



THE UNIVERSITY OF NEW MEXICO

ODDS, ENDS & ACRONYMS of UNM

Presented by

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3/22 & 23/2010

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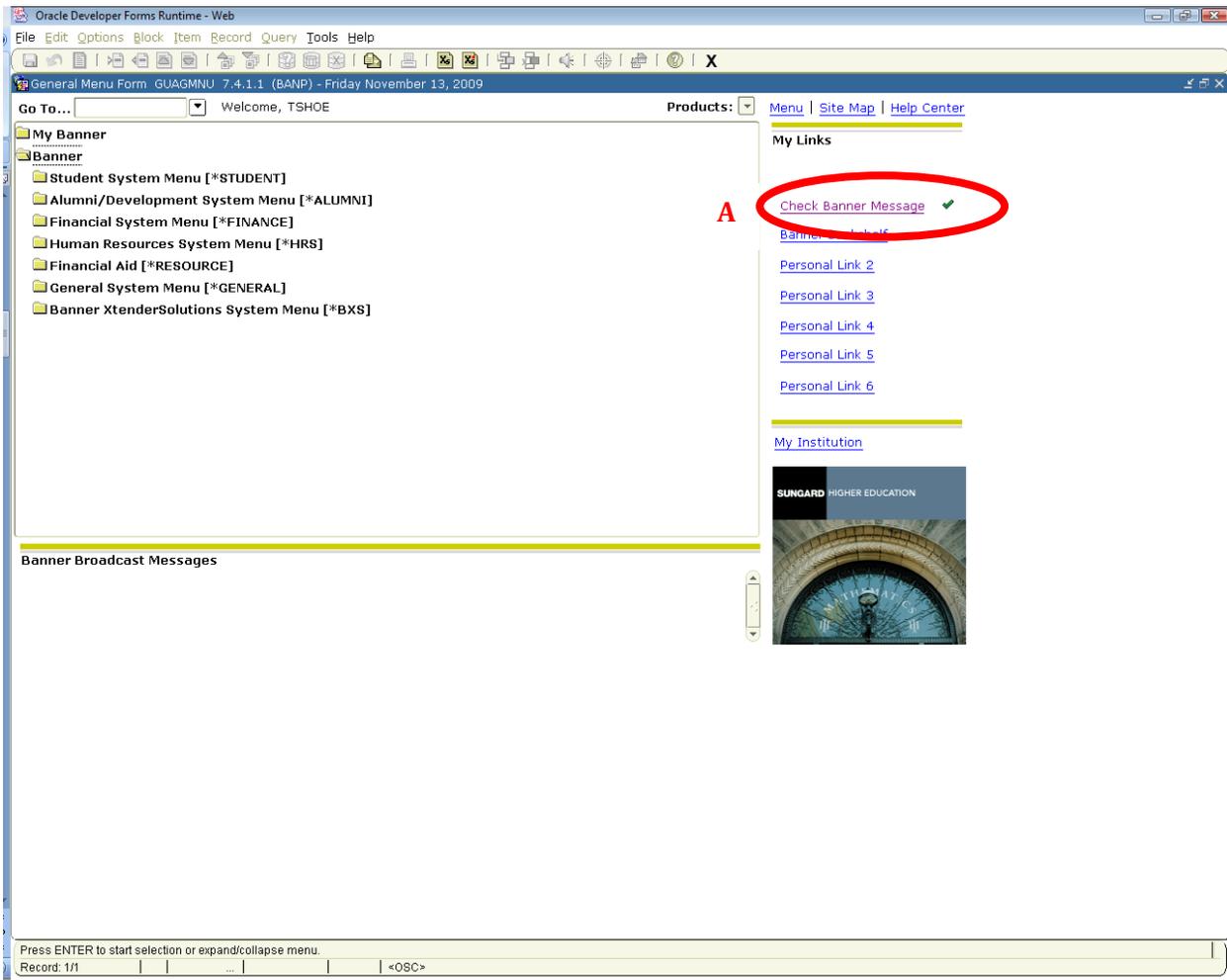
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Odds & Ends

GUAMESG USE-DOCUMENT DENIALS

GUAMESG is an easy to find form in Banner. This form allows you to see at a glance what documents in Banner that you have created have been denied.

When you first sign into Banner, you will find a Check Banner Message area on the immediate right of the sign in screen (A).



By selecting the *Check Banner Message*, you will be taken to GUAMESG. GUAMESG will show you a list of any documents that you have created that have been denied, the person who denied them, and the reason they were denied.

This is the easiest way to determine the denial status of documents you have submitted.

Notice that the Net ID of the *Sender* tells you who denied the document, even if it does not appear in the *Message*. You also have the *Item* number and the *date* and *time* it was denied.

The *Recipient* will always be you!

The screenshot shows the Oracle Developer Forms Runtime interface for a 'General Message Form'. The window title is 'Oracle Developer Forms Runtime - Web: Open > GUAMESG'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for navigation and editing. The main content area displays a list of messages, with the first message highlighted by a red circle. The red circle highlights the 'Sender' field (LPUTZ) and the 'Message' field ('6-DOCUMENT IS DISAPPROVED. Acct code 8045 should be in a separate JV. Thanks, Jol').

Recipient	Sender	Date	Time	Message	Source	Item
TSHOE	LPUTZ	30-SEP-2009	1601	6-DOCUMENT IS DISAPPROVED. Acct code 8045 should be in a separate JV. Thanks, Jol	FOAUAPP	J0251237
TSHOE	LPUTZ	30-MAR-2009	1151	DOCUMENT IS DISAPPROVED--please check amounts - the jv is too small.Thanks,Laura	FOAUAPP	J0227481
TSHOE	CPENICK	23-MAR-2009	1742	Approval has been denied.	WEB	J0222224
TSHOE	DEBBIE	09-MAR-2009	1423	Approval has been denied.	WEB	J0222224

Notice in the example above, Financial Services Division's practice is to provide the initiator with sufficient information to correct the problem by explaining why the document was denied and providing the name and phone number of the person denying the document.

By clicking on the pencil icon (below) you can see the entire message.

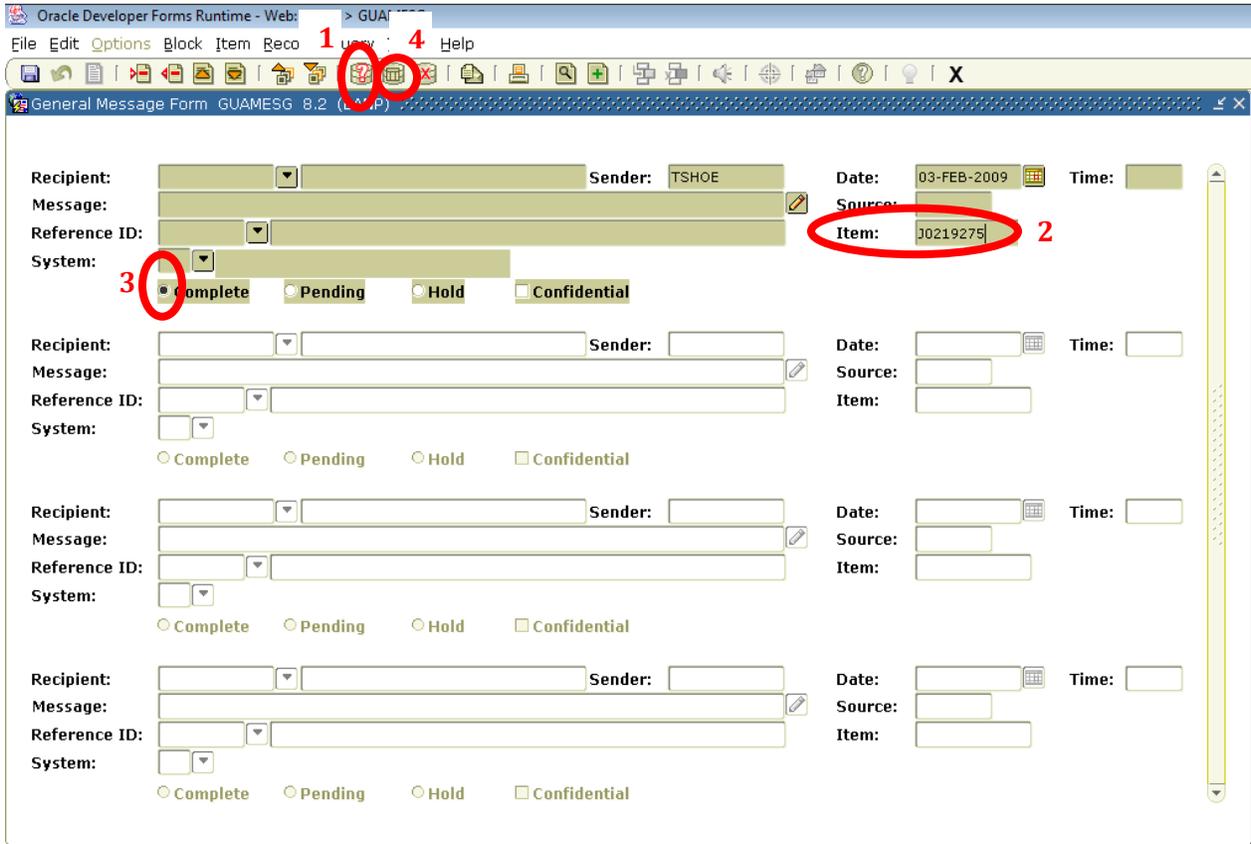
Once you have reviewed your messages, you can mark them "Complete"(1). They will then no longer appear when you select GUAMESG.

