create the new journal with the **opposite sign** from the Copy From journal.
6.   Optional: Select the **Copy Text** check box to copy header text from the source journal voucher.
7.   Select **OK**.

The copy function can be used on the following Journal Entry Screens:
        FGAJVCQ – Quick Entry Form
        FGAJVCM – Mass Entry Form
        FGAJVCD – Journal Entry Form (can directly access NSF indicator screen via options menu)

FY14 Payroll Calendar

UNM — 2014

Payroll Timekeeper and Approver Schedule

Deadlines listed here are ONLY for biweekly time-entry and monthly exception time and the approvals of biweekly time-entry and monthly exception time.

For EPAN/EPAF/Hiring Proposal deadlines, consult the OneSource website at http://onesource.unm.edu/

	Bi-Weekly Payroll (2R) Non-exempt Time Entry					Monthly Payroll (5R) Exempt Exception Time			
	Pay Period			Time Entry Deadline	Pay Date		Pay Period	Exception Time Deadline	Pay Date
1	12/14/13 -	12/27/13	Note 1	12/20/13	01/03/14				
2	12/28/13 -	01/10/14		01/13/14	01/17/14	1	01/01/14 - 01/31/14	01/21/14	01/31/14
3	01/11/14 -	01/24/14	Note 2	01/27/14	01/31/14				
4	01/25/14 -	02/07/14		02/10/14	02/14/14	2	02/01/14 - 02/28/14	02/20/14	02/28/14
5	02/08/14 -	02/21/14		02/24/14	02/28/14				
6	02/22/14 -	03/07/14		03/10/14	03/14/14	3	03/01/14 - 03/31/14	03/20/14	03/31/14
7	03/08/14 -	03/21/14		03/24/14	03/28/14				
8	03/22/14 -	04/04/14		04/07/14	04/11/14	4	04/01/14 - 04/30/14	04/21/14	04/30/14
9	04/05/14 -	04/18/14		04/21/14	04/25/14				
10	04/19/14 -	05/02/14		05/05/14	05/09/14	5	05/01/14 - 05/31/14	05/20/14	05/30/14
11	05/03/14 -	05/16/14		05/19/14	05/23/14				
12	05/17/14 -	05/30/14		06/02/14	06/06/14	6	06/01/14 - 06/30/14	06/20/14	06/30/14
13	05/31/14 -	06/13/14		06/16/14	06/20/14				
14	06/14/14 -	06/27/14	Note 1	06/27/14	07/03/14	7	07/01/14 - 07/31/14	07/21/14	07/31/14
15	06/28/14 -	07/11/14		07/14/14	07/18/14				
16	07/12/14 -	07/25/14		07/28/14	08/01/14				
17	07/26/14 -	08/08/14		08/11/14	08/15/14	8	08/01/14 - 08/31/14	08/20/14	08/29/14
18	08/09/14 -	08/22/14	Note 2	08/25/14	08/29/14				
19	08/23/14 -	09/05/14		09/08/14	09/12/14				
20	09/06/14 -	09/19/14		09/22/14	09/26/14	9	09/01/14 - 09/30/14	09/22/14	09/30/14
21	09/20/14 -	10/03/14		10/06/14	10/10/14				
22	10/04/14 -	10/17/14		10/20/14	10/24/14	10	10/01/14 - 10/31/14	10/20/14	10/31/14
23	10/18/14 -	10/31/14		11/03/14	11/07/14				
24	11/01/14 -	11/14/14		11/17/14	11/21/14	11	11/01/14 - 11/30/14	11/20/14	11/26/14
25	11/15/14 -	11/28/14		12/01/14	12/05/14				
26	11/29/14 -	12/12/14		12/15/14	12/19/14	12	12/01/14 - 12/31/14	12/15/14 Note 1	12/22/14

Biweekly time entry & approval deadline is 5:00 PM on Monday unless otherwise indicated on the schedule.
Monthly exception time entry & approval deadline is 5:00 PM on the 20th unless otherwise indicated.

Note 1 - Due to the holiday, biweekly time entry/monthly exception time & approvals are due early.

Note 2 - When three biweekly paydays occur within the month, only mandatory deductions are withheld on the third payroll.

Payroll Department