Banner Finance Training
The following resources and references pertain to the rules and regulations of purchasing and receiving. These references relate to the Banner Finance – Procurement and Electronic Journal Voucher Training Courses. This is a representative list and is not all-inclusive.

NMSU Procurement Services Website: source of purchasing information for vendors and employees.
https://purchasing.nmsu.edu
- Clauses
- Pricing Agreements
- For Vendors: Doing Business with NMSU

Cognos: Cognos is NMSU’s central reporting portal. Depending on your security access, you will see different reports. Banner Information Lookup is available to all users, regardless of security access.
https://cognos.nmsu.edu
- Banner Information Lookup
  - Index Numbers
  - Account Codes
  - Commodity Codes

NMSU Administration & Finance Website: Several sources of Banner information are available on the NMSU Administration & Finance Websites. Contents include policies & procedures, forms, contact lists, and access to Banner System.
https://af.nmsu.edu/

NMSU Special Projects Accounting (SPA) Website: Contents include contact lists, FAQ’s, and Training & Resource Documents
https://spa.nmsu.edu

NMSU Accounting & Financial Reporting (AFR) Website: Contents include contact lists, FAQ’s, and Training & Resource Documents
https://afr.nmsu.edu

NMSU Business Procedures Manual
https://af.nmsu.edu/bpm

The following sections relate to the Banner Finance process.
- FOAPAL Defined 1A.00
- Unrestricted Indexes Defined 1A.10.05
- Current Indexes (FOPALs) Account Maintenance 1A.10.15
- Accounting Transactions – Input 1B.05
- Accounting Transactions – Processing Of 1B.10
- Account Codes 1C.00.10
- Signature Approval for Routine Business Transactions 2.05
- Restricted Funds Defined 3.05
- Restricted Funds – Accounting Maintenance 3.10
- Restricted Funds – Accounting Treatment 3.15
- Transfers of Expense for Restricted Funds 3.15.50
- Restricted Funds – Expenditure Guidelines 3.20
- Procedures for Sale of Property 4A.20

**NMSU Accounts Payable:** contents include information on Accounts Payable in addition to resources, forms and other payable related items.  
[https://accountspayable.nmsu.edu/](https://accountspayable.nmsu.edu/)

**NMSU Records Management and Retention (RMR):** contents include information on record retention policies & procedures, FAQ’s, resources, and contact lists 
[https://rmr.nmsu.edu/](https://rmr.nmsu.edu/)

**NMSU Center for Learning & Professional Development Website:** contents include user manuals, demos, tutorials, contact lists, and lists of additional training courses offered. The Purchase Requisition Worksheet is available for download. 
[https://training.nmsu.edu](https://training.nmsu.edu)

**NMSU Training Central:** a unified catalog of professional development and training offerings available to NMSU employees and affiliates. Register for training events, view related documents, and cancel registrations. Log in required using NMSU username & password. 
[https://trainingcentral.nmsu.edu](https://trainingcentral.nmsu.edu)