

How to Add Multiple Accounting Distributions to a DP-EZ



Total amount to be paid/reimbursed : 595.00
Accounting Total :
Balance to be allocated : 595.00

The total amount from the "Other" tab is brought forward to the Accounting Distribution screen.

Accounting Information

DP-EZ Code	DZ0011322	Seq#	
Activity Date	07-JUN-2006 02:15:45 PM		
Net Id	JHUCKABY		
Fiscal Year	06		
Fiscal Period	12		
Index Code*			
Fund Code			
Organization Code			
Program Code			
Activity Code			
Location Code			
Acct Code*			
Amount*			

Complete : In Process :



Total amount to be paid/reimbursed : 595.00
Accounting Total : 0.00
Balance to be allocated : 595.00

Accounting Information

DP-EZ Code	DZ0011322	Seq#	1
Activity Date	07-JUN-2006 12:00:00 AM		
Net Id	JHUCKABY		
Fiscal Year	06		
Fiscal Period	12		
Index Code*	113000	113265-ACCOUNTS PAYAB-General	
Fund Code	2U0224	MU I & G	
Organization Code	113A	Accounts Payable	
Program Code	P131	Institutional Support	
Activity Code	GNACTV	General Activity	
Location Code			
Acct Code*	3100	Office Supplies General	
Amount*	300		

Enter the 1st Index Code and tab through to the Acct Code* field.

Enter the 1st Account Code and tab to the Amount* field.

Enter the Amount to be charged to the 1st index.

Click on the "Save" icon in the upper left hand corner.

Complete : In Process :



Total amount to be paid/reimbursed : 595.00
Accounting Total : 300.00
Balance to be allocated : 295.00

The Balance to be Allocated amount recalculates to indicate how much is left to be allocated.

Accounting Information

DP-EZ Code	DZ0011322	Seq#	1
Activity Date	07-JUN-2006 12:00:00 AM		
Net Id	JHUCKABY		
Fiscal Year	06		
Fiscal Period	12		
Index Code*	113000	113265-ACCOUNTS PAYAB-General	
Fund Code	2U0224	MU I & G	
Organization Code	113A	Accounts Payable	
Program Code	P131	Institutional Support	
Activity Code	GNACTV	General Activity	
Location Code			
Acct Code*	3100	Office Supplies General	
Amount*	300.00		

Complete : In Process :



Total amount to be paid/reimbursed : 595.00
Accounting Total : 300.00
Balance to be allocated : 295.00

Click on the Insert Record icon.

Accounting Information

DP-EZ Code	DZ0011322	Seq#	1
Activity Date	07-JUN-2006 12:00:00 AM		
Net Id	JHUCKABY		
Fiscal Year	06		
Fiscal Period	12		
Index Code*	113000	113265-ACCOUNTS PAYAB-General	
Fund Code	2U0224	MU I & G	
Organization Code	113A	Accounts Payable	
Program Code	P131	Institutional Support	
Activity Code	GNACTV	General Activity	
Location Code			
Acct Code*	3100	Office Supplies General	
Amount*	300.00		

Complete : In Process :



Total amount to be paid/reimbursed : 595.00
Accounting Total : 300.00
Balance to be allocated : 295.00

Accounting Information

DP-EZ Code	DZ0011322	Seq#	
Activity Date	07-JUN-2006 02:23:36 PM		
Net Id	JHUCKABY		
Fiscal Year	06		
Fiscal Period	12		
Index Code*			
Fund Code			
Organization Code			
Program Code			
Activity Code			
Location Code			
Acct Code*			
Amount*			

The Accounting Information block now has a new, blank accounting record.

Complete : In Process :



Total amount to be paid/reimbursed : 595.00
Accounting Total : 300.00
Balance to be allocated : 295.00

Accounting Information

DP-EZ Code DZ0011322 Seq#
Activity Date 07-JUN-2006 02:23:36 PM
Net Id JHUCKABY
Fiscal Year 06
Fiscal Period 12

Index Code* 017002 161335-PURCHASISNG CA-General
Fund Code 7U0006 TU I and G
Organization Code 017C Taos Business Office P Card Default
Program Code P131 Institutional Support
Activity Code GNACTV General Activity
Location Code
Acct Code* 3100 Office Supplies General
Amount* 95

Enter the 2nd Index Code and tab to the Acct Code* field.

Enter the 2nd Account Code and tab to the Amount* field.

Enter the Amount to be charged to the 2nd index.

Click on the Save icon in the upper left hand corner of the window.

Complete : In Process :



Total amount to be paid/reimbursed : 595.00
Accounting Total : 395.00
Balance to be allocated : 200.00

The Balance to be Allocated amount recalculates.



Accounting Information

DP-EZ Code	DZ0011322	Seq#	2
Activity Date	07-JUN-2006 12:00:00 AM		
Net Id	JHUCKABY		
Fiscal Year	06		
Fiscal Period	12		
Index Code*	017002	161335-PURCHASISNG CA-General	
Fund Code	7U0006	TU I and G	
Organization Code	017C	Taos Business Office P Card Default	
Program Code	P131	Institutional Support	
Activity Code	GNACTV	General Activity	
Location Code			
Acct Code*	3100	Office Supplies General	
Amount*	95.00		

Complete : In Process :



Total amount to be paid/reimbursed : 595.00
Accounting Total : 395.00
Balance to be allocated : 200.00

Click on the Insert Record icon.

