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.