Request for Transact/Banner Student AR Access

Fax the completed form to (901) 678-0288 or deliver to 115 Wilder Tower.

Establish a UUID (Universal User ID) with Client Services before submitting this request. Contact the Help Desk at (901) 678-8888 for account setup information.

USER REQUEST

Please ◯ **Add** ◯ **Modify** ◯ **Remove** the following employee's access within my area of accountability:

Touchnet: ☐ Cashier ☐ Cashier Supervisor ☐ Marketplace ☐ Bill and Payment ☐ Other

Banner: ☐ Accounts Receivable ☐ Department GA Review Access

ACCESS TYPE REQUESTED

Last Name:

First Name:

Middle Name:

Username:

Person Number:

Department:

COA:

Job Title:

Office Phone #: 678

Building / Room #:

Justification:

OFFICE USE ONLY

UUID verified: _____

Approved by:_____

Date: _____

☐ CASHIER

☐ CASHIER SUPERVISOR

☐ BILL & PAYMENT

☐ MARKETPLACE

☐ OTHER _____

Created by: _____

Date: _____

BANNER

Approved by:_____

Date: _____

☐ AR UPDATE

☐ AR QUERY

☐ AR CASHIERING

☐ DEPT GA REVIEW

Created by: _____

Date: _____

Authorizing Officials Acknowledgement of Responsibility

I understand that it is my responsibility to ensure compliance with University Policy to provide adequate segregation of duties when users have access to both Accounts Receivable and Cash Handling.

Authorizing Official's Name (print):

Authorizing Official's Signature: _____ Date _____

Requesting User Acknowledgement of Responsibility

Acknowledgement of Responsibility: As an employee of The University of Memphis (or acting as an agent of the University), I am aware that the data and materials to which I may have access are to be treated in a professional and confidential manner. I agree herein, as a consideration of my employment, that I will not disclose or cause to be disclosed any such confidential information gained in the course of my employment at any time. No staff member should make any type of entry or adjustment including overrides to his/her own account, any relative's account or co-worker's account on either our cashiering or student system. Should there be reason for a valid entry to an account; the entry must be processed by the employee's supervisor. I certify that I am aware of and have read the University Procedure entitled "Privacy of Education Records" which covers the confidentiality of student records, the improper release of information, and the improper alteration or destruction of student records. I further understand that I am responsible for reading and complying with all requirements of this procedure. I understand that it is my responsibility to safeguard the confidentiality of my password to TouchNet/BANNER and that the TouchNet/BANNER system is for my exclusive use in carrying out my responsibilities at The University of Memphis. Access is not to be shared with any other person. Furthermore, information derived from ANY U of M system is not to be shared with others except in the course of authorized University business. I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, may result in disciplinary action and may constitute a basis for termination of employment.

User's Signature_____ Date _____

The University of Memphis is an Equal Opportunity/Affirmative Action University.

THE UNIVERSITY OF MEMPHIS

Request for TouchNet/Banner Student AR Access

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Instructions/Information

User Request descriptions:

Use the table below to determine your entry for access on the "Request for TouchNet/Banner Student AR Access" form.

Notes:

- Security set-ups take 3-7 business days to process
- You may list more than one access type on the request form, if needed
- Users are responsible for making sure they have completed all training in regards to receiving access
- Authorized Signature is a person in the Department that has Signature Authority in regards to Accounting

If you have questions regarding your setup, talk with your department head or e-mail our department at usbs@memphis.edu.

The access types pertain to TouchNet access and Banner Student AR access only. If you need Student Access for Admissions, Financial Aid, or Registrar's Information, you must contact those departments.

TouchNet Access	User Access Description
Cashier	Access to the Main University Approved TouchNet Cashiering system; this access requires special equipment, as well as additional Banner Cashiering Access.
Cashier Supervisor	Access to the Main University Approved TouchNet Cashiering system as a Supervisor to allow for additional access to support a TouchNet Cashier; this access requires special equipment, as well as additional Banner Cashiering Access and TouchNet Cashiering access.
Marketplace	Access to the reporting portion of a TouchNet Marketplace site to balance the sales on the site with any money or information collected.
Bill and Payment	Access to View Only of the Administrative side of TigerXpress
Other	Special Access to any of the TouchNet Products to be described in the justification section of the Access Form
Banner Access	**User Access Description**
Accounts Receivable	Banner AR Access for reviewing or updating accounts, this should be requested in conjunction with the Cashier and Cashier Supervisor access. If requested separately, entire a detailed description of user needs in the justification section.
Department GA Review Access	Banner AR Access to allow departmental member view only access to forms in Banner to aid in the balancing and calculation of GA contract amounts.

Forms in Banner user will be granted access

Department GA Review Access		AR Query		AR Update		AR Cashiering	
Accessable Forms	View/Modify	Accessable Forms	View/Modify	Accessable Forms	View/Modify	Accessable Forms	View/Modify
TSICSRV	View Only	SPAIDEN	View Only	SPAIDEN	View Only	SFAREGS	View Only
SFAREGF	View Only	TSADETL	View Only	TSAACCT	Modify	SFIWDRL	Modify
SGASTDN	View Only	TSAMASS	View Only	TSAAREV	Modify	SPAIDEN	Modify
TSAAREV	View Only	TFAMISC	View Only	TSADETL	Modify	TFAMISC	View Only
SSADETL	View Only	TSAAREV	View Only	TSAMASS	Modify	TGACREV	Modify
		TGIADDC	Modify	TSICSRV	Modify	TGACSPV	Modify
		TSICSRV	Modify	TSIQACT	Modify	TSAAREV	View Only
		SFAREGQ	Modify			TSADETL	View Only
						TSIAPPL	Modify
						TSIAUTH	Modify
						TSICSRV	Modify
						TSIQACT	Modify
						TUIADDR	Modify