

University of New Mexico

How to Reconcile Indices

Presented by

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HSC Unrestricted Accounting
June 10 & 11 2014

Index Reconciliation

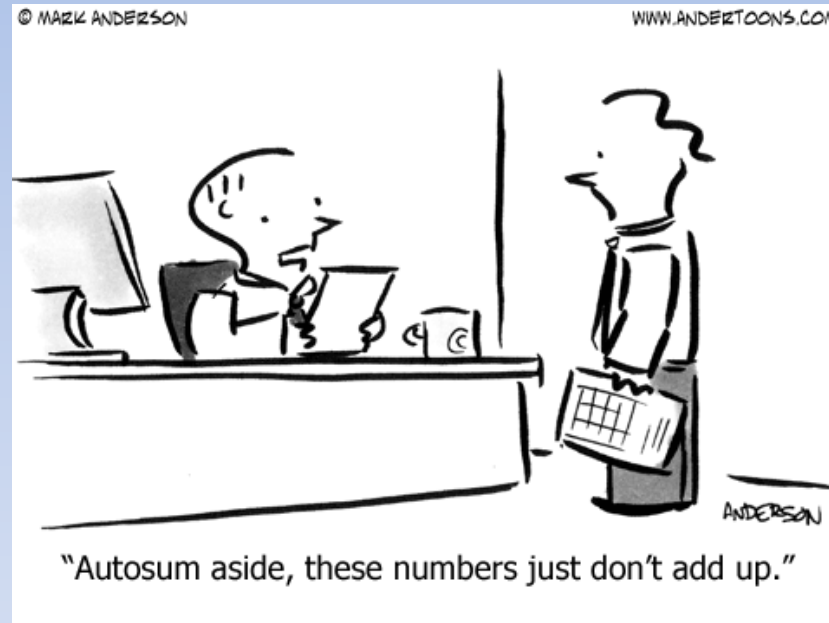
- We will cover:
 - What index reconciliation is & why it is important
 - Basic organizational helps
 - Reconciling non-payroll expenses
 - Reconciling payroll expenses
 - Reconciling Income accounts

What IS an Index?

- A (relatively) small unit in which revenue and expenses are accumulated.
- Each index has associated with it a fund and organization and program code, which defines what can be placed in the index.
- When reconciling an index, the expenses and revenue entries are traced to source documents and verified as belonging in that index.

Why Reconcile, Anyway?

- This is the last thing you want to hear from *your* boss



- This is also the last thing your boss wants to hear from *their* boss!

MyReports

- The appropriate MyReports to use to help you reconcile will be noted.
 - Report Examples will be given using MyReports
 - APEX, the new HR reporting tool will be briefly discussed



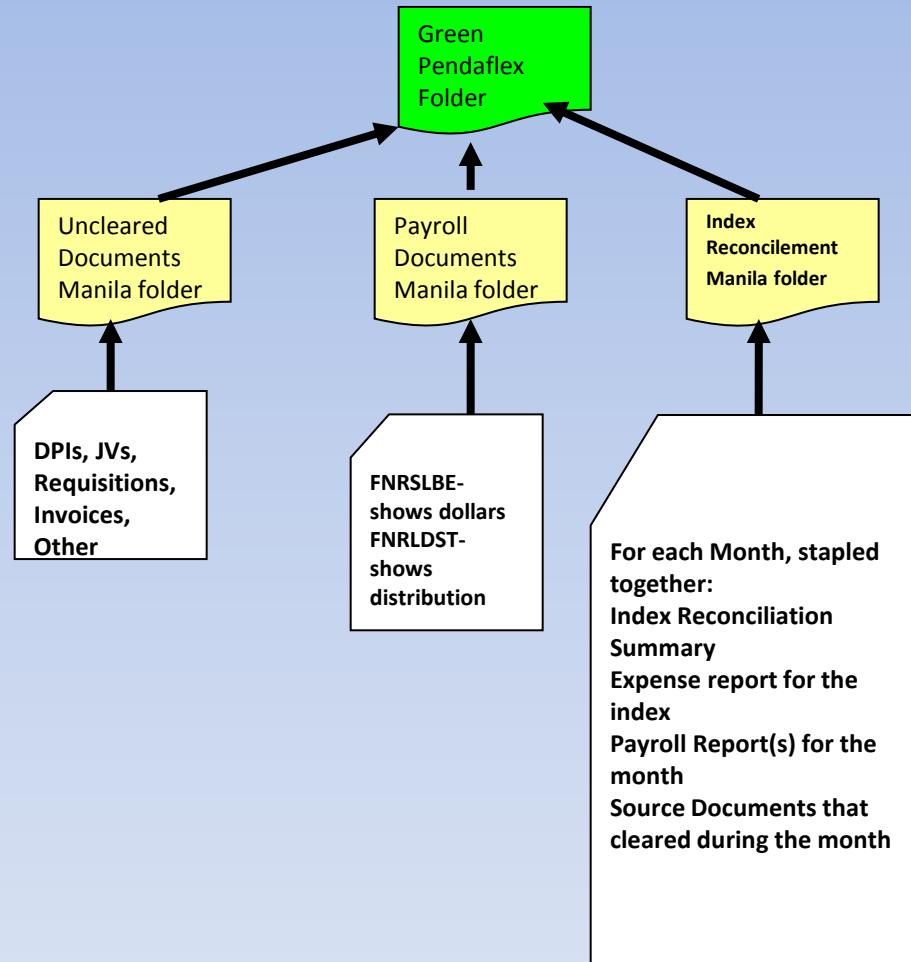
Index Reconciliation-What is it?

