

THE UNIVERSITY OF NEW MEXICO

# Using Banner Self Service for Labor Redistributions and More

Presented by Laura Putz  
and

Alana Monjure

September 13 & 14 2010

# Banner Self Service:

- Designed to be “user friendly”
- Labor Redistributions function now available
- User must have BAR role for Labor Redistributions (new role is NOT needed)
- Organizational level security required (not a NEW requirement)



# Lobo Web Labor Redistributions

## Advantages/Benefits

- Comments do not DISAPPEAR
- Comments can be viewed
- Comments can be added at any time
- Potential elimination of paper “90 day memo” with combination of comments and “On the Fly” approver

## Disadvantages

- Limited ability to correct multiple pay periods at once
- Must enter comments separately for each pay id
- Processing time – maybe slow depending on individual computer
- Intermittent log-in issues

# Access- myUNM

The screenshot shows a web browser window with the address bar containing the URL <https://my.unm.edu/cp/home/displaylogin>. The browser's address bar and the login form are circled in red. The login form is titled "Login" and contains the following fields and buttons:

**Login**

NetID:

Password:

You have requested access to a site that requires you to login with a UNM NetID.

[Having problems logging in? Click here.](#)

**TextMe UNM**

get fast, convenient, real-time message alerts.

**MyUNM Regular Maintenance**

MyUNM will go down for maintenance every night between 2 and 3am. Anyone logged in during that time will need to log in again.

**How do I get my UNM NetID and password?**

- [Create a UNM NetID](#)
- [Change Password](#)

**Welcome to MyUNM!**

MyUNM is your personal gateway to UNM. The myUNM portal provides the entire campus community centralized access to University resources and the ability to customize the portal to suit their individual needs by selecting which resources are available.

**What's Inside?**

- LoboWeb for Students:** Use LoboWeb for Registration, Grades, Financial Aid, Admissions info, etc.  
To access LoboWeb for Students, log in to myUNM with your UNM NetID and password, and then click on the Student Life tab. Once there, click on the LoboWeb logo to enter.
- LoboWeb for Faculty & Advisors:** LoboWeb is the place for advisors to update and view advisee information, and for Faculty to get class lists, view student information, enter grades, perform registration overrides, etc.  
To access LoboWeb for Faculty & Advisors, log in to myUNM with your UNM NetID and password, and then click on the Faculty Life tab. Once there, click on the LoboWeb logo to enter.
- E-mail:** The portal email is likely to be the preferred email application for students, or other "nomadic" style users who prefer the ability to check email via a Web interface rather than be dependent on one computer and a proprietary email application. Portal email is a robust application and you can also check email from other provider accounts with it.
- Calendar:** Campus community members -- especially students! -- are encouraged to try out the calendar. The portal calendar is a great resource for students, classes, and groups/organizations to track schedules, tests, meetings and other events. Those on campus already using Oracle or Groupwise should continue to use those calendars to schedule University business-related meetings and events.
- Groups:** The Group Studio feature provides an easy-to-use Web presence for student, department, and other campus organizations. Group Studio applications include chat, where you can text chat online in real time; a message board to exchange information, and file sharing where groups can post and exchange files. Any campus organization or department that currently has its own NetID may request a Group via the Group Studio application. If an organization/department does not have its own NetID, you must first complete and return the [Organization/Departmental NetID request form](#) to the IT Computer Accounts office.

**and much more...**

Copyright © SunGard Higher Education 1998 - 2009.

[Top](#) **SUNGARD**



MyUNM - Windows Internet Explorer

https://my.unm.edu/tag.c9a9bcf649a4999e.render.userLayoutRootNode.uP?uP\_root=root&uP\_sparam=activeTab&activeTab=u2811s17&uP\_tparam=frm&frr

File Edit View Favorites Tools Help

Search the Web SEARCH + Add 1 New 31 Calendar Share

4 dead, 53 homes destroyed in California fire ... Ob

MyUNM

**my UNM**  
The University of New Mexico

Welcome Terry E Shoebotham  
You are currently logged in.

My Account Content Layout

[ YOUR PERSONALIZED GATEWAY TO UNM ]

E-mail Calendar Groups Logout Help

Home Campus Life Library UNM E-Mail **Employee Life** Finance HSC

September 10, 2010

### Human Resources

General Information

- HR Main Page
- ePAN
- Salary Structure Table
- Standard Timesheet for Staff (Excel)

Career Development

- Career Development Main Page
- Education and Training
- Job Enrichment
- Career Ladders

Staff Resources

- HR Consulting Services
- Wellness (Employee Health Promotion Program - EHPP)
- Training (Employee and Organizational Development - EOD)
- Office of Equal Opportunity (OEO)
- Dispute Resolution
- Counseling Assistance and Referral Services (CARS)

### Benefits


Insurance

- Dental Insurance
- Eligibility and Enrollment
- Life Insurance
- Medical Insurance
- Prescription Drug Insurance
- Vision Insurance

Education

### LoboWeb For Employees

No current announcements

 The University of New Mexico

**LoboWeb**

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**

Due to scheduled backups, LoboWeb is unavailable Saturday 7:00 pm - 9:30 pm.

### What's New in HR

- Dependent Eligibility Audit - Attention Employees with Dependents Enrolled in UNM Medical Plan
- University Required Training -
- September Wellness Newsletter - UNM Community Wellness
- 2010 Retirement Vendor Fair - Mark your calendar for October 11

### Employee and Organizational Development

Employee and Organizational Development (EOD) provides a variety of organizational development services to UNM employees. Our Training Programs cover all aspects of work at the university: Administrative, Management/ Leadership, and Personal/Professional.

- Employee and Organizational Development (EOD) Home Page
- Learning Central

### UNM Business Applications

Transaction and Real-time Query Systems

- Internet Native Banner
- LoboWeb
- LoboMart
- UNMJobs
- Workflow

Reporting

- E-Print
- Hyperion

Banner Resources

- Banner Authorization Requests
- Report a Duplicate Person/Non-person
- Search Class Schedule
- Search Course Catalog
- Electronic Forms
- Purchasing Department Website

Space Management

- Self-Service: Space Information & Floor Plans
- Discover Viewer: Reports
- Space Management Website
- Contacts: space@unm.edu or 277-3800

### Banner Announcements

No current announcements.

### Banner Training

Training Databases

Trusted sites | Protected Mode: Off 100%

MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2Fcp%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu

File Edit View Favorites Tools Help

Search the Web SEARCH + ADD 1 New Calendar Share

MyUNM

Back to Employee Life Tab

myUNM

E-mail Calendar Groups Logout Help

Student **Employee** Payment Finance

Search Go

RETURN TO MAIN MENU SITE MAP HELP

## Employee

Welcome to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposit information. You also have the ability to update the following:

- Demographic Self-Service Information (i.e. home address)
- Emergency Contacts
- Annuities and Donations
- W4 Forms
- Direct Deposit Information

Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2008 is not available.

Should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at **277-HRPR (4777)**. Hours of operation will be Monday - Friday, 8am to 5pm.

---

**Personal Information**  
Update race/ethnicity information; update addresses, emergency contact information, and directory information; opt-out of public disclosure of home information.

**Make Bursar Payments**  
Pay Bursar billed insurance, parking tickets, etc. by credit card, checking or savings account.

**Electronic Personnel Action Forms**  
Labor Distribution Change

**Benefits and Deductions**  
Retirement, Health, Flexible Spending, Miscellaneous, Beneficiaries, Benefit Statement

**Pay Information**  
Direct Deposit, Earnings History, Deductions History, Pay Stubs

**Tax Forms**  
W4 Form, W2 Statement

**Jobs Summary**  
List of Jobs and Associated Transactions

**Leave Balances**  
List of Leave Balances

**Time Sheet (Approvals and View Only)**  
Departmental Time Entry Approvals and View

**Labor Redistribution**  
New! Allows administrative staff to create and approve labor redistribution transactions.

Employee Services

Trusted sites | Protected Mode: Off 100%

# Loboweb employee Self Service

The screenshot shows the myUNM web application interface. The browser window title is "MyUNM - Windows Internet Explorer". The address bar shows the URL: [http://mydev.unm.edu/cp/render.UserLayoutRootNode.up?uP\\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu](http://mydev.unm.edu/cp/render.UserLayoutRootNode.up?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu). The page features a red header with the myUNM logo and navigation links: "back to Employee Life Tab", "e-mail", "calendar", "groups", "logout", and "help". Below the header, there are tabs for "Effort Certification" and "Labor Redistribution". The "Labor Redistribution" tab is active, and within it, the "Person Search" link is highlighted with a red circle. Below this, there is a search bar with a "Search by ID" field and a dropdown menu labeled "Advanced Search", which is also highlighted with a red circle. The search results area displays a table with columns: Name, ID, Pay Year, Pay ID, Pay Number, Sequence, and Disposition. Below the table, there is a "Search Tips" section with text explaining the search functionality and a link to "Advanced Search". The footer of the page includes the SUNGARD HIGHER EDUCATION logo and the text "Banner Effort Certification (Version 1.0 Build: 1)".

MyUNM - Windows Internet Explorer

http://mydev.unm.edu/cp/render.UserLayoutRootNode.up?uP\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu

File Edit View Favorites Tools Help

MyUNM

back to Employee Life Tab

e-mail calendar groups logout help

Sign Out ? Help

Effort Certification Labor Redistribution

Person Search

Search by ID

Advanced Search

Displaying 0 rows.

Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search. Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

Advanced Search

Open Items

SUNGARD HIGHER EDUCATION

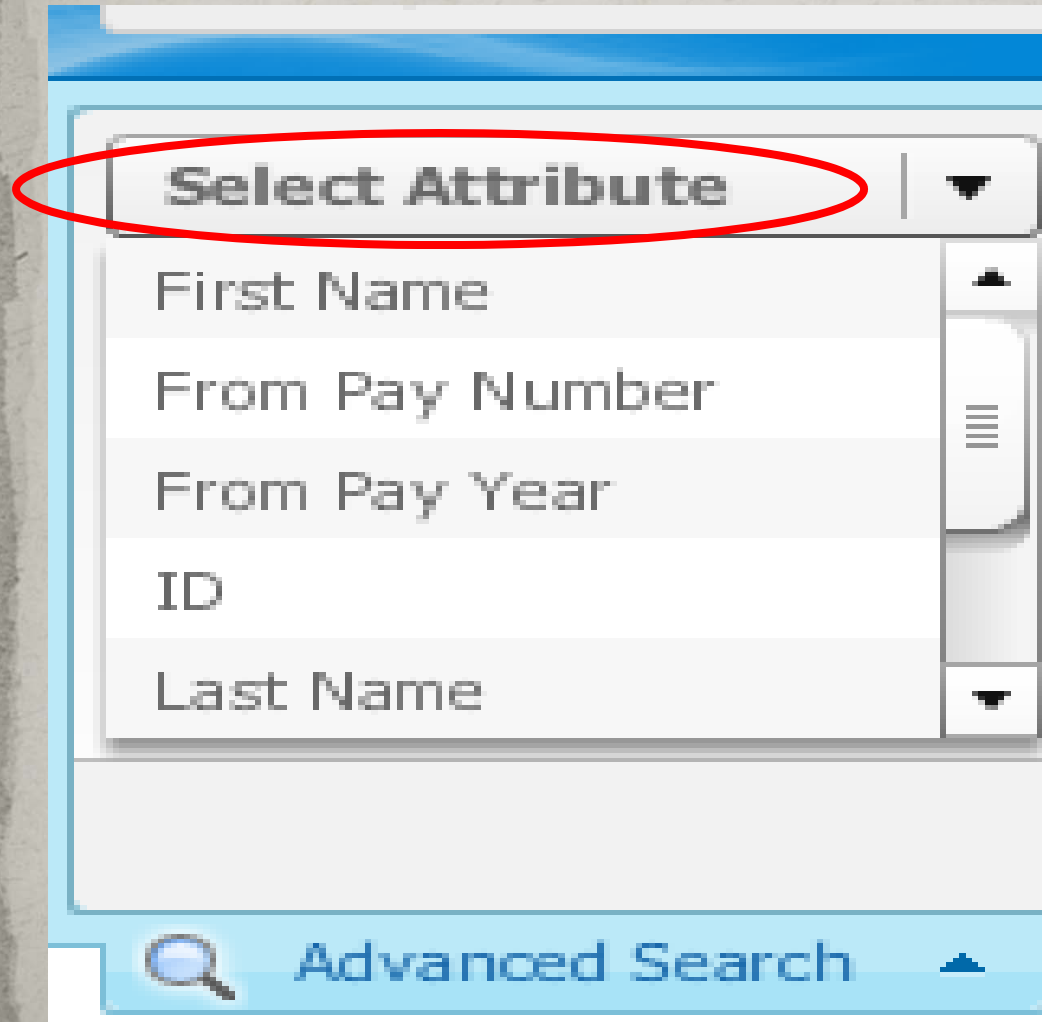
Banner Effort Certification (Version 1.0 Build: 1)

Done

Internet | Protected Mode: Off

100%

# Attribute Recommendations



Select Attribute

- First Name
- From Pay Number
- From Pay Year
- ID
- Last Name

Advanced Search

Attribute criteria recommended for fast system response:

ID (Banner ID Number)

Pay ID (5R or 2R)

From Pay Year (Calendar Year: 2008, 2009 or 2010)



# Advance Search Criteria

Back to Employee Life Tab

E-mail Calendar Groups Logout Help

Effort Certification Labor Redistribution Sign Out ? Help

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Person Search

Search by ID

ID 101120183

Pay ID 5r

From Pay Year 2009

Select Attribute

Close Clear Go

Advanced Search

Displaying 0 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
-----------	------------	----	----------	--------	------------	----------	-------------

# Advanced Search Results

## Person Search

Search by ID



**Search Descriptions:** ID = 101120183, Pay ID = 5r, From Pay Year = 2009



Advanced Search

Displaying 12 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Shoebotham	Terry	101120183	2009	5R	1	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	2	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	3	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	4	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	5	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	6	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	7	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	8	0	70, Complete

# Selecting Multiple Pay IDs

Person Search

Search by ID

Search Descriptions: ID = 101120183, Pay ID = 5R, From Pay Year = 2009

Advanced Search

Displaying 12 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Shoebotham	Terry	101120183	2009	5R	1	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	2	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	3	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	4	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	5	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	6	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	7	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	8	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	9	0	70, Complete

Open Items

Person Search

Terry Shoebotham

Find Replace



# Find and Replace

Find and Replace

COA: U Posting Date: Sep 12, 2010

Find

Index	Fund	Orgn	Account	Program
258000	3U0044	258B	2020	P131

Additional Components:

(A) Activity	(L) Location	(P) Project	(C) Cost
GNACTV			

Replace With

Index	Fund	Orgn	Account	Program
09904X		099Q08		P16R

Additional Components:

(A) Activity	(L) Location	(P) Project	(C) Cost
GNACTV			

Cancel Save

- Only used to change INDEX
- If FUND does not populate on index, the FUND is closed and redistribution will be directed to OVEREXPENDITURE index

# Find and Replace Confirmation



## Warning

Transaction completed - 6 sets of labor distributions marked as changed.

OK

099Q08








2020

P16R

(A)GNACTV

173.33

# Check Fund Title

Labor Redistribution Actions  New  Refresh  Open  Save  Copy  Delete More Actions  Close





## Terry Shoebotham

### Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	173.33	100	5125.5

### Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	09904X	FROE: \$202,597.48; 8/26/09		2020	P16R	(A)GNACTV	173.33	100	5125.5



# Find and Replace – Open Fund

Find and Replace

COA:  Posting Date:

Find

Index	Fund	Orgn	Account	Program
<input type="text" value="258000"/> ...	<input type="text" value="3U0044"/> ...	<input type="text" value="258B"/> ...	<input type="text" value="2020"/> ...	<input type="text" value="P131"/> ...

Additional Components:

(A) Activity	(L) Location	(P) Project	(C) Cost
<input type="text" value="GNACTV"/> ...	<input type="text"/> ...	<input type="text"/> ...	<input type="text"/> ...

Replace With

Index	Fund	Orgn	Account	Program
<input type="text" value="0990LP"/> ...	<input type="text" value="392R0"/> ...	<input type="text" value="099Q08"/> ...	<input type="text" value="2020"/> ...	<input type="text" value="P16R"/> ...

Additional Components:

(A) Activity	(L) Location	(P) Project	(C) Cost
<input type="text" value="GNACTV"/> ...	<input type="text"/> ...	<input type="text"/> ...	<input type="text"/> ...

#1

# Find and Replace Confirmation



## Warning

Transaction completed - 6 sets of labor distributions marked as changed.

OK

099Q08

2020

P16R

(A)GNACTV

173.33

# Apply – Move to Disposition 47

Labor Redistribution Actions More Actions

**Terry Shoebottom**

**Current Distributions**

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	170.33	100	5036.79

**Updated Distributions**

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	0990LP	392R0	099Q08	2020	P16R	(A)GNACTV	170.33	100	5036.79

**#2**

Delete Updates Erase **Apply** Submit

**Pay Periods & Earn Codes**

2009 SR 5, Sequence 0

X,S01456-00,Regular Shift 1  
Effective 01-Aug-2008

X,S01456-00,Sick-Min Shift 1  
Effective 01-Aug-2008

X,S01456-00,CatDonat Shift 1  
Effective 01-Aug-2008

**Redistribution Details**

2009 SR 5, Sequence 0 :  
01-May-2009 - 31-May-2009

Disposition :  
70, Complete

Status :  
Hours : 170.33  
Amount : \$5,036.79  
Percent : 100.00%

**Proxy or Superuser**



# Enter Comments

[Back to Employee Life Tab](#)

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#) [Help](#)

[Effort Certification](#) [Labor Redistribution](#) [Sign Out](#) [? Help](#)

[Person Search](#)

[Initiator](#)

Comments

Routing Queue

Open Items

Person Search

Terry Shoebottom

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Terry Shoebottom

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	173.33	100	5125.5

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	0990LP	392R0	099Q08	2020	P16R	(A)GNACTV	173.33	100	5125.5

