ACCOUNTS PAYABLE

Walk-in hours will be held in the Purchasing Department in the UNM Business Center, Suite 2600, from 10:00 a.m. to noon on TUESDAYS, and from 3:00 p.m. to 5:00 p.m. on WEDNESDAY. Experts will be on hand to assist you with questions.
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UNM CONFIDENTIALITY and SENSITIVE INFORMATION POLICY

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

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

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

- Acceptable Computer Use Policy No. 2500
- Computer Use Guidelines Policy No. 2510
- Computer Security Controls and Guidelines. Policy No. 2520

Use of University computing services in violation of applicable laws or University policy may result in sanctions, including withdrawal of use privilege; disciplinary action, up to and including, expulsion from the University or discharge from a position; and legal prosecution under applicable federal and/or state law.
COURSE OVERVIEW
DIRECT PAY TRAINING LAB FIN AP 201

COURSE DESCRIPTION: In this course you will learn how to process and manage reimbursements including travel and direct pay invoices using the Banner DPEZ form. Additional Banner resources include tracking the status of your payment are also covered.

WHO SHOULD ATTEND: Individuals who PROCESS employee reimbursements and payments to vendors (security role "Department Direct Pay Processor"). In addition to approvers who verify and approve DP-EZs.

LEARNING OBJECTIVES
Upon completion of this course, students will be able to complete the following:
- Navigate successfully within the Direct Pay Form
- Determine and select the correct payee and payment/reimbursement type for processing
- Search and navigate through various banner screens to track status of payment

RECOMMENDED COURSES: Purchasing & A/P Policies and Procedures, Purchasing Process for Department Labs, and Travel Policies & Procedures

WHAT IS A DPI? A DPI is a Direct Pay Invoice which is used to request a variety of payments that have been pre-approved by the Purchasing department. A complete list of these authorized payment is detailed in the UNM Business Policies manual, Policy 4320.

WHO ARE THE CENTRAL ACCOUNTING OFFICES?
Contract & Grant Accounting MAIN
Contract & Grants, HSC
Unrestricted Accounting, MAIN
Unrestricted Accounting, HSC
Each central accounting offices is responsible for certain index codes (indices)
BANNER TRAINING LOGIN  BANTR

Log into MY UNM with your netID and password

Click on EMPLOYEE LIFE tab

Scroll to the channel labeled BANNER TRAINING

Click on Banner training database (BANTR)

Type in financeXX in the USERNAME FIELD and finXX in the PASSWORD FIELD

Example: If your computer has a 03 on it then your USERNAME is :Finance03 and PASSWORD is fin03
Log in to Banner and access the form FZADPEZ then press enter.

FZADPEZ - Used to create and edit Direct Pay transactions.

Complete a DP-EZ for the following scenario: You are a member of the Psychology Department. One of the faculty members needs to renew their membership in Psychology Today. The faculty member gives you a completed membership renewal form to be sent with a check to the vendor. The cost of the membership renewal is $135.00.

1. Select create NEW OR EDIT in process DP-EZ button.

2. Click on the NEW DP-EZ. Write down generated DZ# (needed to research document).

3. Select US Individual or US Company from the drop down list. Click OK.
4. Select Dues, Fees from the drop down list and click OK.

5. Enter Payee: XXXXXXXXX- Psychology Today or click on search payee from the dropdown list.

Select QUERY icon and tab to the Last Name field and type Psychology Today% then click on the EXECUTE QUERY icon. To bring the name into the form DOUBLE CLICK vendor ID.

Verify the address is correct. (Please note- Do not use address type marked as "BK")

6. Tab to the PAYMENT DUE DATE field and enter the date the check needs to be issued or type "T" and tab for today's date.

- (N) Direct Deposit Status: Psychology Today is not setup for direct deposit therefore the transaction will be paid by check.

7. SPECIAL HANDLING FIELD: Mail document with check. This is the default for Dues/Fees

8. Originator NET ID will auto populate based on the USER ID of the person creating the DP-EZ.

9. Tab to ORIGINATOR TITLE and enter your title.

10. Tab to ORIGINATOR PHONE field and enter your phone number.

- Field names with an asterisk (*) are fields that are required for all DP-EZs. If you are stuck in one of these fields enter valid information for the field and then press SHIFT and TAB together to move backwards in the form.

