

FINANCE ESSENTIALS

Fiscal Year: July 1 to June 30

- Transactions Post Accordingly:
 - Revenue – in year in which services/goods were provided
 - Expense – in year in which goods/services were received and put to use
 - It is not when cash enters or leaves the door

Academic Year: Sept – August (Fall, early-Spring/Spring, & Summer)

- Crosses two different fiscal years
- Summer term posts in new fiscal year

FOAPAL (All FOAPAL elements required on all PSU transactions)

- Fund – Funding sources (unrestricted vs restricted)
- Org – Organizational Unit (the operational, decision-making, business unit)
- Account - Type of Revenue, Expense or Balance Sheet activity
 - Ex. Tuition, Fees, Salaries, Benefits, Supplies, Asset, Liability
 - Revenue account codes start with a 5xxxxx
 - Expense account codes start with a 7xxxxx
 - Salary/fringe account codes start with a 6xxxxx
- Program – Degree Program, Athletic Program or Non-program
 - Non-program default = P40000
- Activity – Project, event, function (materiality is important)
 - Default = P00000
- Location – Building or Infrastructure location
 - Ex. Belknap, Grafton, Speare Admin Bldg, HUB, Memorial Hall, Zone 1
 - Default = P00000

Annual Budget Development Cycle –(subject to change)

- Early Fall (Sept) – Guidelines Established/Communicated
- Late Fall (Nov)
 - Tuition, Fee, Room and Board Rates established
 - Initial Budgeted Enrollment Target established
- Late Winter (Feb)
 - Deadlines for Budget Reallocations
 - Existing Course fees Updates provided
- Mid Spring (May)
 - Budgeted Enrollments updated
 - New Course Fees provided

Unit Budget Managers

- Identified as Org and/or Fund Managers within Banner Finance
- Has delegated fiduciary responsibility over certain University Owned and/or Managed financial resources (Finance Point of Contact)
- Approves Expenditures ensuring:
 - Prudent spending in accordance with Budget/Funding available.
 - Compliance with PSU/USNH policies and procedures & external agency requirements
 - USNH Policies: <https://www.usnh.edu/usnh-financial-services-policies-and-procedures>
 - PSU: <https://campus.plymouth.edu/financial-services/>
- Assists with Budget Development and Resource Planning
- Reviews Monthly Financial Reports
- Discloses Financial Conflicts of Interest

Funding Resources

- Funding Type
 - Unrestricted
 - General Fund (6U...) spending authority budget only
 - Internally Designated Fund* (6D....) & Plant Funds (6X....) spending authority cash balance
 - Restricted *
 - Grant Funds (6#....) spending authority budget
 - Current Use Gift/Endowment Payout Funds (6G...)

* Designated and Restricted funds come with specifications (“terms”) on how the money can be spent. Fund Terms are displayed as part of the Organizational Unit’s Budget Management Report.

Revenue Highlights

- Units must be authorized by the PSU Finance Division to accept payments at PSU.
- **Payments of cash, credit or check must be deposited with 24-48 hours** (bring to Student Financial Svcs Off.)
 - **See Deposit section for links to policy and deposit form**
- Plymouth State eStore is a means by which to accept online payments and may be used for Workshops, Events, Dues, Fees and Sales of items.
 - To request adding items on the eStore, complete the form accessed through this link <https://forms.office.com/r/ixcn5R7j99>
- Billing for items or services to individuals/organizations outside of PSU (excluding sponsored grant agencies) must be processed through the Non-student Billing Request form (located in myPlymouth portal)