Delete Updates Erase Apply Submit

Pay Periods & Earn Codes

2009 5R 1, Sequence 2

P,501456-00,Regular Shift 1 Effective 01-Aug-2008

Redistribution Details

2009 5R 1, Sequence 2 : 01-Jan-2009 - 31-Jan-2009

Disposition : 47, Pre-Balance Update

Status : Started

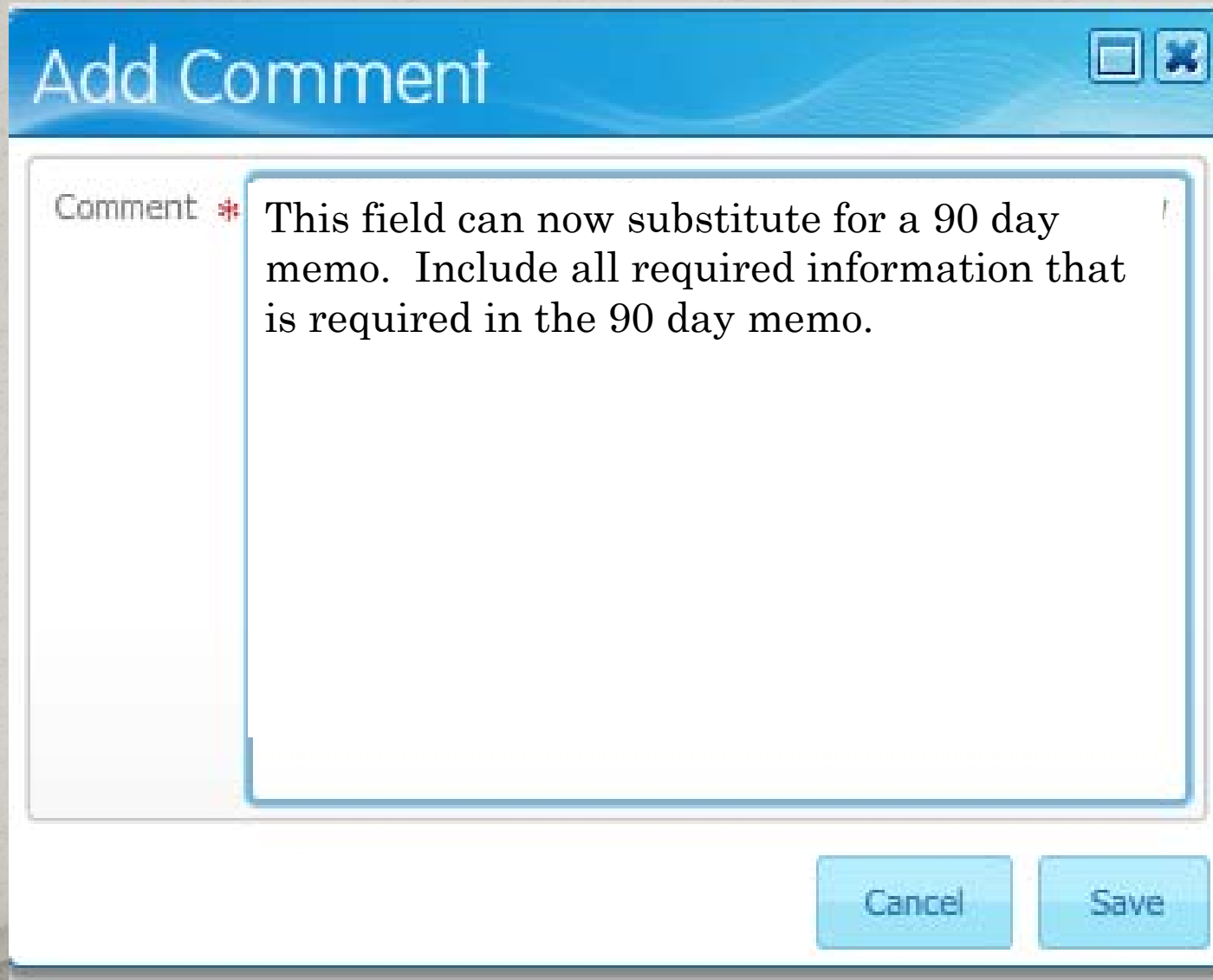
Hours : 173.33

Amount : \$5,125.50

Percent : 100.00%

Proxy or Superuser

# Loboweb employee Self Service



The image shows a screenshot of a web application window titled "Add Comment". The window has a blue header bar with the title and standard window controls (minimize, maximize, close). Below the header, there is a text input field with the label "Comment" and a red asterisk icon indicating it is required. The input field contains the text: "This field can now substitute for a 90 day memo. Include all required information that is required in the 90 day memo." At the bottom right of the window, there are two buttons: "Cancel" and "Save".

**Add Comment**

Comment \* This field can now substitute for a 90 day memo. Include all required information that is required in the 90 day memo.

Cancel Save

# Policy 2450 – 90 Day Memo

Documentation required:

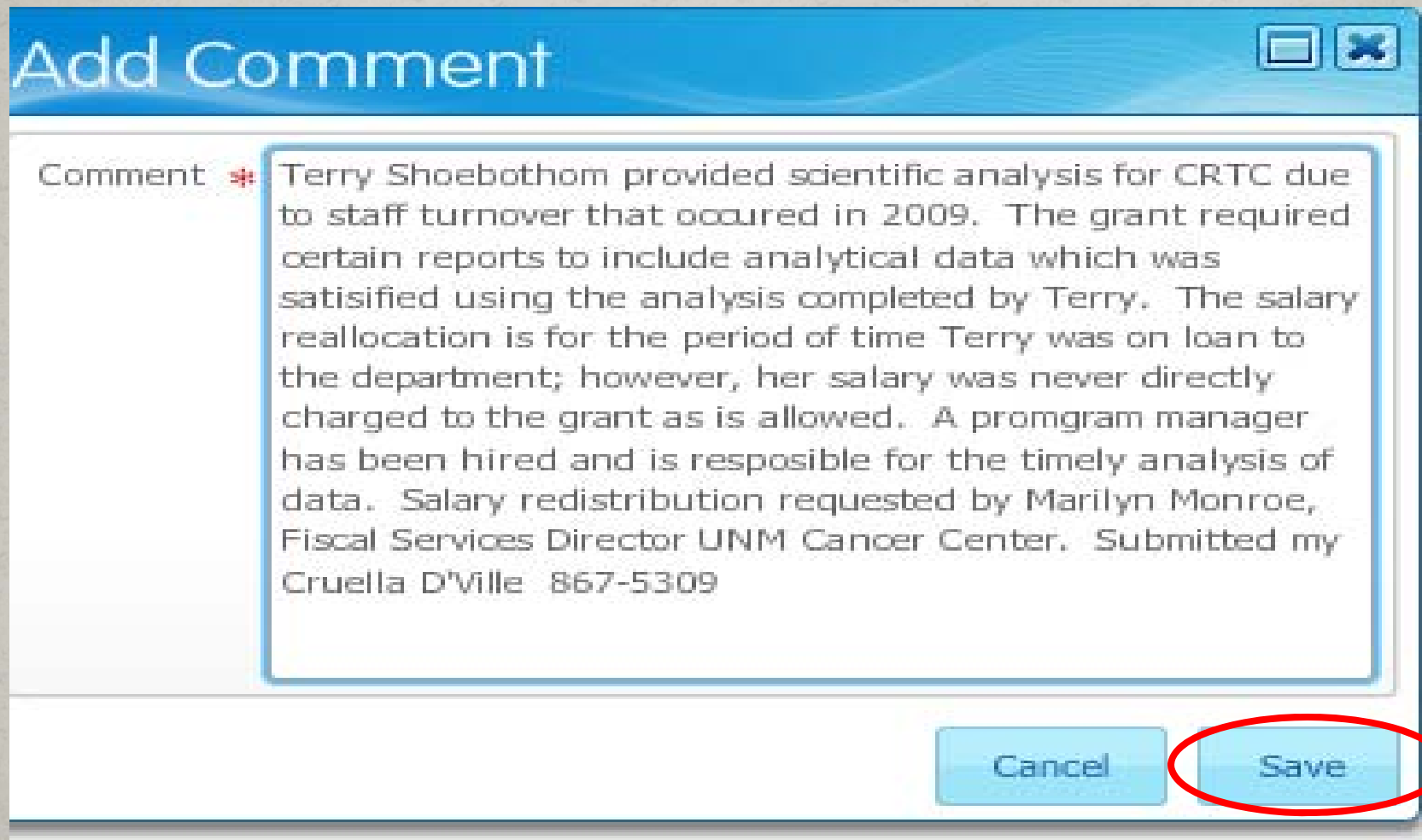
- description of the cost,
- reason for transfer,
- explanation as to how the receiving sponsored award benefits from the cost,
- justification of allowability of the cost to receiving sponsored award,
- corrective action taken to ensure transfers are not required in the future (if applicable), and
- On the Fly (OTF) approval from dean, director or their designee and an explanation for delay if correction exceeds ninety (90) days after original charge.



# HSC OTF Designees

<u>Unit</u>	<u>Designee</u>	<u>Net ID</u>
HSLIC	Marcia Sletten	MTRUAX
SOM	Katherine Rebolledo	KREBOLLE
CON	Penny Fishel	PFISHEL
COP	Chelsea “Beth” Walker	BWALKER

# Enter comments – each Pay ID



The image shows a screenshot of a software window titled "Add Comment". The window has a blue header bar with the title and standard window controls (minimize, maximize, close). Below the header is a text area with a light blue border. To the left of the text area is a label "Comment" followed by a red asterisk icon. The text area contains a multi-line comment. At the bottom of the window are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red circle.

Comment \*

Terry Shoebottom provided scientific analysis for CRTC due to staff turnover that occurred in 2009. The grant required certain reports to include analytical data which was satisfied using the analysis completed by Terry. The salary reallocation is for the period of time Terry was on loan to the department; however, her salary was never directly charged to the grant as is allowed. A program manager has been hired and is responsible for the timely analysis of data. Salary redistribution requested by Marilyn Monroe, Fiscal Services Director UNM Cancer Center. Submitted my Cruella D'Ville 867-5309

Cancel Save

# Submit – Changes to Disposition 48

Back to Employee Life Tab

E-mail Calendar Groups Logout Help

Effort Certification Labor Redistribution Sign Out Help

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Terry Shoebottom

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Terry Shoebottom

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	173.33	100	5125.5

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	0990LP	392R0	099Q08	2020	P16R	(A)GNACTV	173.33	100	5125.5

2009 5R 1, Sequence 2

P,501456-00,Regular Shift 1 Effective 01-Aug-2008

Redistribution Details

2009 5R 1, Sequence 2 :  
01-Jan-2009 - 31-Jan-2009

Disposition :  
47, Pre-Balance Update  
Status : Started  
Hours : 173.33  
Amount : \$5,125.50  
Percent : 100.00%

Proxy or Superuser

Delete Updates Erase Approve **Submit**

#3



# Disposition 48 – Routing Queue

Effort Certification

Labor Redistribution

Sign Out

Help

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Terry Shoebbotham

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Terry Shoebbotham

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	165.33	100	4888.93

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	975001	3U0044	975A	2020	P131	(A)975A02	165.33	100	4888.93

Pay Periods & Earn Codes

2009 SR 4, Sequence 2

P,S01456-00,Regular Shift 1  
Effective 01-Aug-2008

P,S01456-00,Sick-Min Shift 1  
Effective 01-Aug-2008

Redistribution Details

2009 SR 4, Sequence 2 :  
01-Apr-2009 - 30-Apr-2009

Disposition :  
48, Pre-Approve Update

Status : Submitted

Hours : 165.33

Amount : \$4,888.93

Percent : 100.00%

# Routing Queue Review

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Terry Shoebotham

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Terry Shoebotham

Michael Schwantes

Group

Sequence 10.00 FYI

Pending E-mail

John Brandt

Additional Unrestricted Accounting HSC Office

Sequence 22.90 Approve

Pending E-mail

Alana Monjure

Additional Unrestricted Accounting HSC Office

Sequence 22.90 Approve

Pending E-mail

Jessica Rosen

Fiscal Monitor, ARRA-Targeted Therapies for Childho

Sequence 70.00 Approve

Sequence 10 – FYI indicates a 90 day memo is required

Sequence 70 approver is Fiscal Monitor listed on Grant – may have more than one

# Adding “OTF” Approver

Sandra Kreske

Additional Family Community Medicine Dept

Sequence 21.90 Approve

⚠ Pending

E-mail

Laura Putz

Additional Family Community Medicine Dept

Sequence 21.90 Approve

⚠ Pending

E-mail

Cynthia Padilla

Fiscal Monitor, Environmental Health Data Linkage

Sequence 70.00 Approve

⚠ Pending

E-mail

Add Member



# On The Fly (OTF) Approval

## Add New Member

Name \* Katharine Rebolledo (KREBOLLE)

