THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

Banner Finance Self-Service Access

Presented by Melissa Brown

Budget Officer

Office of Budgets & Management Information

melissa.brown@uah.edu

256-824-5217

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 📄

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Banner Finance Self-Service (FSS) Request Form

The University of Alabama in Huntsville
Banner Finance Self-Service (FSS) Request Form

Step One - Application Information

Name: **First** **M.** **Last**   Phone: UAH Office Phone

First   MI   Last

Department Name: My Department

Banner A Number: A########

Charger ID Email: fml9999 @UAH.EDU

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

Step Two - Check Modules Requested

- ☑ Finance Self Service
- ☑ Web Time Entry (timesheet approval)
- ☑ ePrint Access
- ☐ Query Only - View Budget Queries
- ☑ Query and Posting - View Budget Queries and Data Entry

Check all modules that apply.

Choose one, Query Only or Query and Posting.

Step Three - 6 Digit Organizational Code Requested *

123456   654321

Comments: same access as abc1234; all orgs rolling to My Department

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.

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

Signature _____   Date 3-1-23

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.

☐ Check here to terminate access for applicant. Applicant does not need to sign.

Name (Print): **Department Head**

Signature: _____   Date: **3-1-23**

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

The appropriate individual signing must have signature authority.

(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

Send the completed, signed and dated form to melissa.brown@uah.edu.

What am I getting access to now?
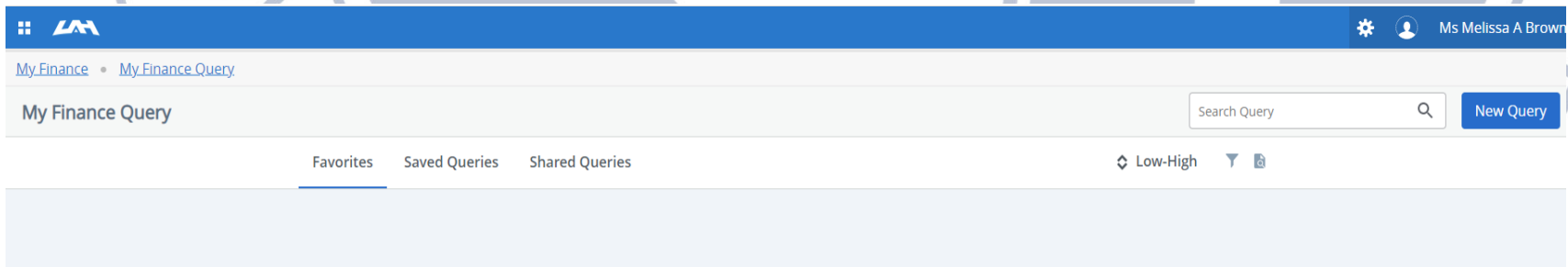## A Banner Finance Tab!

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.

Melissa Brown	Tammy Haymon
melissa.brown@uah.edu	tammy.haymon@uah.edu
Office: SSB 306	Office: SSB 306
Phone: 256-824-5217	Phone: 256-824-2242

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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

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Questions?

And THANK YOU to my special assistant!