- **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 deviation from what is expected is then researched, and any needed corrections are made to the accounting system.

One Approach

- **Index Reconciliation Fundamentals** goes into detail showing one way you can successfully gather and organize source document information to use when reconciling
- There are many ways to accomplish this; if you already have an organized way, keep using it
- We will review one approach

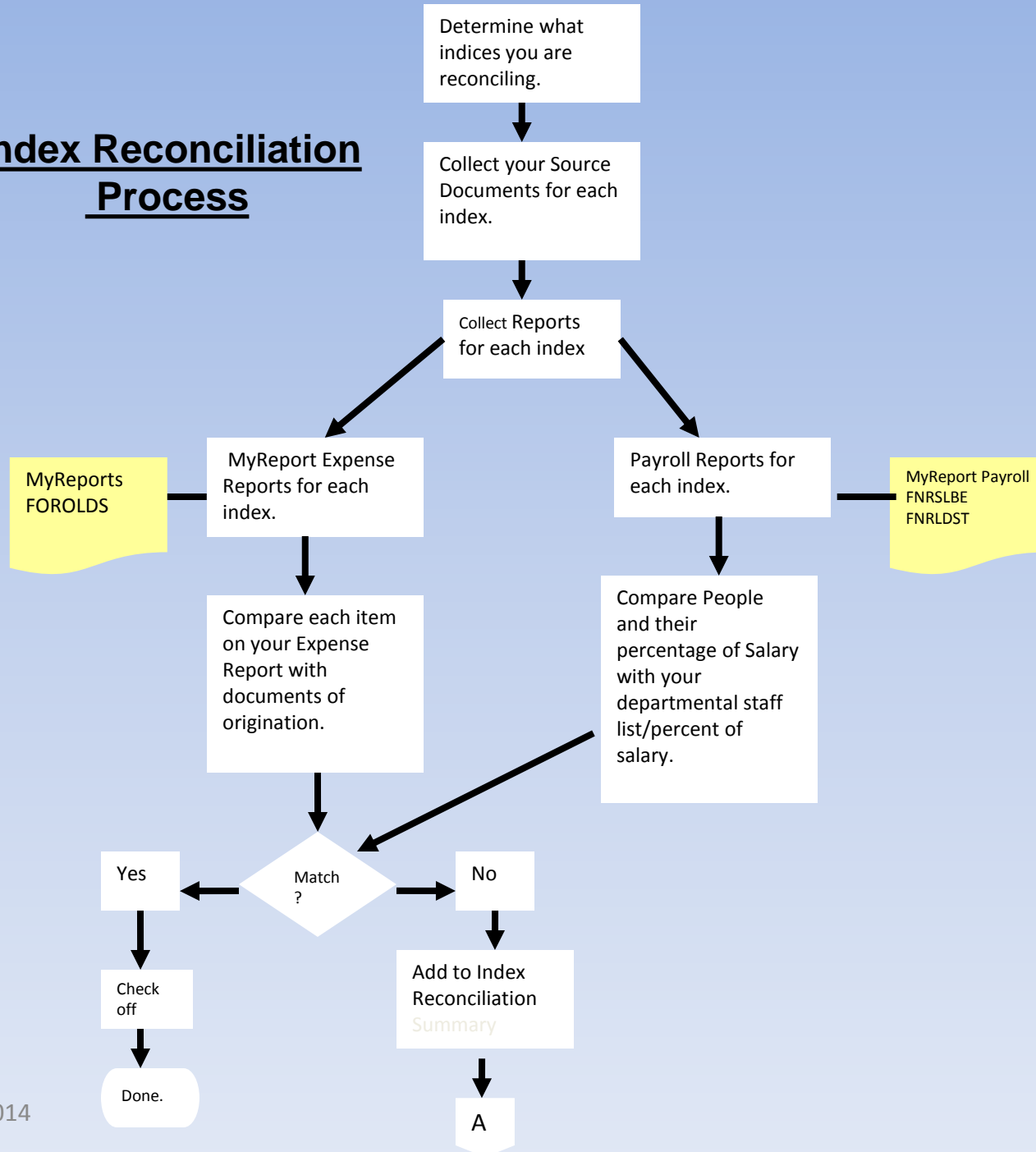
Flow Chart – Document Organization



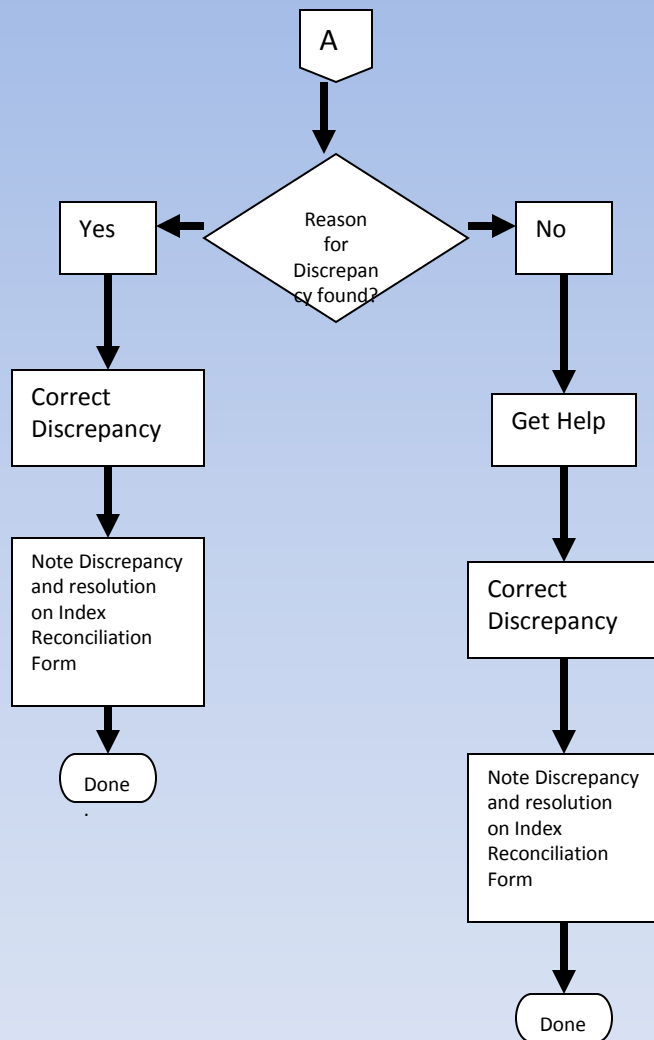
What you need to have

- Accounting Reports
- Information on Revenue and Expenses
- Source Documents

Index Reconciliation Process



Index Reconciliation Process (cont)



Getting what you need

- Which accounting reports to get and where to get them
- Where to get information on Revenue and Expenses relating to your index
- How to get copies of source documents

Reports you need

- Accounting Reports
 - My Reports
 - FOROLDS – General expenses
 - FNRSLE – Payroll detail by employee
 - FNRLDST – Employee payroll distribution

What you need

- Where to get information on Revenue and Expenses relating to your index:
 - **Keep** copies of all DPIs expected in your index
 - **Get** copies of all invoices automatically posted
 - Telecom invoices
 - Invoices relating to contracts(water, etc.)
 - Utility, other regular invoices
 - **Find** copies of additional posted invoices each month

What you need

- How to get copies of source documents
 - You can run telecom invoices; contact your supervisor or telecom and work through the process
