

Batch Reference ID's

Frequently Asked Questions (FAQ's)



Question:

What is a Batch Reference Initials ID, who do the "Batch Reference" initials belong to, and how do I find a listing?

Answer:

Batch reference initials correspond and are issued to the initiator of an FRS manual journal entry, an automated journal entry or a subsystem ID. The spreadsheet titled "Batch Reference Listing" provides an updated listing of ID's for the entire University. The [Batch Reference List](#) page is managed by the General Accounting area of the Controller's Office. A click **here** line is provided that takes you directly to the listing. If you cannot find a particular Batch Reference ID, call Nick Dabraio at (305) 284-5717 or send him an e-mail to dabraio@miami.edu.

Question:

What is the process to request, change or inactivate a Batch Reference ID?

Answer:

Download the FRS Batch Reference Initials ID Request Form from the Controller's Office [Forms](#) page then complete, sign and e-mail the form to [Nick Dabraio](#), the Document Management Manager. Once a new Batch Reference ID is approved, an e-mail will be sent to the new user with instructions and to confirm the new ID.

Question:

What do the three digits numbers following the Batch Reference Initials ID represent?

Answer:

The three digit number at the end of the ID should be tied to the Transaction Code. TC 030 - Receipts should start with a 3##, TC 040 - Disbursements should start with a 4##, and for TC 060 - Journal Entries use 6##. The department creates journal #'s in sequence such as 601, 602, etc. The six digit Batch Ref ID numbers should be included on all journal entries including wire transfers and international drafts.