Introduction

Banner uses *Detail Codes* for placing all charge and payment activity on an account. As such, certain controls have been put in place to limit access to Detail Codes by function and organizational assignment. Based on built-in Banner functionality, Detail Codes have been organized into categories that are assigned to Departmental "D" Code values (e.g., D01100 - Accounting, D01509 – Biomedical Sciences, etc.).

This ability to grant the "AR: Departmental Billing" role is allowed by Departmental SAAs. All other Banner roles must be granted by Application SAAs (see http://ucrbanner.ucr.edu/access/index.html for details). When a Departmental SAA grants the "Banner: AR Departmental Billing" role to a user in EACS, he/she must also select for which department(s) the user will have access, corresponding to certain Detail Codes assigned to that department. Also, the Departmental SAA will be able to print/copy a list of Detail Codes that are allowed for use by the assigned user. Contact your Departmental SAA (identifiable via this portal) for further questions.

Prerequisites

Though this role is assigned at the Department level, Departmental SAAs should obtain proof from respective users that they have completed appropriate training related to the Banner Student Information System. Currently, this includes the following list:

Training	Location
Banner Navigation	UCRLearning - LMS
FERPA for Banner Users	UCRLearning – LMS
FERPA: Viewing Directory Information	http://ucrbanner.ucr.edu/docs/cn064_ferpa_viewing_directory_information.pdf
How to Search	http://ucrbanner.ucr.edu/docs/cn003_how_to_search.pdf
SGASTDN: General Student Navigation	UCRLearning – LMS
General: Accounts Receivable	http://ucrbanner.ucr.edu/docs/cn054_general_accounts_receivable.pdf
Departmental Billing	UCRLearning – LMS
For the latest requirements, see: http://ucrbanner.ucr.edu/training/accounts-receivable.html > *Departmental Billing* dropdown	

Procedure

1. Open the *Enterprise Access Control System* (EACS) via the R'Space Authorized Applications.
2. On the Main Menu screen, choose the appropriate "Department SAA" role and respective Accountability Structure.
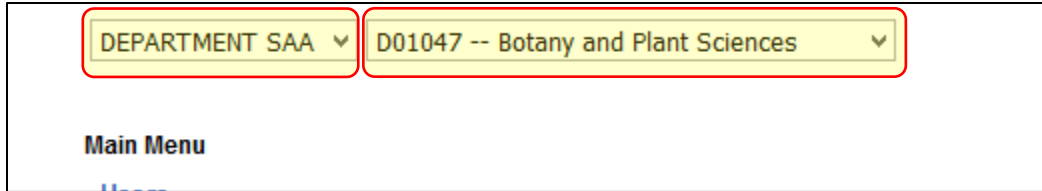
3. Click on the "Users" item in the Main Menu to add/update/remove users' access.
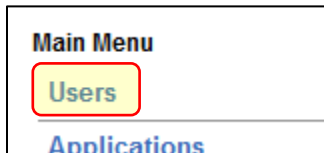
   - Please note that students are not currently allowed to have this role.
4. Click "Add" for new users in the respective Accountability Structure, or find the NetID if it's a user that has been assigned in the Accountability Structure previously.

5. Choose the "Banner Student Information System" in the "Available Applications list and press the ">" arrow to give the user new authorizations:
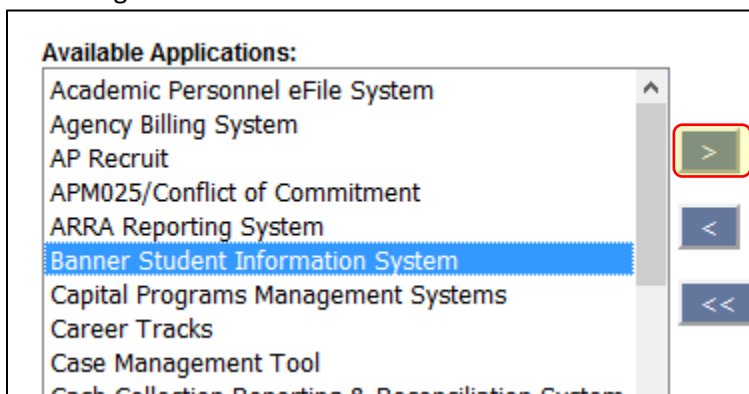
6. In the next pop-up window, the "AR: Departmental Billing" role will be the only option. Choose "Next".

Please select the appropriate roles for RABBA

App Name	Role
Banner Student Information System	AR: Departmental Billing ▾

Next   Cancel & Close

7. Depending on your access and Accountability Structure, choose which Category the user should have access by click on "Select", indicate their "Access Rights", and click "Save".