Sequence \* 5.0

Action \* Approve

Sequence 5.0 recommended - MUST be less than the sequence for the FIRST approver

Cancel

Save

# OTF Approver Added-Each Pay ID

Effort Certification

Labor Redistribution

Sign

Person Search

Labor Redistribution Actions

New

Refresh

Open

Save

Copy

Delete

More Actions

Close

Initiator

Comments

Routing Queue

Terry Shoebottom

Katharine Rebolledo

On the fly Member

Sequence 5.00

Approve

Pending

E-mail

Michael Schwantes

Group

Sequence 10.00

FYI

Pending

E-mail

John Brandt

Additional Unrestricted Accounting HSC Office

Sequence 22.90

Approve

Pending

E-mail

Alana Monjure

Additional Unrestricted Accounting HSC Office

Sequence 22.90

Approve








Open Items

Person Search

Terry Shoebottom

Add Member

# Submitted for Review

Labor Redistribution Actions       More Actions 

**Terry Shoebotham**

**Current Distributions**

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	170.33	100	5036.79

**Updated Distributions**

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	0990LP	392R0	099Q08	2020	P16R	(A)GNACTV	170.33	100	5036.79

**Pay Periods & Earn Codes**

2009 5R 5, Sequence 2

P,S01456-00,Regular Shift 1  
Effective 01-Aug-2008

P,S01456-00,Sick-Min Shift 1  
Effective 01-Aug-2008

P,S01456-00,CatDonat Shift 1  
Effective 01-Aug-2008

**Redistribution Details**

2009 5R 5, Sequence 2 :  
01-May-2009 - 31-May-2009

**Disposition :**  
48, Pre-Approve Update

Status : Submitted

Hours : 170.33

Amount : \$5,036.79

Percent : 100.00%

**Proxy or Superuser**

Delete Updates Erase Apply Submit



# Advance Search Criteria

Back to Employee Life Tab

E-mail Calendar Groups Logout Help

Effort Certification Labor Redistribution Sign Out ? Help

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Person Search

Search by ID

ID 101120183

Pay ID 5r

From Pay Year 2009

Select Attribute

Close Clear Go

Advanced Search

Displaying 0 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
-----------	------------	----	----------	--------	------------	----------	-------------

# Other Changes

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions

New Refresh **Open** Save Copy Delete More Actions Close

Person Search

Search by ID

Search Descriptions: ID = 101120183, Pay ID = 5r, From Pay Year = 2009

Advanced Search

Displaying 12 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Shoebotham	Terry	101120183	2009	5R	1	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	2	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	3	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	4	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	5	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	6	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	7	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	8	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	9	0	70, Complete

Open Items

Person Search

Terry Shoebotham

Find Replace

# Multiple Pay IDs Selected

Effort Certification

Labor Redistribution

Sign Out

Help

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Terry Shoebotham

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	173.33	100	5125.5

Pay Periods & Earn Codes

2009 5R 1, Sequence 0

2009 5R 1, Sequence 0

2009 5R 2, Sequence 0

2009 5R 3, Sequence 0

2009 5R 4, Sequence 0



# Additional Information Available

Effort Certification

Labor Redistribution

Sign Out

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Terry Shoebottom

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	Unrestricted Acct HSC Admin	258B	2020	P131	(A)GNACTV	173.33	100	5125.5	

# Distribution Adjustments

Update Distributions

COA: U

Posting Date

Sep 12, 2010

☐ Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
258000	3U0044	258B	2020	P131	173.33	100	5125.5

**Current Summary:**

Hours: 173.33

Amount: \$5,125.5

Percent: 100%

**Updated:**

173.33

100%

\$5,125.5

Cancel

Round

Add Line

Save

# Enter new Index Information

Update Distributions

COA: U      Posting Date: Sep 12, 2010      ☐ Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
09904X	348J0	099Q08		P16R	0	0	0

(A) Activity      (L) Location      (P) Project      (C) Cost

GNACTV

**Current Summary:**      Hours: 165.33      **Updated:**      0      0%      \$0

Amount: \$4,888.93

Percent: 100%

Cancel

Round

Add Line

Save



# Other Changes - Closed Funds

Update Distributions

COA: U Posting Date: Sep 12, 2010 ☐ Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
09904X	348J0	099Q08		P16R	0	0	0

(A) Activity (L) Location  
GNACTV

**Error**

\*ERROR\* Fund code 348J0 has been terminated as of 27-JAN-2010.

OK

**Current Summary:**

Amount: \$4,888.93  
Percent: 100%


Cancel Round Add Line Save

# Index and Account Code Entered

E-mail Calenc

labo Update Distributions

COA: U Posting Date Sep 12, 2010 ☒ Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
 975001 ...	3U0044 ...	975A ...	2020 ...	P131 ...	173.33	100	5125.5

(A) Activity (L) Location (P) Project (C) Cost

975A02 ...

**Current Summary:** Hours: 173.33 Amount: \$5,125.5 Percent: 100%

**Updated:** 173.33 100% \$5,125.5

Cancel Round Add Line Save

#1

# Review and Apply

Initiator

Comments

Routing Queue

Open Items

Person Search

Terry Shoebotham

Terry Shoebotham

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	165.33	100	4888.93

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	975001	3U0044	975A	2020	P131	(A)975A02	165.33	100	4888.93

Delete Updates

Erase

Apply

Submit

2009 SR 4, Sequence 0

X,S01456-00,Regular Shift 1  
Effective 01-Aug-2008

X,S01456-00,Sick-Min Shift 1  
Effective 01-Aug-2008

Redistribution Details

2009 SR 4, Sequence 0 :  
01-Apr-2009 - 30-Apr-2009  
Disposition :  
70, Complete  
Status :  
Hours : 165.33  
Amount : \$4,888.93  
Percent : 100.00%

Proxy or Superuser

#2



# Add Comments-Disposition 47

Effort Certification Labor Redistribution Sign Out

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Terry Shoebottom

Terry Shoebottom

2009 5R 2, Sequence 2

P,S01456-00,Regular Shift 1  
Effective 01-Aug-2008

Redistribution Details

2009 5R 2, Sequence 2 :  
01-Feb-2009 - 28-Feb-2009  
Disposition :  
47, Pre-Balance Update  
Status : Started  
Hours : 173.33  
Amount : \$5,125.50  
Percent : 100.00%

Proxy or Superuser

Add Comment

# Comments to include Business Purpose and Signature Authorization

The screenshot displays a software interface with a sidebar on the left and a main content area. The sidebar contains the following sections:

- Initiator**: Terry Shoebottom
- Comments**: Indicated by a blue arrow pointing right.
- Routing Queue**
- Open Items**: Includes a document icon.
- Person Search**: A dropdown menu showing "Terry Shoebottom".

The main content area features a blue header bar with the name "Terry Shoebottom". Overlaid on this is a dialog box titled "Add Comment".

The "Add Comment" dialog box contains the following elements:

- Comment**: A text area with a red asterisk icon. The text inside reads: "Terry worked on special training program for the Contract and Grant Accounting Division from January 2009 through April 2009. During this time her salary was posted to Unrestricted Accounting. This reallocation directs her salary to the C&GA index. Movement of expenditures requested by Laura Putz and approved by Shirley Mitchell. Submitted by John Brandt 5-4567".
- Buttons**: "Cancel" and "Save" buttons at the bottom right. The "Save" button is circled in red.

# Submit for Approval

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Terry Shoebotham

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Terry Shoebotham

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	173.33	100	5125.5

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	975001	3U0044	975A	2020	P131	(A)975A02	173.33	100	5125.5

#3

Delete Updates Erase Apply Submit

Pay Periods & Earn Codes

2009 SR 2, Sequence 2

P,S01456-00,Regular Shift 1  
Effective 01-Aug-2008

Redistribution Details

2009 SR 2, Sequence 2 :  
01-Feb-2009 - 28-Feb-2009

Disposition :  
47, Pre-Balance Update

Status : Started

Hours : 173.33

Amount : \$5,125.50

Percent : 100.00%

Proxy or Superuser



# Disposition 48 – Routing Queue

Effort Certification

Labor Redistribution

Sign Out

Help

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Terry Shoebbotham

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Terry Shoebbotham

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	165.33	100	4888.93

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	975001	3U0044	975A	2020	P131	(A)975A02	165.33	100	4888.93

Pay Periods & Earn Codes

2009 SR 4, Sequence 2

P,S01456-00,Regular Shift 1  
Effective 01-Aug-2008

P,S01456-00,Sick-Min Shift 1  
Effective 01-Aug-2008

Redistribution Details

2009 SR 4, Sequence 2 :  
01-Apr-2009 - 30-Apr-2009

Disposition :  
48, Pre-Approve Update

Status : Submitted

Hours : 165.33

Amount : \$4,888.93

Percent : 100.00%

# Routing Queue for Approvals

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Terry Shoebotham

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Terry Shoebotham

John Brandt

Additional Unrestricted Accounting HSC Office

Sequence 22.90 Approve

Pending E-mail

Alana Monjure

Additional Unrestricted Accounting HSC Office

Sequence 22.90 Approve

Pending E-mail

Sandra Kreske

Additional Contract Grant Accounting HSC

Sequence 28.30 Approve

Pending E-mail

Laura Putz

Additional Contract Grant Accounting HSC

Sequence 28.30 Approve

Add Member

# Approvals Processed

Effort Certification

Labor Redistribution

Sign Out

Help

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Person Search

Search by ID

Search Descriptions: ID = 101120183, Pay ID = 5r, From Pay Year = 2009

Advanced Search

Displaying 12 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Description
Shoebbotham	Terry	101120183	2009	5R	1	2	60, Finance Extract
Shoebbotham	Terry	101120183	2009	5R	2	2	60, Finance Extract
Shoebbotham	Terry	101120183	2009	5R	3	2	60, Finance Extract
Shoebbotham	Terry	101120183	2009	5R	4	2	60, Finance Extract
Shoebbotham	Terry	101120183	2009	5R	5	0	70, Complete
Shoebbotham	Terry	101120183	2009	5R	6	0	70, Complete
Shoebbotham	Terry	101120183	2009	5R	7	0	70, Complete
Shoebbotham	Terry	101120183	2009	5R	8	0	70, Complete
Shoebbotham	Terry	101120183	2009	5R	9	0	70, Complete

Open Items

Approvals

Terry Shoebbotham

Find Replace



# Sign Out often to clear memory

The screenshot shows a web application interface with a top navigation bar containing 'Effort Certification' and 'Labor Redistribution' tabs. A 'Sign Out' button is circled in red in the top right corner. Below the navigation bar is a 'Person Search' section with a search bar and a table of results. The table has columns for Last Name, First Name, ID, Pay Year, Pay ID, Pay Number, Sequence, and Disposition. The table displays 12 rows of data, with the 5th row highlighted in blue. A 'Find Replace' button is located at the bottom right of the table.