The screenshot displays the 'General Message Form' interface. At the top, the window title is 'General Message Form GUAMESG 7.4.1.1 (BANP)'. The main area shows a list of messages with fields for Recipient, Message, Reference ID, System, Date, Source, and Item. A red circle highlights a pencil icon next to the first message. A 'Comment Text' dialog box is open, showing the message content: '6-DOCUMENT IS DISAPPROVED. Acct code 8045 should be in a separate JV. Thanks. John 5-4567'. Below the dialog box, the 'Complete' radio button is circled in red and labeled with a '1'. The 'System' dropdown is set to 'Finance'. The status options are 'Complete', 'Pending', 'Hold', and 'Confidential'.

Recipient	Sender	Date	Time	Source	Item
TSHOE	JWBRANDT	30-SEP-2009	1601	FOAUAPP	J0251237
		30-MAR-2009	1151	FOAUAPP	J0227481
		23-MAR-2009	1742	WEB	J0222224
		09-MAR-2009	1423	WEB	J0222224

Reference ID: []
System: Finance
1 Complete Pending Hold Confidential

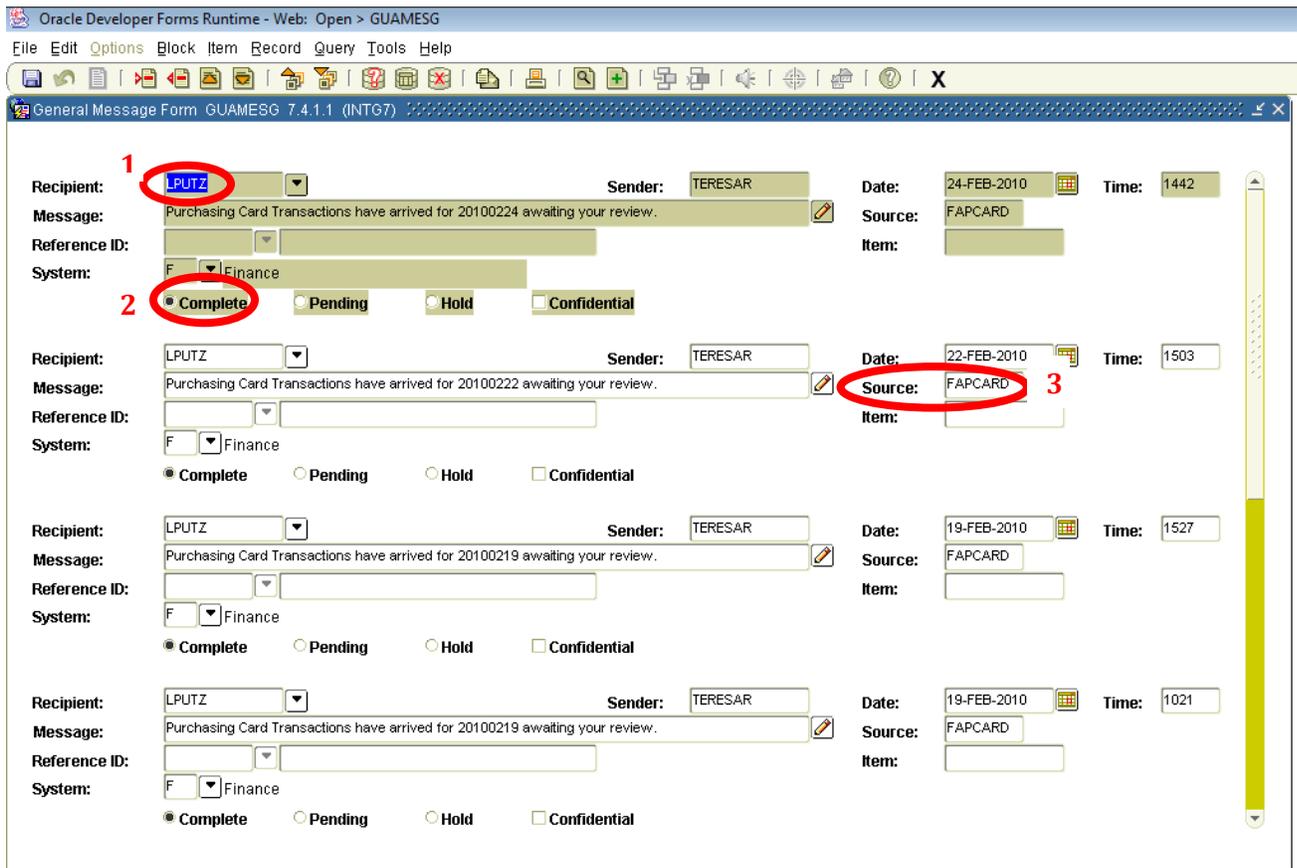
If you need to see a message again that you have marked “complete”, you can query to find it. Select the *Query* icon (1)(or F7 key), input the document number in the *Item* field(2), and mark the *Complete*(3) circle. Select the *Execute Query* icon (4) (or F8 key). The completed documents that match your query will be returned, as in the following screen. You can query on other fields such as sender or recipient as needed, also.



GUAMESG USE-PCARD ALLOCATION

This form is populated when you have PCard transactions to reallocate. Once an item has been dealt with you can change the status from “Pending” to “Complete”, and it will be removed from your queue.

You can still pull up older documents by entering a query on this form and keying in your NetID in the Recipient(1) field. All messages you received will be displayed. To pull up all completed PCard forms, run your query with the *Complete*(2) circle selected, and *Source* FAPCARD(3). This will return completed PCard documents, as below.



Oracle Developer Forms Runtime - Web: Open > GUAMESG
File Edit Options Block Item Record Query Tools Help

General Message Form GUAMESG 7.4.1.1 (INTG7)

Recipient: **1** LPUTZ Sender: TERESAR Date: 24-FEB-2010 Time: 1442
Message: Purchasing Card Transactions have arrived for 20100224 awaiting your review. Source: FAPCARD
Reference ID: [Redacted]
System: F Finance
2 Complete Pending Hold Confidential

Recipient: LPUTZ Sender: TERESAR Date: 22-FEB-2010 Time: 1503
Message: Purchasing Card Transactions have arrived for 20100222 awaiting your review. Source: **3** FAPCARD
Reference ID: [Redacted]
System: F Finance
 Complete Pending Hold Confidential

Recipient: LPUTZ Sender: TERESAR Date: 19-FEB-2010 Time: 1527
Message: Purchasing Card Transactions have arrived for 20100219 awaiting your review. Source: FAPCARD
Reference ID: [Redacted]
System: F Finance
 Complete Pending Hold Confidential

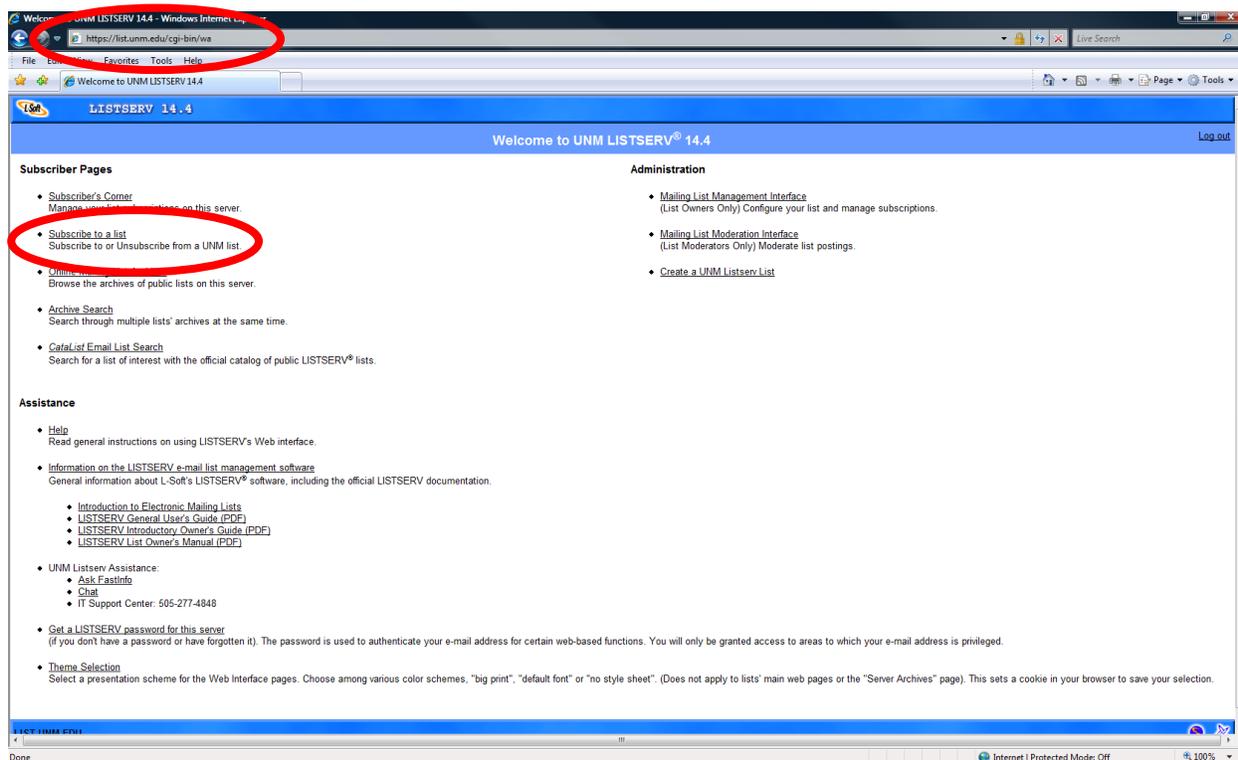
Recipient: LPUTZ Sender: TERESAR Date: 19-FEB-2010 Time: 1021
Message: Purchasing Card Transactions have arrived for 20100219 awaiting your review. Source: FAPCARD
Reference ID: [Redacted]
System: F Finance
 Complete Pending Hold Confidential

ADDING/REMOVING YOURSELF FROM AN E-MAIL LIST

Sometimes your job duties change, and you need to be added to, or removed from various listservs. What follows is the procedure for adding or deleting yourself from a listserv. Be advised that there are some listservs that require subscription; if you remove yourself from a listserv that has met a business need requirement from administration, you will be re-subscribed to that list during the next program run. You will not be allowed to remove yourself from these listservs.