 - Some internal (and external) invoices are mailed to your department monthly. Contact the person who opens the mail. You only need a copy
 - If all else fails, contact A/P. If they paid it, they can steer you toward the documents that authorized payment
 - PCard information
 - JVs

Reconciling Non-Payroll Expense

- Source Documents
 - Invoices
 - Get copies
 - Pcards
 - Get PCard Statements
 - JVs
 - Read document text

How to get PCard documentation

- Find out who the PCard holder is
 - FGIBDST, FAIINVE, user ID, Directory, Name/Phone
- Ask for a copy of the information they send Purchasing each month.
 - Call or email

Banner FGIBDST

File Edit **Options** Block Item Record Query Tools Help

Budget Summary Information [FGIBSUM]

Organization Encumbrances [FGIOENC] BANP

Transaction Detail Information [FGITRND]

Format Display Preferences

Chart: []

Fiscal Year: 14

Index: 258000

Query Specific Account

Include Revenue Accounts

Commit Type: Both

Organization: 258B Unrestricted Accounting HSC

Fund: 3U0044 HU I and G

Program: P131 Institutional Support

Account: []

Account Type: []

Activity: GNACTV General Activity

Location: []

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
2020	L	Administrative Professional Gen	416,720.00	279,920.43	136,800.21	-0.64
2060	L	Support Staff Salary Detail Gen	43,431.00	14,678.88	21,546.00	7,206.12
20J0	L	Student Salaries Gen	10,000.00	3,006.75	0.00	6,993.25
20P0	L	Temporary Salary Gen	30,764.00	32,102.23	0.00	-1,338.23
20R0	L	Accrued Payroll and Benefits	0.00	0.00	0.00	0.00
20SA	L	Salary Adjustments	10,400.00	0.00	0.00	10,400.00
3100	E	Office Supplies General	7,580.00	1,119.39	0.00	6,460.61
3150	E	Computer Supplies <\$5,001	320.00	0.00	0.00	320.00
3199	E	Office Membership Gen	0.00	0.00	0.00	0.00