Expenditure Highlights

- Restricted \$ (i.e. gifts) must be spent 1st before spending unrestricted dollars (a USNH Policy)
- Employees must be validated for employment eligibility and setup on Payroll before starting work
- Personnel lines are managed centrally by the PSU Finance Division
- Invoices require dept. approval before being paid through the USNH Financial Operations Center
- Detailed Business Purposes are required for all non-personnel expenses
 - Who, What , When , Where, & WHY (see examples in USNH Travel and PCard policies)
- Goods and Services must be procured through a competitive process (a USNH Policy)
- Do not sign a contract, quote, agreement or any other similar document that obligates the University to an expense or other activity. Only a few individuals have been granted authority to do so by the Chief Financial Officer/Vice President of Finance and Administration. The list of individuals, types of contracts and their limits can be found here https://campus.plymouth.edu/financial-services/wp-content/uploads/sites/14/2022/07/PSU-Authorization-Matrix-7_13_22.pdf

Account Codes Categories

- When selecting an account code for income/expense choose an account code starting with the correct first two digits as indicated in the following table:

Account Type Level 1 Desc	Account Code first 2 digits	Account Type Level 2 Desc
Revenues	51	Tuition and Fees
Revenues	52	Appropriations
Revenues	53	Sponsored Programs
Revenues	54	Gifts
Revenues	55	Endowment/Investment Income
Revenues	56	Sales of Educational Activities
Revenues	57	Other Sources
Revenues	58	Budgeted Use of Reserves
Revenues	59	Auxiliary Enterprises
Revenues	5Z	Transfers In
Personnel Services	61	Salaries and Wages
Personnel Services	65	Fringe Benefits
Direct Expenditures	71	Support
Direct Expenditures	72	Student and/or Participant Support
Direct Expenditures	73	Subcontracts
Direct Expenditures	74	Capitalizable Plant and Equipment
Direct Expenditures	75	Reserves - Budget Only
Direct Expenditures	76	F&A and Internal Allocations
Direct Expenditures	77	Library Acquisitions
Direct Expenditures	78	Utilities
Direct Expenditures	79	Reserves - Budget Only
Direct Expenditures	7Z	Transfers Out
Transfers	81	Transfers Out
Transfers	82	Transfers In

Review your Financial Reports regularly

WebI access can be requested through accounts management

https://accountsmanagement.unh.edu/ams/cgi-bin/ams/ams_app

- **WebI Reporting Documentation and Resources** [WebIntelligence Reporting | Enterprise Technology & Services \(usnh.edu\)](#)
- **Contact PSU-Budget-Support@plymouth.edu for one-on-one training and assistance once you have received your WebI access.**
- **The following reports are found in WebI Documents/Folders/Public Folders/PSU Custom Reports/PSU Public Reports/Budget Management Reports/**
- **PSU 10000 – Budget, Fund Balance & Position Summary** – This report has multiple tabs with information on your budget, activity, commitments, available remaining budget, fund balances, and positions
- **FIN2070 – Custom PSU – Revenue & Expenditure Detail Transactions – FOAPAL Prompts** – This report provides detailed information with descriptions of your transactions.
- **UNH 20810 – Custom PSU – Transactions Summarized by Vendor** – This report provides a summary of your transactions by vendor and also has a detail by vendor transaction tab.
- **FIN6020 – Custom PSU – Open Commitments Report** – FOAPAL Prompts – This report provides detail on all your open purchase orders and the remaining commitment balances on them.
- **FIN6090 – Custom PSU – Purchasing Card Activity Report** – FOAPAL Prompts – This report provides detail on all of your PCard transactions.

Transaction Guide 7/1/22 (subject to change)

Access USNH Finance Hub on SharePoint usnh.intranet.support@usnh.edu for all financial policies and forms.

[USNH Financial Services Policies and Procedures | University System of New Hampshire](#) also found at this link.

Please contact the following email addresses for your questions regarding:

PCard Applications & Exceptions banner.pcard@unh.edu

PCard Transaction Questions FOC.pcard@usnh.edu

Travel Advances complete and email Travel Advance Form on the USNH Finance HUB to FOC.expense@usnh.edu well in advance of travel

Travel & Expense Reimbursements FOC.expense@usnh.edu

Invoices/Direct Payments FOC.ap@usnh.edu

Contract Review/Signature PSU-contracts@plymouth.edu-submit prior to entering requisition request

Sponsored Program Administration/Grants <https://www.unh.edu/research/research>

Journal Entries submit to FOC.accounting@unsh.edu with all relevant documentation.