11. Tab to DEPT HEAD/PAYEE SUPERVISOR NAME field and enter the individual’s name who will be approving this payment in your department.

12. Tab to the DEPT HEAD/PAYEE SUPERVISOR TITLE field and enter that individual’s title.
13. Perform a NEXT BLOCK to enter OTHER BLOCK information

OTHER BLOCK:

14. Enter the REASON FOR PAYMENT in the Business Purpose field

(Membership Renewl- Dr. Smith Jan 20XX-Dec20XX)

15. In the ADDITIONAL INFORMATION field add how this will benefit the department and UNM.

(Membership allows Dr. Smith to stay current with trends in his field).

16. Perform a NEXT BLOCK

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

18. Select PAYMENT from the dropdown list.

19. Tab to ENTER DATE (010520xx) and EXPLANATION OF PAYMENT (Membership Dues)

20. Tab to the AMOUNT field and enter 135.00.

21. Perform a NEXT BLOCK.

ACCOUNTING INFORMATION:

[Table of accounting information fields]

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Employee and Organizational Development
22. Enter index number for the PSYCHOLOGY department is 765000 or search on the magnifying glass to the right of the field.

23. Enter account code for MEMBERSHIP Dues 31C0 or search on the drop down.

24. Tab to the AMOUNT field and enter 135.00.

25. Click on Save or Press F10 to calculate the Balance to be allocated.

26. Click the COMPLETE button.

PRINT THE DIRECT PAY APPROVAL FORM:

- Attach back up documentation to the Direct Pay Approval form.
- Submit the Direct Pay Approval for departmental required signatures.
- Submit the approved Direct Pay Approval Form and backup to your Central Accounting Office for review. Incomplete documents will be purged after 30 days.

Employee and Organizational Development
DEPARTMENT PREPARES DPI WITH REQUIRED DOCUMENTATION

SUBMITS PAPER COPY TO DEPARTMENT FOR AUTHORIZED SIGNATURES

If NOT approved DPI is returned back to originator for correction

If APPROVED DPI is forwarded to Core Accounting Offices

If NOT approved it will be DENIED and department will receive a message (GUAMESG) AND DPI will be returned for correction

If APPROVED DPI is forwarded to Accounts Payable where payment will be issued by Check, Direct Deposit or Wire
Exercise 2 – DP-EZ TRAVEL/MULTIPLE DESTINATIONS

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

FZADPEZ- Used to create and edit Direct Pay transactions

Complete a DP-EZ for the following scenario:

You are a member of the PSYCHOLOGY Department. XXXXXXXXX, one of the faculty members has just returned from a trip to Tucson, AZ where he attended a conference. An itinerary is submitted that shows he left Albuquerque on March 10, 20XX at 6:00 AM and returned on March 15, 20XX at 9:30 PM. The cost of the round trip airfare was $327.00, paid on his personal credit card. The maximum meal per diem for Tucson is $56 per day. XXXX also turns in taxi receipts totaling $21.57 and lodging receipts of $955.00 (five days at $191.00 per day). XXXX also traveled to Phoenix with a colleague to meet with researchers, he will be seeking one lunch reimbursement for a meal in Phoenix. The meal per diem rate for Phoenix is $71 per day. There were no other expenses reported. The PHILOSOPHY department has agreed to pay any expenses over $1000 for this trip, as they will benefit from the trip to Tucson.

1. Select create NEW OR EDIT IN PROCESS DP-EZ button

2. Click on the NEW DP-EZ button.

3. Select UNM EMPLOYEE from the drop down list and click OK

4. Select TRAVEL from the drop down list and click OK

5. Enter Payee: XXXXXXXXX OR to search for the vendor name

6. Tab to the PAYMENT DUE field and enter the date the check needs to be issued or type “T” and tab for today’s date.

7. Tab to the PAYMENT DUE field and enter the date the check needs to be issued or type “T” and tab for today’s date.
✓ (Y) Direct Deposit Status: Payee is an employee and set up for direct deposit therefore the transaction will be paid by direct deposit. If the payee wants to receive a paper check then select the OVER-RIDE DIRECT DEPOSIT Check box.