For many listservs, however, you are in control. Do the following:

- 1) Open a web browser such as Internet Explorer or Mozilla Firefox. In this example, Internet Explorer was used. Go to <http://list.unm.edu>.



- 2) Click on the link *Subscribe to a list*. Notice that this is the same place you will click to Unsubscribe from a UNM list. In the *List name:* field, you type the list you wish to join or leave. If you have a copy of an email that has been sent from this list, you can determine the name of the list. For instance, if you wanted to join the list developed for these LEARN sessions, your email *to* line would read: **To:** LLEARN-L@unm.edu.

SUBSCRIBING TO A LISTSERVE

As explained below, to subscribe to this list, you would type, [LLEARN-L](#) in the List name field.

Join (subscribe) or leave a UNM list

Join a UNM listserv mailing list or remove yourself from one by entering the listname in the space provided below. The listname is the part before the "@" symbol in the list address (e.g. listname@unm.edu).

List name: LLEARN-L

[Back to list.unm.edu](#)

Then select *Submit*.

Join or Leave the LLEARN-L List

This screen allows you to join or leave the LLEARN-L list. To confirm your identity and prevent third parties from subscribing you to a list against your will, an e-mail message with a confirmation code will be sent to the address you specify in the form. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Alternatively, you can [login with your LISTSERV password](#) (if you have one) and update your subscription interactively, without e-mail confirmation.

Your E-Mail Address:

Your Name:

Subscription Type:

- Regular [NODIGEST]
- Digest (traditional) [NOMIME DIGEST]
- Digest (MIME format) [NOHTML MIME DIGEST]
- Digest (HTML format) [HTML DIGEST]
- Index (traditional) [NOHTML INDEX]
- Index (HTML format) [HTML INDEX]

Mail Header Style:

- Normal LISTSERV-style header [FULLHDR]
- LISTSERV-style, with list name in subject [SUBJECTHDR]
- LISTSERV-style, short [SHORTHDR]
- "Dual" (second header in mail body) [DUALHDR]
- sendmail-style [IETFHDR]

Acknowledgements:

- No acknowledgements [NOACK NOREPR]
- Short message confirming receipt [ACK NOREPR]
- Receive copy of own postings [NOACK REPR]

Miscellaneous:

- Mail delivery disabled temporarily [NOMAIL]
- Address concealed from REVIEW listing [CONCEAL]

- 3) From this screen you will enter your E-Mail Address and name. You do not need to change anything else. To Join the list, select *Join LLEARN-L*. To leave the list, select *Leave LLEARN-L*. It is that simple.

This is also explained in Fast Info Question #2174, as noted below.

You may subscribe to a list by:

- Open a web browser and go to the following address: [gttp://list.unm.edu](http://list.unm.edu)
- Click on the link, "Subscribe to a list"
- Next to the List Name Field, type the name of the List (this is the part of the email address before "@unm.edu")
- Click "Submit"
- Enter your name and email address
- Click "Join List"
- You will receive a confirmation email. Follow the instructions to approve the request to join.
- If your subscription requires List Owner approval you will receive another email once the owner has approved your subscription.

SEEING E-MAIL LISTS TO WHICH YOU ARE SUBSCRIBED

Select *Subscriber's Corner* on one of the above screens. This will show you to which lists you are subscribed. In this case 26 lists are noted(1).

Subscriber's Corner - Windows Internet Explorer

https://list.unm.edu/cgi-bin/wa?REPORT&z=3&z=0&x=3C57446D36B1CD217&Y=tshoebtham%40salud.unm.edu

Subscriber's Corner

Subscriber's Corner

Welcome to Subscriber's Corner

On this page, you can see all the lists you are subscribed to. The list table can display selected subscription settings for each list.

You can do the following:

- Signoff from one or more lists.
- Change your subscription settings on one or more lists.

Report Columns:

Select the columns for the report, then press "Submit":

<input type="checkbox"/> Mail Style	<input type="checkbox"/> Mail Status	<input type="checkbox"/> Header Style
<input type="checkbox"/> MIME	<input type="checkbox"/> ACK	<input type="checkbox"/> REPRO
<input type="checkbox"/> Post Setting	<input type="checkbox"/> Renew	<input type="checkbox"/> Topics
		<input type="checkbox"/> HTML
		<input type="checkbox"/> Conceal
		<input type="checkbox"/> Subscription Date

Submit Clear Reset

Hide Help

See the navigation sidebar for additional reporting options.

Lists on LIST.UNM.EDU

You are subscribed to 26 Lists as tshoebtham@salud.unm.edu 1

<input type="checkbox"/>	List Names
<input type="checkbox"/>	ALLSTAFF-L
<input type="checkbox"/>	ALLUNM-L
<input type="checkbox"/>	BENELIG-L
<input type="checkbox"/>	CIRTALERTS-L
<input type="checkbox"/>	FACSTAFF-MAIL-L
<input type="checkbox"/>	FSSC-INFO-L
<input type="checkbox"/>	FSSC-LABOR-DIST-L
<input type="checkbox"/>	GP-UPDATERS-L
<input type="checkbox"/>	HUMANRESOURCE-L
<input type="checkbox"/>	LD_EPAF-L
<input type="checkbox"/>	LINKINFO-ALL-L

Many listserv subscriptions are timed to Banner roles granted through the Banner Authorization Request (BAR) process. Self-subscription is also possible.

USEFUL LISTSERVS

You may wish to consider subscribing to the following listservs if they are not in your profile:

Name of Listserv	Purpose of Listserve
FSSC -ALERTS-L	Financial Services Support Center Alerts
FSSC-INFO-L	Financial Services Support Center Information
FSSC-LABOR-DIST-L	Labor Distribution information
FSSC-LOBOMART-L	Lobomart information
LLEARN-L	Receive notification of upcoming LEARN sessions, their topics and location

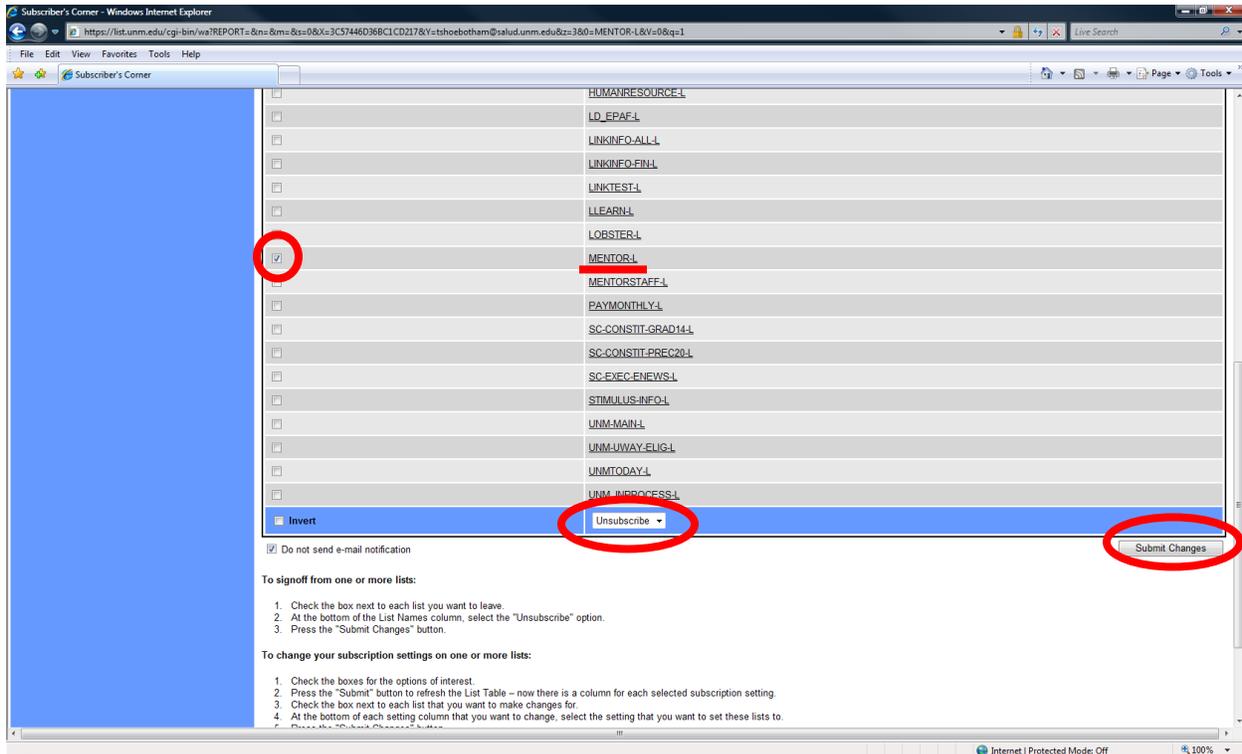
When a listserv has a name or Purpose listed that you are interested in, subscribe to the list. If, after a while you determine this is not a list you need, you can unsubscribe yourself.

