Accounts Payable Security

Only Accounts Payable staff will require AP security. Campus users will select "NONE" on the Banner Security Request Form. However, users will need to request a general ledger security class to view AP payment information.

Determine which GL security class is needed for your job responsibilities.

Banner Finance GL Data Inquiry and Budget Transfers (Security Class BAN_FIN_GL_GROUP_C) will allow preparers to create journal entry types B22, B44, and B11 in Finance Self Service and Banner Admin Pages.

Banner Finance GL Data Inquiry and Key Journal Entries (Security Class BAN_FIN_GL_DATA_ENTRY_C) will allow preparers to create journal entry types B22, B44, B11, J63, J51, etc. in Finance Self Service and Banner Admin Pages.

Banner Finance GL Data Inquiry and Key/Approve Journal Entries (Security Class BAN_FIN_GL_DATA_APPROVERS) will allow preparers to create and approve journal entry types B22, B44, B11, J63, J51, etc. in Finance Self Service and Banner Admin Pages.

Banner Finance GL Special Request Only (Security Class BAN_FIN_GL_FINSERVICES_C) is for Financial Services and users that will create J63A, J63B, J63C, etc. for accounting and year end activity.

Instructions_to_Request_BFSR_General_Ledger