

FINANCIAL SERVICES CONNECTION

FISCAL YEAR END JUNE 30, 2008 IMPORTANT INFORMATION

New

The Finance Fiscal Year End schedule is now posted:

The schedule is available by going to fastinfo.unm.edu and searching for answer ID 2448. Subscribe to FastInfo answer ID 2448 for notification of updates and changes to the schedule as they occur.

P-Card holder NetID now included in the FOH0001 Operating Ledger Detail Hyperion Report

In response to campus initiatives conducted earlier this spring, the Finance Systems Management reporting team has incorporated the P-Card holder NetID into the "Initiator" column on the FOH0001 Operating Ledger Detail Hyperion Report in the Finance Production Folder. This will assist departments with index reconciliation.

FSSC-STATUS & INFORMATION PAGE

The Financial Services Support Center Alerts Page is a good point for you to view outages and other issues what may be affecting UNM Finance Users. This page will list outages, issues and general information that may be useful to you. You can subscribe to the listserv if you would like e-mail notification when something is posted to the page. To subscribe, please send an e-mail to fssc@salud.unm.edu.

UPCOMING EVENTS

UNM Purchasing Small Business Fair May 21, 2008.
Important Fiscal Year-end dates see FI 2448.

CURRENT EVENTS

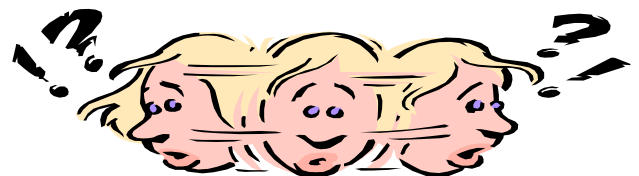
EOD - Classes for PZAREDS access.
Open Lab sessions for individuals with PZAREDS access.

UNM PURCHASING SMALL BUSINESS FAIR

Come meet suppliers in our community that can assist you in all your department needs. Meet one-on-one with suppliers and see what small business can do for you!

Wednesday May 21st 2008, 10:00 AM – 3:00 PM

UNM SUB Ballrooms A, B & C.



Wondering where to get information on Banner Finance Month end or Year-end deadlines? Refer to Fast Info answer ID **897** for the monthly schedule or **2448** for the Fiscal Year-end schedule.

Get FIT Finance In Training

WHERE TO GET HELP WITH PZAREDS

Banner form PZAREDS was introduced with the HR/PR go-live. This form is used to move salaries from one index to another; this process is used for payroll processed since 1/1/08. Before a user can request access to the form they must attend the EOD Class:

Labor Redistribution: Course FILR 100

Log on to Learning Central to Register

Financial Services is offering Lab sessions for PZAREDS. Before attending this lab you must have completed training and requested security access to the Banner form PZAREDS.

This is not a training class.

This lab is designed so that users can bring in their Labor Redistributions and key them into Banner using PZAREDS forms. Lab assistants are available to help you. You do not need to sign up, just come to one of our open labs, anytime during the 2 hour lab session. *(PLEASE do not show up later than 15 minutes before the lab ends).*

Upcoming 2008 open Lab dates:

- May 7 (3:00p-5:00p)
- May 14 (9:00a-11:00a)
- May 20 (1:00p-3:00p)
- June 3 (3:00p-5:00p)
- June 10 (1:00p-3:00p)
- June 18 (1:00p-3:00p)

Labs are located at UNM Business Center 1019. Future lab sessions will be scheduled at the Health Sciences Center.

UPCOMING EOD BANNER FINANCE COURSES

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

[EOD FILR 100 - Labor Redistribution](#)
5/15, 6/13, 7/15, 8/19, 9/16, 10/21, 11/25, and 12/16.

[EOD BANG-0001 - Banner Fundamentals & Navigation](#)
5/15, 6/12, 7/24, 8/21, 9/18, 10/16, 11/13 and 12/17.

[EOD FIN AP 201 Direct Pay Training Lab](#)
6/11

[EOD FIN PU 106 Purchasing & A/P Policies & Procedures](#)
6/17

[EOD 385 - Travel Policies & Procedures](#)
5/28, 6/25

[EOD FIN PU 101 - Purchasing Process for Departments Lab](#)
5/20

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

The Financial Services Division Welcomes you to...

LUNCH Brown Bag lunch trainings are currently scheduled to be held the 2nd Monday of each month from noon to 1:00 PM. Upcoming dates:

E **DU** **CATION**
A **N** **D** 5/12/08 – BMSB Rm. 203 – Topic:
Index Reconciliation Fundamentals

R **E** **V** **E** **W** 6/9/08 HSSB 105 – Tentative Topic:
Travel & food DPs – A Review

N **e** **t** **w** **o** **r** **k** 7/14/08 BSMB 208 – Tentative Topic:
Account Codes – Which to Use?

Check us out!

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



Please e-mail questions or comments to:
fssc@salud.unm.edu