8. SPECIAL HANDLING field: The default for travel reimbursements is None

9. Originator NET ID will auto populate based on the USER ID of the person creating the DP-EZ.

10. Tab to ORIGINATOR TITLE and enter your title.

11. Tab to ORIGINATOR PHONE field and enter your phone number

✓ Field names with an asterisk (*) are fields that are required for all DP-EZ s. If you are stuck in one of these fields enter valid information for the field and then press SHIFT and TAB together to move backwards in the form.

12. Tab to DEPT HEAD/PAYEE SUPERVISOR NAME field and enter the individual’s name who will be approving this payment in your department.

13. Tab to the DEPT HEAD/PAYEE SUPERVISOR TITLE field and enter that individual’s title.

14. Perform a NEXT BLOCK to enter travel information

TRAVEL Information:

![Travel information form screenshot]
15. Enter the TRAVEL DESTINATION (Tucson, AZ) Departure Date (0310XXXX) and Time 6:00 AM (using the following format MMDDYYYY HH:MM AM or PM), and the Arrival (return) Date (0315XXXX) and Time 9:30 PM. Example: 031020XX 06:00 AM

**Note:** DOMESTIC TRAVEL = Departure/Return time can be adjusted to 1-1/2 hours before scheduled flight departure and 1 hour after flight return.

- Indicate the REASON you are requesting this payment in the BUSINESS PURPOSE field (Travel to conference).
- No personal information such as DOB, CC #, bank account information or patient information is allowed

16. In the ADDITIONAL INFORMATION field- Explain how this will benefit the department and UNM. (Attending conference allows XXXX to network with others in his field).

17. Perform a NEXT BLOCK.

18. Tab out of the Detail Seq # field

19. Select OUT OF POCKET as the payment category.

OUT OF POCKET EXPENSES are expenses that are incurred by the traveler-copy service, taxi, parking, and tips. For more go to Unrestricted Accounting website

20. Tab to the TRANS DATE field and input the date the (Airfare) was purchased (030520XX).

21. Tab to the EXPLANATION field and input a description of the transaction (Airfare).

22. Tab to the AMOUNT field and enter 327.00.

23. Perform a NEXT RECORD or use the down arrow key on the keyboard.

24. Tab out of the Detail Seq # field.

25. Select OUT OF POCKET as the payment category.

26. Tab to the TRANS DATE field and input (031020XX) date for the Taxi receipts.

27. Tab to the EXPLANATION field and input a description of the transaction (Taxi Receipts).

28. Tab to the Amount field and enter 21.57.
29. Perform a Next Block. Note that there is a drop down menu at the destination field, select the Destination drop down box, enter AZ% and select find. Select Tucson, AZ.

✓ Note: if the City is not in the drop down menu you must locate the County

✓ FINDING THE COUNTY: Go to Unrestricted Main Campus Accounting website and select the travel area on the left. Select the county indicated but if the county cannot be located, then use the drop down box and enter %US% for the lowest Per Diem rate.

30. Tab to the Number of Breakfast and input (6), Lunches (5) and Dinners (6) tab through to Per Diem field of 56.00.

31. Perform a NEXT BLOCK the meal amount will automatically calculate to 322.

32. Perform a PREVIOUS BLOCK. (To add Multiple Meals & Lodging)
33. Perform a NEXT RECORD then select the DESTINATION on drop down box, enter AZ% and select find. Select Phoenix, AZ

34. Tab to the Number of Breakfast and input (0), Lunches (1) and Dinner (0)

35. Perform a NEXT BLOCK. The meal amount will automatically calculate to 17.75.

36. Perform a NEXT BLOCK.

**LODGING**

37. Input the destination TUCSON, AZ

38. Tab to the Lodging days and input (5 DAYS) then to the ACTUAL LODGING Rate field and input 191.00 (This would be the total amount of the hotel invoice including any and all hotel taxes)

39. Perform a NEXT BLOCK to calculate the LODGING total of 955.00.

40. Perform a NEXT BLOCK

**ACCOUNTING:**

41. Enter index number for the PSYCHOLOGY department 765000 or search on the drop down
42. Input the account code for OUT OF STATE TRAVEL 3820 or search by clicking on the drop down