For all Purchasing & UShop related questions, please submit a Team Dynamix Ticket with Procurement – link found on Ushop home page

<https://td.unh.edu/TDClient/60/Portal/Requests/ServiceCatalog?CategoryID=83>. **This should also be used for Exceptions to Bid (ETB) requests, PO closure requests etc.**

USNH FOC (Financial Operations Center) – Unit support for transactions by type (not policy)

Financial Transactions - Be sure to enter full FOAPAL (Fund, Org, Account, Program, Activity, Location) on all transactions submitted to the FOC, through Ushop and through Human Resources.

Pcard purchases

- For guidance on what you can use your PCard to purchase refer to the USNH PCard Policy <https://www.usnh.edu/usnh-financial-services-policies-and-procedures/09-usnh-purchasing-card-guides> or contact banner.pcard@usnh.edu
- Using the PCard Receipt Application (PRA) upload receipts, submit business justification and detailed FOAPAL information.
- To access PRA, you can either click on the link PRA which will be included in both the daily and monthly PCard notification or you can access PRA under employee services through wise.usnh.edu
- To request a proxy to be assigned to your PCard to assist with certain steps within this processor, or to learn if one already exists, please e-mail Banner.PCard@usnh.edu.

Reimbursements

- Send completed USNH Reimbursement form found on USNH Finance Hub SharePoint with supporting documentation(receipts) and signatures to foc.expense@usnh.edu

Requisition/PO purchases – Complete all requests in Ushop

- For all purchase related questions please enter a Team Dynamix Ticket with Procurement for assistance.
- Update your default bill to address to UNSH Accounts Payable
- If vendor not in Ushop – enter a Team Dynamix ticket to add (Sub w-9 from vendor may also be needed to activate) as well as their Email
- If a vendor requires a Credit Application from us, please enter Team Dyanmix Ticket with Procurement for them to complete
- Ushop Training needed – enter a Team Dynamix ticket to request and review Guides on Procurement Sharepoint
<https://universitysystemnh.sharepoint.com/sites/USNHProcurement/SitePages/UShopNH-2020.aspx>
- For non-catalog vendors that don't have a tile on the home page, select as appropriate a non-catalog item form (for goods) or a non-catalog service form(for service)
- Select appropriate commodity and account code for good vs. service too (Goods are material items that can be touched, seen or felt and are ready for sale to customers. Service is an activity which one party can offer to another party without transferring the ownership of anything)
 - Reference Document with most commonly used commodity and account codes located on the PSU Financial Services website
<https://campus.plymouth.edu/financial-services/wp-content/uploads/sites/14/2022/06/Frequently-Used-Account-Commodity-Codes-Full-List.pdf>
- Monitor your orders in Ushop to ensure they are approved and reach out to next approver in queue if not done timely.(can see this in requestion Workflow
- For Non-Catalog Vendors
 - Attach Quote(s) for purchases
Up to \$34,999 = 1 Vendor quote
\$35,000 and over = Formal Bid thru Procurement
USNH Contracted Vendors need 1 quote up to \$100,000 (Term agreements up to \$150,000)
 - **For more information and listing of USNH Contracted Vendors go to the following USNH Procurement website.**
<http://www.unh.edu/purchasing/contracts.html>
- For All Vendors
 - Include complete business purpose
 - Identify term for service i.e. August, or July 1, 2021 – March 30, 2022

