

FINANCIAL SERVICES CONNECTION

NEWNEW***

Have you seen it?
Now available at the MyUNM Portal:
the Finance Tab

The Finance Tab offers a single point of access to real-time Finance information AND single sign-on access to Finance applications.

For assistance in setting up your channels on the Finance tab, see the Job Aids link available at the FSSC website. From the Job Aids link, select: **Banner Channels.**

- Approval Alerts Channel
- Finance Alerts Grants Channel
- Financial Advisor Channel
- My Account Channel
- My Worklist Channel
- Information Guide to Finance Channels

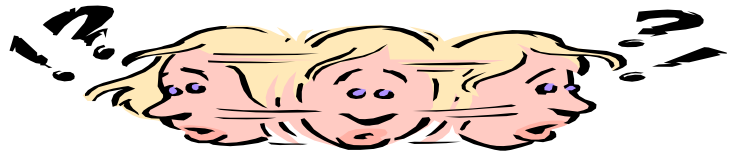
NEW HOURS

Petty Cash Reimbursements
Unrestricted Accounting-Main has announced new hours for processing Petty Cash reimbursement requests.
Effective: July 1, 2009
Hours: 1:00 pm -4:00 pm
Days: Monday, Wednesday, & Friday

Did You Know?

FISCAL YEAR END IS HERE!!!

Purchase Reqs & SPQs are due:
\$5,001-\$20,000 due 6/12
\$5,000 or less due 6/19
Stay current with Year-End updates and information by subscribing to
Fast Info Answer #2448



Where can I get Finance help?

The FSSC is please to announce
enhancements to the PZAREDS Open Labs.

Beginning June 4th, we will include navigation and basic trouble shooting information and tips for:

Processing DP-EZs (Reimbursements)
Initiating LoboMart Requisitions
Personalizing your Finance Tab on the MyUNM portal
Finding your Finance documents in Banner

We will continue to have experts available for PZAREDS questions; all other processes will be basic troubleshooting or navigational assistance. In order for us to staff accordingly, please RSVP and include the subject you need assistance with.

Please RSVP to fssc@salud.unm.edu for these upcoming sessions:

June 4, 2009

UNM Business Ctr. #1019 9:00 AM to 11:00 AM

July 1, 2009

HSLIC - Med 2 Computer Lab. 1:00 PM to 3:00 PM

See the News and Events Section of the FSSC Website:

<http://www.unm.edu/~fssc>

MORE YEAR END DEADLINES:

Check the schedule for Deadlines on:
PZAREDS-Labor Redistributions
Submitting Vendor Invoices for FY09 Payment
Submitting DP-EZ's to Financial Services Offices

LoboMart Requisitions

Are you selecting the correct Fiscal year?
Refer to the Job Aid
Completing a LoboMart Requisition for FY10
at the FSSC website.

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

RECENT FREQUENTLY ASKED FASTINFO QUESTIONS

How do I update my profile in LoboMart?
FI Answer ID 250

How do I search for my DPEZ?
FI Answer ID 2423

How do I disapprove an erroneous document?
FI Answer ID 914

What is the process to search for a vendor in Banner?
FI Answer ID 239

How do I set up an encumbrance in Banner?
FI Answer ID 385

How are indexes created?
FI Answer ID 4889

BANNER FINANCE FORUM

FGIENCD

Detail Encumbrance Activity Form

FGIENCD is an inquiry form that lists all transaction activity on an original encumbrance.

It allows you to view the detail of your encumbrances, either PO encumbrance or one created by a department. The FGIENCD form can help you monitor encumbrances associated with Purchase Orders or General encumbrances.

See Fast Info Answer #411 and #395 for more information.

UPCOMING EOD BANNER FINANCE COURSES

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

FIN AP 201 Direct Pay Training Lab
June 10, 2009 and July 9, 2009, 8:30
Business Center Room 1019

FILR 100 Labor Redistribution
June 18, 2009, 8:30, HSC Med II Classroom

EOD 385 Travel Policies & Procedures
May 28, 2009, 8:30, Business Center 1016
June 23, 2009, 8:30 Business Center 1018

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

The Financial Services Division
Welcomes you to...

LUNCH

L*E*A*R*N

EDUCATION

Available at the FSSC website
Series Presentations include:

AND

- Avoiding NSF
- Grant Closeouts
- JV Guidelines for Balance Forwards

REVIEW

Network

See the FSSC website for upcoming events

Thought for the day:

He is wise who knows the sources of
knowledge--who knows where it is written
and where it is to be found.

A. A. Hodge



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

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