43. Tab to the Amount field and enter 1000.00.

44. Press F10 to calculate the Balance to be allocated. The Balance to be allocated recalculates to $643.32.

45. Perform NEXT RECORD or use the down arrow key on the keyboard.

46. Enter index number for the PHILOSOPHY department 901013 or search on the drop down

47. Input the account code for OUT OF STATE travel of 3820 or search by clicking on the drop down.

48. Tab to the Amount field and enter 643.32.

49. Press F10 to calculate the “Balance to be allocated”. Note the Balance to be allocated recalculates to $0.00.

50. Click the COMPLETE button.

PRINT THE DIRECT PAY APPROVAL FORM:

✓ Attach back up documentation to the Direct Pay Approval form.

✓ Submit the Direct Pay Approval for departmental required signatures.

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

✓ Incomplete documents will be purged after 30 days.
EXERCISE 3- DP-EZ PARTICIPANT FEE COPY FUNCTION

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

Complete a DP-EZ for the following scenario: You are a member of the Internal Medicine department and you need to pay 25 non-UNM employees a participation fee of $100.00 for Protocol Study 02-337. The DPEZ number is DZXXXXXXX which will be the DP-EZ number to be copied. Use the copy function to pay a $100.00 Participation Fee to XXXXXXXXX, a non UNM employee.

1. Select the COPY DPEZ from field. Type DZXXXXXX and select the icon to the right of the field.
When your mouse cursor hovers over the icon it indicates COPY DPEZ. You will receive a pop up message that indicates, “DZXXXXXXX SUCCESSFULLY COPIED to DZXXXXXXX” where the X represents the DZ number. Select OK.

3. Perform a PREVIOUS BLOCK. Tab once to the payee field.

4. Enter Payee: XXXXXXXXX OR to search for the vendor name click on the Search Payee dropdown list next to the Payee field.

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

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

OTHER BLOCK:

7. Verify all of the information in the OTHER BLOCK and update as needed.
8. Perform a NEXT BLOCK.
9. Tab out of the Detail Seq# field. Banner will populate this.
10. Select PAYMENT as the payment category from the dropdown list.
11. Tab to TRANSACTION DATE and enter 022320XX. Tab and enter explanation of Participation Fee.
12. Tab to the AMOUNT field and enter $100.00.
13. Perform a NEXT BLOCK.

ACCOUNTING BLOCK:

14. The Index Code for UNMH General Internal Medicine is 8510R1.
15. The account code for PARTICIPANT FEES is 4640. Enter the account code to be charged or search by clicking on the drop down search icon to the right of the field.
16. Tab to the Amount field and enter $100.
17. Press F10 to calculate the Balance to be allocated. (This step is not required to complete the form). Note the Balance to be allocated recalculates to $0.00.
18. Click the COMPLETE button AND PRINT document
EXERCISE 4-TRAVEL

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

FZADPEZ- Used to create and edit Direct Pay transactions

Complete a DP-EZ for the following scenario: You are a member of the Safety and Risk department. XXXXXXXXX, one of the supervisors has just returned from a conference trip to Salt Lake City, UT. An itinerary is submitted that shows he left Albuquerque on June 23, 20XX at 9:00 am and returned on June 25, 20XX at 2:00PM. The cost of the round trip airfare was $349.60 paid out of pocket. The other expenses were $15.00 for parking and lodging receipts for 2 days at $221.72 (Two days at $110.86). Meals claimed was 2 breakfast, 3 lunch and 2 dinner.

1. Select create NEW OR EDIT IN PROCESS DP-EZ button

2. Click on the NEW DP-EZ button.

3. Select UNM EMPLOYEE from the drop down list.

4. To select Payment type click on the dropdown and click on TRAVEL

5. Enter Payee: XXXXXXXXX OR to search for the vendor name click on the Search Payee dropdown list next to the Payee field.

6. Verify the correct address with the payee. (Please note- Do not use address type marked as BK

7. Tab to the PAYMENT DUE DATE field and enter the date the check needs to be issued. Or type T and tab for today’s date. Also, if you leave the field blank, it will default to today’s date.

