



THE UNIVERSITY *of* NEW MEXICO

Administrative Finance Course Recommendations

The information provided in this document is designed to specifically assist UNM Banner Finance users in identifying the training courses needed to perform their duties. If you need assistance, please contact the Financial Services Support Center at 277-3457, or by logging on to fastinfo.unm.edu.

****NOTE additional training may be required before you can request security. See the Finance Security Matrix**

To learn about....	Register for....	Course #
Banner Finance Forms	General Finance Overview Banner Fundamentals and Navigation Banner Fundamentals and Navigation-Exam Advanced Banner 7 Functionality & Navigation	FIN OV 100 FIN BAS 100 BANG-EXM0004 BANG 0007
Approving Banner Finance Documents	Banner Finance Approvals (Web Course)	FIN APP 100
Budget Planning	Budget Planner	BAN-BUDG 102
Budget Development	Budget Planner Exam	BAN BUDG 103
Viewing Budget data in Banner	Getting Ready for Year-End Projections, Mid-year reviews, and Lab Budget Planner Year-End Projections Fall Budget Development Lab Understanding Position Control/Position Maintenance and Lab Budgeting Balance Forwards in Banner Understand NSF in Banner and Lab	BAN BUDG 104 BAN-BUDG 105 BAN BUDG 106 BAN BUDG 108 BAN BUDG 107 BAN-BUDG 109
Purchasing items from outside vendors	Purchasing Process for Departments Lab Purchasing & A/P Policies & Procedures Understand NSF in Banner and Lab	FIN PU 101 FIN OU 106 BAN BUDG 109
Reimbursements to individuals, or Direct Pay Invoicing	Direct Pay Training Lab	FIN AP 201

To learn about....	Register for....	Course #
Purchasing with a Corporate Credit Card (P-Card), and fixed asset responsibilities	P-Card for Purchasing Airline Tickets	EOD 342
	Understand NSF in Banner and Lab P-Card Program	BAN-BUDG 109 EOD 346
	Cash Management	EOD 427
	Journal Voucher Processing & Exam	FIN AC 101
Travel process and travel arrangements	Direct Pay Training Lab	FIN AP 201
	Travel Policies and Procedures	EOD 385
	P-Card for Purchasing Airline Tickets	EOD 342
	P-Card Program	EOD 346
Petty cash, receipting and/or deposit responsibilities	Cash Management	EOD 427
Contract & Grant Administration	Contract & Grants Fundamentals	FIN RA 100
	Finance Standard Reporting Overview	FIN RP 100
Reconciling Department Accounts	Finance Standard Reporting Overview	FIN RP 100
	Understanding NSF in Banner and Lab	BAN BUDG 109
	Getting Ready for Year-End Projections, Mid-year reviews, and Lab	BAN BUDG 104
	Journal Voucher Processing & Exam	FIN AC 101
How funds are affected by transactions	Encumbrance Processing	FIN AC 102
Viewing transactions in Banner Finance	Understanding NSF in Banner and Lab	BAN BUDG 109
	Getting Ready for Year-End Projections, Mid-year reviews, and Lab	BAN BUDG 104
Reallocating Funds to a different index or account number.	Journal Voucher Processing & Exam	FIN AC 101
	Encumbrance Processing	FIN AC 102
	Understanding Basic Accounting at UNM	BAN BUDG 109
	Understanding NSF in Banner	BAN BUDG 109
	P-Card Program	EOD 346
Reallocating Labor Funds to a different index and/or account number	Labor Redistribution	FILR 100

To learn about....	Register for....	Course #
Requesting or updating an Index, Fund, Program or Activity	Chart of Accounts (COA) Maintenance Application and Exam	FIN COA 101
Approving Finance Documents	Banner Finance Approvals	FIN APP 100
Requesting Finance representative(s) at a staff meeting to discuss a specific Finance topic	Contact FSSC at 277-3457	
One-on-one help with a Finance topic	Contact FSSC at 277-3457	