



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

The University of Alabama in Huntsville
Office of Budget and Management Information
Banner Finance Self-Service Training

How to Obtain Banner Access

Do I Need Access to Banner My Finance Self-Service?

- ❖ The Budget Office provides access to Banner Finance Self-Service and/or Banner Administrative Pages aka Internet Native Banner (INB or Banner Admin).
- ❖ You will need access to Banner Finance Self-Service if you:
 - ❖ Handle budget statements for your department (Query access)
 - ❖ Enter requisitions (Posting access)
 - ❖ Approve timesheets (Web-Time Entry)
 - ❖ Have faculty development, startup, or PI (Principal Investigator) Incentive accounts
- ❖ Banner Administrative (INB) access is given on a case-by-case basis depending on departmental needs.

Getting Access to Banner

UAH Website Link:

<https://www.uah.edu/budget/forms>

Forms

BUDGET
Budget Information
Covid-19 Budget Information
Finance Self-Service Help
Effort Certification
Forms
Payroll Services

Accounting

Accounting Forms

Budget Office

Banner Self Service Access Request Form 

Budget Change Form 

Budget Change Form-For Research 

Internet Native Banner Access Request Form 

PARF 

Retro Policy Process 



The University of Alabama in Huntsville Banner Finance Self-Service (FSS) Request Form			
Step One - Application Information			
Name:			Phone:
	First	MI	Last
Department Name:			Charger ID
Banner A Number:			Email: @UAH.EDU
Step Two - Check Modules Requested			
<input type="checkbox"/> Finance Self Service	<input type="checkbox"/> Query Only - View Budget Queries		
<input type="checkbox"/> Web Time Entry (timesheet approval)	<input type="checkbox"/> Query and Posting - View Budget Queries and Data Entry		
<input type="checkbox"/> ePrint Access			
Step Three - 6 Digit Organizational Code Requested *			
<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>			
Comments:			
Step Four - Applicant's Signature			
I consent to the monitoring of my use of these computing resources for the purpose of accountability and authorized use. I understand that I am subject to disciplinary action and/or criminal prosecution for unauthorized use. I have read, understood, signed and will comply with the University Computer & Network Use Policy & the University Confidentiality Statement			
<div> <div></div> </div>		<div> <div></div> </div>	
Signature		Date	
Step Five - Department Authorization			
I approve the requested access for this employee. I agree to notify Budget Office (SSB 306) when the applicant is terminated from the University or no longer needs access to FSS.			
<input checked="" type="checkbox"/> Check here to terminate access for applicant. Applicant does not need to sign.			
		<div> <div></div> </div>	
Signature:		Date:	
(To Be Completed by Office of Budgets & Management Information) SSB 306			
Approved		Date	Home Labor

* If requesting access to a Foundation Org Code, please fill out the Foundation Banner Self-Service Access Request Form and turn it into Accounting for processing.

Revised March 2023

Step 1

- Email Address is the requestor's Charger ID (i.e. 'abc1234'), NOT your name
- Department Name
- Use A Number

Step 2

- Finance Self Service gives Finance Tab
- Web Time Entry Only is for time sheet approval – coordinate with Payroll after form is processed
- Choose e-Print Access if needed (if you will need to review Budget or Payroll reports.)
- Check only one: Query Only or Query and Posting

Step 3

- Options
 - List specific Org #'s or
 - Write 'Same Access as ... ' or
 - Write 'See attached' and include list

Steps 4 and 5

- Please make sure printed names are present and legible and to check the termination box only IF the form is to terminate access instead of grant it.