- For Services
 - When arranging for service with a Vendor ask that they have a current Certificate of Insurance on file before coming on campus. Certificate of Insurance can be provided to Procurement through a Team Dynamix ticket.
 - Ensure contract is provided to PSU-contracts@plymouth.edu for review, signature, numbering and returned to you prior to entering the request in Ushop.
 - If service crosses fiscal years ensure the expense is split between the current fiscal year and future fiscal year. Enter the future fiscal year amount on the PPD fund i.e. 6U0PPD (only if prepaid amount is \$5,000 or greater)
- Capital Equipment/vehicle purchases are individual item purchases \$5,000 or greater.
 - For vehicle purchases contact the PSU Fleet Manager, Steve Foster, Director of Facilities Services for more information.
 - For items less than \$35,000 one quote is required. For items \$35,000 or greater please request a bid through Procurement Team Dynamix using the Bid Request Form on the PSU Financial Services website.
 - Once you have received the quote or bid, enter the purchase request in UShop using the Non Catalog Item Form as you normally would.
 - As a campus we are restricted to the amount we can spend on Capital purchases, please notify PSU-Budget-Support@plymouth.edu of your plans for fiscal year capital purchases.
 - Capital account codes begin with 74.
 - Capitalizable projects must total \$50K or more. It is only equipment that is \$5000 or more.
- Office Supplies Central Store
 - Centralized Store on Campus for office supplies – delivery through Mail services
 - Place order in UShop using the following FOAPAL
 - 6U0000 PFCS01 711100 P40000 P00000 P00000
 - Use Lynn Cuda as the requester you assign your cart to in UShop
- Purchase Order (PO) Changes
 - To increase or decrease the amount of a Purchase Order, email your Ushop Requester with what you would like to do and why. They are the only ones that can put through the change request in UShop.
 - To close a Purchase Order enter a Team Dynamix ticket with Procurement providing the PO# and Vendor Name.
 - PO's with a remaining balance of \$50 or less should close automatically within a month.

- Be sure to monitor open PO's with the FIN 6020 report as these encumber your budget available dollars.

Invoices

- Accounts Payable FAQ's link [Accounts Payable FAQ's \(sharepoint.com\)](#)
- Email invoices you receive to FOC.AP@usnh.edu
 - Include the PO# invoice is to be paid from on the invoice or in the email if not on the invoice– this can be found by searching your orders in Ushop
 - Provide ok to pay
- Invoices entered in Ushop as part of a confirming order are not automatically paid – you must send to the FOC
- **New submission process under development – stay tuned**

Travel

- Booking Travel - Employees are responsible for staying up to date on all [USNH travel policies](#) and booking arrangements that align with those policies.
- Employees requesting a travel advance must download the Travel Advance Form from the [USNH Finance Hub](#). After obtaining the appropriate signatures, the traveler must email the form to foc.expense@usnh.edu for processing.
 - The advance will be issued to the traveler via FOC operations. Travel advance recipients are responsible for returning unused funds through the same units or departments they have been previously utilizing. The recipient is also responsible for emailing receipts along with a signed and completed Personal Reimbursement Form to foc.expense@usnh.edu. The Reimbursement Form will be used to reconcile the advance.

Award/Gifts/Prizes

- Please review policy found here <https://www.usnh.edu/usnh-financial-services-policies-and-procedures/08-008-awards-gifts-and-prizes> includes to employees, students and non employees
- Complete the Award, Gift Prize Receipt form regardless of dollar value <https://campus.plymouth.edu/financial-services/wp-content/uploads/sites/14/2018/10/AwardGiftPrize-Form-08-Final-Portrait.docx>
- Submit completed form to PSU-Budget-Support@plymouth.edu (subject to change to FOC)
- **Process under review – stay tuned for updates**

Motor Vehicle Records Checks

- The USNH Policy and Risk Management office has developed a self-service SharePoint site which allows you or individual drivers to upload forms and information directly to their office. This site is for students, faculty, and staff.
- You can find the SharePoint site [here](#). Instructions on the process are on the main page of the site.
- If you have questions about or problems with the site, please reach out to Debbie Grotheer, Deborah.Grotheer@usnh.edu

