UNM Finance Open Lab Sessions

Open Lab Sessions will include navigation and basic trouble shooting information for finance processes.

- Processing DP-EZs (Reimbursements)
- Initiating LoboMart Requisitions
- Personalize your Finance Tab on the MyUNM portal
- Finding your Finance documents & determining the status.
- Labor Redistributions

These labs are designated as working sessions; bring your work with you, DP-EZ, Labor Redistributions (formally known as PZAREDS), Requisitions, and/or your Document numbers.

These open labs do NOT take the place of required EOD classes. You must complete the EOD requirements and obtain Banner Finance Security before you attend these open labs.

Upcoming Main Campus scheduled lab sessions:

All main campus labs are in the John and June Perovich Business Center, Room 1019.
Main campus labs are scheduled from 9:00 AM – 11:00 AM:

<table>
<thead>
<tr>
<th>January 12, 2010</th>
<th>February 9, 2010</th>
<th>March 22, 2010</th>
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<tbody>
<tr>
<td>March 26, 2010</td>
<td>April 12, 2010</td>
<td>May 12, 2010</td>
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<td>July 12, 2010</td>
<td>August 12, 2010</td>
<td>October 12, 2010</td>
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<td>November 12, 2010</td>
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All HSC labs are in the HSC Med II classroom.
HSC lab times varies:

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<tr>
<th>March 24, 2010 10:00 – 12:00 Noon</th>
<th>June 8, 2010 2:00 – 4:00 PM</th>
<th>September 10, 2010 1:00 – 3:00 PM</th>
<th>December 6, 2010 10:00–12:00 Noon</th>
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In order for us to staff accordingly, please RSVP to the Financial Services Support Center, include the subject you need assistance with, your name and the session(s) you plan on attending. There is no charge for these labs, if you RSVP and can not attend your department will NOT be charged.

FSSC’s e-mail address: fssc@salud.unm.edu.

Thank you,
Financial Services Support Center