

## 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)
- CHS1** Petty Cash
- 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 Controller's Office has several help links  
to assist you:

Accounts\_payable@umdnj.edu  
Controller@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 Controller

Robert McLaughlin, Controller  
robert.mclaughlin@umdnj.edu  
732-235-9123

### Accounting

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

### Accounts Payable

Gary Kucsan, Manager  
kucsangm@umdnj.edu  
732-235-9146

### Financial Reporting, Plant, Property and Equip

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

### Grants and Contracts

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

### Payroll

Deborah Jackson, Manager  
jacksodm@umdnj.edu  
732-235-9215

### Special Projects

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

**IST Service Center: 732-743-3200**

## Finance Focus

### *Banner Finance Reference Card*



### *Controller's Office*

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



## Controller's Report Library A Few Recommended Reports

### [FIN—Transaction Detail Rpt \(9\)](#)

Retrieve the line item transaction detail

### [FIN—Available Balance Detail Rpt \(43\)](#)

Annual, YTD and Period Budget, Expenses,  
Available Balances

### [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—Trans Detail by Activity \(125\)](#)

Transaction detail by Activity code within Acct

### [FIN—Monthly Operating Rpt \(24\)](#)

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

### [GEN—Fin Org Hierarchy Rpt \(18\)](#)

Org Officer and ascending/descending Org hierarchy

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

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

### [SEC—Dept Access Request Form \(109\)](#)

Request Banner security access for new employees

### [WS—Request for Check Form \(124\)](#)

Accounts Payable request for payment

### [WS—Travel Advance Form \(149\) and](#)

### [WS—Travel Expense Form \(150\)](#)

Accounts Payable requests for travel approval and  
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,  
Travel and other documents online

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

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

[BUDGET QUERIES](#)—View Budget, Expenses and  
Commitment information by Account, Org, 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 avail-  
able balance

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

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

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

[FOIDDOCH](#)—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

[FGIENCD](#)—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  
(00-01-50-xx:00)

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

Petty Cash  
(00-01-50-70:00)