

Ferris State University

Banner System - Finance Security Request Form

(please use "blue" or "black" ink to complete this form)

Employee's **LEGAL** Name: _____
 (Please Print--- **LEGAL** First Name, Middle Initial & Last Name)

Title/Position: _____

User's Supervisor: _____

Person replacing: _____

Are you a student attending Ferris? (please circle response) Y N

Novell User Id: _____

Email: _____

Office Location: _____

Department: _____

Extension: _____

Fax: _____

Completion Instructions:

Select the options which best describe(s) the type of Banner System Security is needed for you to perform your job. Individual users and FOAP Managers should sign and date the form as indicated. **Send completed form to PRAKKN 254 ATTN: FINANCE SECURITY**

Native Banner - Specify below which options are required

Requisitions: <input type="checkbox"/> Input <input type="checkbox"/> Query <input type="checkbox"/> Approval	Direct Pay Invoice: <input type="checkbox"/> Input <input type="checkbox"/> Query <input type="checkbox"/> Approval <small>(replaces POWCs)</small>
Change Orders: <input type="checkbox"/> Input <input type="checkbox"/> Query <input type="checkbox"/> Approval <small>(Purchasing approval required)</small>	Receiving: <input type="checkbox"/> Input <input type="checkbox"/> Query
Fixed Assets: <input type="checkbox"/> Input <input type="checkbox"/> Query	Soft Encumbrance: <input type="checkbox"/> Input <input type="checkbox"/> Query
Approval - Amount \$ _____ <small>(Change Orders, Requisitions, etc.)</small>	

Banner Self Serve Access - Specify below which options are required.

Requisitions: Input Query Approval-Amount \$ _____ Budget Access: Query only
(Change Orders, Requisitions, etc.)

Notes: _____

List above the Banner Fund & Organization you need to access. (IF MORE SPACE IS NEEDED, USE THE BACK FOR THIS FORM)

Employee's Signature: _____ Date _____

I hereby authorize the above named employee access to the Banner System as indicated above.

*****All responsible employees should consider internal control such as segregation of duties when requesting security*****

FOAP Manager's Name (Please Print) _____ FOAP Manager's Signature _____ Date _____

BANNER SECURITY - FINANCE DATA CUSTODIAN USE ONLY

SAND (Training use only) PRE-PRODUCTION (Finance use only) PRODUCTION

Description	Assign Classes	<input type="checkbox"/>	Description	Assign Classes	<input type="checkbox"/>
Accounting Staff	FSU_F_ACCOUNTINGSTAFF_C	<input type="checkbox"/>	Programmer	FSU_F_PROGRAMMER_C	<input type="checkbox"/>
Accounts Payable Staff	FSU_F_ACCOUNTSPAYABLE_C	<input type="checkbox"/>	Purchasing Admin	FSU_F_PURCHASINGADMIN_C	<input type="checkbox"/>
Accounting Students	FSU_F_ACCTSTUDENT_C	<input type="checkbox"/>	Purchasing Staff	FSU_F_PURCHASINGSTAFF_C	<input type="checkbox"/>
Change Orders <small>(Purchasing approval required)</small>	FSU_F_CHANGEORDER_C	<input type="checkbox"/>	Query (All Users)	FSU_F_QUERY_C	<input checked="" type="checkbox"/>
Direct Pay Invoice	FSU_F_DIRECTPAY_C	<input type="checkbox"/>	Receiving	FSU_F_RECEIVING_C	<input type="checkbox"/>
Approval (1) <small>(1 - Direct Pay Invoices)</small>	FSU_F_DIRECTPAYAPPROVE_C	<input type="checkbox"/>	Approval (2) <small>(2 - Change Orders & Requisition)</small>	FSU_F_REQCHANGEAPPROVE_C	<input type="checkbox"/>
Finance Admin	FSU_F_FINANCEADMIN_C	<input type="checkbox"/>	Requisitions	FSU_F_REQUISITION_C	<input type="checkbox"/>
Fixed Assets Admin	FSU_F_FIXEDASSETSADMIN_C	<input type="checkbox"/>	Security (Data Owner)	FSU_F_SECURITY_C	<input type="checkbox"/>
FSU Foundation	FSU_F_FOUNDATION_C	<input type="checkbox"/>	Soft Encumbrance	FSU_F_SOFTENCUMBER_C	<input type="checkbox"/>
Invest & Grants Staff	FSU_F_INVESTMENTSGRANTS_C	<input type="checkbox"/>	General Basic Class	FSU_G_BASIC_ACCESS_C	<input checked="" type="checkbox"/>
Position Control	FSU_F_POSITIONCONTROL_C	<input type="checkbox"/>	Self Service PIN		<input checked="" type="checkbox"/>

All users will be given access to the items shown with **X** in the box. Access to other classes will be assigned to the user based their roles as specified

Notes: _____

Change Order Access: Y N _____ Purchasing Signature _____ Date _____

Banner Access Granted: Y N _____ Finance Security Signature _____ Date _____

DATA SECURITY OFFICE USE ONLY:

Date Assigned: _____ Date User Notified: _____

Notes: _____