Journal Entries

- **Completed by USNH**
- JE16 – revenue corrections; accrual entries
- CR05 – deposit entries
- JZRO – expense correction
 - **Submission Process:**
 - only in FUPLOAD (use PSU Finance Division Template located in USNH Finance HUB under Division Sites, General Accounting)
 - When completing the FUPLOAD document on the JV tab enter the full FOAPAL of the entry that needs to be corrected followed by a separate line with the full FOAPAL of where the entry needs to be moved to. If moving an expense enter the incorrect transaction line amount under the Credit column followed by a C in the D/C or +/- column and the correct transaction line amount under the Debit column followed by a D. Be sure to also include the document reference number I.e. Banner document number
 - email completed FUPLOAD template to FOC.accounting@usnh.edu
 - Include Supporting documents:
 - Detailed explanation of why this is necessary
 - Pre-approval from other unit/owner is required if crossing units. Approval needs to come from Org Manager or Fund Manager

Grants - Support Team for the Administration of Research (STAR)

- All grant activity is now supported by the UNH STAR team
- Please see the information provided at the following link and address your questions with the STAR team
<https://www.unh.edu/research/research/support-team-administration-research-star>
- PSU current STAR contact is [Erika Pierce](#)

PSU Finance Contact Email PSU-budget-support@plymouth.edu – Unit support for budget questions, how to code & position changes

PSU & Budget related transactions

Journal Entries

- **Completed by PSU Finance Team**
- BD04 – budget moves
- JE16 – transfers between departments 80/81 a/c codes and internal allocations between departments 76 a/c codes
 - **Submission Process:**
 - only in FUPLOAD (use PSU Finance Division Template located in USNH Finance HUB under Division Sites, General Accounting)
 - When completing the FUPLOAD document on the JV tab enter the full FOAPAL of the entry that needs to be corrected followed by a separate line with the full FOAPAL of where the entry needs to be moved to.
 - Email completed FUPLOAD template to psu-budget-support@plymouth.edu
 - Include Supporting documents:
 - Detailed explanation of why this is necessary
 - Pre-approval from other unit/owner is required if crossing units. Approval needs to come from Org Manager or Fund Manager.

Contracts

- Contracting policies protect PSU and ensure that funds are spent wisely and for appropriate purposes.
- All contracts are required to be in writing and should contain certain pre-approved terms and conditions.
- Use PSU forms whenever possible.
 - Purchase orders may be used for smaller purchases of goods and services that don't entail a risk of personal or commercial injury.
- Please adhere to assigned contract signature authority
 - A signature shows the person understands & agrees to the contract terms on behalf of PSU
- **An unauthorized signer may create “apparent authority” binding PSU and may be held personally liable if something goes wrong**
- Submit contracts for review to PSU-Contracts@plymouth.edu with Contract Management Submission form <https://campus.plymouth.edu/financial-services/financial-service-centers/forms/> for authorized signature and numbering prior to entering requisition - Email subject line: (Vendor – your Org) i.e. Durgin Electric PBPP01

- This includes SPA's, Independent Contractor Agreements, MOU's etc.
- It is your responsibility to manage your contracts and their renewal. Do you have a list of your recurring contracts?

Deposits

- Prior to undertaking any new cash/check handling operation or activity, the VPFA must approve the activity. To request approval, please forward your email request to psu-financial-planning@plymouth.edu
- For e-Commerce activity, please contact psu-ecommerce@plymouth.edu
- Review Cash Control Policy <https://campus.plymouth.edu/financial-services/wp-content/uploads/sites/14/2021/06/Cash-Control-Policy-and-Procedures-v-6.2-draft.docx>
- **Complete Deposit form** <https://campus.plymouth.edu/financial-services/wp-content/uploads/sites/14/2018/04/Deposit-Form.docx> **and bring to Student Financial Services within appropriate time frame 24-48 hours. Be sure to provide the full FOAPAL.** The account number will start with a 5xxxxx, which identifies it as a revenue account.

