<table>
<thead>
<tr>
<th>Access Type Requested</th>
<th>Description</th>
<th>Training Requirements / Other Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Accounts Receivable - Query</td>
<td>Approved &amp; Granted</td>
<td>No formal training provided. See your supervisor for in house training or contact George Windom at 541-737-0643.</td>
</tr>
<tr>
<td>Banner Accounts Receivable - Update</td>
<td>Approved &amp; Granted</td>
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<tr>
<td>FS General Query</td>
<td>Report and monitor financial data for department. Includes Accounts payable reports and query screens in Banner.</td>
<td>Banner Financial Information Systems computer based training</td>
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<td>FS General and Payroll Query</td>
<td>Report and monitor financial payroll data. Provides access to crosswalk data between payroll and finance. Does not give access to individual's job information or pay rates.</td>
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<tr>
<td>Grants and Contracts Query</td>
<td>Report and monitor grants at the department level. Provides additional Accounts payable reports and Banner query screens specific to grants. FS General Query is required with this class.</td>
<td>Banner FS-Grants computer based training</td>
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<td>Data Entry - Invoice</td>
<td>Create invoices in the Banner system. FS General Query is required with this class.</td>
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<td>Create journal vouchers in the Banner system. FS General Query is required with this class.</td>
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<tr>
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<td>Allows users to distribute purchasing card transactions for cards where they are the account or business manager. It also provides reporting tools that may be useful for positions that supervise or monitor cards and are responsible for reconciling monthly statements.</td>
<td>Contact Rose Hamilton at 541-737-0650 to establish specific card access.</td>
</tr>
<tr>
<td>Approver - Invoice</td>
<td>Approve invoices in the Banner queues that were entered by someone else. Approvals can be done through Banner or Self-Service. Not granted with Invoice Data Entry. FS General Query is required with this class.</td>
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<td>TRES (Self Service)</td>
<td>Allows users to enter travel reimbursements on behalf of other travelers. Reimbursement requests will be forwarded to an Admin user for final review and approval.</td>
<td>Banner TRES computer based training</td>
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<td>Labor Redist Scan &amp; Retrieve (NOLIJ)</td>
<td>Allows Business Center users to scan and retrieve labor redistribution documents. No formal training provided. See your supervisor for in house training.</td>
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<tr>
<td>PCard Scanning Role (NOLIJ)</td>
<td>Allows users to scan and retrieve monthly signed statements/packets including copies of receipts in the PCard file. No formal training provided. See your supervisor for in house training.</td>
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<td>PAR Form Processing (NOLIJ)</td>
<td>Allows Business Center users to scan and retrieve effort reporting documents. No formal training provided. See your supervisor for in house training.</td>
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<td>QPRA Query Only (NOLIJ)</td>
<td>Allows users access to see most grant documents. It is only needed when expanded access is required beyond what the GRRS system allows. Review the Nolij Grant Query QRC document.</td>
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<td>Allows Business Center staff access to store and retrieve accounts payable documents. No formal training provided. See your supervisor for in house training.</td>
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<tr>
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<td>Provides query access to transactional financial data with the ability to drill down to row details and images related to each transaction. Translation &amp; Doc Lookup Instructions</td>
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<td>Allows users to submit requests to have a new vendor record created. New Vendor Setup Instructions</td>
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<td>Used to produce standard financial reports and do ad hoc queries. Helps support departmental finance decision making. Insoft in-person class.</td>
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