Effort Certification Labor Redistribution **Sign Out** ? Help

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

**Person Search**

Search by ID

Search Descriptions: ID = 101120183, Pay ID = 5r, From Pay Year = 2009

Advanced Search

Displaying 12 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Shoebotham	Terry	101120183	2009	5R	1	2	60, Finance Extract
Shoebotham	Terry	101120183	2009	5R	2	2	60, Finance Extract
Shoebotham	Terry	101120183	2009	5R	3	2	60, Finance Extract
Shoebotham	Terry	101120183	2009	5R	4	2	60, Finance Extract
Shoebotham	Terry	101120183	2009	5R	5	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	6	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	7	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	8	0	70, Complete
Shoebotham	Terry	101120183	2009	5R	9	0	70, Complete

Open Items

Approvals

Terry Shoebotham

Find Replace

# Intermittent log-in issues



 [Back to Employee Life Tab](#)

Welcome

Sign in to Banner Effort Certification

Please enter your User Name and Password.

Your sign in attempt was not successful, try again.

User Name:

Password:

☐ Remember User Name?

[Sign In](#)

# E-Print Reports

hrp\_banp – HR/Payroll Report – Production (banp)  
Repository

- PZROLRO – Pending Labor Redistribution by Organization
- PZROLRR – Labor Redistribution by Originator
- PZROLRV – Labor Redistribution by Approver



# And More.....by Alana

- Operating Ledger Queries
  - Drilling down to item level detail
  - Exporting to Excel
- Encumbrance Queries
- Viewing Documents
- Approving Documents
- Creating Journal Vouchers

MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu

File Edit View Favorites Tools Help

Search the Web SEARCH +ADD 1 New Calendar Share

MyUNM

myUNM

Back to Employee Life Tab

E-mail Calendar Groups Logout Help

Student Employee Payment **Finance**

Search Go RETURN TO MAIN MENU SITE MAP HELP

The University of New Mexico

**LoboWeb**

## Finance Menu

---

**Operating Ledger Queries**  
Review revenue and expense information by account or organization.

**Encumbrance Query**  
Review encumbrance information by account.

**Approve Documents**  
Approve or disapprove financial documents.

**View Document**  
Review requisitions, purchase orders, invoices, journal vouchers, encumbrances, or direct cash receipts.

**Journal Voucher Entry**  
Initiate a journal voucher of budget and/or actual activity.

**Fund Balance Categorization**  
Categorize Current Unrestricted Fund Balances according to UBPP 7000.

---

UNM FastInfo Find help about: within: Student Faculty/Staff Search

[ Operating Ledger Queries | Encumbrance Query | Approve Documents | View Document | Journal Voucher Entry | Fund Balance Categorization ]

RELEASE: 8.2

powered by  
**SUNGARD** HIGHER EDUCATION

Trusted sites | Protected Mode: Off 100%

MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dbmenu%2EP%5FFinanceMi

File Edit View Favorites Tools Help

MyUNM

myUNM

Back to Finance Tab

E-mail Calendar Groups Logout Help

Student Employee Payment **Finance**

Search  Go

RETURN TO MAIN MENU SITE MAP HELP

The University of New Mexico

**LoboWeb**

Finance Menu

**Operating Ledger Queries**  
Review revenue and expense information by account or organization.

**Encumbrance Query**  
Review encumbrance information by account.

**Approve Documents**  
Approve or disapprove financial documents.

**View Document**  
Review requisitions, purchase orders, invoices, journal vouchers, encumbrances, or direct cash receipts.

**Journal Voucher Entry**  
Initiate a journal voucher of budget and/or actual activity.

**Fund Balance Categorization**  
Categorize Current Unrestricted Fund Balances according to UBPP 7000

UNM FastInfo Find help about:  within: ☒ Student ☐ Faculty/Staff Search

[ Operating Ledger Queries | Encumbrance Query | Approve Documents | View Document | Journal Voucher Entry | Fund Balance Categorization ]


RELEASE: 8.2

powered by  
**SUNGARD** HIGHER EDUCATION

Trusted sites | Protected Mode: Off 100%



## Operating Ledger Queries

 Budget Query by Account allows you to review budget information by account for the Fiscal Period and Year to Date by: Specific FOAPAL/Index values, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Accounts.

Budget Query by Organizational Hierarchy allows you to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.

### Create a New Query

#### Type

- Operating Ledger by Account
- Operating Ledger by Account**
- Operating Ledger by Organizational Hierarchy
- Operating Ledger Quick Query

### Retrieve Existing Query

#### Saved Query

None

# Operating Ledger by Account

my **UNM**

[Back to Finance Tab](#)

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#) [Help](#)

[Student](#) [Financial Aid](#) [Employee](#) [Payment](#) [Finance](#)

Search  [Go](#)

[RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

## Operating Ledger Queries

Budget Query by Account allows you to review budget information by account for the Fiscal Period and Year to Date by: Specific FOAPAL/Index values, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Accounts.

Budget Query by Organizational Hierarchy allows you to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.

Create a New Query

Type 

Operating Ledger by Account

Create Query

Retrieve Existing Query

Saved Query 

None

Retrieve Query

UNM FastInfo Find help about:

within: ☒ Student ☐ Faculty/Staff [Search](#)

[ [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) ]

[ [Operating Ledger Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Journal Voucher Entry](#) ]

RELEASE: 8.1

powered by **SUNGARD** HIGHER EDUCATION

Student Financial Aid Employee Payment **Finance**

Search

## Operating Ledger Queries

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year-to-Date Actuals
<input type="checkbox"/> Budget Adjustments	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Balance


Save Query as:


☐ Shared



**Student** **Financial Aid** **Employee** **Payment** **Finance**Search  

## Operating Ledger Queries

 If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, enter a value in either the Organization or Grant fields as well as the Fiscal Period, Year

 You may select a Fiscal Period and Year to compare to the required Fiscal Period and Year

<b>Fiscal year:</b>	2010 <input type="button" value="v"/>	<b>Fiscal period:</b>	14 <input type="button" value="v"/>
<b>Comparison Fiscal year:</b>	None <input type="button" value="v"/>	<b>Comparison Fiscal period:</b>	None <input type="button" value="v"/>
<b>Commitment Type:</b>	All <input type="button" value="v"/>		
<input type="button" value="Chart of Accounts"/>	U <input type="text"/>	<input type="button" value="Account Index"/>	9970TC <input type="text"/>
<input type="button" value="Fund"/>	<input type="text"/>	<input type="button" value="Activity"/>	<input type="text"/>
<input type="button" value="Organization"/>	<input type="text"/>	<input type="button" value="Location"/>	<input type="text"/>
<input type="button" value="Grant"/>	<input type="text"/>	<input type="button" value="Fund Type"/>	<input type="text"/>
<input type="button" value="Account"/>	<input type="text"/>	<input type="button" value="Account Type"/>	<input type="text"/>
<input type="button" value="Program"/>	<input type="text"/>		

☒ **Include Revenue Accounts****Save Query as:** ☐ **Shared**

Search

## Operating Ledger Queries



If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, all i enter a value in either the Organization or Grant fields as well as the Fiscal Period, Year an



You may select a Fiscal Period and Year to compare to the required Fiscal Period and Year.

<b>Fiscal year:</b>	<input type="text" value="2010"/>	<b>Fiscal period:</b>	<input type="text" value="14"/>
<b>Comparison Fiscal year:</b>	<input type="text" value="None"/>	<b>Comparison Fiscal period:</b>	<input type="text" value="None"/>
<b>Commitment Type:</b>	<input type="text" value="All"/>		
<input type="button" value="Chart of Accounts"/>	<input type="text" value="U"/>	<input type="button" value="Account Index"/>	<input type="text" value="9970TC"/>
<input type="button" value="Fund"/>	<input type="text" value="38557"/>	<input type="button" value="Activity"/>	<input type="text" value="GNACTV"/>
<input type="button" value="Organization"/>	<input type="text" value="997H00"/>	<input type="button" value="Location"/>	<input type="text"/>
<input type="button" value="Grant"/>	<input type="text"/>	<input type="button" value="Fund Type"/>	<input type="text"/>
<input type="button" value="Account"/>	<input type="text"/>	<input type="button" value="Account Type"/>	<input type="text"/>
<input type="button" value="Program"/>	<input type="text" value="P10R"/>		

☒ **Include Revenue Accounts**

**Save Query as:**

☐ **Shared**



[Back to Finance Tab](#)

**Student**

**Financial Aid**

**Employee**

**Payment**

**Finance**

Search

Go

## Validation Code Lookup

**Chart of Accounts**

**Grant Criteria**

**Title Criteria**

Nm Lend%

**Maximum rows to return**

Execute Query

Exit without Value



[Student](#)[Financial Aid](#)[Employee](#)[Payment](#)[Finance](#)

Search

## Validation Code Lookup

### *Code lookup results*

Title	Grant
Nm Lend Dds Collaboration	<a href="#">3R832</a>
Nm Lend Training Program	<a href="#">3R855</a>

[Back to Finance Tab](#)

**Student** **Financial Aid** **Employee** **Payment** **Finance**

Search

## Operating Ledger Queries

<b>Fiscal year:</b>	2010 <input type="button" value="v"/>	<b>Fiscal period:</b>	14 <input type="button" value="v"/>
<b>Comparison Fiscal year:</b>	None <input type="button" value="v"/>	<b>Comparison Fiscal period:</b>	None <input type="button" value="v"/>
<b>Commitment Type:</b>	All <input type="button" value="v"/>		
<input type="button" value="Chart of Accounts"/>	U	<input type="button" value="Account Index"/>	9970TC
<input type="button" value="Fund"/>	38557	<input type="button" value="Activity"/>	GNACTV
<input type="button" value="Organization"/>	997H00	<input type="button" value="Location"/>	
<input type="button" value="Grant"/>	3R855	<input type="button" value="Fund Type"/>	
<input type="button" value="Account"/>		<input type="button" value="Account Type"/>	
<input type="button" value="Program"/>	P10R		
<input checked="" type="checkbox"/> <b>Include Revenue Accounts</b>			
<b>Save Query as:</b> <input type="text"/>			
<input type="checkbox"/> <b>Shared</b>			
<input type="button" value="Submit Query"/>			

MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2Fcp%2Flogin%3Fsys%3Dscstssb%26api%3Dpmenu%2EP%5FMainMnu