<https://list.unm.edu/archives/index.html> will list all listservs with archives. You can scroll down the list and choose those to which you wish to subscribe.

Note that confidential or sensitive lists may be unlisted. If you know the exact name of the list you are looking for but could not find it on this page, try the unlisted archive form instead. This link is <https://list.unm.edu/cgi-bin/wa?LIST>.

UNSUBSCRIBING FROM AN E-MAIL LIST

To unsubscribe from the the MENTOR list, select the box at the left. Notice that from this screen multiple lists can be unsubscribed from at once. You may also leave the list at any time by sending a "SIGNOFF *listserv name*" command to ISTSERV@LIST.UNM.EDU.



Unsubscribe from a listserv by:

- 1) checking the box next to the list I wish to unsubscribe to,
- 2) Selecting *Unsubscribe* from the drop down menu below the names list
- 3) Selecting *Submit changes*.

Subscriber's Corner - Windows Internet Explorer

https://list.unm.edu/cgi-bin/via?REPORT=&ms=&ms=0&X=3C37446D368C1CD217&Y=tshoebotham@salud.unm.edu&sz=360-MENTOR-L&V=ur&q=1

Subscriber's Corner

LISTSERV 14.4

Subscriber's Corner

Subscriber's Corner
Server Archives
List Management
List Moderation
Help
Log out
Theme Selection
Archive Search
Change Password

List Table Options:
Narrow Selection
Lists per Page

Submit Clear

Welcome to Subscriber's Corner

On this page, you can see all the lists you are subscribed to. The list table can display selected subscription settings for each list.

You can do the following:

- Signoff from one or more lists.
- Change your subscription settings on one or more lists.

Report Columns:
Select the columns for the report, then press "Submit":

Mail Style Mail Status Header Style HTML
 MIME ACK REPRO Conceal
 Post Setting Renew Topics Subscription Date

See the navigation sidebar for additional reporting options.

Hide Help

Submit
Clear
Reset

Lists on LIST.UNM.EDU

MENTOR-L
You have been removed from the MENTOR-L list.

You are subscribed to 26 Lists as tshoebotham@salud.unm.edu

	List Names
<input type="checkbox"/>	ALLSTAFF-L
<input type="checkbox"/>	ALLUNM-L
<input type="checkbox"/>	BENELIG-L
<input type="checkbox"/>	CIRALERTS-L
<input type="checkbox"/>	FACSTAFF-MAIN-L
<input type="checkbox"/>	FSSC-INFO-L
<input type="checkbox"/>	FSSC-LABOR-DIST-L
<input type="checkbox"/>	GP-UPDATERS-L
<input type="checkbox"/>	HUMANRESOURCE-L

Internet | Protected Mode: Off | 100%

At the top of the screen I am told that I have been removed from the MENTOR_L list.

LISTSERV EMAIL ETIQUETTE

Do not accidentally send a message intended for one person to the entire list! If you want to send a message to one of the other recipients of a listserv message you have received, or to the person in charge of the list, send the email to their email address. Do not reply to the original message you received from the Listserv.

To send a message to all the people currently subscribed to the list, send mail to LLEARN-L@UNM.EDU. This is called "sending mail to the list," because you send mail to a single address and LISTSERV makes copies for all the people who have subscribed. This address (LLEARN-L@LIST.UNM.EDU) is also called the "list address." You must never try to send any command to that address, as it would be distributed to all the people who have subscribed.

All commands must be sent to the "LISTSERV address, LISTSERV@LIST.UNM.EDU. It is very important to understand the difference between the two, but fortunately it is not complicated. The LISTSERV address is like a Fax number that connects you to a machine, whereas the list address is like a normal voice line connecting you to a person. If you make a mistake and dial the Fax number when you wanted to talk to someone on the phone, you will quickly realize that you used the wrong number and call again. No harm will have been done.

If on the other hand you accidentally make your Fax call someone's voice line, the person receiving the call will be inconvenienced, especially if your Fax then re-dials every 5 minutes.

The fact that most people will eventually connect the Fax machine to the voice line to allow the Fax to go through and make the calls stop does not mean that you should continue to send Faxes to the voice number. People would just get mad at you. It works pretty much the same way with mailing lists, with the difference that you are calling hundreds or thousands of people at the same time, and consequently you can expect a lot of people to get upset if you consistently send commands to the list address.

SENDING COMMANDS

You can tell LISTSERV how you want it to confirm the receipt of messages you send to the list. This example uses the listserv LLEARN-L as an example. Be aware that this is just an example. You are not authorized to send email to this list; only to receive email from it.

If you do not trust the system, send a "SET LLEARN-L REPRO" command and LISTSERV will send you a copy of your own messages, so that you can see that the message was distributed and did not get damaged on the way. After a while you may find that this is getting annoying, especially if your mail program does not tell you that the message is from you when it informs you that new mail has arrived from LLEARN-L. If you send a "SET LLEARN-L ACK NOREPRO" command, LISTSERV will mail you a short acknowledgement instead, which will look different in your mailbox directory. With most mail programs you will know immediately that this is an acknowledgement you can read later. Finally, you can turn off acknowledgements completely with "SET LLEARN-L NOACK NOREPRO".

A subscriber can also make these changes using the web interface. They will need to set up a password following the steps in FastInfo# 3710 *How do I reset my password on the UNM LISTSERV site?*, and then login to the Subscriber's Corner. The settings are under the "Acknowledgements" section.

PCARD EXCEPTION REQUESTS

The guidelines for PCard Exceptions sometimes need interpretation from purchasing. Dollar limits may vary from published amounts, depending on special circumstances/fund sources.

The basics of exception requests guidelines from Purchasing are:

- 1) Be aware what is and is not an allowed purchase on a PCard. See *Purchasing Department Information*, or Purchasing Department Website.
- 2) Request an exception BEFORE you make the purchase.
- 3) Exceptions may be approved if:
 - a. There is a business need to make a PCard purchase of goods or services exceeding the transaction limit
 - b. There is a business need to make a PCard purchase published on the unallowable list.
- 4) Complete the Special Exception Request Web Form on the Purchasing website at: <http://www.unm.edu/~purch/pcardtrain/exception.html> (see example in Appendix 3).

BLANKET PCARD EXCEPTION VERSUS ONE TIME PCARD EXCEPTION

When you need an exception for one time only, request a special exception, as noted above. One time Special Exception requests are processed more quickly than Blanket requests. Blanket requests get a much more careful and thorough review in the accounting departments. Purchasing does not approve exception requests until they have been approved by the appropriate accounting department.

If there is a need to continually repeat the purchase of a good that is unallowable for purchase on a PCard, you may request a Blanket Exception. A Blanket PCard exception is requested in the same way a special PCard exception is requested. The only differences are:

- 1) For HSC departments a Blanket Memo is required when the request is for food purchases. See Example in Appendix 4.
- 2) Select the *Blanket Exception Request* box, rather than the *One Time Exception Request* box.

An exception is not approved until the Cardholder receives an email approval from purchasing. If all is in order on the submitted request, this should take about four days.

When you are unsure which type of exception to request, you may contact your accounting office, or purchasing.

MISCELLANEOUS REVENUE INFORMATION

STATE APPROPRIATIONS REVENUE

State Appropriations at UNM are funds received from the state for specific purposes. This funding comes with a variety of guidelines, and is subject to laws that control how it is spent.

Not all State Appropriations funding has the same type of guidelines. Instruction and General (I & G) appropriations are for education and the support of education. Other state appropriations are for other, specific projects, and may have different guidelines.

As a general rule, state appropriations are considered Unrestricted funds. This means the appropriation is not set up in the accounting system with a Fiscal Monitor. Even though the appropriations are considered unrestricted for accounting purposes, there are restrictions placed on the usage of the funds.

There are three types of state appropriations: recurring operating funds, non-recurring operating funds, and capital funds. Contact the appropriate budget office for details on the type of appropriation your program has. When you receive new appropriations, contact your respective Budget Office for guidance on setting up the appropriation in Banner.

As a general rule, the section of the general appropriation act where your appropriation resides dictates if your appropriation is recurring or non-recurring. If your appropriation is non-recurring, you may have only one year in which to spend the funds.

Be aware, even if your appropriation is a 'recurring' appropriation a future legislature could eliminate your appropriation as one legislature cannot commit future legislatures to expenditures. Additionally, the Governor in New Mexico has line-item appropriation veto authority. It is possible for the legislature to fund an appropriation and the Governor to remove it via line-item veto.

ENDOWED AND NONENDOWED REVENUE

The terms "Endowed" and "Non Endowed" both refer to funds established at UNM or the UNM Foundation.