8. Direct Deposit Status: XXXX is an employee and is setup for direct deposit. If, for example, the vendor is set up for direct deposit and wants to receive a paper check, select the ‘Override Direct Deposit - Issue Check’ box.
9. Special Handling field: This is a travel reimbursement. The default for Travel reimbursements is None.

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

11. Tab to ORIGINATOR TITLE and enter your title.

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

13. Tab to DEPT HEALD/SUPERVISOR Name field and enter the individual’s name who will be approving this payment in your department.

14. Tab to the DEPT HEAD and PAYEE SUPERVISOR Title field and enter that individual’s title.

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

**TRAVEL**

Example: 062320XX 9:00 AM

16. Enter the TRAVEL DESTINATION: **Salt lake City, UT** Departure Date (**062320XX**) and Time **9:00 AM** (using the following format MMDDYYYY HH:MM AM or PM), and the Arrival (return) Date (**062520XX**) and Time **2:00 PM**. Indicate the reason you are requesting this payment in the BUSINESS PURPOSE: Traveled to Salt Lake to attend Safety and Risk conference.

17. **ADDITIONAL INFORMATION:** To provide education, technology and networking opportunities for campus fire safety.
18. Perform a NEXT BLOCK by clicking on the Icon on the Toolbar, or holding down the Ctrl key and the Page Down keys at the same time.

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

20. Select OUT OF POCKET as the payment category from the dropdown list.

21. Tab to the Trans Date field and input (061520XX) for the airline ticket purchase.

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

23. Tab to the Amount field and enter $349.60.

24. Perform a NEXT RECORD or Use down arrow key

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

26. Select OUT OF POCKET as the payment category from the dropdown list.

27. Tab to the Trans Date field and input (062520XX) as the date for the PARKING receipts.


29. Tab to the Amount field and enter $15.00.

MEALS

Input the Destination Salt Lake City, UT, select the Destination drop down box, enter “UT%” and select find. Select Salt Lake City, UT $61.00 -The Per Diem is $61.00.

37. Tab to the Number of Breakfast and input (2), Lunches (3) and Dinners (2)

38. Perform a NEXT BLOCK. The meal amount will automatically calculate. ($137.25)

39. Perform a NEXT BLOCK.

LODGING

40. Input the destination-Salt Lake City, UT

41. Tab to the Lodging Days and input (2) for lodging then enter $110.86 for the actual lodging

42. Perform a NEXT BLOCK to calculate the Lodging Total. ($221.72)
43. Perform a NEXT BLOCK

ACCOUNTING:

43a. Perform a NEXT RECORD

43b. Input Index code 798030 for the SAFETY AND RISK Services or search by clicking on the magnifying glass to the right of the field.

44. Input the account code for OUT OF STATE travel of 3820 or search by clicking on the magnifying glass to the right of the field.

45. Tab to the Amount field and enter $723.57.

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

47. Click the COMPLETE button.

PRINT THE DIRECT PAY APPROVAL FORM:

✓ Attach back up documentation to the Direct Pay Approval form.

✓ Submit the Direct Pay Approval for departmental required signatures.

✓ Submit the approved Direct Pay Approval Form and backup to your Central Accounting Office for review.
EXERCISE 5 – DP-EZ Travel

Log in to Banner, access the form FZADPEZ then press enter.

FZADPEZ- Used to create and edit Direct Pay transactions

Complete a DP-EZ for this scenario: XXXXXXXXX, a member of the University Advisement Center traveled to Santa Fe and Taos to meet with High School students to provide advisement to prospective students and to recruit new students. XXXX left Albuquerque for Santa Fe at 8:00am on 3/12/XX and returned later that night at 5:00pm. He claims one lunch. Roundtrip mileage for Santa Fe is 118 miles. XXXX left Albuquerque for Taos at 8:00 AM on 03/14/XX and returned at 9:30 PM. He claims one lunch and one dinner. Roundtrip mileage for Taos is 258 miles. James used his personal vehicle for both trips. His department agrees to pay 0.56 per mile for both trips.