Banner FGIBDST

Detail Transaction Activity Form FGITRND 8.4.0.3 (BANP)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
U	14	258000	3U0044	258B	3100	P131	GNACTV			Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
3100	258B	P131	04-MAR-2014	IPNI	S1670811	Sandia Office Supply	YTD	117.24 +
3100	258B	P131	21-FEB-2014	IPNI	S1665747	University of New Mexi	YTD	168.00 +
3100	258B	P131	07-FEB-2014	IPNI	S1657544	Sandia Office Supply	YTD	24.00 +
3100	258B	P131	07-FEB-2014	IPNI	S1657398	Staples Inc	YTD	182.42 +
3100	258B	P131	07-FEB-2014	IPNI	S1656831	Made To Order Stamp &	YTD	83.10 +
3100	258B	P131	16-DEC-2013	IPNI	S1630756	Staples Inc	YTD	22.27 +

Banner FAIINVE

Invoice/Credit Memo Query Form FAIINVE 8.6 (BANP)

Document : S1657544 Multiple

Vendor: Vendor Hold

Banner FAIINVE

Invoice/Credit Memo Query Form FAIINVE 8.6 (BANP)

Document : **S1657544** Multiple Direct Pay

Vendor: 100052221 Sandia Office Supply

Invoice/Credit Memo Header FAIINVE 8.6 (BANP)

Invoice Date: 30-JAN-2014 Transaction: 07-FEB-2014 Cancel:

Check Vendor:

Address Code: BU Sequence Number: 1 Collects

Street Line 1: 3831 Singer Blvd NE City:

Street Line 2: State or

Street Line 3: Nation:

Discount Code: Payment Due: 20-FEB-2014

Bank: 04 Disbursements-Accounts Payable Credit

Vendor Invoice: 1099 Vendor Text E

1099 Tax ID: Direct D

Income Type: Direct

User ID: JWBRANDT

Activity Date: 07-FEB-2014

Directory



Websites

People

Maps

Name:

And / Or Search by:

NetID



jwbrandt

Search

[Clear](#)

[Update Your Info](#) | [Search Tips](#)

Search Scope:



All UNM



Faculty/Staff



Students

Search for "jwbrandt" returned 1 result. Click on a person's name to view more details.

Name	Title: Organization/College	Contact
John Brandt	Supv,Fiscal Services: Unrestricted Accounting HSC Office	JoBrandt@salud.unm.edu 505 925-4567 MSC09 5222

How to get JV documentation

- Document starts with a “J” if it is originated by a department person
- Other “JV” documents may be internal invoices:
 - Payroll start with “F0xxx” or “J”
 - Mail Systems start with “MSxxx”
 - Telecom line charges start with “ITxxx”
 - PPD starts with “PPxxx”

Examples – JV Types

Account: 20J0 - Student Salaries Gen

02/14/2014	HRAPPWORX	<u>HR Payroll 2014 2R 4 0</u>	F0178223	JV	HGNL	.00	318.25	
02/28/2014	HRAPPWORX	HR Payroll 2014 2R 5 0	F0178906	JV	HGNL	.00	342.00	
Account 20J0						Total:	.00	660.25

Account: 20P0 - Temporary Salary Gen

02/14/2014	HRAPPWORX	HR Payroll 2014 2R 4 0	F0178223	JV	HGNL	.00	1,675.60	
02/28/2014	HRAPPWORX	HR Payroll 2014 2R 5 0	F0178906	JV	HGNL	.00	1,675.60	
Account 20P0						Total:	.00	3,351.20

Account: 20R0 - Accrued Payroll and Benefits

02/01/2014	CLOUNSBU	<u>Payroll Accrual 2R4</u>	J0431652	JV	JEH	.00	(692.40)
02/01/2014	CLOUNSBU	Payroll Accrual 2R4	J0431652	JV	JEH	.00	(163.88)
02/01/2014	CLOUNSBU	Payroll Accrual 2R4	J0431652	JV	JEH	.00	(837.80)

Account: 31K0 - Postage Gen

02/28/2014	FSMLOAD14	<u>MAILSYSTEMS – FEB14 189237 251718</u>	MS000039	JV	JFD	.00	113.03	
Account 31K0						Total:	.00	113.03

Account: 6000 - Telecom Charges Gen

02/28/2014	FSMLOAD14	<u>Line Charge Gen FEB2014</u>	IT000007	JV	JFD	.00	202.50	
Account 6000						Total:	.00	202.50

Account: 6020 - Long Distance Gen

02/28/2014	FSMLOAD14	Long Distance Gen FEB2014	IT000007	JV	JFD	.00	1.50	
Account 6020						Total:	.00	1.50

Examples – JV Types

Account: 6080 - Cellular Charges Gen

02/28/2014	FSMLOAD14	<u>Cellular Charges Gen FEB2014</u>	<u>IT000007</u>	<u>JV</u>	JFD	.00	
					Account 6080	Total:	.00

Account: 75Z0 - Other Repairs Maintenance Gen

02/14/2014	FSMLOAD14	<u>PPD PR#HSCFIN WO#SN-5866 BLD#266</u>	<u>PPY14041</u>	<u>JV</u>	JAD	.00	
					Account 75Z0	Total:	.00