File Edit View Favorites Tools Help

Search the Web SEARCH + ADD 1 New Calendar Share

MyUNM

Back to Employee Life Tab

E-mail Calendar Groups Logout Help

**As of Sep 10, 2010**

Chart of Accounts U University of New Mexico Commitment Type All

Fund 38557 3R855 - Leadership Education Neuro Program P10R Sponsored Instruction Restr Ex 10

Organization 997H00 Pediatrics CDD Faculty #01 Activity GNACTV General Activity

Account All Location All

Account Index: 9970TC 38557 - Leadership Education

Grant 3R855 Nm Lend Training Program

**Query Results**

Account	Account Title	GY09/PD12 Adopted Budget	GY09/PD12 Year-to-Date Actuals	GY09/PD12 Encumbrances	GY09/PD12 Reservations	GY09/PD12 Commitments	GY09/PD12 Balance
0410	Federal Grants Contracts Gen	0.00	187.96	0.00	0.00	0.00	( 187.96)
0480	Budgeted For Unfunded Sources Gen	627,560.00	0.00	0.00	0.00	0.00	627,560.00
3100	Office Supplies General	0.00	174.04	0.00	0.00	0.00	( 174.04)
80E0	Contingency Budget Gen	627,560.00	0.00	0.00	0.00	0.00	627,560.00
89Z0	F and A Expense Gen	0.00	13.92	0.00	0.00	0.00	( 13.92)
Report Total (of all records)		0.00	0.00	0.00	0.00	0.00	

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

☐ Shared

**Compute Additional Columns for the query**

Column 1	Operator	Column 2	Display After Column	New Column Description
GY09/PD12 Adopted Budget	percent of	GY09/PD12 Adopted Budget	GY09/PD12 Adopted Budget	

Perform Computation

Another Query

https://www8.unm.edu/pls/banp/bwfrpxu.P\_ReportE7coas=U&fund=38557&program=P10R&inclev=on&atyp=&ftyp=&orgn=997H00&actv=

Trusted sites | Protected Mode: Off

100%



MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu

File Edit View Favorites Tools Help

Search the Web SEARCH + ADD 1 New 31 Calendar Share

myUNM

Back to Employee Life Tab

E-mail Calendar Groups Logout Help

Student Employee Payment **Finance**

Search Go RETURN TO FINANCE MENU SITE MAP HELP

---

**Report Parameters**

**Grant Inception to Date Detail Report**

**Summary Inception to Date Transaction Report**

**Period Ending Jun 30, 2010**

**As of Sep 10, 2010**

Chart of Accounts: U University of New Mexico Commitment Type: All

Fund: 38557 3R855 - Leadership Education Neuro Program: P10R Sponsored Instruction Restr Ex 10

Organization: 997H00 Pediatrics CDD Faculty #01 Activity: GNACTV General Activity

Account: 3100 Office Supplies General Location: All

Account Index: 9970TC 38557 - Leadership Education

Grant: 3R855 Nm Lend Training Program

**Document List**

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Sep 03, 2010	Sep 03, 2010	<a href="#">S0996241</a>	Sandia Office Supply	69.95	IPNI
Aug 30, 2010	Aug 30, 2010	<a href="#">S0992576</a>	Sandia Office Supply	135.09	IPNI
Aug 06, 2010	Aug 06, 2010	<a href="#">S0975825</a>	Sandia Office Supply	( 79.99)	IPNC
Jun 30, 2010	Jul 12, 2010	<a href="#">S0965860</a>	Sandia Office Supply	174.04	IPNI
Jul 23, 2010	Jul 27, 2010	J0285309	Sandia Office	( 174.04)	JE2
Report Total (of all records):				125.05	

Adjusted Budget: 0.00

Download

Save Query as

Shared

Done

Trusted sites | Protected Mode: Off 100%

Student Employee Payment **Finance**

Search  Go

[RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

### Select Document

#### Detail Transaction Report

Document Type: Invoice Commitment Type: All  
 Document Code: S0965860 Description: Sandia Office Supply  
 Transaction Date: 30 Jun 2010

### Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule	Class	Code
U	38557	997H00	3100	P10R	GNACTV		174.04	IPNI		

Save Query as

☐ Shared

Another Query

☒ No Related Documents Available

UNM FastInfo Find help about:  within: ☒ Student ☐ Faculty/Staff Search

[ [Operating Ledger Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Journal Voucher Entry](#) | [Fund Balance Categorization](#) ]

RELEASE: 8.2

powered by  
SUNGARD HIGHER EDUCATION

**Invoice Header**

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
S0965860	1		Jun 24, 2010	Jun 30, 2010	Jul 20, 2010	0.00
Complete:	Y	Approved:	Y	Vendor Inv		
Open Paid:	P	Suspense:	N	Hold:	N	
Credit Memo:	N	Cancel Date:		Recurring:	N	
1099 Tax Id:		1099 Vendor:	N	Income Type		
Accounting:	Document Level					
Vendor:	100052221	Sandia Office Supply				
	3831 Singer Blvd NE					
	Albuquerque, NM 87109-5804					
Collects Tax:	Collects No Taxes					
Discount Code:						
Currency:						

**Invoice Commodities**

Item	Commodity	Description						
1		Purchase Card Transaction 24639230176900019500082						
	P O Item	U/M	Tax Group	TolOverride	Final Pmt	Last Rcv	Suspense	
							N	
				Approved	Disc	Addl	Tax	Net
	Amount			0	0.00	0.00	0.00	0.00
Total of all Commodities								0.00

**Invoice Accounting**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	U	10	9970TC	38557	997H00	3100	P10R	GNACTV		
		04	N	N		174.04	0.00	0.00	0.00	174.04
2	U	10		1U0106		L104				
		04	N	N		-174.04	0.00	0.00	0.00	-174.04
Total of displayed sequences:										0.00

☒ No Related Documents Available



MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dsctssb%26api%3Dpmenu%2EP%5FMainMnu

File Edit View Favorites Tools Help

Search the Web SEARCH + ADD 1 New 91 Calendar Share

myUNM

Back to Employee Life Tab

E-mail Calendar Groups Logout Help

Student Employee Payment **Finance**

Search  Go

[RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

You may add "user calculated columns" to a query. You may add, subtract, multiply, divide, or get a percent of (variance) any two Operating Ledger Columns, name the columns, and choose where they should be displayed. These columns may be removed, saved, or added from a query or template at any time.

**Report Parameters**

**Grant Inception to Date Report**

**By Account**

**Period Ending Jun 30, 2010**

**As of Sep 10, 2010**

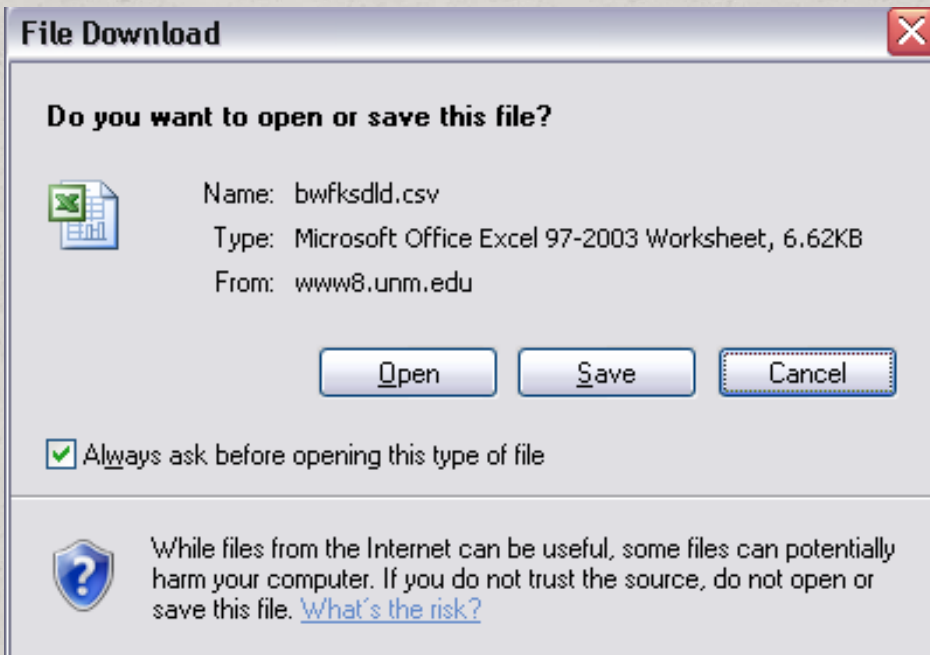
Chart of Accounts U	University of New Mexico	Commitment Type	All
Fund	38557 3R855 - Leadership Education Neuro Program	P10R	Sponsored Instruction Restr Ex 10
Organization	997H00 Pediatrics CDD Faculty #01	Activity	GNACTV General Activity
Account	All	Location	All
Account Index:	9970TC 38557 - Leadership Education		
Grant	3R855 Nm Lend Training Program		

**Query Results**

Account	Account Title	GY09/PD12 Adopted Budget	GY09/PD12 Year-to-Date Actuals	GY09/PD12 Encumbrances	GY09/PD12 Reservations	GY09/PD12 Commitments	GY09/PD12 Balance
0410	Federal Grants Contracts Gen	0.00	187.96	0.00	0.00	0.00	( 187.96)
0480	Budgeted For Unfunded Sources Gen	627,560.00	0.00	0.00	0.00	0.00	627,560.00
3100	Office Supplies General	0.00	174.04	0.00	0.00	0.00	( 174.04)
80E0	Contingency Budget Gen	627,560.00	0.00	0.00	0.00	0.00	627,560.00
8920	F and A Expense Gen	0.00	13.92	0.00	0.00	0.00	( 13.92)
Report Total (of all records)		0.00	0.00	0.00	0.00	0.00	

[Download All Ledger Columns](#) [Download Selected Ledger Columns](#)