1. Select create NEW OR EDIT IN PROCESS DP-EZ button
2. Click on the NEW DP-EZ button

3. Select UNM EMPLOYEE from the drop down list. Click OK

4. Select TRAVEL from the drop down list. Click OK

5. Enter Payee: XXXXXXXXX

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

7. Tab to the PAYMENT DUE Date field and enter the date the check needs to be issued. Or type “T” and tab for today’s date. Also, if you leave the field blank, it will default to today’s date.

8. Direct Deposit Status: XXXX is an employee and is setup for direct deposit. If, for example, the vendor is set up for direct deposit and wants to receive a paper check, select the ‘Override Direct Deposit - Issue Check’ box.

9. SPECIAL HANDLING field: The default for this transaction is NONE

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

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

12. Tab to DEPT/HEAD/PAYEE SUPERVISOR Name field and enter the individual’s name that will be approving this payment in your department.

13. Tab to the DEPT HEAD/PAYEE SUPERVISOR Title field and enter that individual’s title.

14. Perform a NEXT BLOCK by clicking on the Icon on the Toolbar, or holding down the Ctrl key and the Page Down keys at the same time.
TRAVEL/OTHER:

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

16. BUSINESS PURPOSE (Travel to Santa Fe to meet with High School students)
16A. ADDITIONAL INFORMATION field (Provide advisement to prospective students and to recruit new students).

17. Perform a NEXT BLOCK and Tab out of the Detail Seq # field. Banner will populate this.

18. Select OUT OF POCKET as the payment category from the dropdown list.

19. Enter date of travel (031220XX) and EXPLANATION (RT from ABQ to Santa Fe 118 miles @ 0.56/mile. Used own vehicle.) Tab to the Amount field. Enter $66.08. Perform a PREVIOUS BLOCK.

20. To Create a NEW RECORD click on the NEXT RECORD icon or click your down arrow.

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

22. BUSINESS PURPOSE- (Travel to Taos to meet with High School students).
22A. ADDITIONAL INFORMATION field (Provide advisement to prospective students and to recruit new students).

23. Perform a NEXT BLOCK then Tab out of the Detail Seq # field. Banner will populate this.

24. Select OUT OF POCKET as the payment category from the dropdown list.

25. Enter date of travel (031420XX) and EXPLANATION (RT from ABQ to Taos, NM 258 miles @ 0.56/mile. Used own vehicle.) Tab to the Amount field and enter $144.48.

Perform a NEXT BLOCK.
MEALS:

26. Select the dropdown menu at the destination field, enter “NM%” and select find.

Select Santa Fe, NM. Enter the meals based on trip: 1 lunch. The Maximum per diem for In State travel is $46.00. ** Same day travel - this will be W-2 reportable**

27. NEXT BLOCK - Computed Meal totals should be $11.50.

28. Perform a PREVIOUS BLOCK and then NEXT RECORD.

29. Select the dropdown menu at the destination field, enter NM% and select find.

Select Taos, NM. Enter the meals based on trip: 1 lunch, 1 dinner. The Maximum per diem for In State travel is $46.00.

30. NEXT BLOCK - Computed Meal totals should be $36.80.

LODGING:


32. Enter DESTINATION Santa Fe, NM, and (0) for days and amount. If you do not enter anything in this field you will get a navigation error.

33. NEXT BLOCK to compute dollar amount. Perform a PREVIOUS BLOCK and then a NEXT RECORD.

34. Enter DESTINATION Taos, NM and (0) for days and amount. Perform a NEXT BLOCK to compute dollar amount. Amount should be zero. NEXT BLOCK to Accounting Information Block

ACCOUNTING:

35. Input INDEX CODE 102000 for the University Advisement Center (Univ. College – Bus) or search by clicking on the magnifying glass to the right of the field.

36. Input the ACCOUNT CODE for In State travel of 3800 or search by clicking on the magnifying glass to the right of the field.

37. Tab to the amount field and enter $258.86
38. Click the F10 to calculate the Balance to be Allocated. Amount should be zero.

39. Click on the COMPLETE button

PRINT THE DIRECT PAY APPROVAL FORM:

✓ Attach back up documentation to the Direct Pay Approval form.

✓ Submit the Direct Pay Approval for departmental required signatures.

