 **REQUEST FOR BANNER FINANCE ACCESS**

**Section 1: User Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Department: |  |
| Title: |  | Banner ID: |  |
| E-mail Address: |  | Campus Phone: |  |

What action do you need performed on your Banner Finance access?

**Add new Finance user** **Modify existing Finance user** **Delete existing Finance user**

*I understand it is my responsibility to notify the Accounting Office in a timely manner of any change in Banner Finance access rights resulting from new fund or organization assignments, transfer to another department, termination of employment, or any other reason. My signature below certifies that the fund and/or organization access requested for the person named above is appropriate for his/her job duties.*

User Signature Print Name Date

Departmental Approval Signature Print Name Date

**Section 2: Fund & Organization Access Information**

Banner Finance access is controlled using a combination of *fund* and *organization* codes. Access cannot be controlled at the account code level. Access to general fund and annual capital improvement/equipment project budget queries and requisitions are defined by the *organization* code. All other access is defined by the *fund* code. All Banner Finance users have access to organization 999999, and to funds 100000 (general fund) and 90F (high-level fund for annual capital improvement/equipment projects). All other fund and organization access must be requested below.

If the user only needs access to budget information, **check the box under “Q”.** If the user only needs access to submit purchase requisitions, **check the box under “P”.** If the user needs access to both functions, **check the box under “B”.**

1. Which organization(s) is the user requesting access to? **Setup user with same access as (list name and Win):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
     
   **Organization title/name Org code (6 digit)**
2. Specify the exact fund(s) that the user should have access to, and mark the type of access s/he should have for each fund.

**Fund title/name Fund code (6 digit) Q P B**

3. Does the user require access to payroll expense detail queries? Yes  No

4. Does the user require setup for any of your department requisition approval queues, if so list below.

Approval Queue ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval Limit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval Queue ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval Limit:\_\_\_\_\_\_\_\_\_\_\_\_

**SUBMIT THE ORIGINAL SIGNED FORM TO THE ACCOUNTING OFFICE (MORGAN 211)**