

Commonly Used Account Codes

LABOR EXPENSES

- 601100** Salaries & Wages-Regular
- 601110** Salaries-Faculty Regular
- 601200** Salaries & Wages-Overtime
- 601220** Salaries & Wages-Straight Time-Overtime
- 601300** Salaries & Wages-Bonus
- 601310** Salaries-Faculty Bonus
- 602300** Fringe Benefits - Composite
- 604100** Year End Salary Accrual

NON-SALARY EXPENSES

- 701103** Printing and Office Supplies
- 701115** Education Supplies
- 701116** Clinical Supplies
- 701206** General Stores IDT
- 701223** Xerox IDT
- 702113** Rent-Buildings and Grounds
- 702124** Honorariums
- 702127** Conference Registration and Training
- 702157** Travel
- 703111** Recurring Maintenance-Office Equipment
- 706131** Purchase Office Equipment
- 706136** All Other Equipment (<\$5,000)

JOURNAL ENTRY CODES

- BD01** Budget (Budget Office Only)
- BDZ2** Budget (Grants)
- CNNI** Cancel Check-Invoice w/o Encumbrance
- CORD** Purchase Order Change Order
- E032** Close Purchase Order
- HGNL** Payroll Expense
- ICEI** Cancel Invoice w/Encumbrance
- ICNI** Cancel Invoice w/o Encumbrance
- INEI** Invoice Paid w/Encumbrance
- INNI** Invoice Paid w/o Encumbrance
- JO99** Inter-Fund Cash Transfer Journal Entry
- JE15** General Journal Entry
- POLQ** Purchase Order Liquidation
- PORD** Establish Purchase Order
- REQP** Purchase Requisition

Finance Help

The Finance Office has several help links to assist you:

Accounts_payable@umdnj.edu

Grants_newark@umdnj.edu

Grants_stratford@umdnj.edu

Grants_new_brunswick@umdnj.edu

Fiss-help@umdnj.edu

Payroll_help@umdnj.edu

Recordsmgmt@umdnj.edu

[Office of the Vice President](#)

Francis X. Colford
colfofr@umdnj.edu
732-235-9123

[Accounting and Financial Reporting](#)

Shoukath Naqvi, Director
naqvisa@umdnj.edu
732-235-9116

[Budgets](#)

Gary Kovach, Director
kovachgr@umdnj.edu
732-235-9172

[Disbursements](#)

Stephen Roga, Acting Director
rogasr@umdnj.edu
732-235-9126

[Finance Operations, Planning, and Treasury](#)

Sharon Bushelli, Director
bushelli@umdnj.edu
732-235-9437

[Grants and Contracts](#)

Frank Cangelosi, Acting Assoc Controller
cangelfi@umdnj.edu
973-972-6456

[IST Service Center: 732-743-3200](#)

Finance Focus

Banner Finance Reference Card



University Finance Office

<http://www.umdnj.edu/cntrlweb>



UMDNJ
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DENTISTRY OF NEW JERSEY

Finance Report Library A Few Recommended Reports

[FIN—Transaction Detail Rpt \(9\)](#)

Retrieve the line item transaction detail

[FIN—Available Balance Rpt \(4\)](#)

Summarized Budget, Expense, Commitments and Available Balances

[FIN—FY Encumbrance Listing \(65\)](#)

Original requisition/purchase order amounts, change orders, expenses and current available balances

[FIN—Negative Balances Rpt \(12\)](#)

Find Orgs with a negative balance

[FIN—Monthly Operating Rpt \(24\)](#)

Trend analysis comparing current period expenses to prior month and prior year

[PURCH—Inv Prior to PO Trend \(180\)](#)

Current period and YTD transactions that appear to not be in accordance with procurement policies

[MY.UMDNJ.EDU](#)

[“Welcome Tab - Staff Toolbox”](#)

[“Accounts Payable Forms”](#)

[Request for Check](#)

[Honoraria Voucher](#)

[“Welcome Tab - University-Wide Toolbox”](#)

[“Ethics and Travel Forms”](#)

[“My Attendance at Events Forms”](#)

[Travel Advance Form](#)

[Travel Expense Form](#)

Accounts Payable request for travel reimbursement

WHAT IS A FOAPAL?

- F = Fund**—General Ledger or the funding source
- O = Organization**—Subsidiary Ledger or the unit responsible for financial activity within the fund
- A = Account**—Classifies revenues and expenses by type and spending categories (salaries, supplies, equipment, etc.)
- P = Program**—The major purpose of expenses
- A = Activity**—Information for a specific event but not all FOAPAL's have an Activity
- L = Location**—The physical location of a capital asset being purchased but not all FOAPAL's have a location

Some Useful E-Print Report Names

FINANCE

[FYR112R](#)—Budget Status Report for Unrestricted Funds

[FYRGRNT](#)— Budget Status Report for Restricted Funds

[FYROPIT](#)—Open Item Listing of current purchase orders / requisitions

[FGRODTA](#)—Monthly Transaction Detail Report

[FYRCHAR](#)—Statement of Funds Availability of Grants by PI / Department

[FGRORGH](#)—Organization Hierarchy Report

PAYROLL

[NHRSDST](#)—Employee Payroll Summary by Org with Monthly/YTD Employee Salary Exp by Fin Org

[NHRDIST](#)—Org Payroll Distribution Detail by Earning Code and by Financial Org

[PYRSALR](#)—Annual Salary Distribution Report Annual Employee Salary by Financial Org

[NYRHPSN](#)—Position Roster Report of all approved positions identifying budget detail

Banner Finance Self-Service

[VIEW DOCUMENT](#)—View Invoices, Purchase Orders, Journal Entries and other documents online

[APPROVE DOCUMENTS](#)—Approve change orders online and view approval history

[ENCUMBRANCE QUERY](#)—View all encumbrance information for an Org

[BUDGET QUERIES](#)—View Budget, Expenses and Available Balances by Account, Org, and etc. and download into Excel

Employee Self-Service

[VIEW PAYCHECK](#)—View pay Sunday prior to Payday

[DIRECT DEPOSIT](#)—Sign up for Direct Deposit

Frequently Used Banner Forms

[FGIBDST](#)—Current information on adjusted budget, year to date activity, budget reservations and available balance

[FGIBDSR](#)—Summary of operating ledger budget information organized by account

[FGIBSUM](#)—Summarized budget information, listed by category, for any combination of fund, org, account and program

[FGITRND](#)—Detailed list of all transactions by fund and org. Used to analyze specific activity to an account

[FOIDOCH](#)—Document History screen. Provides status and history of purchasing and payment documents

[FGIDOCR](#)—Query for a specific transaction posted by the system, including journal entries

[FWIENCD](#)—Displays all transactions posted against an encumbrance

Finance Policies

Familiarize yourself with these for starters:

Financial Management Roles and Responsibilities
(00-01-50-135:00)

Grants and Contracts: Administration
(00-01-50-90:05)

Travel Related Expense Reimbursement
(00-01-50-10:00)

Check Requests
(00-09-01-10:00)

Entertainment & Receptions
(00-01-50-60:00)

Petty Cash
(00-09-01-10:20)