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

✓ Incomplete documents will be purged after 30 days
FOADOCU – TO DENY AND CORRECT DP-EZ

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

- From the main BANNER menu type in FOADOCU and press enter. Tab to the DOCUMENT TYPE and enter INV then tab to the DOCUMENT and enter your DPI number if you do not know what it is you can leave this blank.

- Next tab to the STATUS and select one the drop down- Completed, Approved, Incomplete, or Cancelled. Then tab to the ACTIVITY DATE From and ACTIVITY DATE To and enter a date for the search, or “T” which will default to today’s date.

- Complete a NEXT BLOCK and identify the transaction you need to DENY. Highlight the line and click on the DENY DOCUMENT BOX. In the lower left hand corner of the banner screen a message will appear DOCUMENT DENIED. If the DENY DOCUMENT box is grayed out then you must contact the Central Accounting office for assistance.
Use FZADPEZ to correct the transaction. Select NEW OR EDIT IN PROCESS DP-EZ.

Curser will default to DPEZ field. Click on the Enter Query button or F7 and then tab to the DP-EZ Code or enter the DPI#.

Select the Execute Query button or F8 this will bring up the DP-EZ for any changes.

After changes have been made-Click on complete and Print.

FZIDPEZ- DIRECT PAY –EZ QUERY FORM

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

Curser will default to DPEZ field. Click on the Enter Query button or F7 and then tab to the DP-EZ Code or enter the DPI# Then Select the Execute Query button or F8 this will bring up the DPEZ

This is an INQUIRY ONLY SCREEN so no changes can be made to the form.

You can print a copy of your DPI by selecting options and Print DPEZ.
FOIDOCH- DOCUMENT HISTORY FORM

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

- From the General menu form type FOIDOCH and press enter
- Tab to the DOCUMENT TYPE field and enter INV then Tab to DOCUMENT CODE field and enter your DPI number and click on NEXT BLOCK
- Your should see your DPI number in the INVOICE Field and status should be one of the following: “C” indicates DPI is COMPLETE but not approved. Contact your ACCOUNTING office and refer to FOAAINP
- “O” indicates that your DPI is OPEN and has NOT been completed and “A” indicates that your DPI is APPROVED status and should cut a payment.
- In the CHECK STATUS one of these will should be displayed:
  - !xxxxxx Direct Deposit payment
  - 3xxxxxx Check payment and 9xxxxxx Wire Transfers
From FOIDOCH highlight your INVOICE file and click on icon on the toolbar and this will launch Web Xtender.

A scanned copy of the document will appear. Click on the pages to the left to view each page of the document.

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

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

- From the General menu form type FOAAINP and press enter, Enter DPI number in DOCUMENT field, Click on NEXT BLOCK

- Enter your DPI in the DOCUMENT field in nothing appears look for message DOCUMENT DOES NOT EXIST these indicated that document is already in APPROVED status.

- If you enter your DPI number in the DOCUMENT field and information appears:
  This is an indication that one or more CENTRAL ACCOUNTING office has NOT approved your DPI. Contact the one of the CENTRAL ACCOUNTING offices to review the transaction status. Document must have all electronic approvals before a payment will be issued.
GUAMESG-GENERAL MESSAGE FORM

When an approver disapproves a document, they are prompted to input a message explaining the reason for their disapproval. It is the responsibility of the approver to provide a full disapproval explanation. This disapproval message is then sent to you as a message in Banner.

TO VIEW MESSAGES:

When you first login to Banner, look at the "My Links" section on the right-hand side of the screen. If there is a green checkmark next to the "Check Banner Messages" link, this is an indication that you have new messages to review.

Click on the link; this will take you to Banner form GUAMESG.

You can also enter GUAMESG directly by typing 'GUAMESG' in the 'Go To:' field at the top of your General Menu Form.
IN BANNER FORM GUAMESG:

Sender' Field: The NetID of the disapprover. This is WHO disapproved your document.

Item Field: This is the Banner reference number of the document that was disapproved (JV, invoice, etc.)

Message field: A partial view of the disapproval message.

To the right of the "Message" field is an icon that resembles a pencil.

Click on this icon to fully view the disapproval message. This is WHY your document was disapproved.

TO DELETE MESSAGES:

Click the radio button marked 'Complete'.

Click on 'Save'.

