ODDS, ENDS & ACRONYMS

Presented by Terry Shoebotham
Business Management Specialist
3/22 & 3/23/2010

GUAMESG

GUAMESG

GUAMESG

GUAMESG

GUAMESG

ADDING/REMOVING YOURSELF FROM AN E-MAIL LIST

- Open a web browser such as Internet Explorer or Mozilla Firefox. Go to http://list.unm.edu

- Click on the link *Subscribe to a list*.

ADDING/REMOVING YOURSELF FROM AN E-MAIL LIST (LISTSERV)

ADDING/REMOVING YOURSELF FROM AN E-MAIL LIST(LISTSERV)

SEEING EMAIL LISTS TO WHICH YOU ARE SUBSCRIBED

UNSUBSCRIBING FROM AN EMAIL LIST(LISTSERV)

UNSUBSCRIBING FROM AN EMAIL LIST(LISTSERV)

USEFUL LISTSERVS

Name of Listserv	Purpose of Listserve
FSSC – ALLERTS-L	Financial Services Support Center Alerts
FSSC-INFO-L	Financial Services Support Center Information
FSSC-LABOR-DIST-L	Labor Distribution information
FSSC-LOBOMART-L	Lobomart information
LLEARN-L	Receive notification of upcoming LEARN sessions, their topics and location

LIST SERVE ETIQUETTE

- If you have a question to ask me about LEARN, you do NOT want to reply to LLEARN-L.

- To ask me a question, reply to Terry Shoebotham, the sender.

LIST SERVE ETIQUETTE

- If you develop your own Listserv, you will send commands, but NOT to your listserv!
- You will send commands to:

LISTSERV@LIST.UNM.EDU

This does not affect you if you are just a listserv member, but rather if you "own" a list.

PCARD EXCEPTION REQUESTS

- The guidelines for PCard Exceptions sometimes need interpretation from purchasing.
- Dollar limits may vary from published amounts, depending on special circumstances/fund sources.
- The basics of exception requests guidelines are:

MAKE a NOTE OF THIS!
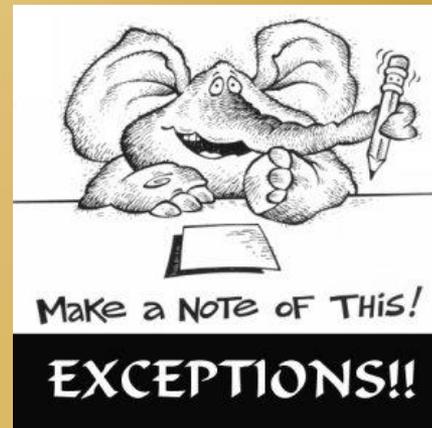
EXCEPTIONS!!

PCARD EXCEPTION REQUESTS

- Be aware what is and is not an allowed purchase on a PCard
- Request an exception BEFORE you make the purchase.
- Exceptions may be approved if:
  - There is a business need to make a PCard purchase of goods or services exceeding the transaction limit
  - There is a business need to make a PCard purchase published on the unallowable list.
- Complete the Special Exception Request Web Form on the Purchasing website at: http://www.unm.edu/~purch/pcardtrain/exception.html   (see example in Appendix 3).

PCARD EXCEPTION FORM

Complete and submit the following form to request a special exception on your PCard.

Requests are processed within one business day.

To request a special exception for non-employee lodging, please click here.

PLEASE NOTE: YOU MUST HAVE THE AUTO COMPLETE FEATURE TURNED OFF IN ORDER TO COMPLETE THIS FORM. SEE FASTINFO ANSWER ID #870 FOR MORE INFORMATION.

Cardholder Name
Cardholder Telephone Number
Cardholder Email Address

○ One-Time Exception Request
○ Blanket Exception Request (calendar year only)

Vendor Name

Estimated Dollar Amount; for blanket exceptions include estimate for year

DESCRIPTION OF PURCHASE

BUSINESS PURPOSE

INDEX AND ACCOUNT CODE TO BE CHARGED

INDEX CODE   ACCOUNT CODE

Accounting Office or Fiscal Monitor

Notes

IF THIS EXCEPTION REQUEST IS FOR FOOD, YOU MUST ALSO COMPLETE THE FOLLOWING FIELDS. PRIOR TO SUBMITTING YOUR REQUEST, PLEASE REVIEW UNIVERSITY BUSINESS POLICY 4000, 4.8, 4.13 & 4.15.

WILL ALCOHOL BE SERVED?
○ YES
○ NO

PLEASE NOTE: NO ALCOHOL IS ALLOWED ON I&G OR CONTRACT AND GRANT INDICES.