Banner Finance Self-Service



Personal Information Student Employee **Finance** Proxy Menu

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Finance

- [Budget Queries](#)
- [Encumbrance Query](#)
- [Requisition](#)
- [Approve Documents](#)
- [View Document](#)
- [Multiple Line Budget Transfers](#)
- [Budget Development](#)
- [e~Print Repository](#)
- [ARRA Certification](#)
- [SSB8 - Budget Queries](#)

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#) | [Multiple Line Budget Transfers](#) | [Budget Development](#) | [e~Print Repository](#) | [ARRA Certification](#) | [SSB8 - Budget Queries](#)]

RELEASE: 8.10.0.1

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The University of Alabama in Huntsville Internet Native Banner Request Form			
Step One - Application Information			
Name: ★ _____		Phone: ★ _____	
First	MI	Last	Email: _____ @UAH.EDU
Department Name: ★ _____		Fax: _____	
Banner ID: A ★ _____		OR	SSN # _____
Step Two - Applicant's Signature			
I consent to the monitoring of my use of these computing resources for the purpose of accountability and authorized use. I understand that I am subject to disciplinary action and/or criminal prosecution for unauthorized use. I have read, understood, signed and will comply with the University Computer & Network Use Policy & the University Confidentiality Statement			
★ _____		★ _____	
Signature		Date	
Step Three - Department Authorization			
I approve the requested access for this employee. I agree to notify Budget Office (SKH 355) when the applicant is terminated from the University or no longer needs access to FSS.			
Signature: ★ _____		Name (Print): ★ _____	
Title	_____	Date: ★ _____	_____
(To Be Completed by Office of Budgets & Management Information)			
SKH 151			
Access to Internet Native Banner is granted generally to only Administrative Staff. Limited number of Forms may be granted to selected individuals when information from Finance and Employee Self-Service is not adequate. Only Budget, Position, and Labor related Banner Forms with Fund and Organizational Security may be granted.			
<input type="checkbox"/> The applicant has received training in Internet Native Banner			
Banner Form Requested:			

Security:	Fund	_____	_____
	Organization	_____	_____
Access	<input type="checkbox"/>	Query	<input type="checkbox"/> Maintenance <input type="checkbox"/> Both
Approved		Date	
_____		_____	
Position #		_____	

Internet Native Banner (INB) Request Form


Step 1

- Email Address is the requestor's Charger ID (i.e. 'abc1234') NOT your name
- Use A Number

Steps 2 and 3

- Please make sure printed names are present and legible

My UAH



Home

Home Community / Home

Mode of Instruction

The University reserves the schedule of delivery of instruction upon prevailing public health transition to a hybrid delivery and experiences, or, if circumstances require, to a fully remote or online basis, as the University does not guarantee a specific mode of instruction.

- Home
- Student Affairs
- Academics

- [Request New Academic Transcript](#)
- [DegreeWorks](#)
- [Degree Evaluation Undergraduate \(CAPP\)](#)
- [Request Enrollment Verification](#)
- [Course Catalog](#)
- [Apply to Graduate](#)
- [Create Proxy Access](#)

Tours

- [Student Account](#)
- [Direct Deposit](#)
- [Tax Notification](#)
- [Process Title IV Authorizations](#)

Tk20

- [Log In](#)

Career Services

- [Charger Path Log In](#)

Financial Aid

- [Financial Aid Self Service](#)

Tk20 Log In

Research

- [Sponsored Programs Research Reporting](#)
- [Investigator Research Portal](#)
- [Projects Dashboard](#)
- [Research Forms and Documents](#)
- [CITI Training](#)
- [Launch Quali Research](#)
- [Quali Build Submission Status](#)
- [Quali Build Status Dashboard](#)

Banner Administrative Pages

- [Banner Administrative Pages](#)

Office of Counsel

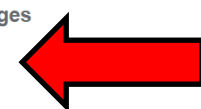
- [Contract Intake Form](#)
- [Contract Questions for Counterparty](#)

