



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

The University of Alabama in Huntsville
Office of Budgets 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>

BUDGET	Accounting
Budget Information	Accounting Forms
Covid-19 Budget Information	Budget Office
Finance Self-Service Help	Finance Self-Service Access Form 
Effort Certification	Banner Admin Access Form 
Forms	Budget Change Form 
Payroll Services	Budget Change Form-For Research 
FAST Conference 	PARF 
	Business Services
	Business Services Forms

Completing the Access Form: Requestor Information

Requestor Information

Name

Haymon, Tammy

A-number



Email Address

tgh0008@uah.edu

Home Labor Org Number



Home Labor Unit

Budgets and Management Information

Phone Number

256-824-2242

Is this request being submitted on behalf of another employee? *

Yes

No

Please type and select your Supervisor. *



Completing the Access Form: Requestor Information

Is this request being submitted on behalf of another employee? *

- Yes
 No

Is the employee an active UAH employee? *

- Yes
 No

Please type and select the Employee. *



Please type and select the Employee's Supervisor. *



Completing the Access Form: Requestor Information

Is this request being submitted on behalf of another employee? *

- Yes
 No

Is the employee an active UAH employee? *

- Yes
 No

Enter the Employee's Name. *

Enter the Employee's A-number. *

Please type and select the Employee's Supervisor. *



Completing the Access Form: Banner Finance Self-Service Request Information

Banner Finance Self-Service Request Information

Request Type *

For employees who are transferring to a new department/position, please submit a form to Remove (old department) Access first, then a second form to Add Access for the new department. Please note in Comments section that it is for an employee who has transferred to a new department/position.

- Add Access
- Remove Access

Is Web Time Entry (WTE) access being requested? (for those who need access to approve timesheets) *

- Yes (Payroll will contact you.)
- No

Completing the Access Form: Org Code Access

Org Code Access

**If requesting access to a Foundation Org Code, please complete and submit the Foundation Banner Self-Service Access Request Form.*

Please add all org codes and/or roll-up org codes to which access will be changed. Place all actions for org code access under the same org code approver.

Please use rollups when appropriate. Rollups give access to current and any future orgs created. You can choose State, Departmental, PI, and/or Gift rollups or All Rollups. (Ex. All Rollups for Dr. X OR COE State Rollups)

Please select Division to which you need Org Access. (This may or may not be your division.) *

VP Finance and Administration

Please select VPFA Area *

VPFA Support Offices

Select VPFA Support Office *



Select Access Type: *

For entering requisitions, please select Query and Posting

- Query Only - View Budget Queries
- Query and Posting - View Budget Queries and Data Entry
- User will not be doing budget queries

Select Module(s): *

- Finance Self-Service (FSS Budget Queries)
- ePrint Repository (Budget Statements)
- Web Time Entry ONLY

Enter the code(s)

- Accounting and Financial Reporting
- Accounts Payable
- Budgets and Management Information
- Bursar
- Business Services
- Facilities and

Are there any additional access changes being requested for org codes approved by

Completing the Access Form: Org Code Access

management
Information

Select Access Type: *

For entering requisitions, please select Query and Posting

- Query Only - View Budget Queries
- Query and Posting - View Budget Queries and Data Entry
- User will not be doing budget queries

Select Module(s): *

- Finance Self-Service (FSS Budget Queries)
- ePrint Repository (Budget Statements)
- Web Time Entry ONLY

Enter the 6-digit Organizational code(s) to add. *

999999
555555
111111

Are there any additional access changes being requested for org codes approved by the approver selected above? *

- Yes
- No

Select Access Type: *

For entering requisitions, please select Query and Posting.

- Query Only - View Budget Queries
- Query and Posting - View Budget Queries and Data Entry

Select Module(s): *

- Finance Self-Service (FSS Budget Queries)
- ePrint Repository (Budget Statements)
- Web Time Entry ONLY

Enter the 6-digit Organizational code(s) to add. *

Completing the Access Form: Org Code Access

Departmental, PI, and/or Gift rollups or All Rollups. (Ex. All Rollups for Dr. X OR COE State Rollups)

Please select Division to which you need Org Access. (This may or may not be your division.) *

VP Finance and Administration

Please select VPFA Area *

VPFA Support Offices

Select VPFA Support Office *

Budgets and Management Information

Select Access Type: *

For entering requisitions, please select Query and Posting

- Query Only - View Budget Queries
- Query and Posting - View Budget Queries and Data Entry
- User will not be doing budget queries

Select Module(s): *

- Finance Self-Service (FSS Budget Queries)
- ePrint Repository (Budget Statements)
- Web Time Entry ONLY

Enter the 6-digit Organizational code(s) to add. *

555555
999999
111111

Are there any additional access changes being requested for org codes approved by the approver selected above? *

- Yes
- No

+ Add Another

Completing the Access Form: Comments and Certification

+ Add Another

Please add any relevant questions or comments to assist with this request.

