

## Financial Services Support Center (FSSC)

*After completion of this you should be able to answer questions like the following or know where to find the answers.*

- When does the month close?
- What happens to incomplete documents?
- Where can I get a copy of my W-2?
- When will my Purchase Order be issued?
- Why do I need to provide an SPQ?

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## How do I know if UNM has paid a vendor's invoice?

- A. Call Accounts Payable
- B. Call the vendor and ask if they received a check
- C. Call Banking & Tax to verify that the check has cleared the bank
- D. Use Banner form FOIDoch

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## Where can I get a copy of my W-2?

- A. Contact the Banking and Taxation Department.
- B. Contact Payroll.
- C. Contact Human Resources.
- D. All of the above.

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How do I review my Grant detail information?

- A. Call the Scholarship Office.
- B. Run Hyperion Report FRH0001&2 Grant Ledger Detail and Summary Report or Finance Self Service (LoboWeb) Operating Ledger Query.
- C. Go to Banner Screen FRIGITD.
- D. Both B & C

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Why do I need to provide a SPQ?

- A. To verify that the vendor does not have conflict of interest issues.
- B. To verify that UNM is following University Policy and good business practices.
- C. To determine if the individual or firm is not an employee.
- D. All of the above.

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How can I tell if the month is closed?

- A. Subscribe to FastInfo answer ID 897.
- B. Call your Fiscal Agent.
- C. Go to Financial Services website.
- D. Both A & C.

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Where can I get a list of Encumbrances on a specific Index number?

- A. Search FastInfo.
- B. Use Banner form FOIDOCH and enter your index.
- C. User Banner form FGIOENC and enter your index.
- D. Search Banner for documents starting with "E" encumbrance.

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How do I apply for a P-Card?

- A. Take your UNM ID and NM Drivers License to Purchasing.
- B. Take the P-Card Program Web Course and submit an Application Form and Cardholder Agreement.
- C. Contact Accounts Payable.
- D. Both B&C.

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What is NSF?

- A. Non Student Finance.
- B. Non Sufficient Funds.
- C. NASA Science Foundation.
- D. A Banner form.

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How do I get a Property tag for a computer purchased using my P-Card?

- A. Take your computer to Property Accounting.
- B. Send Property Accounting a copy of your P-Card statement.
- C. Complete a Property Accounting Computer Purchase Form.
- D. Nothing, Purchasing will notify Property Accounting.

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When are Purchase Orders issued?

- A. On the 15<sup>th</sup> of each month.
- B. As soon as you hit submit in LoboMart.
- C. After your requisition has been approved, and is processed by Purchasing.
- D. After you mail a copy of your requisition.

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How can I tell if a Fund has ended?

- A. Call the PI for the contract or grant.
- B. Process a PO, if it's denied then the contract/grant is closed.
- C. Use Banner screen FOIDOCH.
- D. Use Banner screen FRMFUND and look for Budget Period End Date.

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**How do I change my Mail Stop Code (MSC)?**

- A. Submit the MSC change form.
- B. Submit a change of address form to Payroll.
- C. Since an employee's MSC is based on his or her primary department assignment, it cannot currently be changed.
- D. This can be done in Demographic Self Service.

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**My DP-EZ isn't calculating correctly, what do I do?**

- A. Make sure you select US Dollars in the header form.
- B. Make sure you have the authority to post to the index selected.
- C. Your itemized entries may be incorrect.
- D. Both A & B

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**Where can I find UNM's Federal Tax ID number?**

- A. Call the Taxation Department.
- B. This is confidential information and can not be released.
- C. The Tax ID number can be found in Fast Info answer ID 1084.
- D. Call the Payroll Office.

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**What can Petty Cash be used for?**

- A. To reimburse employees for miscellaneous items such as birthday cards, cakes, paper plates...
- B. To give your visitors change for parking meters.
- C. Only items as defined by UNM Policy #7210 Petty Cash.
- D. Refer to Cashiers' website.

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**How do I fill out the Banner Authorization Request?**

- A. For a complete list of instructions, search FastInfo for answer ID 1586.
- B. Ask your supervisor.
- C. Both A&B.
- D. Log on to the BAR and copy your co-worker's request.

