

**University of New Mexico
Administrative Finance Roles**

NOTE: These are functions not job titles.

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**The first two roles DO NOT grant access to the Banner Finance Module
These roles are needed if you do not have Banner Finance Access**

Finance Role		Description	Required	Training	Recommended
Department Self Service	This gives users the access to Finance Self Service but does NOT include Banner Finance access. Self Service (LoboWeb) contains Banner Finance information and allows a user to view and deny/approve documents and retrieve detailed Finance information.		Securing Private Data-Exam	Securing Private Data General Finance Overview (Web Course)	
Supervisor Approvals	RESTRICTED ROLE: This role should only be requested by the supervisor if s/he does not have ANY Banner Access. This role is required for supervisors who need to review and approve Banner Authorization Requests (BAR's) through Workflow.			Securing Private Data Securing Private Data-Exam	

General Banner Finance Roles

Finance Role		Description	Required	Training	Recommended
Department General Inquiry	REQUIRED ROLE TO ACCESS BANNER FINANCE. Basic Finance security role given to all departmental users who require access to the Internet Native Banner System - includes general inquiry to various Banner Finance Forms and access to approval forms. (Note: User must be in an approval queue for approvals to be turned on.) This also includes general query access to published ePrint and Hyperion Finance Reports, AND FINANCE SELF SERVICE.		Banner Fundamentals and Navigation Competency Exam General Finance Overview (Web Course) Securing Private Data-Exam	Banner Fundamentals and Navigation Securing Private Data	

Banner Finance Accounts Payable & Purchasing Roles

Finance Role		Description	Required	Training	Recommended
Department Direct Pay Processor	This gives the access to process payments using the Banner Finance Direct Pay EZ Form in order to process reimbursements payments and travel advances to UNM Employees and Students. This is also used to process one-time payments such as honoraria and participant fees to non-UNM individuals.		Banner Fundamentals and Navigation Competency Exam General Finance Overview (Web Course) Securing Private Data-Exam	Banner Fundamentals and Navigation Direct Pay Lab PCard for Travel Purchasing & AP Policies and Procedures	
Department P-Card Reallocator	This gives access to reallocate & query P-Card transactions using the Banner Finance Purchase Card Maintenance Form. Please note that the user must also be identified as the Account Manager or Business Manager on the P-Card Modification Form.		Banner Fundamentals and Navigation Competency Exam General Finance Overview (Web Course) Securing Private Data-Exam	Banner Fundamentals and Navigation Direct Pay Lab PCard for Travel Purchasing & AP Policies and Procedures	
Department P-Card Reviewer	This is an INQUIRY role that only gives access to query P-Card transactions using the Banner Finance Purchasing Card Maintenance form. Please note that the user must also be identified as the Account Manager or Business Manager on the P-Card Modification Form.		Banner Fundamentals and Navigation Competency Exam General Finance Overview (Web Course) Securing Private Data-Exam	Banner Fundamentals and Navigation Purchasing & AP Policies and Procedures Direct Pay Lab PCard for Travel	

Banner Finance Accounts Payable & Purchasing Roles*Continued*****

Finance Role	Description	Required	Training	Recommended
Department Purchase Requisitioner	This gives users the access to create purchase requisitions and P-Card transactions in LoboMart. Note: The user MUST also be a P-Card holder to do P-Card transactions in LoboMart.	Banner Fundamentals and Navigation Competency Exam General Finance Overview (Web Course) Securing Private Data-Exam	Banner Fundamentals and Navigation Direct Pay Lab PCard for Travel Purchasing & AP Policies & Procedures Purchasing Process for Departments Lab	
Department Receiver	This gives users the access to create receiving documents for only "goods" using Banner Finance. Please note that Services cannot be received with this functionality.	Banner Fundamentals and Navigation Competency Exam General Finance Overview (Web Course) Securing Private Data-Exam	Banner Fundamentals and Navigation Purchasing & AP Policies & Procedures Purchasing Process for Departments Lab	

Banner Accounts Receivable Module

Finance Role	Description	Required	Training	Recommended
Department Accounts Receivable Processor	RESTRICTED ROLE: This gives users the access to enter department specific charges to customer accounts and query customer accounts within the Banner Accounts Receivable Module. Approval is required from HSC Financial Services.	Banner Fundamentals and Navigation Competency Exam General Finance Overview (Web Course) Securing Private Data-Exam	Accounts Receivable Charges & Credit Update Demonstration Banner Fundamentals and Navigation Securing Private Data	
Department Accounts Receivable Query	RESTRICTED ROLE: This is an INQUIRY role that only gives access to query customer accounts within the Banner Accounts Receivable Module. Approval is required from HSC Financial Services.	Banner Fundamentals and Navigation Competency Exam General Finance Overview (Web Course) Securing Private Data-Exam	Accounts Receivable Charges & Credit Update Demonstration Banner Fundamentals and Navigation Securing Private Data	

Banner Finance Module, Other Forms & Processes

Finance Role	Description	Required	Training	Recommended
Department Journaler	This gives users the access to input journal vouchers, general encumbrances, and temporary budget entries.	Banner Fundamentals and Navigation Competency Exam General Finance Overview (Web Course) Securing Private Data-Exam	Banner Fundamentals and Navigation Securing Private Data	
Department Batch Processor	RESTRICTED ROLE: Transactions must meet the standards of UNM Business Policy and Procedures Manual #4310. This role is used to process internal sales, electronic uploads and clearing related suspense items. Contact Unrestricted Accounting HSC or Unrestricted Accounting Main for additional information.	Banner Fundamentals and Navigation Competency Exam General Finance Overview (Web Course) Securing Private Data-Exam	Banner Fundamentals and Navigation Securing Private Data	
Department Labor Redistributions	RESTRICTED ROLE: This gives users the access to redistribute payroll transactions posted in Banner Finance from the original labor distribution. Please note that Organization code security is enabled on this role.	Banner Fundamentals and Navigation Competency Exam General Finance Overview (Web Course) Securing Private Data-Exam	Banner Fundamentals and Navigation Securing Private Data	

Banner Finance Module, Other Forms & Processes *Continued*****

Finance Role	Description	Required	Training Recommended
<p>Department Transferor</p>	<p>This gives users the access to input journal vouchers using Transfer Account Codes. Fiscal Agent approval is required for this role. Please see FastInfo #511 for more information.</p>	<p>Banner Fundamentals and Navigation Competency Exam General Finance Overview (Web Course) Securing Private Data-Exam</p>	<p>Requires Fiscal Agent Approval See FastInfo Answer ID 511 Banner Fundamentals and Navigation Securing Private Data</p>
<p>Department Chart of Account Requester</p>	<p>RESTRICTED ROLE: This gives users the access to request new chart elements in Banner Finance. Users must be familiar with UNM Policies and Procedures, have a working knowledge of UNM and Banner Finance Chart of Accounts, and be responsible for the reporting in their department. Fiscal Agent approval is required for this role. Please see FastInfo #216 for more information.</p>	<p>Banner Fundamentals and Navigation Competency Exam General Finance Overview (Web Course) Securing Private Data-Exam</p>	<p>Banner Fundamentals and Navigation Chart of Accounts (COA) Maintenance Application (Web Course) Securing Private Data</p>