"Endowed" refers to gifts totaling over \$10,000 that continue on in perpetuity. This means the gifts are invested, and only the total spending allocation from the gifts is revenue that can be spent. The original amount donated cannot be spent. The donor specifies how the revenue can be spent, which is included in the Endowment Agreement document. The spending allocation from the funds can only be spent in accordance with the donor's intent. The UNM Foundation handles the investment of these funds, and reports to the department and donor annually.

Income for Endowed funds is recorded on the last day of the fiscal year. This revenue is computed based on a complex formula used by the Foundation Trustees.

Non Endowed gifts differ from Endowed gifts in that the entire amount of the gift is revenue that may be spent. The department given the gift does not have any recurring source of revenue from

the gift. The donor specifies how the gift may be spent and the entire amount can be spent in accordance with the donor's intent.

FOM REVENUE

Faculty of Medicine (FOM) revenue is clinical revenue. It is earned when medical services are provided and distributed by the UNM Medical Group. FOM revenue does not have the same restrictions Contract and Grant or Instructional and General (I&G) Revenue does. FOM revenue may be spent in any way that does not violate UNM Policy, and is kept separate from I&G or Contract and Grant money.

The way FOM amounts are distributed varies from department to department. Each department has developed their own practices in this area. If you change departments or are looking at FOM amounts in a department other than your own, do not assume the distribution rules are the same.

FOM EMAIL-EQUIPMENT, SALARY, AND TAX INFORMATION

(3/19/2010) Laura Putz - Fwd: Re: Computer Inventory Tags

Page 1

From: Laura Putz
To: Gurule, William
CC: Russell, John
Date: 3/3/2008 6:49 AM
Subject: Fwd: Re: Computer Inventory Tags

Billy,

If FOM or residual monies are used to purchase equipment, the equipment belongs to the university. It is my understanding that these monies can be used for salary or to purchase equipment, attend conferences, etc. FOM/residual amounts currently enjoy the benefit of deferring the taxation of the income to the physician. If the monies are spent on salary, the amount is considered taxable. If the money is spent on behalf of the university (for equipment), it is non-taxable since the university owns the equipment. If the physician owned the computer, the revenue would not be appropriately recognized in accordance with tax laws. If the monies are spend on conferences or travel, there isn't a tax consequence for the physician as the primary business purposes/intent of attendance is to benefit the university.

If personal ownership of the computer is desired, the physician can submit a special compensation form to request FOM monies and purchase the computer personally with extra compensation received.

Feel free contact me if additional clarification is needed.

Thanks,
Laura

Laura Putz, CPA
Accounting Manager
Unrestricted Accounting/Reporting
University of New Mexico
HSC Financial Services
HSSB 102
MCS09 5220
(505) 272-0160
(505) 272-0159 (fax)
email: lputz@salud.unm.edu

>>> William Gurule 3/2/2008 10:28 AM >>>

Hi Laura

see below email...

I was hoping I could get your advice on how to simply explain to faculty that all funds that have a UNM affiliation are technically UNM's money... Coming from a research background, I know that PI's have to sign off on invention statements, and at the end of the day equipment/inventions are proprietary. I know the same thing is applied to FOM or professional account funds... I just haven't thought of a simple way to communicate this to faculty... Hoping you can help...

>>> John Russell 2/29/2008 10:38 PM >>>

Loretta,

Please discuss with me, so I also understand university policy on this. How does purchase of a computer from the \$5000/year professional account allotted to Assistant Professors in Surgery make is a

Department/UNM asset, one that presumably will have to be returned top the Department/UNM if and when Dr. Heywood leaves? We don't ask faculty to pay back travel funds spent from this account. If this is true, why would faculty ever choose to waste their professional account funds on such expenditures?

I suspect many faculty, including myself, misunderstand the regulations on this, so I need to give clear guidance to the faculty, to avoid future misunderstandings.
thanks

>>> Loretta Anaya-Stoldt 2/29/2008 11:18 am >>>
Inventory records indicate that Patricia Montano purchased a Dell Vistro 1400 in October 2007 for you with her UNM Purchase Card. I don't create these records. They are generated and given to us by UNM Property Accounting and are a result of purchases done by the department using University funds, including any "personal" department account funds. I will investigate the purchase of this this computer with Patricia.

As far as the other computer you now have that was purchased in November 2007, it is the property of the department and UNM. It does not matter that it was purchased with your "personal" funds. ALL computers fall under the category of capitol equipment, regardless of what funds are used to purchase them, and ALL computers are University property. So, the Dell Latitude D630 purchased for you in November is Departmental/University property and must be tagged. It is not your personal property and does not belong to you. Let me know where it is so it can be tagged as soon as possible as inventory is due in March. If you refuse to produce the computer, I will ask Dr. Russell to address this matter with you directly.

LjAS

Loretta J. Anaya-Stoldt
Office Manager
UNM HSC Dept. of Surgery
MSC10 5610
1 University of New Mexico
Albuquerque, NM 87131-0001
505.272.9971/Phone
505.272.4156/Fax

>>> Glenroy Heywood 02/29/08 8:46 AM >>>
Your records are incorrect. I did not purchase a Dell Vistro 1400 in October 2007. However, the Dell Latitude D630 that I purchased in November 2007 does not belong to the department. It was purchased from my personal department account. Thanks.

>>> Loretta Anaya-Stoldt 2/20/2008 12:29 pm >>>
Dr. Heywood,

I have received two new inventory tags for computers listed under your name. One, a Dell Latitude D630, was purchased in November 2007 and the other, a Dell Vistro 1400, was purchased in October 2007. I need to tag these two machines as soon as possible. Please make them available and let me or Jenee know when we can go to your office to tag them. Also attached is the Employee Equipment Checkout Form that the department is required to submit to Property Accounting for any employee who has a laptop that is taken off campus. Please complete and sign a form for each computer and we can pick them up from you when we tag the machines. Thank you.

LjAS

RESIDUAL REVENUE

Residual revenue is the amount remaining at the end of a contract or grant. When the contract or grant is closed out, this amount may be closed to a residual account. Residual accounts should contain only residual amounts.

Sometimes there are some remaining restrictions from an original contract or grant that limit the way the residual amount may be spent. Sometimes this amount can be spent in any way that does not violate UNM Policy. The department works with their fiscal monitor to become aware of any restrictions that still exist.

FOOD PURCHASES

Food expense generally belongs in one of the following accounts:

31A0-Business Food-Local

Food consumed **LOCALLY**, primarily by staff, faculty, and their UNM guests in situations where the meal is incidental to the meeting, lecture, etc. Examples: refreshments for staff (or students) during a day-long retreat, conference, or training session; a meal with a guest speaker; or snacks for volunteers at Popejoy events. Please provide a detailed list with names, companies, job titles if < 20 attendees, or a general list of who from where if > 20.

31B0-Food IDC Excludable Gen

Food allowed on restricted indices (may require prior approval of sponsor); all payments for alcoholic beverages provided that they meet all other University requirements; food expenditures incurred while entertaining; fundraising; alumni activities and marketing; student activity costs incurred by student groups or other student activities unless specifically provided for in the sponsored agreement (see 40C0). Examples: BBQ social hour with students and faculty, luncheon with potential donors, entertaining the Brazilian Trade delegation, and dinner with grad students and guest speaker. Please provide detailed list with names, companies, job titles if < 20 attendees, general list of who from where if > 20

31M0-Recruitment Expense Gen

Includes costs associated with On-Campus interview process such as advertising "help wanted", employment agency, communication expenses, meals for search committee incurred during candidates campus visits, (Athlete, Faculty etc...) UBPP 4040

3860-Bus Meals and Hospitality Gen

All business related food expenses (excluding recruitment-related meal expense) incurred by UNM Employees while traveling. This account code is under the Travel subcategory. No local food expenses belong in this account.

40C0-Food Services Gen

Normally C&G grants or Athletics use this account. Included here are meal expense specifically subsidized by a funding agency for student participants. Please provide a detailed list with names, description.

CURRENT TRAVEL DPI INFORMATION

The most current copy of the EOD course 385 Workbook, *Travel Policies and Procedures*, is kept on the web. The current URL is: <http://www.unm.edu/~gacctng/travel.html>. Select the *Workbook for Travel Policy Workshop*, under the Travel Policy Workshop heading.

UNM A-Z Directory FastInfo myUNM Financial Services Home

UNM | *Unrestricted Accounting, Main*

Home FAQ's Staff Contact Us Document Search

Travel 1

- Forms
- Account Codes
- Internal Service Centers
- SPQ Process
- Petty Cash
- Big Red
- Offices of Financial Services

Quick Links

[UNM Policies and Procedures](#)

Travel Information

All requests for Travel Advances are to be made via the form FZADPEZ in Banner. [Click here](#) for a summary of the procedures.

Many procedures related to the processing of Travel documents have changed since the implementation of Banner Finance on 7/1/2004. There have been Policy changes as well, and there are New and Different resources available to assist you in processing Travel documents. The "Travel Policies and Procedures" workshop includes complete training on this new process. If you have not taken this workshop since "FRS" days, we highly recommend attending a session at your earliest convenience. [Click here](#) for information on the class schedule, and to register. **Thank You!!**

UNM Travel Policy

- [New Mileage Rate](#)
- [Policy 4030](#)
- [New Mexico Mileage Chart #1](#)
- [New Mexico Mileage Chart #2](#)

Travel Policy Workshop

- [Workbook for Travel Policy Workshop](#) 2

Travel Procedures & Forms

- [Checklist for Travelers](#)
- [Direct Pay Training Lab \(FIN AP 201\) Workbook](#)
- [Fast Info on how to create a Travel DPEZ](#)
- [How to request a Travel Advance](#)
- [Insurance Coverage While Traveling](#)
- [Mileage Odometer Report](#)
- [Per Diem Calculation Grid](#)
- [Procedures for Lost/ Missing Receipt](#)

Select *Travel*(1), then the *Workbook for Travel Policy Workshop*(2), which is EOD class 385. This class is generally given monthly at the UNM Business Center. It is a three and a half hour class. You may review the manual or download it, whether you are enrolled in the class or not.

