We want your feedback!
Have you participated in our survey?

https://esurvey6.unm.edu:443/opinio/s?s=15703

***NEW***NEW***

United Way
Campaign is Underway through December 17, 2009
Give ON-LINE at the MyUNM Portal under the Employee Life Tab

***NEW HOURS***
Payroll
Notice of Hours Change for Payroll Reception.
Effective: December 1, 2009
Hours: 10:00 AM - 2:00 PM
Days: Monday through Friday
Calls-277-2353 8:00 AM-5:00 PM
Drop offs – Leave paperwork in window slot.

Winter Break
Departments are encouraged to initiate, complete, approve, and submit the required documents for their reimbursement requests by 5:00 p. m. on Wednesday December 16, 2009.

Winter Break dates:
Thursday December 24, 2009 through Sunday January 3, 2010

Guidelines for Employee Food Expense (revised 11/16/09)
Unrestricted Accounting-Main abides by the following guidelines to determine whether meal and/or entertainment expenses for UNM employees may or may not be allowable per policy.

For more information see:
http://www.unm.edu/~gacctng
Or UNM Policy # 4000 Allowable and Unallowable Expenditures

Where can I get Finance help?
Call 277-3457

New Requirements for closing Purchase Orders
The UNM Financial Services division is implementing a minor change in order to better serve the University community.

Effective 10/15/2009, all Accounts Payable checks paid against Purchase Orders (POs) must clear the bank and be reconciled by Financial Services in Banner prior to closing out the PO.

Finance Open Labs:
Dec 02, 2009, 1:00-3:00 PM Business Center, #1019
Dec 03, 2009, 2:00-4:00 PM HSC Med II

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

Please RSVP to fssc@salud.unm.edu.

Expenditure Account Code 3189
Use for computer server purchases that cost less than $5,001. Equipment Tag and Tag number will be assigned to the server. The servers will be inventoried and certified annually.

Continued on page 2
TOP 10

10. Since I have a Pcard, why don’t I have access to FWAINVT or see my transactions?  FastInfo Answer ID 832
9. How can it be determined why a Purchase Requisition (PR) was rejected in LoboMart and how do I correct it?  FastInfo Answer ID 264
8. What is the procedure for requesting a Travel Advance?  FastInfo Answer ID 367
7. How can I track the status or history of a purchase requisition that I created in LoboMart?  FastInfo Answer ID 1794
6. What is the process for finding the Banner requisition number if the LoboMart requisition number is known?  FastInfo Answer ID 327
5. Is it possible to make corrections to a completed zero dollar DP-EZ?  FastInfo Answer ID 2574
4. How are Travel Reimbursements processed?  FastInfo Answer ID 263
3. How do I delete a completed or incomplete DPEZ?  FastInfo Answer ID 634

And the number one FastInfo Answer is:


UPCOMING EOD BANNER FINANCE COURSES

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

FIN AP 201 Direct Pay Training Lab
12/3/2009 8:30 AM UNM Business Center Room 1019

FILR 100 Labor Redistribution
12/17/2009 8:30 AM UNM Business Center Room 1019

FIN PU 106 Purchasing & A/P Policies & Procedures
12/22/2009 8:30 AM UNM Business Center Room 1018

FIN PU 101 Purchasing Process for Departments Lab
12/16/2009 8:30 AM UNM Business Center Room 1019

The Financial Services Division Welcomes you to...

LUNCH

EDUCATION

AND

REVIEW

Network

*B*L*E*A*R*N*

Upcoming Sessions:
Monday 12/14/09 12:00-1:00 HSC BMSB

Monday 12/21/09 12:00-1:00 Main Campus

See the FSSC website for more information for previous presentations

Thought for the day:
‘I find that a great part of the information I have was acquired by looking up something and finding something else on the way. ‘Franklin P. Adams’

Banner Finance Forum

FPIRQST
Requisition Validation Form

This form allows you to enter your LoboMart requisition in order to find your Banner Requisition number.

See Fast Info Answer ID #327 and #1121 for more info.

UNM | FINANCIAL SERVICES SUPPORT CENTER

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/