

## FSJA-017 Finance Security Matrix

University of New Mexico

Administrative Finance Roles

**NOTE: These are functions not job titles.**

**Date: April, 2017**

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

Finance Role	Description	Required Training	Additional Training Recommendations
<b>Department Self Service</b>	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 FINPRV102	Securing Private Data - FINPRV100 Budget Planner - BAN-BUDG 102
<b>Supervisor Approvals</b>	<b>RESTRICTED ROLE:</b> 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-Exam FINPRV102	Securing Private Data - FINPRV100

### General Banner Finance Roles

Finance Role	Description	Required Training	Additional Training Recommendations
<b>Department General Inquiry</b>	<b>REQUIRED ROLE TO ACCESS BANNER FINANCE.</b> Basic Banner Finance security role given to departmental users who require general inquiry access to Banner Finance forms and Finance Self Service. Access to this role requires approval of selected organization codes by Fiscal Agents. This also grants access to published Finance reports in MyReports and ePrint.	Securing Private Data-Exam FINPRV102	Securing Private Data - FINPRV100

### Banner Finance Accounts Payable & Purchasing Roles

Finance Role	Description	Required Training	Additional Training Recommendations
<b>Department LoboMart Approver</b>	This role gives users access to LoboMart requisitions. Users must be authorized to perform approvals for Purchase Requisitions. NOTE: Users must also be in a Banner Finance Approval Queue to review, approve or disapprove requisitions. Banner access is required to have this role. <b>No Banner access is granted with this role.</b>	Securing Private Data-Exam FINPRV102	Securing Private Data - FINPRV100 Purch Process for Dept Lab FIN PU 101 Purch & A/P Policies & Proced FIN PU 106
<b>Department LoboMart Shopper</b>	This role gives users access to LoboMart requisitions. Users must be authorized to perform approvals for Purchase Requisitions. NOTE: Users must also be in a Banner Finance Approval Queue to review, approve or disapprove requisitions. Banner access is required to have this role. <b>No Banner access is granted with this role.</b>	Securing Private Data-Exam FINPRV102	Securing Private Data - FINPRV100 Purch Process for Dept Lab FIN PU 101 Purch & A/P Policies & Proced FIN PU 106

## Banner Finance Accounts Payable & Purchasing Roles Continued

Finance Role	Description	Required Training	Additional Training Recommendations
<b>Department Purchase Requisitioner</b>	This role gives users the access to create shopping carts in LoboMart and assign them to a person in the department with the Department Purchase Requisitioner role for submission. No Banner access is required to have this role. No Banner access is granted with this role.	Securing Private Data-Exam FINPRV102	Securing Private Data - FINPRV100 Purch Process for Dept Lab FIN PU 101 Purch & A/P Policies & Proced FIN PU 106
<b>Department Receiver</b>	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.	Securing Private Data-Exam FINPRV102	Securing Private Data - FINPRV100 Purch Process for Dept Lab FIN PU 101 Purch & A/P Policies & Proced FIN PU 106

## Banner Finance Accounts Receivable Module

Finance Role	Description	Required Training	Additional Training Recommendations
<b>Department Accounts Receivable Processor</b>	<b>RESTRICTED ROLE:</b> 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.	Securing Private Data-Exam FINPRV102	Securing Private Data - FINPRV100 AR Charges & Credit Update BANS-0009
<b>Department Accounts Receivable Query</b>	<b>RESTRICTED ROLE:</b> 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.	Securing Private Data-Exam FINPRV102	Securing Private Data - FINPRV100 AR Charges & Credit Update BANS-0009

## Banner Finance Module, Other Forms & Processes

Finance Role	Description	Required Training	Additional Training Recommendations
<b>Department Journaler</b>	This gives users the access to input journal vouchers, general encumbrances, and temporary budget entries.	Securing Private Data-Exam FINPRV102	Securing Private Data - FINPRV100 Budget Planner - BAN-BUDG 102
<b>Department HSC Batch Processor</b>	<b>RESTRICTED ROLE:</b> This security role cannot be requested until you submit the Batch Processor Role Request form at <a href="http://ua.unm.edu/forms.html">http://ua.unm.edu/forms.html</a> and receive approval. Transactions must meet the standards of UNM Business Policy and Procedures Manual #4310. This role may be used to process Main Campus internal sales transactions via JV in Banner or by electronic uploads. It may also be used for processing departmental allocation entries and enables the ability to post using rule class code JAD.	Securing Private Data-Exam FINPRV102	Securing Private Data - Web FINPRV100
<b>Department Main Batch Processor</b>	<b>RESTRICTED ROLE:</b> This security role cannot be requested until you submit the Batch Processor Role Request form at <a href="http://ua.unm.edu/forms.html">http://ua.unm.edu/forms.html</a> and receive approval. Transactions must meet the standards of UNM Business Policy and Procedures Manual #4310. This role may be used to process Main Campus internal sales transactions via JV in Banner or by electronic uploads. It may also be used for processing departmental allocation entries and enables the ability to post using rule class code JAD.	Securing Private Data-Exam FINPRV102	Securing Private Data - FINPRV100

## Continued Banner Finance Module, Other Forms & Processes

Finance Role	Description	Required Training	Additional Training Recommendations
<b>Department Labor Redistributions</b>	<b>RESTRICTED ROLE:</b> 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.	Securing Private Data-Exam FINPRV102 Banner Labor Redistribution - PHAREDS FILR 100	Securing Private Data - FINPRV100
<b>Department Transferor</b>	This gives users the access to input journal vouchers using Transfer Account Codes. Fiscal Agent approval is required for this role.	Securing Private Data-Exam FINPRV102	Securing Private Data - FINPRV100
<b>Department Chart of Account Requester</b>	<b>RESTRICTED ROLE:</b> 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.	Securing Private Data-Exam FINPRV102	Securing Private Data - FINPRV100