

New Finance Self Service Feature: Payroll Detail Now Available January 26, 2009

Log onto my.unm.edu

Select LoboWeb

Select the Finance Tab

Select Operating Ledger Queries

Process your Query

To drill down to detailed information, click on any payroll account code from the Year-to-Date column.

Additional benefits of Finance Self Service

- More intuitive user-friendly real-time interface to Banner Finance
- A consistent interface similar to Budget Planner and Employee Self Service
- Interface minimizes the complex, cumbersome and inconsistent navigational issues associated with Banner Finance

What Finance transactions can be processed using Finance Self Service?

- Process routine Finance transactions
 - Approvals processing of Finance transactions
 - Approving Purchase Requisitions, Journal Vouchers and Direct Pay Invoices (DPIs)
 - Easy viewing of document details and approval history
- Query Finance transactions
 - Drill Down capabilities to access detailed information and view related documents
 - Logical representation of information on one screen
 - Download capabilities to Excel

What training is available for using Finance Self Service?

- Information about Finance Self-Service is available from the Financial Services Support Center website at, <http://www.unm.edu/~fssc/bannerbyte.html>
- Contact the Financial Services Support Center via FastInfo or at fssc@salud.unm.edu to schedule a time for Financial Services staff to come meet with your faculty and administrative support staff

What security access is required to use Finance Self Service?

- Submit a Banner Security Authorization Request at, <https://bar.unm.edu> and select the Department Self Service role
- The Securing Private data web course and exam, available through Learning Central at the Employee and Organizational Development website (<https://learningcentral.health.unm.edu/plateau/user/login.jsp>) is required for this role