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

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
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.
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
Internet Native Banner (INB)
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