BANNER FORM NAMING CONVENTIONS

While these are not exactly acronyms, they are close. Banner form names do have a rhyme and a reason to them. Understanding the way these forms are named can help you determine where a form you need might be located, and can even help you remember some of their names. Also see FSJA-0190 Types of Banner forms at the FSSC website.

Appendix 2 lists all the naming convention guidelines. A few of the most helpful are:

The first position indicates the system “owning” the form.

For example:

PHAREDS, the payroll form, starts with a “P”, as do all payroll owned forms.

FGIBDST, the Finance form for pulling up index activity, starts with an “F”, as do all Finance forms.

GUAMESG, the form reviewed earlier showing your denied documents or PCard transactions that are ready for reallocating, is a General Form. All General Forms begin with a “G”.

The second position indicates the application “owning” the form. This narrows it down to purchasing (P) versus General Ledger (G), versus Operations (O), versus Accounts Payable (A) and so on.

FGIBDST is a Finance General Ledger Form showing account balances, while FAIVNDH is a Finance Accounts Payable form that will allow you to look up vendors. FOIAPPH is a Finance Operations form, that looks up approved or disapproved documents by document number or type.

The third position identifies the type of form, job, report, or table. For instance, FGIxxxx is an Inquiry Finance form for General Ledger. (ie: FGIBDST for inquiring about account balances and activity)

FGAxxxx is an Application form for Finance, General Ledger. (ie: FGAJVCQ for creating Journal Vouchers)

Positions 4 through 7 are designed to identify the specific form.

Review Appendix 2, and the Banner form names will be easier to understand and remember.

ACRONYMS

Ah, Acronyms. UNM and the rest of our world uses them in abundance. They may be thought of as,

Abbreviated
Coded
Rendition
Of
Name
Yielding
Meaning

Or

A
Crazy
Reminder
Of
Names
You
Misplaced

This depends on how you decide to look at it.

Appendix 1 contains a list of UNM and UNM related acronyms. This list is by no means exhaustive. You will be “in the know” if you memorize a few acronyms and sprinkle them into your conversations regularly. Some examples would be,

“Lets finish our DPis and go have lunch at the SUB. On the way back I need to stop at BRF and CASAA to drop off some FRSWG minutes to some friends.”

“I’m confused about something I heard at FANG; I’m going to call FSSC and see if they can explain what it means.”

“CEOP used the COA correctly, I think, but the DPI I sent for them was disallowed. At least my CRTc JV was approved. Now the I&G funds on the IFS won’t be messed up because of one of my Departments!”

“We underestimated the costs for the BAT CAVE lab, so Dr. Smith’s index is NSF. I tried to get FSD to move some F&A out, but that didn’t work. Now I think Dr. Smith’s AAMC seminar DPI needs some CPR.”

APPENDIX 1-LIST OF ACRONYMS

Acronym	Definition
AAMC	American Association of Medical Colleges
ARF	Animal Research Facility
Bat Cave	Basic & Advanced Trauma –Computer Aided Virtual Experience. This is the Clinical Training center
BMSB	Basic Medical Sciences Building
BRF	Biomedical Research Facility, “Barf”
CASAA	Center on Alcohol & Substance Abuse
CATR	Campus Assessment of Training/Reporting process refinement needs, “cater”
CDA	Confidentiality Disclosure Agreement
CPH	Children's Psychiatric Hospital
CELAC	Center for English Language and American Culture (no relation to Celiac disease)
CEOP	College Enrichment & Outreach Programs
CMEM	Center of Micro Engineered Materials
COA	Chart of Accounts
COE	College of Education
COI	Conflict of Interest
CON	College of Nursing
COP	College of Pharmacy
CPC	Children's Psychiatric Center
CPR	Cardio Pulmonary Resuscitation
CRTC	Cancer Research Treatment Center-now UNMCC
CTH	Carrie Tingley Hospital
DEVL	Banner Development Module
DPA	Direct Pay Approval Form. The printed DPEZ
DPEZ	Abbreviation for Banner form FZADPEZ . Direct Pay Easy
DPI	Direct Pay Invoice. Created by DPEZ process
EDAC	Earth Data Analysis Center
ERP	Enterprise Resource Planning
F & A	Facilities & Administrative
FANG	Fiscal Agents Network Group Every Organization level 3 has a fiscal agent who is a member of FANG (Cross Campus Initiative)
FAR	Federal Acquisition Regulation
FSD	Financial Services Division
FOM	Faculty of Medicine
FRS	Financial Reporting System: UNM’s Pre-Banner Accounting System
FRSWG	Fiscal Research Services Work Group (HSC Campus)

FSM	Finance Systems Management
FSSC	Financial Services Support Center
HEAT ticket	Help Desk Expert Automation Tool (Computer help request) Both sides of campus and the hospital. How you request help for your computer or computer system issues.
HIPAA	Health Insurance Portability & Accountability Act of 1996
HRRC	Human Rights Review Committee
HSC	Health Sciences Center
HSLIC	Health Sciences Library & Informatics Center
HSSB	Health Sciences & Services Building
HSSC	Health Science Services Center; the HSSB
I&G	Instruction and General
IDC	Indirect Cost (what F&A used to be called)
IFS	Integrated Financial statements
INB	Internet Native Banner (Production) Module
IRB	Institution Review Board
IT	Information Technology This includes 51 separate services! [Was ITS]
JE	Journal Entry; same as Journal Voucher
JV	Journal Voucher; same as Journal Entry
LEARN	Lunch, Education, and Review Network. This meeting!
MC	Main Campus
MOU	Memorandum of Understanding
MTA	Material Transfer Agreement
NGA	Notice of Grant Award
NSF	Non Sufficient Funds, or National Science Foundation
ODSP	Operational Data Store-Production
OMB	Office of Management and Budget
OMI	Office of the Medical Investigator
OOCI	Out of County Indigent Fund
PI	Principal Investigator
PO	Purchase Order
PR	Purchase Requisition. OR PayRoll, OR Parent Relations Office, OR Prevention Research Center, or several other acronyms. Be careful of this one!
PS	Public Service
RAC	Research Award Committee
RAN	Research Administrators Network
RFP	Request for Proposals
ROP	Research Opportunity Program
SOAP	Study, Operationalize, Audit, Plan. Used in teaching patient care competencies
SOM	School of Medicine
SRS	Safety & Risk Services Dept
STC	Science & Technology Corporation at UNM

TED	Teacher and Educational Development
UBP	University Business Policies
UH	University Hospital
UNM	University of New Mexico
UNMCC	UNM Cancer Center-used to be CRTC
UNM MG	UNM Medical Group
UPA	University Physican's Associates is now MG, or UNMMG- Don't use this one anymore!
UPC	University of New Mexico Psychiatric Center
YCHC	Young Children's Health Center

APPENDIX 2-BANNER FORM NAMING CONVENTIONS

Forms Naming Conventions A seven-character name is associated with all Banner reports and processes. Each letter of this report name corresponds to its numbered position depicted in the example below:

Example: F B R F E E D

Position: 1 2 3 4 5 6 7

For example, FBRFEED (Finance Budget Feed Process) is named as follows:

F = Finance B = Budget Development R = Report FEED = Feed Process

Position 1: Ids the primary system owning the form, report, job or table	Position 2: Ids the application module owning the form, report, job or table	Position 3: Ids the type of the form, report, job or table	Positions 4, 5, 6, 7: uniquely identify the form, report, job or table
A = Alumni/Development	A = Membership D = Designation E = Event Management F = Campaign G = Pledge and Gift/Pledge Payment M= Prospect Management O = Organization P= Constituent /Person S = Solicitor T= Validation Form/Table U= Utility W= Reserved for client forms or modules Expected Matching Gift X = Reserved for client forms or modules Y= Reserved for client forms or modules	A = Application Form B = Base Table C = Called/List Form I = Inquiry Form P = Process/Report R = Repeating Rules Table T = Temporary Table V = Validation Form/Table/View	
B = Property Tax	None	None	
C = Courts	None	None	
D = Cash Drawer	None	None	
F = Finance	A = Accounts Payable B = Budget Development C = Cost Accounting F = Fixed Assets G = General Ledger I = Investment Management N = Endowment Management O = Operations P = Purchasing and Procurement R = Research Accounting S = Stores Inventory T = Table U = Utilities X = Archive/Purge	A = Application, Input, or Update Form B = Base Table I = Inquiry Form M = Maintenance Form Q = Query Form accessed from another form P = Process R = Rule Table Repeating Table Report or Process V = Validation Table View	

