



Saint Joseph's University
Request for Budgetary Access
BANNER Web for Finance

Return to April Lee, Office of Financial Affairs via campus mail or email.

Date: _____
 Name of Banner Finance User: _____
 Email of Banner Finance User: _____
 Phone of Banner Finance User: _____
 Fax # of Banner Finance User: _____
 Department: _____

Please specify the fund and organization number(s) that the new user should have access to. It is important to specify the fund(s) (ie. 1100 (nonsalary), 1200(salary), 2410(specified donations)) and organization code(s)(department number).

Fund code(s): _____

Organization code(s): _____

Type of access(check one):
 Query is for view access only. Posting allows the user to do budget adjustments.
 Query _____
 Posting _____
 Query and Posting _____

 Department Head Signature

Treasurer's Office Use

1. Email IT for access to Banner Web for Finance
2. Email Helpdesk for access to email alias-BANWEB_FINANCE_USERS
3. Add to FOMPROF-make sure you check Web access
4. Add to FOMUSOR
5. Add to FOMUSFN
6. GOAEACC(Enterprise Control Form)
7. GUAIDEN(User ID form)
8. FTMAPPQ-access BA's
9. Remove from FOMPROF until training
10. Individual to receive password from HelpDesk.