

How to Request Banner Finance Security to Enter a Detail Codes in Banner Admin Pages

Step 1 Complete Required Training

- 1) Complete “ECU Banner Finance Training for New Users,” this online training is required for all employees prior to requesting Banner Finance Security. [Register for online training.](#)
- 2) Complete Departmental Deposit Training, register in [Cornerstone.](#)
- 3) Complete the online [Xtender Training](#)

Step 2 Review Current Banner Security

[Log into ecuBIC](#) to view your current security access. Next enter your PirateID using all upper case and click ‘View Report.’

Step 3 Submit a Banner Finance Security Request Log onto [PiratePort](#)

- 1) Click “Banner Security Request”
- 2) Click “Request Security” from the Options Box located in the left-hand box.
- 3) Verify Security Form Information
 - a. 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			
ECU ID	Name	Pirate ID	Home Org
B00307311	Penney B Doughtie	doughtiep	240901 - AFH Systems Coordination

- b. 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						
Posn-Suff-Type	Job Eff Date	Job Beg-End	Status	Change Reason	Emp Group	Title
901301-00-P	11/01/18	11/01/18 -	A	HR Updates	SHRA Permanent	12249 Tech Support Analyst

- c. Verify **Supervisor Information**. If the Supervisor PirateID is incorrect, please submit a Team Dynamix ticket, click [HR Supervisor Update](#). **Do not** create a Banner Security Request until all supervisor information has been updated correctly.

Supervisor Information		
Pirate ID	Action	Message
rosep	UPDATE	none

- 4) Under Banner Security Request, click the word **Finance**.
- 5) Scroll to the bottom of the form and Click “Submit”

- 6) Type the following in the comment box “Need access to **BAN_FIN_AR_DETAIL_CODE_C**. This security will only allow users to request detail codes in Banner Admin Page **TZADETC**.
- 7) Click “Submit”
- 8) The “Confidentiality Agreement” will display, read the agreement and click ok.
- 9) The “Sensitive Data Agreement” will display, read the agreement and click ok.
- 10) A confirmation message will display above the form. Modifications will not be allowed until the request is approved/disapproved.
- 11) 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.
- 12) For more information, visit the [Systems Coordination website](#).
- 13) If you have questions concerning the Banner Finance Security Instructions, please contact Systems Coordination at syscoord@ecu.edu.