Forms Naming Conventions

Position 1: Ids the primary system owning the form, report, job or table	Position 2: Ids the application module owning the form, report, job or table	Position 3: Ids the type of the form, report, job or table	Positions 4, 5, 6, 7: uniquely identify the form, report, job or table
G = General	E = Event Management J = Job Submission L = Letter Generation O = Overall P = Purge S = Security T = Validation Form/Table U = Utility W = Reserved for client forms or modules X = Cross Product Y = Reserved for client forms or modules Z = Reserved for client forms or modules	A=Application Form B=Base Table/Batch COBOL Process I=Inquiry Form O=Online COBAL Process Q=Query Form R=Rule Table/Repeating Table/Report/Process T=General Maintenance/Temporary Table V=Validation Form/Table/View	
I = Information Access	R = Financial Aid S =Student	R = Report	
K = Work Management	None	None	
L = Occupational Tax and License	None	None	
N = Position Control	A=Application B=Budget C=COBRA D=Benefits/Deductions E=Employee H=Time Reporting/History O=Overall P=General Person R=Electronic Approvals S=Security T=Validation/Rule Table U=Utility W=Reserved for client forms or modules X=Tax Administration Y=Reserved for client forms or modules Z=Reserved for client forms or modules	A=Application Form B=Base Table/Batch COBOL Process I=Inquiry Form P=Process R=Rule Table/Repeating Table/Report/Process V=Validation Form/Table	
O = Customer Contact	None	None	

Position 1: Ids the primary system owning the form, report, job or table	Position 2: Ids the application module owning the form, report, job or table	Position 3: Ids the type of the form, report, job or table	Positions 4, 5, 6, 7: uniquely identify the form, report, job or table
P = Human Resources/Payroll/Personnel	A=Application B=Budget C=COBRA D=Benefits/Deductions E=Employee H=Time Reporting/History O=Overall P=General Person R=Electronic Approvals S=Security T=Validation/Rule Table U=Utility W=Reserved for client forms or modules X=Tax Administration Y=Reserved for client forms or modules Z=Reserved for client forms or modules None	A=Application Form B=Base Table/Batch COBOL Process I=Inquiry Form P=Process R=Rule Table/Repeating Table/Report/Process V=Validation Form/Table	
Q = Electronic Work Queue R = Financial Aid	B=Budgeting C=Record Creation E=Electronic Data Exchange F=Funds Management H=History and Transcripts J=Student Employment L=Logging N=Need Analysis O=Common Functions P=Packaging and Disbursements R=Requirements Tracking S=Student System Shared Data T=Validation Form/Table U=Utility W=Reserved for client forms or modules Y=Reserved for client forms or modules Z=Reserved for client forms or modules	None A=Application Form B=Base Table I=Inquiry Form P=Process/Report R=Rule table/Repeating Rules Table/Report T=Temporary table V=Validation Form/Table/View	

Forms Naming Conventions

R:\Finance\Shared\UNM Training Documentation\EUtrainingdoc\TrainJobAids\UNMjobaids\UNM EndUser\UNM-005 Namingcons.doc

Position 1: Ids the primary system owning the form, report, job or table	Position 2: Ids the application module owning the form, report, job or table	Position 3: Ids the type of the form, report, job or table	Positions 4, 5, 6, 7: uniquely identify the form, report, job or table
S = Student	A=Admissions C=Catalog E=Support Services F=Registration/Fee Assessment G=General Student H=Grades/Academic History I=Faculty Load K=Reserved for SCT International (UK) L=Location Management M=CAPP O=Overall P=Person R=Recruiting S=Schedule T=Validation Form/Table U=Utility W=Reserved for client forms or modules Y=Reserved for client forms or modules Z=Reserved for client forms or modules	A=Application Form B=Base Table I=Inquiry Form P=Process Q=Query Form R=Rule Table/Repeating Table/Report/Process V=Validation Form/Table/View	
T = Accounts Receivable	F=Finance Accounts Receivable G=General Accounts Receivable O=Overall S=Student Accounts Receivable T=Validation Form/Table U=Utility W=Reserved for client forms or modules Y=Reserved for client forms or modules Z=Reserved for client forms or modules	A=Application Form I=Inquiry Form P=Process Q=Query Form R=Report V=Validation Form/Table	
U = Utilities	None	None	
V = Voice Response	None	None	
X = Records Indexing	None	None	
W,Y,Z = Reserved for client-developed applications built to co-exist with Banner applications	None	None	

APPENDIX 3-PCARD SPECIAL EXCEPTION FORM

This online Purchasing form may be accessed from the Purchasing website. Select Purchasing Card Information, Special Exception Request Web Form.

Complete and submit the following form to request a special exception on your PCard.

Requests are processed within one business day.

To request a special exception for non-employee lodging, please click [here](#).

PLEASE NOTE: YOU MUST HAVE THE AUTO COMPLETE FEATURE TURNED OFF IN ORDER TO COMPLETE THIS FORM. SEE FASTINFO ANSWER ID #870 FOR MORE INFORMATION.

Cardholder Name
 Cardholder Telephone Number
 Cardholder Email Address

- One-Time Exception Request
 Blanket Exception Request (calendar year only)

Vendor Name

Estimated Dollar Amount; for blanket exceptions include estimate for year

DESCRIPTION OF PURCHASE

Please include a description of the items being purchased.

BUSINESS PURPOSE

Please include the University business purpose.

INDEX AND ACCOUNT CODE TO BE CHARGED

Business Purpose is crucial. Please include how this purchase benefits UNM. Do not just repeat what you are purchasing, or who told you to purchase it.

INDEX CODE

ACCOUNT CODE

Accounting Office or Fiscal Monitor

Notes

For a one time PCard purchase, make the appropriate selection from the drop down menu. For a restricted index, select the correct fiscal monitor. For an unrestricted index, select either HSC or Main Campus Unrestricted Accounting Office.

IF THIS EXCEPTION REQUEST IS FOR FOOD, YOU MUST ALSO COMPLETE THE FOLLOWING FIELDS. PRIOR TO SUBMITTING YOUR REQUEST, PLEASE REVIEW UNIVERSITY BUSINESS POLICY 4000, 4.8, 4.13 & 4.15.

WILL ALCOHOL BE SERVED?

- YES
- NO

PLEASE NOTE: NO ALCOHOL IS ALLOWED ON I&G OR CONTRACT AND GRANT INDICES.

IF YOU ARE SUBMITTING A BLANKET EXCEPTION REQUEST FROM THE HSC FOR FOOD, YOU MUST ALSO COMPLETE AN EXCEPTION REQUEST MEMO AND SUBMIT TO HSC FINANCIAL SERVICES.

LIST OF ATTENDEES - INDICATE THE ATTENDEES' ASSOCIATION WITH THE UNIVERSITY (GUEST, STUDENT, STAFF, ETC.)

Please include an attendee list for purchases with 20 or fewer

 Event Date

PLEASE NOTE: IF FOOD IS PROVIDED WITH A BUSINESS MEETING THE DEPARTMENT IS RESPONSIBLE FOR MAINTAINING THE AGENDA AND MEETING NOTES TO SUPPORT THE BUSINESS NEED. THE DOCUMENTATION MUST ALSO BE INCLUDED WITH THE MONTHLY PCARD LOG.

Submit

Reset

Bottom of Form

Purchasing Department
UNM Business Center, Ste 2600
MSC01 1240
1 University of New Mexico
Albuquerque, NM 87131-0001
(505) 249-2227
(505) 277-1028 fax
pcard@unm.edu

APPENDIX 4- HSC BLANKET PCARD MEMO SAMPLE

HSC BLANKET P-CARD EXCEPTION PROCESS FOR FOOD PURCHASES

Requirements:

- Calendar year exceptions only
- Unrestricted indexes only
- Must still submit copy of approval memo with each P-card transaction log
- Must still submit detailed (itemized) receipts
- Must still submit attendee lists for purchases with 20 or fewer attendees
- No alcohol allowed on I&G or Contract and Grant indices
- Memo must name the P-card holder(s) and index/indices to be used
- Memo must discuss the business purpose for these food purchases, including a brief description of the groups of attendees.

To obtain a blanket P-Card exception for food purchases, the department must send a memo, with original signatures and on letterhead, using the sample format below:

HSC Financial Services staff will approve and keep the signed original, which will be scanned and emailed to both Purchasing and the P-card holder(s). Continue to send email requests for P-card Exceptions until you receive your signed copy.

MEMORANDUM (Sample Format)

Date: (date of request)
To: HSC Financial Services, Attn: P-Card Exception Requests, MSC 09-5222
From: (Chair/Dean/Director Name, Dept Name) _____ (signature) _____
(signed by the person who is fiscally responsible for the index/Department.)
MSC _____
Subject: Calendar Year Blanket P-Card Exception Request for Food Purchases

I am requesting a blanket P-Card exception for (Cardholder's Name) to purchase food on their P-Card for the Calendar year 20xx.

The business purpose for these food purchases will be _____

The spending limit for this blanket exception is \$ _____

The unrestricted index and account for these expenditures will be (List index/indices & account) _____

(Department name) is aware of and will comply with the documentation requirements of food purchases as prescribed by University Business Policies.

