



ASUB Standard Operating Procedure – 2206

Standard Operating Procedure Synopsis

Title: **DEPARTMENTAL BUDGET/BANNER ACCESS**

Approval Date: April 20, 2022

Revision Date, if applicable: May 16, 2023

Review Date(s): May 16, 2023

Annual Review Date: April

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Controller

A. Purpose and Scope

The Controller's Office is responsible for maintaining and providing departmental budget information regarding the General Ledger accounts. Banner Finance security roles for access and viewing departmental budgets are set into the system by the Controller's Office.

B. Definitions

DPS – Distributed Purchasing System

C. Procedures

To request access to departmental budgets

1. The supervisor should complete the docu-sign forms located on the ITS SharePoint site.
2. The request should include the departmental budgets the employee will need and their duties related to Banner Finance.
3. This can occur with a new hire or for an employee who has transitioned into new duties.

4. The Controller's Office will then setup the employee with the requested access and will email the supervisor that the access is available.

For DPS access related to requisition entry, contact Procurement.

D. Related Information

[Banner and Network Access Form Instructions](#)

[Banner and Network Access DocuSign Form](#)