Trusted sites | Protected Mode: Off 100%



### Query Results

Account	Account Title	GY09/PD11 Adopted Budget	GY09/PD11 Year-to-Date Actuals	GY09/PD11 Encumbrances	GY09/PD11 Reservations	GY09/PD11 Commitments	G
0410	Federal Grants Contracts Gen	1,441,722.00	1,098,979.63	0.00	0.00	0.00	
0480	Budgeted For Unfunded Sources Gen	0.00	0.00	0.00	0.00	0.00	
2000	Faculty Salary Detail Gen	204,800.00	213,997.11	0.00	0.00	0.00	
2002	Faculty Summer Research	0.00	4,329.40	0.00	0.00	0.00	
2020	Administrative Professional Gen	3,832.00	79,140.10	0.00	0.00	0.00	
2040	Technician Salary Detail Gen	67,908.00	22,662.44	0.00	0.00	0.00	
2060	Support Staff Salary Detail Gen	0.00	6,349.00	0.00	0.00	0.00	
2100	Other Staff Benefits Gen	86,834.00	87,473.47	0.00	0.00	0.00	
3140	Computer Software Gen	0.00	158.00	0.00	0.00	0.00	
31K0	Postage Gen	0.00	8.19	0.00	0.00	0.00	
31K1	Overnight Delivery	0.00	68.29	0.00	0.00	0.00	
3150	Lab Supplies Gen	186,541.00	21,030.95	0.00	0.00	0.00	
3820	Out Of State Travel Gen	15,000.00	( 504.90)	0.00	0.00	0.00	
4920	Other Research Costs Gen	0.00	2,204.00	0.00	0.00	0.00	
6020	Long Distance Gen	0.00	48.95	0.00	0.00	0.00	
Screen total		876,807.00	662,014.63	0.00	0.00	0.00	
Running total		876,807.00	662,014.63	0.00	0.00	0.00	
Report Total (of all records)		0.00	0.00	( 134,982.78)	0.00	( 134,982.78)	

Next 15>

Download All Ledger Columns

Download Selected Ledger Columns

Save Query as

☐ Shared

### Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
GY09/PD11 Adopted Budget	percent of	GY09/PD11 Adopted Budget	GY09/PD11 Adopted Budget	

Perform Computation

Another Query

UNM FastInfo Find help about: w

Search

[ [Operating Ledger Query](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Journal Voucher Entry](#) | [Budget Planner Menu](#) | [Fund Balance Categorization](#) ]

RELEASE: 0.1



# Encumbrance Query

MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.up?uP\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscsb%26api%3Dbmenu%2EP%5FFinanceMi

File Edit View Favorites Tools Help

MyUNM

myUNM

Back to Finance Tab

E-mail Calendar Groups Logout Help

Student Employee Payment **Finance**

Search  Go

[RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

## Encumbrance Query

The Encumbrance Query allows you to view encumbrance information by account for specified FOAPAL parameters (Fund, Organization, Account, Program, Activity, and Location). The "Organization" and "Grant" fields are required to submit a query.

Two types of queries may be saved. A "Personal" query is retrievable only by the user who created it. A "Shared" query is retrievable by any user.

Use Save Query As to avoid overwriting an existing template.

Existing Query: None

Fiscal year: 2010 Fiscal period: 12

Encumbrance Status: Open

Commitment Type: All

Chart of Accounts: U **Account Index: 523084**

Fund: 3U0032 Activity: GNACTV

Organization: 523L0 Location:

Grant: Fund Type:

Account: Account Type:

Program: P222

Save Query as:

☐ Shared

**Submit Query**

UNM FastInfo Find help about: within: Student Faculty/Staff Search

Trusted sites | Protected Mode: Off 100%

MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dbmenu%2EP%3FFinanceM...

File Edit View Favorites Tools Help

MyUNM

my UNM

Back to Finance Tab

E-mail Calendar Groups Logout Help

Student Employee Payment **Finance**

Search  Go

MENU SITE MAP HELP

Select a Document Code link to display accounting distributions for a specific document.

**Report Parameters**

**Organization Encumbrance Status Report**

**Open Encumbrance Summary by Document, Account Distribution**

**Period Ending Jun 30, 2010**

**As of Aug 31, 2010**

Chart of Accounts	U University of New Mexico	Commitment Type	All
Fund Code	3U0032 HU UPA Fom	Program Code	P222 Patient Care Activities
Orgn Code	523L0 Dental Hygiene	Activity Code	GNACTV General Activity
Account Code	All	Location Code	All
Account Index Code	523084 Dental Hygiene FOM Allocation		

**Query Results**

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
69Z0	<a href="#">P0028156</a>	ACC Consultants Inc	9,500.00	299,900.00	( 282,828.75)	94,561.25	26,571.25	91.41	Uncommitted
69Z0	<a href="#">P0079766</a>	Merry X-Ray Chemical Corp	2,073.64	0.00	0.00	0.00	2,073.64	0.00	Uncommitted
69Z0	<a href="#">P0071814</a>	Printworks	2,500.00	5,000.00	( 3,760.00)	3,780.00	3,720.00	50.40	Uncommitted
70C1	<a href="#">P0071420</a>	Medical Scientific Service Inc	5,000.00	0.00	( 1,011.20)	0.00	3,988.80	20.22	Uncommitted
70D0	<a href="#">P0072087</a>	Patterson Dental Supply Inc	260.00	0.00	0.00	0.00	260.00	0.00	Uncommitted
Report Total (of all records)			19,333.64	304,900.00	( 287,619.95)	98,341.25	36,613.69	88.71	

Another Query

Trusted sites | Protected Mode: Off 100%

MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dbmenu%2EP%5FFinanceM...

File Edit View Favorites Tools Help

MyUNM

my **UNM**

Back to Finance Tab

E-mail Calendar Groups Logout Help

Student Employee Payment **Finance**

Search  Go MENU SITE MAP HELP

Select the Document Number link or the Document Code link to display the entire document.

**Selected Document**  
**Encumbrance Detail Status Report**

**By Document, Account Distribution**

**Period Ending Jun 30, 2010**

**As of Aug 31, 2010**

Chart of Accounts U University of New Mexico Commitment Type Uncommitted  
Document Number **P0071420** Document Date Apr 23, 2008  
Transaction Description Medical Scientific Service Inc

**Document Detail**

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity	Location
BE090014	E090	0.00	0.00	( 1,011.20)	0.00	1		13U0032 523L0	70C1	P222	GNACTV		
BE090014	E090	0.00	0.00	0.00	0.00	1		13U0032 523L0	70C1	P222	GNACTV		
BE090014	E090	5,000.00	0.00	0.00	0.00	1		13U0032 523L0	70C1	P222	GNACTV		

Another Query

UNM FastInfo Find help about:  within: Student Faculty/Staff Search

[ [Operating Ledger Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Journal Voucher Entry](#) | [Fund Balance Categorization](#) ]

RELEASE: 8.1

powered by **SUNGARD** HIGHER EDUCATION

Trusted sites | Protected Mode: Off 100%

MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.up?uP\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dbmenu%2EP%5FFinanceMi

File Edit View Favorites Tools Help

MyUNM

my UNM

Back to Finance Tab

E-mail Calendar Groups Logout Help

Student Employee Payment **Finance**

Search  Go

[RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

### View Document

---

#### Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0071420		Apr 23, 2008	Apr 23, 2008	Jan 02, 2010	Apr 28, 2008	5,000.00

Origin:	BANNER	
Complete:	Y	Approved: Y
Type:	Standing	
Cancel Reason:	Date:	
Requestor:	Gloria Lopez	523L Surgery Dental hygiene
Phone Number:	505-272-6688	
E-mail:	GLopez@salud.unm.edu	
Accounting:	Commodity Level	
Ship to:	DENTAL PROGRAMS	
	MSC09 5020, Novitski Hall 132	
	2320 Tucker NE	
	Novitski Hall	
	Albuquerque, NM 87131 UNITED STATES OF AMERICA	
Attention:	Gloria Lopez 505-272-6688	
Contact:	Department Administrator	
Phone Number:	505	
Vendor:	100019236 Medical Scientific Service Inc	
	6708 Christy Ave NE	
	Albuquerque, NM 87109-4000	
Phone Number:	505-298-6639	

Done

Trusted sites | Protected Mode: Off 100%



MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.up?uP\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dbmenu%2EP%5FFinanceMr

File Edit View Favorites Tools Help

MyUNM

myUNM

Back to Finance Tab

E-mail Calendar Groups Logout Help

Vendor: 100019236 Medical Scientific Service Inc

6708 Christy Ave NE

Albuquerque, NM 87109-4000

Phone Number: 505-298-6639

Fax Number: 505-292-0148

Currency:

**Purchase Order Commodities**

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	3750	Clinic Chair Maint-Maintenance Service	EA	1	5000	5,000.00	
				0.00	0.00	0.00	5,000.00
		Dent Hygiene Clinical Chair Maintenance Service					
		from Jan 2008 - Jan 2 2010.					

**Purchase Order Accounting**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	U	08	523084	3U0032	523L0	70C1	P222	GNACTV			N		N	5,000.00
Total of displayed sequences:														5,000.00

**Related Documents**

Transaction Date	Document Type	Document Code	Status Indicator
Oct 09, 2008	Receiving Documents	Y0035986	Completed
Apr 21, 2008	Requisition	R0083962	Approved
Nov 04, 2008	Invoice	I0442649	Paid
Nov 05, 2008	Check Disbursement	30299281	Final Reconciliation

UNM FastInfo Find help about: within: Student Faculty/Staff Search

[ Operating Ledger Queries | Encumbrance Query | Approve Documents | View Document ]

[ Operating Ledger Queries | Encumbrance Query | Approve Documents | View Document | Journal Voucher Entry | Fund Balance Categorization ]

RELEASE: 7.2

powered by SUNGARD HIGHER EDUCATION

Done

Trusted sites | Protected Mode: Off

100%

# View Document

**my UNM**

[Back to Finance Tab](#)

E-mailCalendarGroupsLogoutHelp

StudentEmployeePayment**Finance**

SearchGo

[RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

## View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Journal Voucher

Document Number: J0280913

Submission#:

Change Seq#

Reference Number

Display Accounting Information

☒ Yes ☐ No

Display Document/Line Item Text

☐ All ☒ Printable ☐ None

Display Commodity Text

☐ All ☒ Printable ☐ None

View document

Approval history

UNM FastInfo Find help about:  within: ☒ Student ☐ Faculty/Staff  Search

[ [Operating Ledger Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) ]

[ [Operating Ledger Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Journal Voucher Entry](#) ]

powered by  
**SUNGARD** HIGHER EDUCATION

[Student](#) [Employee](#) [Payment](#) [Finance](#)Search  [RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

## View Document

## Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0280913	0	Pending	Jun 22, 2010	Jun 22, 2010	KCAPO	137.64
Document Text:						

## Journal Voucher Accounting

Seq#	Description								BudPd	Curr	Doc Ref	Accr	Bank	Deposit		
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSFOvr	Status
1	VWR S0919987												BK			
	U	10	12	JE2	254229	3U0033	254B05	31S0	P171	GNACTV			68.82	C	N	
2	VWR S0919987												BK			
	U	10	12	JE2	0990GA	362E0	099Q08	31S0	P16R	099Q72			68.82	D	N	
Total of displayed sequences:													137.64			