Accounting Information

DP-EZ Code	DZ0011322	Seq#	2
Activity Date	07-JUN-2006 12:00:00 AM		
Net Id	JHUCKABY		
Fiscal Year	06		
Fiscal Period	12		
Index Code*	017002	161335-PURCHASISNG CA-General	
Fund Code	7U0006	TU I and G	
Organization Code	017C	Taos Business Office P Card Default	
Program Code	P131	Institutional Support	
Activity Code	GNACTV	General Activity	
Location Code			
Acct Code*	3100	Office Supplies General	
Amount*	95.00		

Complete : In Process :



Total amount to be paid/reimbursed : 595.00
Accounting Total : 395.00
Balance to be allocated : 200.00

Accounting Information

DP-EZ Code	DZ0011322	Seq#	
Activity Date	07-JUN-2006 02:28:35 PM		
Net Id	JHUCKABY		
Fiscal Year	06		
Fiscal Period	12		
Index Code*			
Fund Code			
Organization Code			
Program Code			
Activity Code			
Location Code			
Acct Code*			
Amount*			

The Accounting Information block again has a new, blank accounting record.

Complete : In Process :



Total amount to be paid/reimbursed : 595.00
Accounting Total : 395.00
Balance to be allocated : 200.00

Accounting Information

DP-EZ Code	DZ0011322	Seq#	
Activity Date	07-JUN-2006 02:28:35 PM		
Net Id	JHUCKABY		
Fiscal Year	06		
Fiscal Period	12		
Index Code*	485001	127710-TAXATION ACCOUNTING	
Fund Code	2U0171	MU Taxation UBIT GGRT	
Organization Code	485C	Taxation UBIT	
Program Code	P181	Internal Services	
Activity Code	GNACTV	General Activity	
Location Code			
Acct Code*	3100	Office Supplies General	
Amount*	200		

Enter the 3rd Index Code and tab to the Acct Code* field.

Enter the 3rd Account Code and tab to the Amount* field.

Enter the amount that's going to be charged to the 3rd index.

Click on the Save icon in the upper left hand corner of the window.

Complete : In Process :



Total amount to be paid/reimbursed : 595.00
Accounting Total : 595.00
Balance to be allocated : 0.00

When the Balance to be allocated field is 0.00, you're ready to complete the DP-EZ.

Accounting Information

DP-EZ Code	DZ0011322	Seq#	3
Activity Date	07-JUN-2006 12:00:00 AM		
Net Id	JHUCKABY		
Fiscal Year	06		
Fiscal Period	12		
Index Code*	485001	127710-TAXATION ACCOUNTING	
Fund Code	2U0171	MU Taxation UBIT GGRT	
Organization Code	485C	Taxation UBIT	
Program Code	P181	Internal Services	
Activity Code	GNACTV	General Activity	
Location Code			
Acct Code*	3100	Office Supplies General	
Amount*	200.00		

Click on the Complete icon.

Complete : In Process :

Complete



Total amount to be paid/reimbursed : 595.00
Accounting Total : 595.00
Balance to be allocated : 0.00

Accounting Information

DP-EZ Code	DZ0011322	Seq#	3
Activity Date	07-JUN-2006 12:00:00 AM		
Net Id	JHUCKABY		
Fiscal Year	06		
Fiscal Period	12		
Index Code*	485001	127710-TAXATION AC	
Fund Code	2U0171	MU Taxation UBIT GGF	
Organization Code	485C	Taxation UBIT	
Program Code	P181	Internal Services	
Activity Code	GNACTV	General Activity	
Location Code			
Acct Code*	3100	Office Supplies General	
Amount*	200.00		

Print DPEZ?

DP-EZ DZ0011322 auto-generated the Direct Pay Invoice 10224416. Would you like to print Direct Pay EZ Approval form?

Complete : In Process :

Database User Authentication

User Name:

Password:

Database:



The University of New Mexico

Direct Pay Approval Form

DPI #: I0224416

DP-EZ #: DZ0011322

Dues, Fees

UNM Employee

Special Handling: Mail document with check

You have opted to receive a 'Direct Deposit' for this payment or reimbursement.

The three accounting distribution lines are listed on the Direct Pay Approval Form.

Payee: **Narendra N Tarikere**

Date: 07-JUN-2006

Banner ID: 100001694

Requestor Department: Accounts Payable

Section I Accounting					
Index Code	Index Description	Account Code	Account Description	Amount	
017002	161335-PURCHASISNG CA-General Activ	3100	Office Supplies General	\$95.00	
113000	113265-ACCOUNTS PAYAB-General Activ	3100	Office Supplies General	\$300.00	
485001	127710-TAXATION ACCOUNTING	3100	Office Supplies General	\$200.00	
Total Amount to be Paid / Reimbursed:				\$595.00	

Section II. Payment / Reimbursement Expenses

Business Purpose: alsif