Office of Marketing and Communications

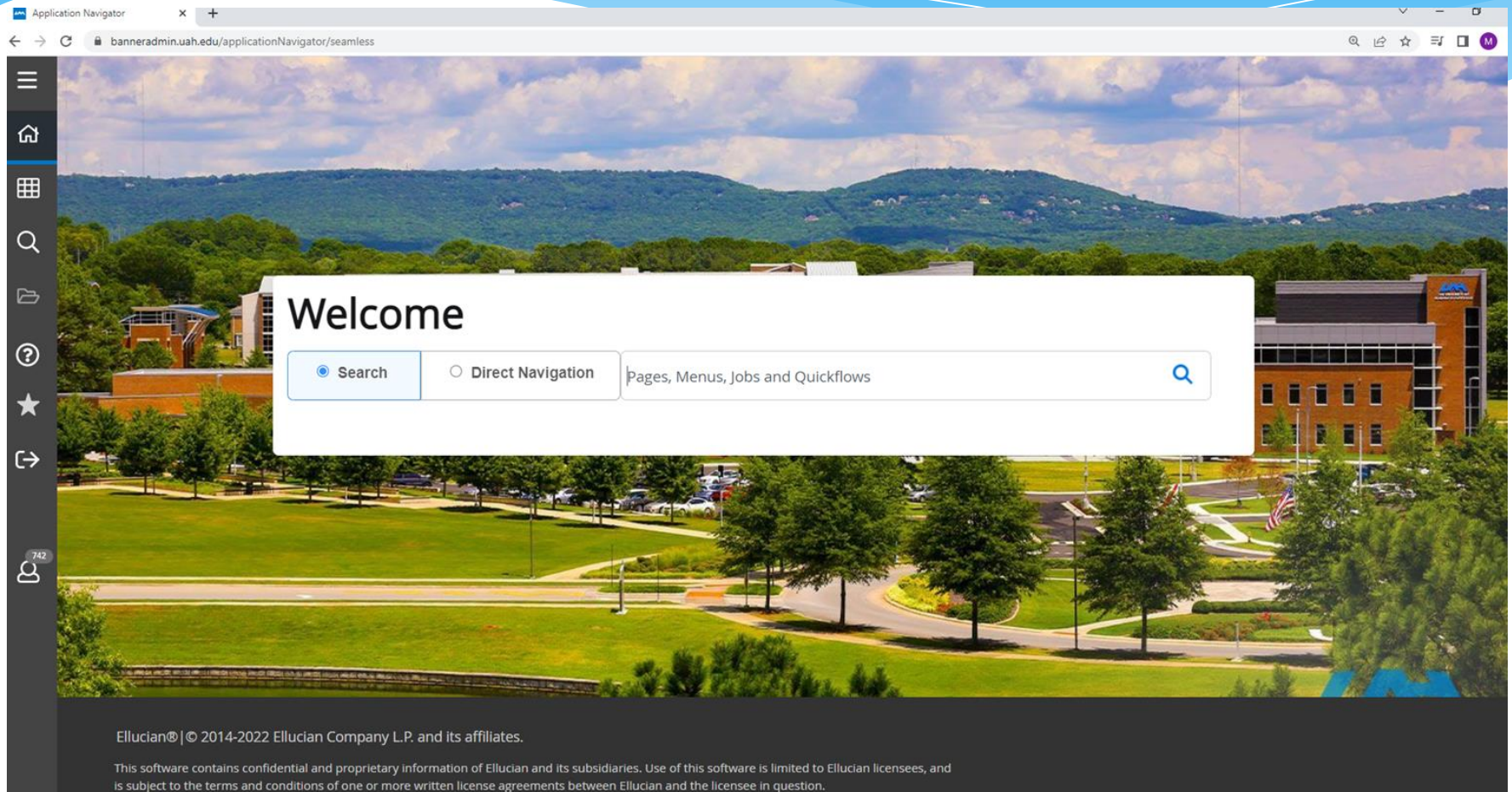
- [UAH Logo and Brand Guidelines](#)
- [University Level Publications Guide](#)
- [Personal Protection Equipment Photo and Video Guidelines](#)

Office for Proposal Development

- [Proposal Boilerplate and Templates](#)



Internet Native Banner (INB)



What's next?

Please submit your completed access forms to Melissa Brown (mab0063@uah.edu) in our office. Melissa will contact you once you are approved for access. It can take 2 business days or longer to process access requests.

*To add, change, or remove an approver or authorized signer from an org, you must complete a **Signature Authorization Form**. They are processed by Accounting and Financial Reporting. You can visit them by clicking on their **website link**.

Questions?



Contact us!

Website: uah.edu/budget/self-service-help

Melissa Brown if you are in Research or the Colleges: mab0063@uah.edu; Ext 5217

Tammy Haymon if you are in any other Area: tgh0008@uah.edu; Ext 2242