

KSC Finance User Account Request Form

This form must be completed by the Supervisor for Action

All fields in this form are required with the exception of the comments field.

Banner Finance Account Type Definitions:

End User Profile: Creates departmental transactions in the system such as purchase requisitions, budget transfers, and direct pay invoices. Is able to provide information from the Banner Finance system to the person responsible for managing budget. General approval authority in Banner varies between data entry and \$5,000.

Manager Profile: Primary interaction with the Banner Finance system is approving transactions and obtaining information via queries about budgets for which they are responsible. Approval authority in Banner varies between \$5,000 and unlimited.

Specialized Profile: This is a catch-all category for those who do completely meet the end user or manager profiles. It may include Principal Investigators for grants who need financial reports only and will not be involved in entering or approving transactions, or selected individuals from other offices who routinely handle and account for significant receipts, such as in Advancement, Athletics, Bookstore Print and Mail, and Student Financial Services. *Requires a discussion with the Business office to determine the training needs of the individual.*

User Information:

Username:

Name:

USNH ID:

Email:

Phone:

Affiliation:

Supervisor Information:

Username:

Name:

Phone:

Email:

Request Details:

Default Org:

Default Mail Stop:

Business Unit/Department:

BANNER Approval Limits:

Direct Pay (INV) Amount

Requisition (REQ) Amount

Budget Transfer (BD04) Amount

Comments/Additional Information:

WebI Finance Reader Account:

WebIntelligence is the end-user tool used as a reporting solution for Banner Finance, HR, UNH Student, and UNH Advancement. WebIntelligence offers two levels of end-user capabilities:

- ☐ Report Reader users who can access and run reports from a library of centrally supported reports
- ☐ Report Developer advanced users who can access the underlying reporting structures to create custom reports

All requests must be submitted to Sue Freitas at sfreitas@keene.edu by the Supervisor