Ecommerce

- **Estores**
 - To request adding items on the eStore, complete the form accessed through this link <https://forms.office.com/r/ixcn5R7j99>
 - Product/event contact person completes registration on eStore and notifies PSU-ecommerce@plymouth.edu to be set up with report capabilities to retrieve reports of sales
- **Credit Card Loaner Device**
 - An application will be required to be completed, submitted and approved at least four weeks in advance of the event to USNH.PCI@USNH.edu as well as PSU-Budget-Support@Plymouth.edu,
 - Please review the Credit Card Loaner Devices Process and PCI Forms Library located on the USNH Finance Hub link <https://universitysystemnh.sharepoint.com/sites/USNHFinancialServices/SitePages/Treasury-PCI.aspx>
 - Make sure all users of the device are trained in PCI Compliance
 - Request for users to be sent training link here usnh.pci@usnh.edu

Billing an External Party for Goods/Services PSU provides

- In My Plymouth under Finance Resources click the Non-Student/Non-Grant External Billing Request Form link and complete all required sections of the form
- If the external party sends a check directly to you instead of the Student Financial Services Office(SFS) or USNH, ensure it is deposited at SFS within 24-48 hours of receipt and references the invoice number generated by our billing.
- For any questions contact FOC.NSAR@USNH.Edu

New FOAPAL element request

- If you need a new fund, org, or activity established, please reach out to PSU-budget-support@plymouth.edu
- Identify manager, purpose of new element, source of revenue, expected types of expenses, division leader

Gifts in Kind

- Reach out to University Advancement at PSU-Advancement@plymouth.edu to request the form to complete and provide back to Advancement so that they can issue a letter to the donor.

Fundraising to Support External Entities

- Review policy for allowable activities and/or request exception process <https://campus.plymouth.edu/financial-services/wp-content/uploads/sites/14/2019/08/Fundraising-for-External-Entities-Policy-and-Guidelines-8-19-19-Final.pdf>

Surplus – Disposal of surplus property

- Please review the USNH policy found here <https://www.usnh.edu/usnh-financial-services-policies-and-procedures/11-030-disposal-surplus-property>
- Please use this link to access the surplus form on sharepoint. <https://universitysystemnh.sharepoint.com/teams/SurplusProperty/SitePages/Surplus-List.aspx> to list your items.
- Procurement will manage this process. Should you have questions access their sharepoint site at [Surplus Property - Home \(sharepoint.com\)](#)
- **All proceeds from sale of surplus items must be credited to 6U0000-PGGNER-570315-P40000-P00000-P00000 unless an auxiliary.**

Furniture

- If you are in need of furniture, enter a work order with Physical Plant and Facilities Services will work with you to meet your needs with existing sources and/or purchasing new, which meet PSU standards. Link can be found on you MyPlymouth under the Staff Resources section
 - [Physical Plant Work Order Form](#)
Password: *panthers*

Personnel changes

- Complete Position Proposal Form <https://campus.plymouth.edu/financial-services/financial-service-centers/forms/> and send to PSU-Budget-Support@Plymouth.edu to verify funding, before you provide to your Division Head for submission and approval by Cabinet
- Notify PSU-Budget-Support@plymouth.edu of all position changes.
 - Someone leaving
 - Someone hired – including funding source
 - Salary adjustments – including funding source
 - Move to new position
- Submit approved position documentation with complete funding source (i.e. prior incumbent, hourly budget full FOAPAL) via email to PSU-budget-support@plymouth.edu with subject line: Personnel (your Org) i.e. Personnel PFBURS.
- **Student & Hourly** – Review your budget to ensure funding and use online Workflow – indicating your full/complete FOAPAL. Be sure to use appropriate fiscal year for Work Study fund percentage. FY23 Work study fund is 684181. This fund number changes yearly. The percentage charged to the Work study fund is 75% with 25% the department FOAPAL.
- One Time employee payments use a J3 form found on HR website, and provide to HR after obtaining all appropriate signatures
- Honorarium Payments – complete Honorarium form https://www.usnh.edu/sites/www.usnh.edu/files/media/financial-services/Policy_Docs/pro08-011f.pdf with complete PSU FOAPAL and submit to foc.ap@usnh.edu for processing

