Banner Finance Self-Service Access

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Budget Officer
Office of Budgets & Management Information
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Banner Finance Self-Service (FSS) Request Form

Fillable Form

https://www.uah.edu/budget/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

* 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.

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Banner Finance Self-Service (FSS) Request Form

Complete Step One as shown. Be sure to use your Charger ID email address.

Choose one, Query Only or Query and Posting.

List org codes individually. Or, provide a list and indicate “see attached list.”

May use “Comments” to request access that mirrors another, or access to orgs rolling to a department or individual.

To terminate an employee’s access, complete Step One and check box.

The appropriate individual signing must have signature authority.

Send the completed, signed and dated form to melissa.brown@uah.edu.
What am I getting access to now?
A Banner Finance Tab!

Query access allows for viewing budget queries.

Query and Posting allows budget queries and data entry for requisitions and multiple line budget transfers.

If chosen, e-Print access is granted for report reconciliation.

Reminder - choosing “Budget Queries” links to Banner 9 for your queries!
What is Next?

Send the signed form to Melissa Brown  
melissa.brown@uah.edu

Schedule a Banner 9 Budget Query Training Session when you are notified that access has been granted.

Colleges and Research areas – contact Melissa Brown for training.

All other areas – contact Tammy Haymon for training.

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FYI – Other Important Forms

Internet Native Banner Access Request Form
Establishes access to INB screens; send form to Budget Office
https://www.uah.edu/budget/forms

Foundation Banner Self Service Access Request Form
Establishes access for Foundation accounts; send form to Foundation
https://www.uah.edu/budget/forms

Signature Authorization
Establishes approval queues and signature authority on accounts; send form to Accounting
https://www.uah.edu/finance/forms

Banner Student System Account Request Form
Establishes access to student records; send form to Registrar
https://www.uah.edu/images/administrative/oit/ferpa/BannerAccountReqForm.pdf
Questions?

And THANK YOU to my special assistant!