View Signature Authorization Cards / Award Documents in Banner by Index (FTMACCI)

Signature Authorization Cards and Award Documents are scanned into Banner and attached to the associated index by the core accounting offices and are available to view in Banner form FTMACCI. Having this information easily accessible in Banner helps eliminate document processing delays.

To view Signature Authorization Cards / Award Documents in Banner by Index.
- Got to Banner form FTMACCI
- Click on icon "Enter Query"
- Type the index
- Click on icon "Execute Query"
- Click on icon "Banner XtenderSolutions"
- Click through the attached documents to view them.

Signature Authorization Cards
Financial Services recommends using FTMACCI to view the Signature Authorization Cards in Banner. This information clarifies to the document originator exactly who has authorization on the index. This enables them to obtain proper approval prior to document submission, eliminating processing delays.

All departments should submit a completed Signature Authorization Card for every active index to the core accounting office for scanning into Banner.
- *(see Appendix 1 below, submitting Signature Authorization Cards)*

Several UNM forms require approval for each index impacted by an individual(s) with signature authorization in order for the core accounting offices to approve the documents.

Examples of documents requiring signature authorization are PZAREDS, Non Standard Payment Forms, PCard Applications / Modifications, and Awards (Faculty, Staff, and Scholarship).

Award Documents (Faculty, Staff, Scholarship)
Financial Services recommends using FTMACCI to view the Award Documents in Banner. This information lets the approver know it is an authorized award, eliminating processing delays.

All departments should submit a completed Award Document to one of the offices below as well sending as a copy to the core accounting office for scanning into Banner.
- Faculty Hiring & Contracts Office (SOM Faculty)
- Faculty Contracts Office (CON and COP Faculty)
- Graduate Medical Education Office (House Staff)
- HSC Human Resources Office (Staff)

****** Appendix 1 ******

Submitting Signature Authorization Cards

To get an HSC signature authorization form, go to:
http://www.unm.edu/~gacctng/

- Select the gray "Forms" button
- Select "Signature Authorization Form"

This is the HSC Signature Authorization Form

- Please fill out the form and return it to the core accounting office.

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