

# FINANCIAL SYSTEMS & INNOVATIONS – ACCESS PROTOCOL

## **Requirements before Finance Systems:**

- 1) Setup UCID with HR and person record is entered in Banner HR. Once you receive a confirmation the new employee has been setup in Banner HR.

## **Self-Service Banner:**

- 1) Users may access the link for Finance Access Forms page (<http://www.njit.edu/finance/forms-fsi/>), and direct them to the 'SSB Banner Access Form'.
- 2) FSI receives the approved access request and processes the request by granting Fund & Org access based on the Index. This can be View only or View and Input entry.
- 3) Once complete, an email confirmation is sent to the user.

## **Banner 9 Administrative Pages:**

1. Access to this system is managed by the FSI department. The forms in Banner 9 are used by the finance back office.

## **Anthony Travel:**

- 1) Users may access the link for Finance Access Forms page (<http://www.njit.edu/finance/forms-fsi/>) and direct them to the 'Anthony Travel Access Form'.
- 2) FSI receives the approved access request and processes the request. Fund & Org access is granted based on the index(es) listed on the form.
- 3) The user is added to the PPACMNT form to complete access to Anthony Travel.
- 4) Once complete, an email confirmation is sent to the user.

## **Chrome River:**

- 1) All NJIT Employees are automatically provided access to Chrome River

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## **Highlander eMerchant:**

- 1) Users may access the link for Finance Access Forms page (<http://www.njit.edu/finance/forms-fsi/>) and direct them to the 'Highlander e-Merchant Access Request Form'.
- 2) FSI receives the approved access request and processes the request. Fund & Org access is granted based on the index(es) listed on the form.
- 3) Once complete, an email confirmation is sent to the user.

## **Gourmet Dining Services:**

- 1) Individuals with authorized view and input access to SSB indexes are automatically granted the ability to place GDS.
- 2) Users may access the link for Finance Access Forms page (<http://www.njit.edu/finance/forms-fsi/>), and direct them to the 'SSB Banner Access Form'.
- 3) FSI receives the approved access request and processes the request by granting Fund & Org access based on the Index. This should be view and input entry.
- 4) Once complete, an email confirmation is sent to the user.

## **Cognos:**

- 1) Users may access the link for Finance Access Forms page (<http://www.njit.edu/finance/forms-fsi/>) and direct them to the 'Finance COGNOS Access Request Form'. Kindly indicate your preference to mirror a profile within your department.
- 2) Upon receiving the approved access request, FSI will forward it to the Application Management team for subsequent procedures.
- 3) Once complete, an email confirmation is sent to the user.