Account: 80K0 - Banner Tax

02/28/2014	FSMLOAD14	Banner Tax	BTY14008	JV	JEN	.00	
					Account 80K0	Total:	.00
					Other Expense	Total:	.00

Using the report and information gathered

- Brief example
 - FOROLDS
 - Source Documents
 - Reconciliation report

FOROLDS

FÖRÖLDS

Operating Ledger Detail
For the Month of Jan 2014

02/07/14

Index: 258000 - Unrestricted Acct HSC Admin

Transaction Date	Initiator	Transaction Description	Document ID	Document Type	Rule Class	Budget	Actuals	Encumbrances / Reservations
Account: 20R0 - Accrued Payroll and Benefits								
01/01/2014	FSMLOAD14	Reverse Payroll Accrual 2R1	HSY14032	JV	JEH	.00	(1,661.76)	.00
01/01/2014	FSMLOAD14	Reverse Payroll Accrual 2R1	HSY14032	JV	JEH	.00	(576.58)	.00
01/01/2014	FSMLOAD14	Reverse Payroll Accrual 2R1	HSY14032	JV	JEH	.00	(450.30)	.00
01/31/2014	FSMLOAD14	Payroll Accrual 2R4	HSY14035	JV	JEH	.00	692.40	.00
01/31/2014	FSMLOAD14	Payroll Accrual 2R4	HSY14035	JV	JEH	.00	163.88	.00
01/31/2014	FSMLOAD14	Payroll Accrual 2R4	HSY14035	JV	JEH	.00	837.80	.00
Account 20R0 Total:						.00	(994.56)	.00
Salary Expense Total:						.00	41,187.07	(24,199.73)
Other Expense								
Account: 31K0 - Postage Gen								
01/30/2014	FSMLOAD14	MAILS SYSTEMS - JAN14 186787 251718	MS000038	JV	JFD	.00	139.12	.00
Account 31K0 Total:						.00	5 139.12	.00
Account: 37Y0 - Supply Costs F&A Unallowable								
01/26/2014	FSMLOAD14	Dawson Ice & Water Co Inc	S1650388	JN	IPNI	.00	39.00	.00
Account 37Y0 Total:						.00	6 39.00	.00
Account: 6000 - Telecom Charges Gen								
01/31/2014	FSMLOAD14	Line Charge Gen JAN2014	IT000006	JV	JFD	.00	202.50	.00
Account 6000 Total:						.00	7 202.50	.00

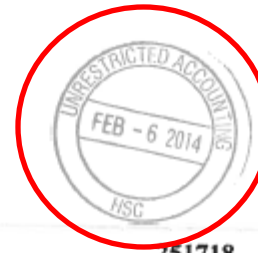
Source Document – Mail Systems

*UNM Mailing Systems
Monthly Invoice
Department Report For 1/1/2014 To 1/31/2014*

Department Unrestricted Accounting HSC Office

Contact Sean McDougle

Mail Stop MSC09 5222




Invoice# 188787 *PR#* 251718
Account# 25800031K0

<i>Function</i>	<i>Date</i>	<i>Ticket#</i>	<i>Item</i>	<i>Qty</i>	<i>Item Total</i>
<u>Non-Promotional</u>					
	1/2/2014	020140102141520	First Class Mail	2	\$0.94
	1/3/2014	220140103125410	First Class Mail	1	\$0.67
		220140103130216	First Class Mail	96	\$42.06
	1/8/2014	320140108134051	First Class Mail	58	\$27.75
	1/10/2014	220140110124752	First Class Mail	1	\$0.47
	1/17/2014	020140117114315	First Class Mail	2	\$0.88
		320140117134952	First Class Mail	42	\$18.40
		320140117135129	First Class Mail	31	\$13.58
		320140117135130	First Class Mail	2	\$3.82
		320140117135356	First Class Mail	61	\$27.36
		320140117135357	First Class Mail	2	\$3.20
Total For Non-Promotional:					\$139.12

Total For Invoice #188787: \$139.12

Source Document – for PCard



1111 SAN MATEO BLVD NE
ALBUQUERQUE NM 87110
(505)260-9999 (505)260-0215
www.culliganabq.com

IF PAYING BY CREDIT CARD, PLEASE CHECK CORRECT CARD AND FILL OUT BELOW

VISA
MasterCard
Discover
AmEx

CARD NUMBER	V. CODE
SIGNATURE	EXP. DATE
DATE	PAY THIS AMOUNT
01/01/2014	\$39.00
ACCOUNT NUMBER	
49502	

PAY BY DATE: N/A
Autodraft will be deducted


AMOUNT PAID \$ ****DO NOT PAY****


ADDRESSEE:

HSC CONTROLERS OFFICE
SEAN MCDUGLE
5220 1UNIVERSITY OF NM
ALBUQUERQUE, NM 87131-0001

REMIT PAYMENT TO:

