Finance Division
Banner Finance Security Class Definitions

This document defines the purpose and use for each Banner Finance security class. It should be used as a guide to dispense security for new or existing employees.

**General (WFU_FIN_GENERAL)**
This class contains the base level inquiry forms and reports for all Finance staff. Most questions can be answered with the inquiry forms in this class. This class is required for all classes marked with an asterisk (*). This class can also be assigned to certain non-Finance staff but Fund/Org security must also be enabled.

**AP Manager (WFU_FIN_AP_MGR)***
This class is designed for the super users within AP who are allowed to change system validation tables and process settings. In addition, these users are allowed to configure Evisions’ Intellecheck settings through the administrative interface. Users of this class must also be assigned the WFU_FIN_AP_REP security class.

**AP Representative (WFU_FIN_AP_REP)***
This class is for AP employees who enter supplier invoices.

**AP Check Processing (WFU_FIN_AP_CHECKS)***
This class is for specific AP employees who are allowed to process and print invoice checks.

**AP Check Voiding (WFU_FIN_AP_VOID_CHECKS)***
This class is for AP employees who are allowed to void checks, but not allowed to process or print them.

**AP Direct Deposit Inquiry (WFU_FIN_AP_DIRECT_DEPOSIT)**
This class is for AP and Student Financial Services/AR employees who need to be able to see an employee’s or student’s direct deposit bank information to answer customer questions.

**Budget (WFU_FIN_BUDGETING)***
This class is for staff members in the Budget & Financial Planning department. It allows users to process data from the Budget Development module into the General Ledger as well as enter budget journal vouchers.

**Campus Financial Services (WFU_FIN_CFS)***
This security class allows the CFS group to set up renter ID’s within Banner.

**Endowment (WFU_FIN_ENDOWMENT)***
This class allows accounting staff to perform all maintenance and processing (including all allocations) for the University’s endowment.
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External Query Users (WFU_FIN_EXT_QRY)
This class should be assigned to any non-Finance personnel (e.g. Human Resources) who need to be able to query FOAPAL elements or rule codes.

Fixed Assets (WFU_FIN_FIXED_ASSETS)*
This class allows accounting staff to perform all maintenance and processing (including depreciation) for fixed assets.

General Accounting Manager (WFU_FIN/GL_MGR)*
This class is designed for the super users within the general accounting/ledger area who are allowed to change system validation tables and process settings, including rule codes. These users can also run the year end roll processes. Users assigned to this class must also be assigned the WFU_FIN/GL_GEN security class.

General Accounting Staff (WFU_FIN/GL_GEN)*
This class is for those general accounting staff that need to be able to add and update FOAPAL elements and enter journal vouchers. These staff members can also run all the GL module interfaces and other processes such as the AP bank reconciliation.

Grants (WFU_FIN_GRANTS)*
This class allows grant and project personnel to define grant and project codes as well as enter budgets that feed to the ledger. Module validation tables, such as the indirect cost setup, can also be maintained by users in this class.

Interface Set Up (WFU_FIN_INTERFACE_SETUP)*
This class allows specific personnel to configure inbound and outbound interfaces. Information Systems uses the GTVSDAX form/table to store information for certain interfaces.

Journal Voucher (WFU_FIN_JV)*
This class allows personnel to enter both on-demand journal entries as well as set up or update recurring journal entries.

Mail Services (WFU_FIN_MAIL_SERVICES)
This security class allows Mail Services personnel to run the PO Box assignment process as well as update campus mailing (CM) address records.

Proposals (WFU_FIN_PROPOSALS)*
This class is to be used by staff in the Office of Research and Sponsored Programs. It allows those users to enter pre-award information into the grants module.

Purchasing (WFU_FIN_PURCHASING)*

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This class allows Procurement Services staff to create purchase orders, perform change orders and close old orders. These users can also set up ship-to codes. Users can also run the Facilities’ work order system PO import process and Bank of America purchasing card interfaces.

Reynolda House (WFU FIN REYNOLDA HOUSE)*
This class allows Reynolda House finance staff to access a variety of objects, including 1099 data, journal entry forms, posting, grant code setup and grant budget creation.

Supplier Setup (WFU FIN SUPPLIERS)*
This class allows users to set up entities (people and corporations) as well as agencies.

Finance Systems (WFU FIN SYSTEMS)
This class allows full super-user access to the entire Finance system. This class should only be given to those approved by the AVP for Finance & Controller.

Tax (WFU FIN TAX)*
This class allows members of the Tax area to have access to 1099 information, and the international student form.