PZAREDS Walk-in assistance is available

User must have Labor Redistribution Security. Please RSVP to fssc@salud.unm.edu

March 4, 2009
UNM Business Ctr. 1019 9:00 AM to 11:00 AM

April 2, 2009
HSLIC - Med 2. 9:00 AM to 11:00 AM

May 6, 2009
UNM Business Ctr. 1:00 PM to 3:00 PM

See the News and Events Section of the FSSC Website:
http://www.unm.edu/~fssc

How do I know what Finance Security I need? What Finance classes do I need to take?

Administrative Finance Training Recommendations
This document provides a comprehensive list by stating: ‘If you need to learn about... then Register for...’

Finance Security Matrix
This document provides the Finance role and description of each role along with required and recommended training for the role.

These are available at the FSSC website, WWW.UNM.EDU/~FSSC

Contact the FSSC if you have any questions. 277-3457 or by logging into fastinfo.unm.edu

Banner Finance Enhancements:
Coming February 11th Additional Enhancements to the Banner Finance Form PZAREDS (Labor Redistributions) Details to follow.

Continued on page 2
Get F-I-T  
(Finance Information & Training)

**RECENT FREQUENTLY ASKED FASTINFO QUESTIONS**

1. **How can I review or change Banner Finance Approval Queues?**  
   *FI Answer ID 255*

2. **Why can’t my supervisor see my Banner Authorization Request (BAR) in Workflow?**  
   *FI Answer ID 2171*

3. **Why am I unable to access INB from the myUNM Portal?**  
   *FI Answer ID 4107*

4. **How do I disable Pop-up Blockers in my Browser?**  
   *FI Answer ID 1077*

   *It is important to know that if these Q&A’s do not resolve your issues you should contact your Network support staff, ITS or HSLIC. These issues are generally related to your desktop, not the applications themselves.*

**UPCOMING EOD BANNER FINANCE COURSES**

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

- **FIN AP 201 Direct Pay Training Lab**  
  February 5, 2009 and March 6, 2009

- **FILR 100 Labor Redistribution**  
  Main Campus: 2/26, 4/23, and 5/21  
  HSC (HSLIC): 3/26, and 6/18

- **FIN PU 101 Purchasing & A/P Policies & Procedures Lab**  
  2/17, 3/24, 4/28 and 5/19

- **FIN PU 101 - Purchasing Process for Departments Lab**  
  2/12, 3/12, 4/15 and 5/13

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

**BANNER FINANCE FORUM**

**FOADOCU**

*Document by User Form*

FOADOCU Displays documents specific to an Originator. You can search by Document Type, Status, Activity Date or you can search for a particular document. You would also use this form to self deny a document that has not yet been approved.

See FastInfo 333 for additional information.

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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/ ]