UNM FastInfo Find help about:  within: ☒ Student ☐ Faculty/Staff [\[ Operating Ledger Queries | Encumbrance Query | Approve Documents | View Document \]](#)[\[ Operating Ledger Queries | Encumbrance Query | Approve Documents | View Document | Journal Voucher Entry \]](#)

## View Document

## Approval History

## Document Identification

Document Number	10280913	Type	Journal Document
Originator:	KCAPO	Capobianco, Karen Tobey	

## Approvals required

Queue	Description	Level	Approvers
C194	SOM FINANCE, CANCER CTR JV SVCS RES	10	
			Rebolledo, Katharine Marie
			Gates, Kristin R
			Murphy, Marianne
Z006	HSC RESTRICTED ACCTG	10	
			Gallegos, Christopher R
			Padilla, Cynthia Ann
			Benninghoff, Deborah J
			Martinez, Burt R
			Castillo, Julia Ann
			Rosen, Jessica
			Gallegos, Julie A
			Van-Why, Jessica Crystal
			Charleston, Kathryn Marie
			Herrera, Marie A
			Abeyta, Nancy A
			Fisher, Sheri E
			Silva, Steven Edward
			Bundrant, Sherry Marie
			Sariyan, Seta



# Approve Docs

my **UNM**

[Back to Employee Life Tab](#)

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#) [Help](#)

[Student](#) [Employee](#) [Payment](#) [Finance](#)

Search

[RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

## Approve Documents

### Enter Approval Parameters

User ID

Document Number:

☒ Documents for which you are the next approver

☐ All documents which you may approve

UNM FastInfo Find help about:  within: ☒ Student ☐ Faculty/Staff


[ [Operating Ledger Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) ]

[ [Operating Ledger Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Journal Voucher Entry](#) ]

RELEASE: 8.2

powered by  
**SUNGARD** HIGHER EDUCATION

## Approve Documents

 Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

### Queried Parameters

User ID  TSHOE Shoebbotham, Terry E  
Document Number:   
Documents Shown:  Next Approver

### Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				KBYRD	800.00	DOC	<a href="#">R0114068</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ				MEOW18	6,000.00	DOC	<a href="#">R0114166</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ				NWILEY	1,200.00	DOC	<a href="#">R0114296</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ				NWILEY	1,000.00	DOC	<a href="#">R0114323</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ				MREYN002	2,000.00	DOC	<a href="#">R0114350</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ				MREYN002	1,500.00	DOC	<a href="#">R0114355</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ				MFENTON	250.00	DOC	<a href="#">R0114399</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	REQ				DYAZZIE	2,000.00	DOC	<a href="#">R0114416</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	INV			0	AHOOTEN	673.00	DOC	<a href="#">I0561611</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	INV			0	LHOLBROO	30.99	DOC	<a href="#">I0564902</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	INV			0	LHOLBROO	105.00	DOC	<a href="#">I0564927</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	INV			0	MARARMIJ	3,550.60	DOC	<a href="#">I0611247</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	INV			0	JONIR	450.00	DOC	<a href="#">I0614228</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	INV			0	JONIR	1,991.94	DOC	<a href="#">I0614358</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	INV			0	AROBERT1	1,011.86	DOC	<a href="#">I0616236</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
Y	INV			0	EBUTT1	273.00	DOC	<a href="#">I0617897</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>

## View Document

## Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0561611	0		Aug 26, 2009	Jun 01, 2010	Jun 01, 2010	673.00
Complete:	Y	Approved:	N	Vendor Inv	DZ0253728	
Open Paid:	O	Suspense:	N	Hold:	N	
Credit Memo:	N	Cancel Date:		Recurring:	N	
1099 Tax Id:		1099 Vendor:		Income Type		
Accounting:	Document Level					
Vendor:	100013296	Prasad, Arti				
	9700 Desert Mountain Rd NE					
	Albuquerque, NM 87122-3612					
Collects Tax:	Collects No Taxes					
Discount Code:						
Currency:						

## Invoice Commodities

Item	Commodity	Description		
1	4700	Refunds		
	P O Item	U/M	Tax Group	
		TolOverride	Final Pmt	Last Rcv
				Suspense
				N
		Approved	Disc	Addl
				Tax
	Amount			Net
		673	0.00	0.00
				0.00
				673.00

MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.up?uP\_tparam=utf&utf=-%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu

File Edit View Favorites Tools Help

MyUNM

Back to Employee Life Tab

E-mail Calendar Groups Logout Help

Student Employee Payment **Finance**

Search  Go

[RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

## View Document

---

### Document Identification

Document Number	I0561611	Type	Invoice
Originator:	AHOOTEN	Hooten, Annie	

### Approvals required

Queue	Description	Level	Approvers
Z007	HSC UNRESTRICTED ACCTG	10	
			Brandt, John
			Monjure, Alana H
			Hurley, Stacie E
			Kreske, Sandra M
			Graham, Thelma J
			Shoebotham, Terry E

### Approvals recorded

Queue	Level	Date	User
E588	10	May 25, 2010	Clifford, Rosella V

---

UNM FastInfo Find help about:  within: ☒ Student ☒ Faculty/Staff

[ [Operating Ledger Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) ]

[ [Operating Ledger Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Journal Voucher Entry](#) ]

RELEASE: 7.2

powered by  
**SUNGARD** HIGHER EDUCATION

Trusted sites | Protected Mode: Off | 100%



# Journal Voucher Entry

myUNM

[Back to Employee Life Tab](#)

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#) [Help](#)

Student Financial Aid Employee Payment Finance

Search

[RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

## Journal Voucher Entry

Document Total

Transaction Date JUN 24 2010

Seq	Chart	Rule Class	Index	Fund	Org	Account	Program	Activity	Location	Amount	D/C	Description	Budget Period	Del
1	U										D		12	X

Transaction Total: 0.00

UNM FastInfo Find help about:

within: ☒ Student ☐ Faculty/Staff

[ [Operating Ledger Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Journal Voucher Entry](#) ]

powered by  
SUNGARD HIGHER EDUCATION

# Journal Voucher Entry

MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dbmenu%2EP%5FFinanceM...

File Edit View Favorites Tools Help

MyUNM

myUNM

Back to Finance Tab

E-mail Calendar Groups Logout

Student Employee Payment **Finance**

Search  Go

RETURN TO FINANCE MENU SITE MAP HEL

## Journal Voucher Entry

Document Total 500.00

Transaction Date AUG 31 2010

Document Text

Seq	Chart	Rule	Index	Fund	Org	Account	Program	Activity	Location	Amount	D/C	Description	Budget Period	Del
1	U	JE2	258000	3U0044	258B	3100	P131	GNACTV		250.00	D	move Friterwitz inc. invoice #446	02	X
3	U	JE2	975001	3U0044	975A	3100	P131	975A02		250.00	C	move Friterwitz inc. invoice #446	02	X

Transaction Total: 500.00

Add New Record

Complete

# Journal Voucher Entry

MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dbmenu%2EP%5FFinanceM...

File Edit View Favorites Tools Help

MyUNM

myUNM

Back to Finance Tab

Student Employee Payment **Finance**

Search  Go

## Journal Voucher Entry

Document Total

Transaction Date AUG 31 2010

**Document Text**

Seq	Chart	Rule Class	Index	Fund	Org	Account
1	U	JE2	258000	3U0044	258B	3100
3	U	JE2	975001	3U0044	975A	3100

Transaction Total:

Add New Record

Complete

Document/Commodity Text - Windows Internet Explorer

### Document/Commodity Text

Enter Document Text, Print:

Enter Document Text, No Print:

Save

[ Exit document/item text page ]

UNM FastInfo Find help about:

within: Student Faculty/Staff Search

RELEASE: 6.0

Buddy ... Novell ... 2 Win... Micros... SelfServ... 2 Inte...

# Journal Voucher Entry

MyUNM - Windows Internet Explorer

https://my.unm.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf= %2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dbmenu%2EP%5FFinanceM...

File Edit View Favorites Tools Help

MyUNM

myUNM

Back to Finance Tab

Student Employee Payment **Finance**

Search  Go

## Journal Voucher Entry

Document Total

Transaction Date AUG 31 2010

Document Text

Seq	Chart	Rule Class	Index	Fund	Org	Account
1	U	JE2	258000	3U0044	258B	3100
3	U	JE2	975001	3U0044	975A	3100

Transaction Total:

Add New Record

Complete

Document/Commodity Text - Windows Internet Explorer

### Document/Commodity Text

Enter Document Text, Print:

Move incorrectly allocated invoice. #446-Friterwitz Inc.

Enter Document Text, No Print:

Save

[ Exit document/item text page ]

UNM FastInfo Find help about:

within: Student Faculty/Staff Search

RELEASE: 6.0

Buddy ... Novell ... 2 Win... Micros... SelfServ... 2 Inte...

E-mail Calendar Groups Logout

UN TO FINANCE MENU SITE MAP HEL

Budget Period Del

02	X
02	X



# Journal Voucher Entry

The image shows a screenshot of a web application interface for 'Journal Voucher Entry' and 'Document/Commodity Text' entry. The interface is displayed in two overlapping windows from a Windows Internet Explorer browser.

**Left Window: Journal Voucher Entry**

The 'Journal Voucher Entry' window shows the 'myUNM' logo and navigation tabs: Student, Employee, Payment, and Finance. A search bar is present. The main content area displays the 'Journal Voucher Entry' form with the following fields:

- Document Total:** 500.00
- Transaction Date:** AUG 31 2010
- Document Text:** (button)
- Table:**

Seq	Chart	Rule Class	Index	Fund	Org	Av
1	U	JE2	258000	3U0044	258B	3
3	U	JE2	975001	3U0044	975A	3

Below the table, there is a 'Transaction Total:' section and an 'Add New Record' button. The 'Complete' button is circled in red.

**Right Window: Document/Commodity Text**

The 'Document/Commodity Text' window shows a confirmation message: 'Document Text saved.' with a checkmark icon. Below this is a link: '[ Exit document/item text page ]'. A red banner at the bottom of the window contains the text: 'UNM FastInfo Find help about: within: Student Faculty/Staff Search'. Below the banner, it says 'RELEASE: 6.0'.

**Background Window: myUNM Home**

The background window shows the 'myUNM' home page with navigation links: E-mail, Calendar, Groups, and Logout. It also has links to 'TURN TO FINANCE MENU', 'SITE MAP', and 'HELP'.

# Questions.....and Answers