HSC Financial Services Approval Signature:

Laura Putz Date
Manager, Unrestricted Acct HSC Fin Svc

Robert Fondino Date
Chief Budget and Finance Officer

APPENDIX 5- FREQUENTLY USED BANNER FORMS



THE UNIVERSITY of
NEW MEXICO

Last Revision 09/02/2009

Frequently Used Banner Forms FSJA-061

<i>Form Code</i>	<i>Product Area</i>	<i>Type or Use</i>	<i>Form Name</i>	<i>Description/Use</i>
FAICHKH	Accts Pay	inquiry	Check Payment History	Option to look at check detail
FAINVE	Accts Pay	inquiry	Invoice/Credit Memo Query	Option to review Banner invoice information
FAINVL	Accts Pay	inquiry	Invoice/Credit Memo List	Status of all invoices per fiscal year
FAIVINV	Accts Pay	inquiry	Vendor Invoice Query	Option to view information on all invoices for a vendor
FAIVNDH	Accts Pay	inquiry	Vendor Detail History	List of transactions by vendor, per fiscal year
FFIFALV	Prop Acctg	inquiry	Fixed Asset List form	List of Equipment Tag Numbers , can query by tag number, system status
FGAENCB	Gen Ledger	inquiry	Encumbrance /Reservation Maintenance Form	Anticipated allowable expenditures can be encumbered on restricted (or unrestricted) funds using this form
FGAJVCD	Gen Ledger	application	Journal Voucher General Entry	Create a journal voucher
FGAJVCM	Gen Ledger	application	Journal Voucher Mass Entry	Create a journal voucher
FGAJVCQ	Gen Ledger	application	Journal Voucher Quick	Create a journal voucher
FGIBAVL	Gen Ledger	inquiry	Budget Availability Status	For a specific Index Code , lists budget related information
FGIBDSR	Gen Ledger	inquiry	Executive Summary	Check budgets on operational accounts
FGIBDST	Gen Ledger	inquiry	Organization Budget Status	For a specific Chart Elements, lists budget related info., drill down w/options
FGIDOCR	Gen Ledger	inquiry	Document Retrieval Inquiry	To review detailed information created with various doc, need JV#
FGIENCB	Gen Ledger	inquiry	Encumbrance List	Summary of all encumbrances and their status
FGIENCD	Gen Ledger	inquiry	Detail Encumbrance Activity	For an original encumbrance, shows all transaction activity
FGIGLAC	Gen Ledger	inquiry	General Ledger Activity	By account code shows detail transaction by fund
FGIJSUM	Gen Ledger	inquiry	Journal Voucher Summary	Online summary of JV's that are not posted
FGIJVCD	Gen Ledger	inquiry	List of Suspended JV's	
FGIOENC	Gen Ledger	inquiry	Organizational Encumbrance List	For a specific Org code, lists all open encumbrances
FGITBAL	Gen Ledger	inquiry	General Ledger Trial Balance	For a specific Fund , shows balance sheet informatior
FGITRND	Gen Ledger	inquiry	Detail Transaction Activity	Transaction by Index and Account Codes
FTMFUND	Operations	inquiry	Fund Code Maintenance Form	Look up Fund Codes
FTMORGN	Operations	inquiry	Organization Code Maintenance Form	Look up Organization Codes
FTMPROG	Operations	inquiry	Program Code Maintenance Form	Look up Program Codes
FTVACCI	FSM	inquiry	View/Query Index	View or Query Index
FTVACCT	FSM	inquiry	View/Query Acct code	View or Query Account Code
FUVPROF		inquiry		To find net ID holder
FWAINVT	Purchasing	application	PCard Transaction	To perform Pcard transaction maintenance
FZADPEZ	Accts Pay	application	Direct Pay EZ Form	Create a Direct Pay EZ
FZIDPEZ	Accts Pay	inquiry	Direct Pay EZ Query Form	Look up a Direct Pay EZ
FZRDPEZ	Accts Pay	inquiry	Direct Pay Approval Form	Print a Direct Pay EZ
GUAMESG	ERP	application	General Message	Messages waiting in queue while in Banner
PHATIME	HRPR	application	Time Entry Form	for exempt employees. Time Entry Role required.
PZAREDS	HRPR	application	Labor Redistribution Form	To Redistribute Salary. Salary redistribution role required.

APPENDIX 6- EATING AT UNM

Here are some UNM places to eat:

EAT

<http://hsc.unm.edu/about/map/displayaGroup.cfm?GID=56&PID=0&IID=13> (or find this site by typing “food” in the UNM Search box, and this was the first site that came up, saying (There are a total of 7 locations in this group.)

This site provides you with a campus map marked with Seven sites that serve food. As an added service to you, I visited and/or talked with visitors to each one. My comments follow, for what they are worth. The seven sites are:

Domenici Coffee Cart- This quaint little spot that used to be crammed between the elevators on the first floor of the Basic Medical Sciences Building, has grown up. Now located in the basement of the Domenici building, they have places you can sit while you enjoy an espresso or latte, with a muffin or burrito if you are hungry. And there is always “to go”, if you prefer.

Medical II Cafeteria-From 7:30am to 2:00pm, this little cafeteria serves both made to order and prepackaged food at moderate prices. The breakfast burritos, made to order and brimming with your chosen ingredients, are to die for. Size does count! They also have prepackaged salads, sandwiches, and deserts, as well as a made to order breakfast and lunch menu. Pull up a chair with a friend and relax a few minutes, or get the food “to go”.

Student Union Building-This is really a plethora of eating spots under one roof. You can find everything from sushi to tacos, vegetable wraps to wickedly decadent chocolate cake, dripping in frosting. And, of course, hamburgers and sandwiches. The atmosphere is campus casual, and there is plenty of space to sit down and relax a while. If you are from HSC, a visit to the sub can be a mini vacation in the middle of your week.

UNM Faculty Staff Club-This is a facility for faculty and staff that have joined. The UNM Faculty Staff Club is located just north of Anderson Schools of Management at 1923 Las Lomas NE on Redondo near La Posada Dining Hall. Faculty and staff from across campus have the opportunity to congregate and exchange ideas in a quiet, comfortable setting. They are open from 7:30am to 7:00pm Monday through Friday. For more information go to <http://www.unm.edu/~fsca/index.html> .

La Posada Dining Hall-Located directly across from the parking structure and IT, is designed for students, but welcomes staff as well. They accept cash or credit cards. Their regular hours are Mon- Thur: 7a;-9pm, Friday 7am-8pm, and 10am-2pm and 4pm-8pm on the weekend. You can find out more at their website at http://housing.unm.edu/current/dining/la_posada.htm.

Tuesdays and Fridays the lunch buffet is only \$6.

Starbucks Coffee-Ah, Starbucks! If you love Starbucks, this is a reassuring feature on campus that civilization is alive and well right here at UNM. These folks will give you a tasty boost to help you make it through your day. Located in the UNM Main Campus Bookstore on Central.

University Hospital- Good old dependable cafeteria food. You can make a large, delicious spinach salad with toppings every weekday. Hot food is always available. A “Hot Bar” there sells food by the ounce; have a lot or a little.

Also look down by the Emergency Room for the pleasant areas there that serve food.

Dane Smith – check out the food store located in this building.

As most of you know, this list is not exhaustive. Make it a point to network with colleagues. Where is their favorite little spot? What makes it special? Go try it!

At UNM you will have no trouble enjoying a meal and still getting your work done. UNM has a lot to offer.

RECREATION

We all recreate in different ways. If your idea of recreation includes a play, or a street performance, a museum or an art gallery, UNM is the place for you! Read your Public Service announcement emails. A lot is always happening.

Keep an eye on Popejoy, for evening events, not infrequently discounted for staff when the ticket sales warrant. The Pit offers sports entertainment, and for a lunch hour break we have various museums and display cases that are worth a few minutes of your time, and changed frequently.

Try the new exhibit at the Health Sciences Library Informatics Center (HSLIC) until August 6, 2010. This exhibit currently features the history of diabetes, first discovered in ancient times and treatable for less than 100 years, when insulin was discovered. Monday through Friday, 8am to 6pm.

Keller Hall is located in the Center for the Arts (No. 62 on the [UNM Campus Map](#)). For ticket information, call 505-277-4569. Phone 505-277-2131 for the Keller Hall manager or for information on renting the hall.

Popejoy Hall (no. 72 on the [UNM Campus Map](#)) is also in the Center for the Arts and shares its lobby with Keller Hall. For ticket information, call 505-277-4569. For administrative offices, call 5050-277-3824.

SHOP

Yes, of course, there are two bookstores, one on each side of campus. But, did you know sales events are happening all the time in other locations? These are not always well advertised, and they may only last a few hours; but what treasures you can sometimes find!

Student Arts and crafts festivals, Dog and cat adoption fairs, and one of my favorites, the (I hope) annual free book giveaway for staff! Keep an eye on all that email!

The hospital has frequent little fund raisers scattered about; some better publicized than others. Prices at these tend to be excellent, and you can find that unusual educational book or toy for a child, or a funky necklace or set of earrings for Aunt Gladys. Home made food is also a popular item.

At Maxwell Museum, check out the gift shop.

Maxwell Museum of Anthropology

MSC01 1050

1 University of New Mexico

Albuquerque, NM 87131-0001

maxwell@unm.edu

(505) 277-4405



Hours

Tu - Sat: 10 - 4

Closed Sunday, Monday and major holidays

Museum Store Hours

Tu - Sat: 10 - 4

Admission

Admission is free and donations are welcome.

Directions and Parking The Maxwell Museum is located east of University Blvd. between Las Lomas and Dr. M. L. King Jr. Ave. Limited parking is available west of the museum, parallel to University between Dr. M. L. King Jr. Ave. and Las Lomas. Permits for parking can be obtained in the Museum Store or from the museum gallery attendant.

And don't forget our own online opportunity to shop – the Lobo Store at <http://www.golobos.com/store/>. Here you can order a variety of LOBOS clothing, mugs, and gifts; even license plate holders are available, at the click of a mouse.