



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 send an email to Finance Systems Management at fsm@unm.edu or log in to fastinfo.unm.edu.

****NOTE additional training may be required before you can request security. See the Finance Security Matrix (FSJA-017)**

To learn about....	Register for....	Course #
Banner Finance Forms	General Finance Overview Banner Fundamentals and Navigation Banner Fundamentals and Navigation-Exam	FIN OV 100 FIN BAS 100 BANG-EXM0004
Budget Planning Budget Development Viewing Budget data in Banner	Budget Planner Budget Planner Exam 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	BAN-BUDG 102 BAN BUDG 103 BAN BUDG 104 BAN-BUDG 105 BAN BUDG 106 BAN BUDG 108 BAN BUDG 107
Purchasing items from outside vendors	Purchasing Process for Departments Lab Purchasing & A/P Policies & Procedures	FIN PU 101 FIN OU 106
Reimbursements to individuals, or Direct Pay Invoicing	Direct Pay Training Lab	FIN AP 201
Purchasing with a Corporate Credit Card (PCard), and fixed asset responsibilities	PCard for Travel PCard Program Cash Management	EOD 343 EOD 346 EOD 427
Petty cash, receipting and/or deposit responsibilities	Cash Management	EOD 427

To learn about....	Register for....	Course #
Travel process and travel arrangements	Direct Pay Training Lab Travel Policies and Procedures PCard for Travel PCard Program	FIN AP 201 EOD 385 EOD 343 EOD 346
Contract & Grant Administration	Contract & Grants Fundamentals Finance Standard Reporting Overview	FIN RA 100 FIN RP 100
Reconciling Department Accounts	Finance Standard Reporting Overview Getting Ready for Year-End Projections, Mid-year reviews, and Lab	FIN RP 100 BAN BUDG 104
How funds are affected by transactions Viewing transactions in Banner Finance	Understanding NSF in Banner and Lab Getting Ready for Year-End Projections, Mid-year reviews, and Lab	BAN BUDG 109 BAN BUDG 104
Reallocating Funds to a different index or account number	Understanding Basic Accounting at UNM Understanding NSF in Banner PCard Program	FIN AC 102 BAN BUDG 109 EOD 346
Reallocating Labor Funds to a different index	Labor Redistribution Participant Guide Document is on the Financial Services Resource website at fssc@unm.edu	FILR 100
Requesting or updating an Index, Fund, Program or Activity	Chart of Accounts (COA) Instructions and Tips. Document is on the Resources page at Finance Systems Management website: fsm@unm.edu	
Requesting Finance representative(s) at a staff meeting to discuss a specific Finance topic	Contact the Appropriate Accounting Office: Contract & Grant Accounting, HSC - 272-9383 Contract & Grant Accounting, Main - 277-4721 Unrestricted Accounting, HSC - 272-6266 Unrestricted Accounting, Main - 277-2018	