INFORMATION GUIDE TO FINANCE SELF SERVICE

What are the benefits of Finance Self Service?
- More intuitive user-friendly real-time interface to Banner Finance
- A consistent interface similar to Budget Planner and Employee Self Service
- Interface minimizes the complex, cumbersome and inconsistent navigational issues associated with Banner Finance

What Finance transactions can be processed using Finance Self Service?
- Process routine Finance transactions
  - Approvals processing of Finance transactions
    - Approving Purchase Requisitions, Journal Vouchers and Direct Pay Invoices (DPIs)
  - Easy viewing of document details and approval history
  - Initiate simple and complex Journal Vouchers (available end of January 2009)
- Query Finance transactions
  - Drill Down capabilities to access detailed information and view related documents
    - Drill down to Payroll detail information (available end of January 2009)
    - Drill down to Accounts Receivable information (coming soon)
  - Logical representation of information on one screen
  - Download capabilities to Excel

What training is available for using Finance Self Service?
- Information about Finance Self-Service is available from the Financial Services Support Center website at, http://www.unm.edu/~fssc/bannerbyte.html
- Contact the Financial Services Support Center via FastInfo or at fssc@salud.unm.edu to schedule a time for Financial Services staff to come meet with your faculty and administrative support staff

What security access is required to use Finance Self Service?
- Submit a Banner Security Authorization Request at, https://bar.unm.edu and select the Department Self Service role
- The Securing Private data web course and exam, available through Learning Central at the Employee and Organizational Development website (https://learningcentral.health.unm.edu/plateau/user/login.jsp) is required for this role