

Financial Services

Date: 09/01/2011

**Financial Advisor Channel
FSJA-051**

Users with any Finance Security will have the Finance Tab defaulted as a tab when they log into the MyUNM portal

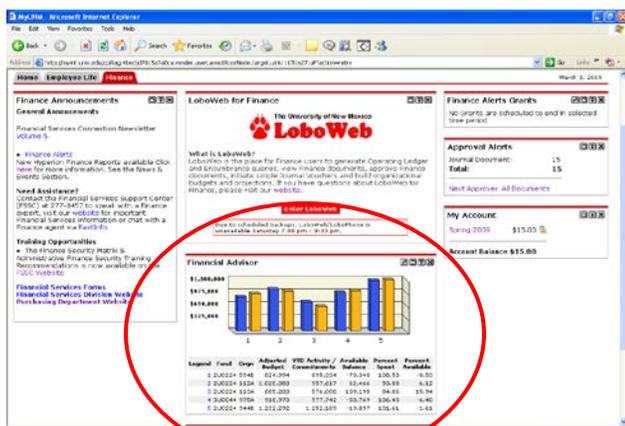
This job aid will provide information on the Financial Advisor Channel.

1. On the Finance tab.

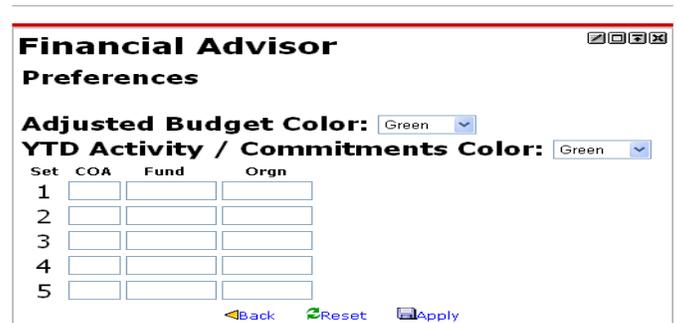


2. Go to the Finance Advisor channel.

- This channel uses a bar graph to show budget versus committed and actual expenses for up to five preferred fund/org combinations.



- To enter your preferred fund/org combinations,:
 - Select the Edit button from within the channel. 
 - Enter the fund and org information
 - Enter U for COA
 - Select Apply
 - Select Back



- Select  to expand the channel to fill the page
- Select  to maximize for minimize to present less or more information
- Select  to remove the Financial Advisor from your layout

For information on adding a channel see job aid [FSJA-014 Adding a Channel on the FSR website \(www.unm.edu/~fssc\)](#).

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