CULLIGAN BOTTLED WATER OF ALBQ
1111 SAN MATEO BLVD NE
ALBUQUERQUE, NM 87110-6425





OPEN ITEM STATEMENT

RETURN THIS TOP PORTION WITH YOUR PAYMENT

BRANCH ID: CL-AQ
CUSTOMER: HSC CONTROLERS OFFI

DATE	REFERENCE	DESCRIPTION	INVOICE AMOUNT	AMOUNT DUE	BALANCE
01/01/2014	131099	Invoice	39.00	39.00	39.00

Please visit us at our new web site: www.culliganabq.com

ACCOUNTS ARE SUBJECT TO A LATE PAYMENT FINANCE CHARGE

FINANCE CHARGE SCHEDULE		PLEASE PAY NEW BALANCE BY (P)	
OVER	PERCENTAGE	MINIMUM	MAXIMUM
5	1.50 %	16.00	Autobay
30	0.00 %	0.00	MIN CHARGE 0.50
0-30	21-60	61-90	90+ 30
0.00	0.00	0.00	0.00

Next Deliveries:

Source Document - Telecom



ACCOUNT: 3U0044-258B-P131-GNACTV INDEX CODE:258000 213220-HSC GENERAL AC-General Activ
 BILLING DATE: 03-Feb-2014 ...contd.

CODE:258000 213220-HSC GENERAL AC-General Activ ...contd.

Subscriber ID: 7600027 ...contd.

CATEGORY	SUBCODE
Toll	6020
MRC	6000
MRC	6060
MRC	6080
OCC	6080

DUR	CHARGE
355:30	0.44
0:00	202.50
0:00	45.00
0:00	64.98
0:00	14.00
Total (5)	298.92

Billing Name: GRAHAM, THELMA ...contd.

LNOTE	QTY	RATE	CHARGE
IAHAM, THELMA	1.00	5.00	5.00
IAHAM, THELMA	1.00	22.50	22.50
tel (2)			27.50

Billing Name: SHOEBOOTHAM, TERRY

LNOTE	QTY	RATE	CHARGE
tel (2)	1.00	5.00	5.00
tel (2)	1.00	22.50	22.50
			27.50

Billing Name: Tan, Huihui

LNOTE	QTY	RATE	CHARGE
tel (2)	1.00	5.00	5.00
tel (2)	1.00	22.50	22.50
			27.50

Billing Name: MONJURE, ALANA

BILLNOTE	QTY	RATE	CHARGE
Total (2)	1.00	5.00	5.00
Total (2)	1.00	22.50	22.50
			27.50

Billing Name: Hurley, Stacie

BILLNOTE	QTY	RATE	CHARGE
Total (2)	1.00	5.00	5.00
Total (2)	1.00	22.50	22.50
			27.50

Billing Name: UNRESTRICTED ACCTG. HSC

BILLNOTE	QTY	RATE	CHARGE
GUTIERREZ, LUPE	1.00	5.00	5.00
GUTIERREZ, LUPE	1.00	22.50	22.50
Total (2)			27.50

Billing Name: Frankel, Jeremy

BILLNOTE	QTY	RATE	CHARGE
Total (2)	1.00	5.00	5.00
Total (2)	1.00	22.50	22.50
			27.50

Billing Name: BRANDT, JOHN

ITEM CODE	DESCRIPTION	BILLNOTE	QTY	RATE	CHARGE
VMBM	Monthly Basic Voicemail		1.00	5.00	5.00
LCBM	Monthly Line Charge		1.00	22.50	22.50
Total (2)					27.50

9 * \$22.50 = \$202.50

Reconcilement Sheet

- Any Items that do not match (source document should match Banner amount) are entered in the reconcilement report for research.
- If the amount, index, or account is in error, the accounting system is corrected.
- The item on the reconcilement sheet has a notation added, giving the correction document number/other information.

Reconciliation Sheet

Reconciliation for Index 258000 for 2/2014

Date	Initiator	Account	Amount	Description	Explanation of Problem/Resolution
3/14/14	JWBRAWT	3100	42.12	5053671	Need P-Card doc - received & reconciled 3/17/14
3/14/14	JBRN	3820	412.82	I04930	DPI posted to wrong index. Moved by JO73056 to 258020
3/14/14	L SMITH	3820	942.18	I04942	DPI from 12/15 still not posted. Never completed, then denied. To be resubmitted by originator

Reconcilement Sheet

Index Reconciliation Summary

Index Number: 258000

Month Reconciled: 2/2014

Person Completing Reconcilement: T. Shoebottom

I have reviewed this reconcilement and believe it to be correct: *Laura Putz*
Dept Administrator

Reconciling Items:

Account	Amount	Notes
3160	42.12	5053671 - Need P-Card doc. - received & reconciled 3/17/14
3820	412.82	104930 DPI Posted to wrong index. Moved by J073056 to 258020
382	942.18	104942 - DPI from 12/15 still not posted. Never completed, then denied & returned. To be re-submitted by originator, LSMITH

Payroll Reconciliation

- Payroll reconciliation is the same concept
- Reports differ
- Correction methods differ for errors



Payroll Reconciliation

- Report FNRSLE will give you payroll detail by employee for your index
- Report FNRLDST will give you the distribution percentage by index for your employees
- Human Resources has APEX reports that will allow you to modify the reports to give you a variety of data