IF YOU ARE SUBMITTING A BLANKET EXCEPTION REQUEST FROM THE HSC FOR FOOD, YOU MUST ALSO COMPLETE AN EXCEPTION REQUEST MEMO AND SUBMIT TO HSC FINANCIAL SERVICES.

LIST OF ATTENDEES - **INDICATE THE ATTENDEES' ASSOCIATION WITH THE UNIVERSITY**

(GUEST, STUDENT, STAFF, ETC.)

Event Date

BLANKET PCARD EXCEPTION

- Blanket Pcard exceptions require several levels of approval

- HSC departments must add a Blanket Memo with this request if the purchase includes food

- No exception is approved until the cardholder receives an email approval from Purchasing

- Contact your Accounting office or Purchasing if you are unsure which type of exception to request

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MISCELLANEOUS REVENUE INFORMATION

- State Appropriations
- Endowed/ Non Endowed
- FOM (Faculty of Medicine)
- Residual Revenue

STATE APPROPRIATIONS REVENUE

- UNM funds received from the state for specific purposes
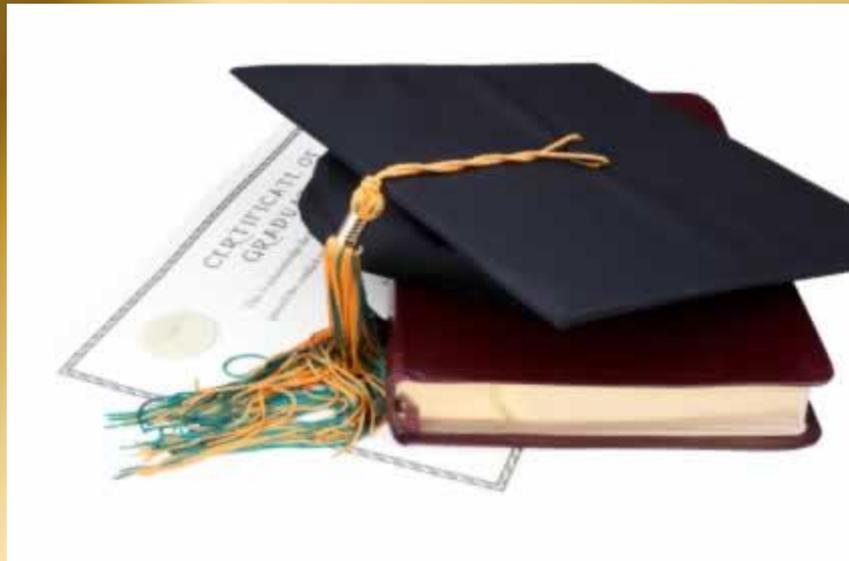
ENDOWED AND NON ENDOWED REVENUE

- "Endowed" refers to gifts totaling over $10,000 that continue on in perpetuity

- Non Endowed gifts differ from Endowed gifts in that the entire amount of the gift is revenue that may be spent

12 Ways To Make a Difference

McDonald Observatory
University of Texas at Austin
For science education and outreach
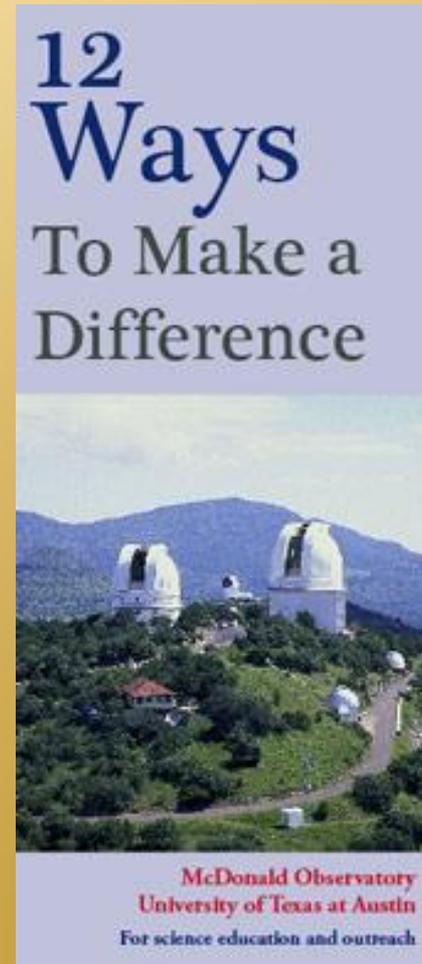
RESIDUAL REVENUE

- Residual revenue are amounts remaining at the end of a contract or grant.
- Residual indices should contain only residual revenue

