

Lectureship & Professorship Awards-Department Responsibilities

Upon notification from Faculty Contracts & Services that a faculty member has been awarded a Lectureship or Professorship, the steps below should be followed to get a new index set up and funded, so that spending against the award may start:

- 1) Request a new Banner Activity Code using the Chart of Account (COA) Requests Application. This can be found on the Financial Services Support Center (FSSC) website, <http://www.unm.edu/~fssc/>, under “Resources”.
 - a. Log into the application using your net ID and password.
 - b. Select “COA” Requests
 - c. Select “New Activity”
 - d. Enter “Desired Activity Title” as follows:

“Awardee Last Name/Department-Lectureship (or) Professorship”
Example: “Smith/Chemistry-Lectureship”
 - e. Enter appropriate “Requestor Comments”, such as “Professor Smith was awarded a \$2,900 Lectureship per year for the years 2010-2012”. New Activity Code needed for Lectureship index.”
 - f. Submit Request
 - g. FSM will e-mail the new Activity Code.
- 2) Upon receiving notification from FSM of the new Activity Code, log back into the COA Requests Application to request a new Index.
 - a. Select “COA” Requests
 - b. Select “New Index”
 - c. Enter “Desired Index Title” as follows:

“Awardee Last Name/Department-Lectureship (or) Professorship”
Example: “Smith/Chemistry-Lectureship”
 - d. Enter 2U0008 for “Fund”
 - e. Enter P192 for “Program”
 - f. Enter the new activity code obtained from FSM for “Activity Code”
 - g. Enter appropriate “Requestor Comments”, such as “Professor Smith was awarded a \$2,900 Lectureship per year for the years 2010-2012”. New Index Code needed for Lectureship award.” Submit Request.
 - h. FSM will e-mail the new index number.

- 3) Submit a Journal Entry in Banner to allocate funding and budget to the new index. This will be a 6-line entry:

JE2: 454046-1660 (Debit for amount of award)

JE2: new index-1660 (Credit for amount of award)

BD4: new index-1660 (“+” for amount of award per letter)

BD4: new index-8060 (“+” for amount of award per letter)

Breakdown by more appropriate expense account codes is desirable, if known.

BD4: 454046-1660 (“-” for amount of award)

BD4: 454046-8060 (“-”for amount of award)

Required text for short description: school/college, awardee last name, award type, year of award.

Short description example: SOE Smith Lectureship Year 1 of 3

Note: Allocation entries should be processed for only one year of funding at a time. The total amount of a three year award should not be allocated in one fiscal year.

- 4) Once the JV has been approved and posted, spending on the award may begin, per the terms of the award.
- 5) Unrestricted Accounting – Main Campus will return any unused balance to the funding index (454046) at the end of the award, and will terminate the index at that time. If the award has been overspent, the department must provide an unrestricted index to cover the overspent amount.