This request is for our Resource Manager to be able to reconcile these accounts.

Certifications

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. *

I consent

This field is required

Completing the Access Form: Training

Budget Query Training

Please select your preferred method of budget query training. *

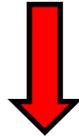
On campus, in person - Training will be conducted in person and on campus at UAH with the OBMI.

Video conference (Zoom) - If you are unavailable for in-person training, or prefer to meet over video conference, training will be conducted via Zoom meeting

Web Time Entry ONLY - If you only selected Web Time Entry on the form, please select this option. If you selected FSS Budget Queries and/or ePrint Repository in addition to Web Time Entry, this option is not available.

Other - If you have no preference for training method or are not sure you require training, please select this option and the OBMI will determine your training appointment.

Banner Finance Self-Service 8 Main Menu



[Personal Information](#) [Student](#) [Employee](#) **[Finance](#)** [Proxy Menu](#)

Search

[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](#)]

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Banner Finance Self-Service 9

The screenshot displays the Banner Finance Self-Service interface. At the top, there is a blue header with the Banner logo on the left and a user profile icon labeled 'Ms Tammy Haymon' on the right. Below the header, the breadcrumb navigation shows 'My Finance' and 'My Finance Query'. The main content area is titled 'My Finance Query' and includes a search bar labeled 'Search Query' with a magnifying glass icon and a 'New Query' button. Below the search bar, there are three tabs: 'Favorites', 'Saved Queries', and 'Shared Queries'. The 'Favorites' tab is currently selected. To the right of the tabs, there are sorting options: 'Low-High', a dropdown arrow, and a refresh icon. The main content area is empty, displaying a central graphic of a document with a star and the text 'No Favorite Query exists'. At the bottom of the page, there is a copyright notice: '© 2013-2024 Ellucian Company L.P. and its affiliates. All rights reserved.'

The University of Alabama in Huntsville
Banner Admin Access Form

Step One - Application Information

Name: _____ Phone: _____
First MI Last Email: _____@UAH.EDU
Department Name: _____
Banner ID: A _____

Access to Banner Admin is granted generally to only Administrative Staff. A limited number of forms may be granted to individuals when information from Finance Self-Service and Employee Self-Service is not adequate. Only forms with Fund and Organizational Security may be granted.

Why do you need Banner Finance Admin access? _____
(e.g. I reconcile accounts and need the ability to view detailed organization code activity)

Banner Form Requested: _____
If you don't know the form name, please leave this blank.

Security: Fund _____
Organization _____

Access Query Maintenance Both

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 and 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 (SSB 306) when the applicant is terminated from the University or no longer needs access to Banner Finance Admin.

Signature: _____ Name (Print): _____
Title _____ Date: _____

(To Be Completed by Office of Budgets & Management Information)
SSB 306

Approver Signature _____

Date _____

Sections 1 and 2

- Email Address is the requestor's Charger ID (i.e. 'abc1234') NOT your name
- Use A Number
- Please include a justification.
- Please enter Banner Form Name and Orgs (if needed).
- Please indicate what type of access you need and sign.

Section 3

- Please make sure printed names and Job Title are present and legible.

MyUAH

→ ↻ experience.elluciancloud.com/uoaih/

★ Bookmarks Inbox - tgh0008@uah... University of Alabama... UAH - The University... Home - my...

Report: uah.edu/makeareport

Databases

Employees Show More

Looking for more Employee related links?

[SEE MORE >](#)

Banner Links

ADMINISTRATIVE BANNER

- PROD
- TEST
- DEVL

SELF-SERVICE BANNER (V. 8)

SELF-SERVICE BANNER (V.

Banner Admin (formerly INB)

The screenshot displays a web browser window with the address bar showing `banneradmin.uah.edu/applicationNavigator/seamless`. The application interface features a dark sidebar on the left with various navigation icons. A large white dialog box is centered on the screen, titled "Welcome". Inside the dialog, there are two radio buttons: "Search" (selected) and "Direct Navigation". To the right of these buttons is a search input field containing the text "Pages, Menus, Jobs and Quickflows" and a magnifying glass icon. The background of the application is a scenic view of a university campus with green hills and buildings under a cloudy sky.

Application Navigator x +

banneradmin.uah.edu/applicationNavigator/seamless

Welcome

Search Direct Navigation

Pages, Menus, Jobs and Quickflows

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For Your Information

Org Approvers/Signers

- 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, not Budgets. You can visit them by clicking on their **website link**.



Questions?



Contact us!

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

Ext. 2242 or 5217