FOM REVENUE

- Faculty of Medicine (FOM) revenue is clinical revenue
- FOM indices should contain only clinical revenue

FOOD PURCHASES

- Food may not be purchased with I&G funds
- Food may not be purchased with restricted funds
- Food purchased with Residual funds must be checked against grant require-ments

FOOD ACCOUNTS

- 31A0 – Business Food – Local

- 31B0 – Food IDC Excludable Gen

- 31M0 – Recruitment Expense Gen

- 3860 – Bus Meals and Hospitality Gen

- 40C0 – Food Services Gen

GETTING CURRENT TRAVEL DPI INFORMATION

CURRENT TRAVEL DPI INFORMATION

CURRENT TRAVEL DPI INFORMANTION

- Travel Exam, with answer key

- Exercises, with answer key

- Location of Per Diem rates for international and local travel

- UNM Travel Policy and Moving Policy

- Section on Miscellaneous Travel Expenses

BANNER NAMING CONVENTIONS

- Understanding the way these forms are named can help you determine where a form you need might be located

- Help you remember some of their names

- Appendix 2 lists all the naming convention guidelines

BANNER NAMING CONVENTIONS

The first position indicates the system "owning" the form.

For example:

- PHAREDS, the payroll redistribution form, starts with a "P", as do all payroll owned forms.

- FGIBDST, the Finance form for pulling up index activity, starts with an "F", as do all Finance forms.

BANNER NAMING CONVENTIONS

The second position indicates the application "owning" the form.

- This narrows it down to purchasing (P) versus General Ledger (G), versus Operating (O), versus Accounts Payable (A) and so on.

- FGIBDST is a Finance General Ledger Form showing account balances

- FAIVNDH is a Finance Accounts Payable form that will allow you to look up vendors.

BANNER NAMING CONVENTIONS

The third position identifies the type of form, job, report, or table.

- FGIxxxx is an Inquiry Finance form for General Ledger.