The next time you enter GUAMESG, your message will be gone.

If you do not mark your message complete, it will remain in your GUAMESG.

Additional Banner forms regarding the approvals and disapprovals of a specific document are FOIAPPH and FOIAPHT.
**DPEZ HONORARIUM FOR FOREIGN INDIVIDUALS**

- On DPEZ to Foreign individuals or Foreign companies the account code is defaulted to 63EI therefore, if there are any travel reimbursements associated with the Honorarium they must be completed on a separate DPEZ.

- Taxation review these type of transactions and DPEZ that turn out to be subject to foreign withholdings may need to be edited and re-submitted for approvals. The withholding tax is 30% -Please check with TAXATION prior to payment of any FOREIGN INDIVIDUALS AND FOREIGN COMPANIES.

**GUIDELINES FOR PREPARATION OF DIRECT PAY APPROVAL FORM**

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

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

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

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

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

- All date stamps must be placed on the front side of the DP-EZ Form.

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

A navigation tip in “MEALS AND LODGING” tab for multiple destination travel:

- Put in 1st destination details on the top block (meals/lodging tab)
- Click NEXT BLOCK this will compute meal total/lodging total for 1st destination
- Click PREVIOUS BLOCK
- Click NEXT RECORD
- Put in 2nd destination details on the top block (meals/lodging tab)
- Click on NEXT BLOCK to compute meal total/lodging total for 2nd destination…
- This must be done to compute the totals correctly with multiple destinations

SPECIAL HANDLING CODES:

MAIL DOCUMENT WITH CHECK - Used when back up documentation need to be mailed with the check

HOLD CHECK FOR PICK-UP - Departments must submit an email request to the Accounts Payable department at acctspay@unm.edu indicating the DOCUMENT #, NAME and REASON the check needs to be picked-up by the department. Upon approv/deny and email will be sent indicating when and if the checks has bee approved for pick-up. Please note** Only departmental staff can pick-up checks from Accounts Payable.

WIRE TRANSFER - Bank information is required and accompany the DP-EZ Bank information must include BANK NAME, address, transit & ROUTING (or ABA number), ACCOUNT number to deposit the funds into and the FULL NAME OF ACCOUNT HOLDER.

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

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

NONE - Used when no special handling is required.
HOW TO RECONCILE AIRFARE ON THE DP-EZ

For demonstration Purposed only- We will be selecting a pcard transaction that is NOT related to this trip.

Click on the Payment category and Select **Prepaid Pcard Travel** - use when reconciling airfare, hotel, rental car and agent fees.

Other choices include:

- **Prepaid Pcard Other** - use when other expenses were paid on the Pcard, i.e. conference fees and workshop fees
- **Prepaid Other** - other expenses paid by the department

Once you have selected Prepaid Pcard Travel, click on the beige button to view/reconcile airfare

The Select a PCard Transation window will pop up. Search for your transaction by entering the first name or last name of the individual who purchased the airline ticket.
The % sign is your wild card i.e. % Kitts-You should see the vendor name amt, transaction date, post date and reference #. If you drag the scroll bar on the bottom to locate the information.

Cross reference PCard monthly bank statement to the reference # to ensure you are reconciling the correct airfare.

Click “Ok” when you have located your transaction.

The following fields will automatically be entered:
Transaction date, Explanation (S document #), and S amount (This cannot be changed)
(Handwrite airfare on the DPI next to the S# for review purposes)

If you are not able to locate your transaction or S document –Please refer to fastinfo 6309 or contact PCard department for further assistance.

For zero dollar DP-EZ refer to FSJA-039 job aid
FINDING THE MEAL PER DIEM RATE -NOT LISTED

- Go to the Travel section of the Unrestricted Accounting website
- Click on the access to “National of Counties” website

Once you have located the county, you can check to see if the county is listed on the federal Per diem chart for the state. If neither the city or county is listed, then the location is not a “high-cost” destination, and the per diem is $46.00

- To enter the meal per diem on the drop down search by entering US% and FIND. Click on “US- US Location NOT listed”. The default will be $46.00

- For International Travel and Foreign meals not listed search by entering FO%FIND for FO Foreign Travel and enter the “M&IE rate”