Payroll/Kronos Contacts

- **Payroll** questions related to paychecks, direct deposit, tax withholding, W-2's, etc. should be directed to USNH Payroll.
 - Contact via email foc.payroll@usnh.edu or phone at (603) 862-1400.

- Access FAQs online at <https://www.unh.edu/hr/payroll>
- **UKG/Kronos:** Many UKG issues or questions can be resolved by utilizing this [Resource Page](#) or submitting a ticket [here](#). A [1-on-1 session](#) can also be booked with a UKG specialist for training and questions.
- For a more comprehensive listing of who to contact for a variety of items, refer to the [HR & Finance Go-To Guide](#).
 - If you've been hired and instructed to complete a **Form I-9**, please visit one of the HR locations on campus. To ensure compliance with federal regulations, you should complete page one of your I-9 via PeopleAdmin and visit HR office to complete page 2 on or before your third day of employment.

Additional Resource Links

- **USNH Human Resources:** <https://www.usnh.edu/human-resources>
 - Webpage contains various resources including:
 - Policies: <https://www.usnh.edu/policy/usy/v-personnel-policies>
 - Benefits: <https://www.usnh.edu/human-resources/employee-benefits-2022>
 - UKG/Kronos - Time Management Software: <https://www.usnh.edu/human-resources/kronos-information-and-resources>
 - Salary Paid Employees: <https://www.usnh.edu/human-resources/ukg-dimensions-kronos-information-and-resources-exempt-salary-paid-employees>
 - Hourly Paid Employees: <https://www.usnh.edu/human-resources/ukg-dimensions-kronos-information-and-resources-non-exempt-hourly-paid-employees>
 - Time Approvers: <https://www.usnh.edu/human-resources/ukg-dimensions-kronos-information-and-resources-time-approvers>
 - **PSU Human Resources:** <https://campus.plymouth.edu/human-resources/>
- **USNH Finance HUB:** <https://universitysystemnh.sharepoint.com/sites/USNHFinancialServices>
 - Finance Training Sessions:
 - <https://universitysystemnh.sharepoint.com/sites/USNHFinancialServices/SitePages/Finance-Training.aspx>
 - Webi, Banner, UShop, TeamDynamix Ticketing System
 - Procurement Services:
 - <https://universitysystemnh.sharepoint.com/sites/USNHProcurement>
 - UShop: <https://universitysystemnh.sharepoint.com/sites/USNHProcurement/SitePages/UShopNH-2020.aspx>
 - Step-by-step guides and user help videos

- **USNH TeamDynamix (TD) Client Portal:** <https://td.unh.edu/TDClient/60/Portal/Home/>
 - Service Catalog: <https://td.unh.edu/TDClient/60/Portal/Requests/ServiceCatalog>
 - Ticketing system for Enterprise Technology Services (IT), HR, Procurement, Marketing, etc.
 - Additional services will be added to the TeamDynamix (TD) over the coming year.

- **USNH Knowledge Base:** <https://td.unh.edu/TDClient/60/Portal/KB/>
 - Informational guides and resources
 - Finance, Banner 9 Finance & HR Training and General Resources, Technology, etc.
 - Banner 9 Navigation Video:
<https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?ID=20>
 - Webi Accounts FAQ:
<https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?ID=708&SIDs=24>

- **FOAPAL Lookup Tool**
 - For help with the default FOAPAL related to your position got to WISE <https://wise.usnh.edu/> and log in, then select Employee Services and the FOAPAL Lookup Tool link is on the bottom just above the Pcard Receipt App link.