- FGIBDST for inquiring about account balances and activity

ACRONYMS
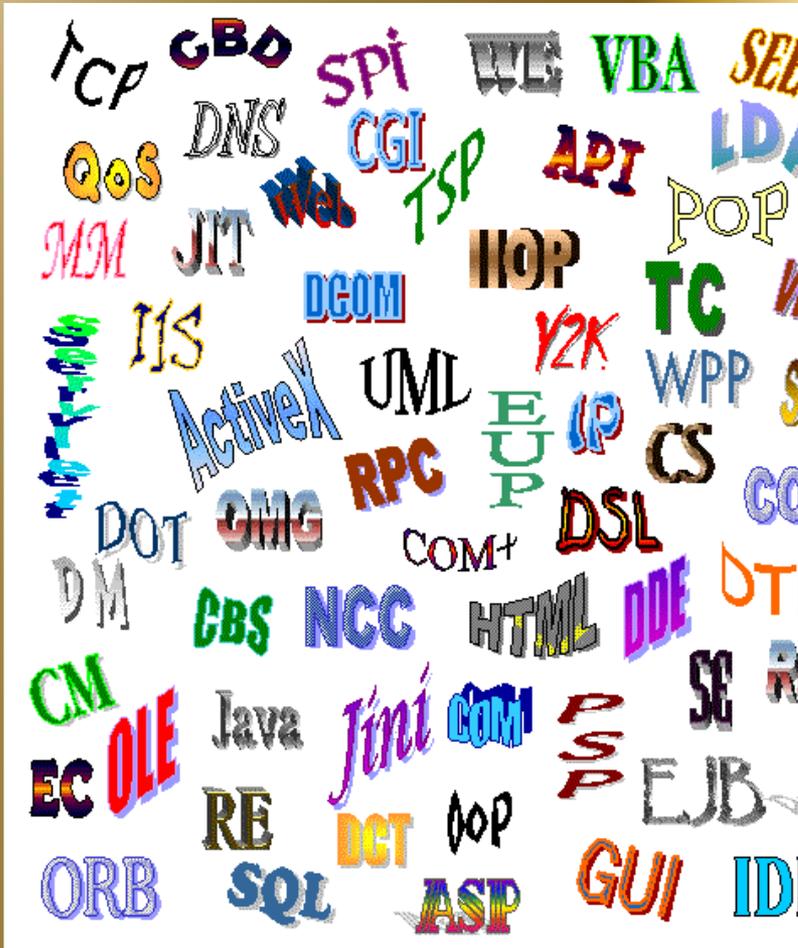
Abbreviated

Coded

Rendition

Of

Name

Yielding

Meaning

ACRONYMS

A

Crazy

Reminder

Of

Names

You

Misplaced
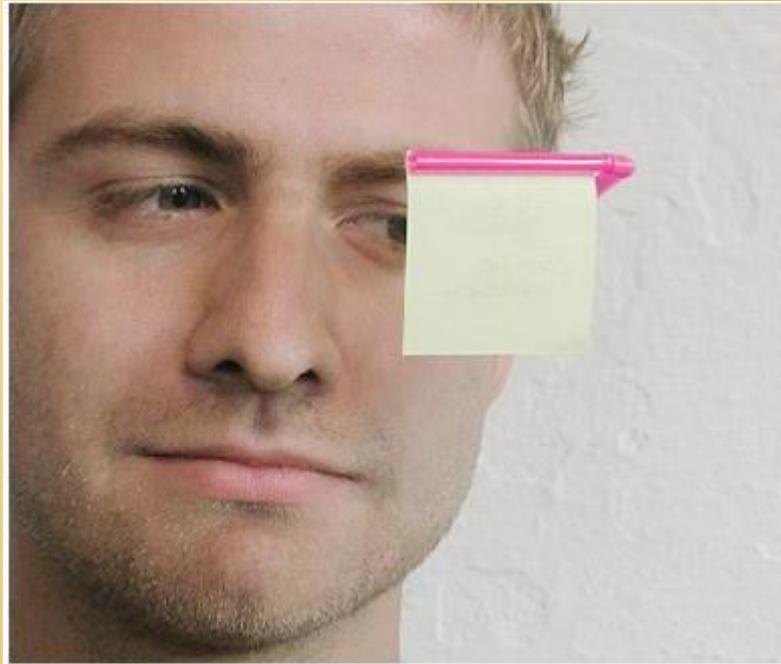
ACRONYMS

"Lets finish our DPIs and go have lunch at the SUB. On the way back I need to stop at BRF and CASAA to drop off some FRSWG minutes to some friends."

ACRONYMS

"I'm confused about something I heard at FANG; I'm going to call FSSC and see if they can explain what it means."

277-3457

ACRONYMS

"CEOP used the COA correctly, I think, but the DPI I sent for them was disallowed. At least my CRTC JV was approved. Now the I&G funds on the IFS won't be messed up because of one of my Departments!"

ACRONYMS

- "We underestimated the costs for the BAT CAVE lab, so Dr. Smith's index is NSF. I tried to get FSD to move some F&A out, but that didn't work. Now I think Dr. Smith's AAMC seminar DPI needs some CPR."

Not So Fast?

EATING AT UNM
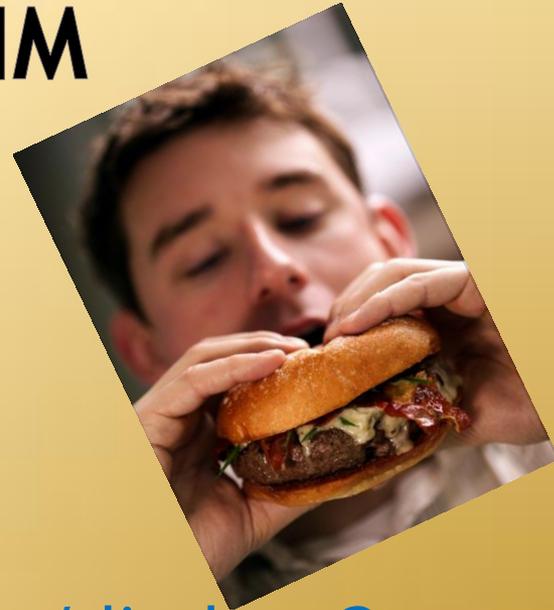
- http://hsc.unm.edu/about/map/displayaGroup.cfm?GID=56&PID=0&IID=13 (or find this site by typing "food" in the UNM Search box, and this was the first site that came up, saying (There are a total of 7 locations in this group.)
- See Appendix 6 for more information/reviews

RECREATION AT UNM

- See appendix 6 for information

- Try these websites for even more information:
  http://music.unm.edu/news_events/calendar/index.php?
  http://www.unm.edu/welcome/museums.html

SHOPPING AT UNM

- See appendix 6 for information
- Maxwell Museum Gift Shop
- Student Arts and crafts festivals
- Dog and cat adoption fairs
- the (I hope) annual free book giveaway for staff!
- Hospital fund raisers (various places atUNMH)
- The PIT Gift Shop

SHOPPING AT UNM

- online opportunity to shop
- the Lobo Store at
  http://www.golobos.com/store/. Here you
  can order a variety of LOBOS clothing, mugs,
  and gifts; even license plate holders are
  available, at the click of a mouse.

Thank you for coming to today's LEARN!