Report Examples - FNRSLE

The image shows a screenshot of the MyReports website interface. On the left, a navigation menu lists various reports, with 'FNRSLE - Salary Labor Benefits and Encumbrance Report' circled in red. On the right, a report selection form is shown with a 'Report By:' dropdown menu also circled in red, displaying a list of options including 'Index', 'Index No Grouping', 'Org By Index', 'Org By Employee', 'Employee Name', 'Summary by Index', 'Fringe Rate by Org', and 'Banner Id'. The 'Index' option is currently selected. The browser address bar shows the URL: https://myreports.unm.edu/?BIP_REQUEST_TYPE=BIP_RUN&BIP_folder=IBFS%253A%252FWFC%2...

Report Examples - FNRSLBE

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

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.
		02/26/2014	.00	.00	.00	.00	.00	.00	.00	.00	.00	(1,275.20)
Subtotal:			.00	.00	.00	.00	.00	.00	.00	.00	.00	(2,550.40)
Total: 258000 - 2060			2,769.60	.00	.00	.00	.00	.00	.00	.00	.00	(5,320.00)
258000 - 20J0 - Fund:3U0044 - Orgn:258B - Prog:P131 - Actv:GNACTV												
0	2R4	02/14/2014	318.25	.00	.00	.00	.00	.00	.00	.00	.00	.00
0	2R5	02/28/2014	342.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Subtotal:			660.25	.00	.00	.00	.00	.00	.00	.00	.00	.00
Total: 258000 - 20J0			660.25	.00	.00	.00	.00	.00	.00	.00	.00	.00
258000 - 20P0 - Fund:3U0044 - Orgn:258B - Prog:P131 - Actv:GNACTV												
0	2R4	02/14/2014	400.40	.00	.00	.00	.00	.00	.00	.00	.00	.00
0	2R5	02/28/2014	400.40	.00	.00	.00	.00	.00	.00	.00	.00	.00
Subtotal:			800.80	.00	.00	.00	.00	.00	.00	.00	.00	.00

Report Comparison - FOROLDS

Account: 20J0 - Student Salaries Gen

02/14/2014	HRAPPWORX	HR Payroll 2014 2R 4 0	F0178223	JV	HGNL	.00	318.25
02/28/2014	HRAPPWORX	HR Payroll 2014 2R 5 0	F0178906	JV	HGNL	.00	342.00
<u>Account 20J0</u>						Total:	660.25

Account: 20P0 - Temporary Salary Gen

02/14/2014	HRAPPWORX	HR Payroll 2014 2R 4 0	F0178223	JV	HGNL	.00	1,675.60
02/28/2014	HRAPPWORX	HR Payroll 2014 2R 5 0	F0178906	JV	HGNL	.00	1,675.60
Account 20P0						Total:	3,351.20

Account: 20R0 - Accrued Payroll and Benefits

02/01/2014	CLOUNSBU	Payroll Accrual 2R4	J0431652	JV	JEH	.00	(692.40)
02/01/2014	CLOUNSBU	Payroll Accrual 2R4	J0431652	JV	JEH	.00	(163.88)
02/01/2014	CLOUNSBU	Payroll Accrual 2R4	J0431652	JV	JEH	.00	(837.80)

Account: 31K0 - Postage Gen

02/28/2014	FSMLOAD14	MAILSYSTEMS – FEB14 189237 251718	MS000039	JV	JFD	.00	113.03
Account 31K0						Total:	113.03

Account: 6000 - Telecom Charges Gen

02/28/2014	FSMLOAD14	Line Charge Gen	FEB2014	IT000007	JV	JFD	.00	202.50
Account 6000						Total:	202.50	

Account: 6020 - Long Distance Gen

02/28/2014	FSMLOAD14	Long Distance Gen	FEB2014	IT000007	JV	JFD	.00	1.50
Account 6020						Total:	1.50	

Report Examples - FNLDST

The screenshot shows the MyReports website interface. On the left is a navigation menu with the following items:

- Finance
 - My Content
 - Shared Content
 - F All Campus Reports** (circled in red)
 - FBRBAVL - Budget Availability Detail and Summary
 - FGRGLDS - General Ledger Detail and Summary
 - FGRSABL - Summary of Account Balances in General Ledger
 - FNRECRT - Effort Certification Status Report
 - FNRFOP - Hierarchies and Index Lookup
 - FNRLDST - Labor Distribution Report** (highlighted)
 - FNRMBTA - Main and Branch Transfers Allocation
 - FNRPCRD - PCard Transaction Report
 - FNRSLBE - Salary Labor Benefits and Encumbrance Report
 - FORBAUF - Budget Availability for Unrestricted Funds/Indices
 - FORDCBL - UAP7000 Deficit Compliance and Balance Reports
 - FORFAPI - F&A Generated By PI
 - FOROLDS - Operating Ledger Detail and Summary
 - FORSAI P - Salary Projections Dashboard For Executives

The main content area displays the "FNRLDST - Labor Distributions Report" form. The form includes:

- Report By:** A dropdown menu with "Labor Distributions - Emp" selected (circled in red).
- Employee Name:** A text input field.
- A large empty text area for additional information.
- A text input field containing the value "101120183".
- A note: "Select type of display output. Use PDF for printing."
- Output format options: PDF (selected), HTML, and Excel 2000.

