

# FINANCIAL SERVICES CONNECTION

## \*\*\*NEW\*\*\*NEW\*\*\*

Finance Channel is now available

General Announcements channel for Finance can be added to your Employee Life tab in [my.unm.edu](http://my.unm.edu).

To find out how, refer to job aid FISC-503 Adding the Finance Channel to your Employee Life tab at the FSSC website.

## Accounts Payable and Purchasing one-on-one assistance

Tuesday's 10:00 AM to 12:00 Noon and Wednesday's 3:00 PM to 5:00 PM

To schedule an appointment outside of these hours please send an email to:

[acctspay@unm.edu](mailto:acctspay@unm.edu) or [purch@unm.edu](mailto:purch@unm.edu)

## WHAT BACKUP DOCUMENTATION DOES FINANCIAL SERVICES NEED TO APPROVE REQUISITIONS?

If the Vendor on your LoboMart requisition is not a USP, your Financial Services office will need the SPQ along with the phone listing or web page of the Vendor.

Once you hit submit on your LoboMart requisition, this information can be forwarded to your Financial Services office.

PZAREDS Walk in assistance is available

(User must have Labor Redistribution Security)

**November 12<sup>th</sup>**  
HSC Med 2 9:00 AM to 11:00 AM

**December 9<sup>th</sup>**  
UNM Business Ctr. 1019 1:00 PM to 3:00 PM

## DP-EZ BACK UP –SENSITIVE INFORMATION

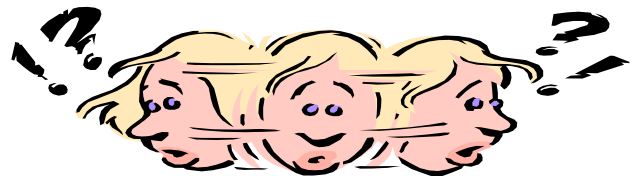
When sending back up of your DP-EZ, please remember to NEVER include Social Security Numbers (SSN) or Banking Information.

Rather than submitting backup with SSN, use the Vendor's Banner ID number.

Rather than submitting banking information, encourage the vendor to sign up for direct deposit.

## HOW DOES A VENDOR SIGN UP FOR DIRECT DEPOSIT?

See the Vendor Direct Deposit Request Form at: <http://www.unm.edu/~apweb/vendordirectdeposit.html>



Wondering where to get Job Aids, Banner Bytes, and Standard Operating Procedures?

These are all now located at the FSSC website.

[WWW.UNM.EDU/~FSSC](http://WWW.UNM.EDU/~FSSC)

Contact the FSSC if you have any questions.

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# Get F-I-T (Finance Information & Training)

## RECENT FREQUENTLY ASKED FASTINFO QUESTIONS

What is the process for receiving goods in Banner?

*FI Answer ID 235*

What is the process for finding the Banner requisition number if the LoboMart requisition number is known?

*FI Answer ID 327*

How do I look up my Banner Finance Document and determine the status?

*FI Answer ID 333*

Where can I find a list of Account Codes and their descriptions?

*FI Answer ID 1475*

Why can't I print my DP-EZ?

*FI Answer ID 2410*

## BANNER FINANCE FORM FORUM

*FOIDOCH*

*Document History Form*

FOIDOCH displays windows with related document numbers and the status for Requisitions, Bids, Purchase Orders, Change Orders, Issues, Invoices, Checks, Returns, Receiving Documents, Fixed Asset Adjustments, Fixed Asset Origination Tags and Fixed Asset Permanent Tags.

Please note, you can not view Journal Voucher's on this form.

See FastInfo 333 for additional information.

## UPCOMING EOD BANNER FINANCE COURSES

Log on to Learning Central to view information on these upcoming classes:

[EOD FILR 100 - Labor Redistribution](#)  
11/25, and 12/11.

[EOD BANG-0001 - Banner Fundamentals & Navigation](#)  
11/13.

[EOD FIN AP 201 Direct Pay Training Lab](#)  
12/5

[BAN-BUDG 109 Understanding NSF in Banner and Lab](#)  
11/18/2008

[EOD FIN PU 106 Purchasing & A/P Policies & Procedures](#)  
11/18 12/16

[EOD FIN PU 101 - Purchasing Process for Departments Lab](#)  
11/5 and 12/3

The above are all Lab sessions; also check Learning Central for many on-line (Web) courses.

The Financial Services Division  
Welcomes you to...

LUNCH

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Available at the FSSC website  
Series Presentations:

E DUCATION

- *Travel Reimbursements*
- *JV Guidelines for Balance Forward, Allocation and Transfer Entries*
- *How to Find, Read and Audit your ITS Invoice*

A N D

R E V I E W

*See the FSSC website for upcoming events*

N E T W O R K



This Newsletter has been brought to you by the FSSC. We would like to hear your feedback.

Please e-mail questions or comments to:  
[fssc@salud.unm.edu](mailto:fssc@salud.unm.edu)

Please visit our website:  
<http://www.unm.edu/~fssc/>