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**How do I request a new Vendor or make changes to an existing Vendor in Banner / LoboMart?**

- A. Log into LoboMart using your Net ID and password, make changes on the Vendor form.
- B. You can make your changes in the Banner form FVENDOR.
- C. Send an e-mail to the Vendor Maintenance Group.
- D. Initiate an electronic Vendor Add/Change Form published at the Electronics Forms Link from my.unm.edu.

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**What is a Budget Allocation?**

- A. When one department allocates all or part of their budget to another department.
- B. Moves an actual “source of funds” that does not cross program codes and campuses.
- C. Moves monies across funds.
- D. It is the budget that is allocated to UNM by senate.

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**What is Banner Receiving?**

- A. It’s a receiving dock at UNM where all Banner related items are received.
- B. It is a Banner generated AR Report.
- C. It’s a Banner form FPURECV.
- D. It’s a way to receive goods that have been purchased using LoboMart. Banner form FPARCVD is used for this process.

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**What Banner form can I use to find out approval status of a document?**

- A. Banner form FOIAPHT.
- B. Banner form FOAAINP.
- C. Banner form FOIAPPH.
- D. All of the Above.

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**How can I change the information on an Internal PR to University Services?**

- A. You will need to submit a new Internal PR.
- B. Cross out the incorrect info on your current PR and send a copy to University Services.
- C. Go to the University Services' website and submit the Change of Purchase Requisition modification form.
- D. Call Purchasing.

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**How do I request a new Hyperion report or make changes to an existing report?**

- A. Call the LINK Service Center.
- B. New Hyperion reports or changes are not permitted.
- C. Access the report, select view, make your changes and save the report.
- D. Submit the Report Feedback form on FSM's website.

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**What does the phrase "sleep/wake" (posting and approvals) is disabled mean?**

- A. Each night Banner Finance is set to "sleep mode" and most days it's "awakened" before 6:00am.
- B. Document postings and routings have been temporarily disabled.
- C. Documents do not route to approval queues.
- D. B & C

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**How do I find a Grant if I only know the index?**

- A. Use the Fund Hierarchy report in e-Print.
- B. Send your request with the index code to your Post Award office.
- C. This information can be found by using Banner forms FTMACCI or FRIGITD.
- D. Both A & C.

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**Where can I get a copy of UNM's Non Taxable Transaction Certificate (NTTC)?**

- A. This form is available on the Purchasing Department website.
- B. Call the State of New Mexico Taxation & Revenue Department.
- C. Call the Copy Center because they have extra copies.
- D. Call Purchasing.

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**What is the Request for Approval to Spend Funds Form (RTSF)?**

- A. A form on the Purchasing Website used for special approvals.
- B. This form is used when a firm commitment exists by a funding agency to fund an award and there is a justifiable need for an advance commitment of funds.
- C. A Banner form used to move funds from one index to another.
- D. A special request form that must be submitted by a PI to request additional funds.

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**What happens to incomplete Journal Vouchers or DP-EZ Documents?**

- A. After 90 days, the system automatically completes the documents.
- B. After 30 days, the initiator receives a system generated e-mail with instructions on completing or removing the document.
- C. Nothing; they stay in Banner forever.
- D. The initiator's manager is notified that there are incomplete documents.

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**What are some of the reasons my LoboMart Requisition could be rejected?**

- A. It was disapproved by originating department.
- B. It was disapproved by a Financial Services office.
- C. System calculated rejection due to NSF issues.
- D. All of the above.

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**How do I determine if the business purpose is sufficient when completing a JV for non-salary changes?**

- A. Any purpose is sufficient.
- B. Refer to Policy 2450 Cost Transfers section 2.4 which lists supporting documentation for restricted awards.
- C. For unrestricted transactions supporting documentation, see General Accounting's Website.
- D. Answer B&C.

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**How do I request a one-time special exception for my P-card?**

- A. Call any Manager in the Purchasing or AP department.
- B. Ask your Manager to contact Purchasing on your behalf.
- C. Submit a Special Exception Request, as outlined in P-Card Policy, to the appropriate Financial Services office via e-mail.
- D. With the increase to \$5,000.00, exceptions are no longer required for any amount.

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