Report Examples - FNLDST

FNRLDST

THE UNIVERSITY OF NEW MEXICO
 Active Labor Distribution by Employee
 100013381 - Fondino, Robert G.
 Position: S04263 - [REDACTED]

03/25/2014

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
601000	3U0044	2020	00	878A	601B	HSC Facility Planning Office	50.00	100.00	07/01/2013	12/31/2099	07/01/2013	12/31/2099
258000	3U0044	2020	00	878A	878A	Sr Exec Officer - Finance & Admin	50.00	100.00	07/01/2013	12/31/2099	07/01/2013	12/31/2099

Human Resources Reports - APEX

- EOD 355 class must be taken to gain access to these reports
- With access, the reports are accessed through MyReports on the Employee Life tab under “Reports”, HR Reports

Human Resources Reports - APEX

The screenshot shows the myUNM website interface. At the top, there is a navigation bar with the myUNM logo and the text "The University of New Mexico". Below this, a user greeting reads "Welcome Terry E Shoebottom" and "You are currently logged in." There are links for "My Account" and "Content Layout". On the right, there are icons for "LoboMail" and "UNM Learn".

The main navigation menu includes: Home, Campus Life, Library, UNM E-Mail, **Employee Life**, Finance, and HSC.

The "Employee Life" section is active, displaying three columns:

- Human Resources**:
 - General Information
 - HR Website
 - EPAF Resource Page
 - ePAN
 - OneSource
 - Salary Structure Table
 - Standard Timesheet for Staff (PDF)
 - Standard Timesheet for Staff
 - Standard Timesheet for Staff (Excel)
 - Standard Timesheet for Staff - Instructions
 - Career Development
 - Career Development Main Page
 - Education and Training
 - Career Ladders
- LoboWeb For Employees**:
 - No current announcements.
 - The University of New Mexico **LoboWeb** logo.
 - What is LoboWeb?**
LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.
 - [Enter LoboWeb](#) button.
 - Due to scheduled backups, LoboWeb is unavailable Saturday 7:00 am - 8:30 pm.
- UNM Business Applications**:
 - Transaction and Real-time Query System
 - Internet Native Banner
 - LoboWeb
 - LoboAchieve
 - LoboMart
 - UNMJobs
 - Workflow
 - Reporting
 - E-Print
 - Enterprise Metrics Reporting (EMR)** (circled in red)
 - HR Reports
 - Hyperion (will be retired in 5 days. more info)
 - MyReports

Correcting Payroll Errors

- Salary can be moved with a PHAREDS Banner screen completion
- This correction can also be done in LoboWeb self service
- Only the employee's organization can make the correction
- An EPAF can prevent future errors

Income Reconciliation

- Look for general reasonableness
- 07ZZ-Reimbursement Holding
- 08Z0- Miscellaneous General
- Look for amounts in unbudgeted and previously unused accounts

Income

- Ask questions about unusual entries
- Ask questions about expected entries that are missing

Example: Correcting Income Accounts

- The following example shows how revenue can be posted to the wrong account, and must then be moved.
- \$125 was posted via Money List to account 0820 – F&A Cost Recovery General. There is no budget or prior activity in this account

Correcting Income Accounts

Detail Transaction Activity Form FGITRND 8.4.0.3 (BANP)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
U	14				0820	P222	GNACTV			Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
0820	523D16	P222	08-JAN-2014	JC3	J0427107	Correcting ML26 F0176	YTD	-125.00
0820	523D16	P222	20-DEC-2013	CLR	F0176064	ML26	YTD	125.00

- \$125 was posted to 0820-F&A Cost Recovery General, via Money List deposit

Correcting Income Accounts

Detail Transaction Activity Form FGITRND 8.4.0.3 (BANP)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
U	14	523693	3U0032	523D16	0820	P222	GNACTV			Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
0820	523D16	P222	08-JAN-2014	JC3	J0427107	Correcting ML26 F0176	YTD	-125.00 -
0820	523D16	P222	20-DEC-2013	CLR	F0176064	ML26	YTD	125.00 +

- \$125 was removed from this account (Reconciliation Correction) via J0427107

In Summary

- Expense in each index should be reconciled monthly
- Errors should be corrected
- Income should be looked at for reasonableness
- Obvious income errors should be corrected



The Handout

- The Reconciliation LEARN handout is in four sections
 - Section 1 covers the basics, and basic organization
 - Section 2 covers Intermediate items, such as Banner screens and MyReports to use in greater detail
 - Section 3 covers advanced topics such as payroll reconciliation and revenue reconciliation
 - Section 4 is an Appendix. It includes frequently used Banner screens, Document Rule Class Code descriptions, current batch header reference list, reconciliation reports, and other helpful information

What are your questions?

