How to Request Banner Finance Security to Enter a Journal Entry

Banner Finance **GL INB & ID Charges** (Security Class BAN_FIN_GL_DATA_ENTRY_C) or **GL Adm & Fin Accountants Inq & Post** (Security Class BAN_FIN_GL_FINSERVICES_C) is needed to create a journal entry in Banner.

To view your current security access, click here, log in, then enter your PirateID using all upper case and click ‘View Report’.

Search for **BAN_FIN_GL_DATA_ENTRY_C** or **BAN_FIN_GL_FINSERVICES_C** in the Security Class column. If neither class is listed, then a new Banner Security Request is needed. If a user has GL SSB Inq & Budget Transfers (Security Class BAN_FIN_GL_GROUP_C), then the user will need to request access to **GL INB & ID Charges** (Security Class BAN_FIN_GL_DATA_ENTRY_C).

Instructions for Requesting Banner Finance Security

1) Log onto PiratePort: [https://pirateport.ecu.edu/](https://pirateport.ecu.edu/)

2) Click “Banner Security Request”

3) Click “Request Security” from the Options Box located in the left-hand box.

4) Verify Security Form Information

   1. Verify **Requester Information**, review the ECU Banner ID, Name, and Home Org. If the ECU ID, Name, or Home Org is incorrect, please contact Human Resources Information Processing by email HRIS@ecu.edu or call 328-9847. **Do not** create a Banner Security Request until all employee information has been updated correctly.

   ![Requester Information Table]

<table>
<thead>
<tr>
<th>ECU ID</th>
<th>Name</th>
<th>Pirate ID</th>
<th>Home Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>B00307311</td>
<td>Penney B Doughtie</td>
<td>doughtie</td>
<td>240901 - AFH Systems Coordination</td>
</tr>
</tbody>
</table>

   2. Verify **Job Information**, review the Position, Job Effective Date, etc. If the job information is incorrect, please contact Human Resources Information Processing by email HRIS@ecu.edu or call 328-9847. **Do not** create a Banner Security Request until all job information has been updated correctly.

   ![Job Information Table]

<table>
<thead>
<tr>
<th>Posn-Suffix-Type</th>
<th>Job Eff Date</th>
<th>Job Beg-End</th>
<th>Status</th>
<th>Change Reason</th>
<th>Emp Group</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>901301-00-P</td>
<td>11/01/19</td>
<td>11/01/18 -</td>
<td>A</td>
<td>HR Updates</td>
<td>SHRA Permanent</td>
<td>12245 Tech Support Analyst</td>
</tr>
</tbody>
</table>
3. Verify **Supervisor Information**. If the Supervisor PirateID is incorrect, please contact Human Resources Information Processing by email HRIS@ecu.edu or call 328-9847. **Do not** create a Banner Security Request until all supervisor information has been updated correctly.

<table>
<thead>
<tr>
<th>Supervisor Information</th>
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</thead>
<tbody>
<tr>
<td>Pirate ID</td>
<td>Action</td>
<td>Message</td>
</tr>
<tr>
<td>rosep</td>
<td>UPDATE</td>
<td>none</td>
</tr>
</tbody>
</table>

5) Under Banner Security Request, click the word Finance.

6) Click on the drop-down box beside General Ledger, if GL SSB Inq & Budget Transfers is listed, then select “GL INB & ID Charges.”

7) The “Organization Security” section determines the organization access. The ORGN Code list should include all ORGNs that you have security access to. Be sure not to delete current ORGN codes. To select multiple organizations, press the control key.

8) Click Submit in the bottom right corner.

9) Click Submit on the main request screen.

10) The “Confidentiality Agreement” will display; read the agreement and click ok.

11) The “Sensitive Data Agreement” will display; read the agreement and click ok.

12) The security request has not been submitted if the agreements are not displayed.

13) A confirmation message will display above the form. Modifications are not allowed until the request is approved/disapproved.

14) To view the status of the security request, log onto PiratePort, select Banner Security Request. Below the form is a history log of requests made by the user. Click on the most recent reference number.

15) Contact Penney Doughtie at 328-2706 doughtiep@ecu.edu or Petula Rose rosep@ecu.edu with questions concerning the Banner Finance Security Instructions.