Note the following privileges for "Access Rights":

Access Right	Description	Considerations
Charge	Banner will only allow users to enter a new charge from Detail Codes of the respective Category (DCAT).	This would be used for users who should be able to place new charges on an account, but not reverse or adjust charges.
Reversal	Banner will only allow users to enter a reversal of a charge from Detail Codes of the respective Category (DCAT).	This would be used for users who are not placing new charges on an account, but will reverse or adjust previously-billed charges.
Both	Banner will allow users to enter a new charge or a new reversal from Detail Codes of the respective Category (DCAT).	This would be used for users who are able to place new charges as well as reverse or adjust charges on an account.

Other Considerations while assigning this role and respective Access Rights:

- Users who complete UCRFS reconciliations should not also have the ability to place or reverse charges with the same respective FAU, for separation of duty purposes, as outlined in BUS-49 (see http://policy.ucop.edu/doc/3420337/BFB-BUS-49).

Please select Billing Categories for RABBA (SAA: D01047 - D01047)

App: Banner Student Information System
Role: AR: Departmental Billing

Category	Description	Access Rights	Select?
1AI	D01047	BOTANY AND PLANT SCIE	Charge ˅	☑

Charge
Reversal
Both

Detail Codes in Respective Categories

DCAT	Detail Code	Description	FAU B
1AI	SC08	B&PS HERBARIUM SERVICES	R66100-A01082-66272-20---
1AI	SC64	B&PS HERBARIUM SERVICES F&A	R66188-A01082-66272-20---
1AI	SC05	BENCH FEES - BOT PLNT SCI	R60000-A01082-60056-20---
1AI	SC19	BIOINFORMATICS F & A	R66188-A01776-66220-20---
1AI	SC18	BIOINFORMATICS REVENUE	R66100-A01776-66220-20---
1AI	SC21	BOTANIC GARDENS CONF RM F&A	R60088-A01059-61012-20---
1AI	SC20	BOTANIC GARDENS CONFERENCE RM	R60000-A01059-61012-20---
1AI	SC04	BOTANY MISC SERVICES	R60000-A01082-60604-20---
1AI	SC12	BOTANYCAMPUS F&A-EXT CUST ONLY	R60088-A01082-60604-20---
1AI	SC14	CEPCEB PROTEOMICS SERVICES	R66100-A01776-66221-20---
1AI	SC15	CEPCEB PROTEOMICS SERVICES-CAM	R66188-A01776-66221-20---
1AI	SC16	F & A FOR PLANT TRANSFORMATION	R60088-A01796-60133-20---
1AI	SC46	OCP-HHMI-CHEN-DCOSTS	R66100-A01082-66738-20-OAC7--
1AI	SC06	PLANT TRANSFORMATION	R60000-A01796-60133-20---
1AI	SC03	UCR GI-CORE INSTRUM FACILIITY	R66000-A01723-66036-20---
1AI	SC07	UCR-GI-CIF FACILITY&ADMIN COST	R66088-A01723-66036-20---

[Save] [Cancel & Close]

8. Upon Save, the application and role will be shown for the user.

Application	Role	Comment	Select?
Banner Student Information System	AR: Departmental Billing	Add & View	☐
eBuy - UCR Purchasing System	INVOICE APPROVER	Add & View	☐

9. To <u>remove access to a specific Category</u> or change the "Access Rights", SAAs can click on the "Banner Student Information System" in the "Application" column to be presented with the billing categories from point #7.

10. To <u>remove the user's authorization to this role completely</u>, SAAs may click "Select?" and then the "<" button.

	Application	Role	Comment	Select?
>	Banner Student Information System	AR: Departmental Billing	Add & View	☑
<	eBuy - UCR Purchasing System	INVOICE APPROVER	Add & View	☐
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Other Considerations

- Current Departmental SAAs can be found at http://eacs.ucr.edu/eacs/EACS_SEARCH.SAA_list.
- Detail Codes listed on the Billing Categories assignment screen may be printed or copy-and-pasted to another document for reference by respective Departmental Billing users.
- Billing Categories assignment by Departmental SAAs is done at the lowest Accountability Structure level possible. This may limit the ability of certain DIV or ORG-level SAAs to be able to change or add new assignments for respective categories if Departmental SAAs exist at a lower level for the given Accountability Structure (e.g., department level).
- A Detail Code Category is assigned to a specific D-code Accountability Structure. If SAAs don't see any Detail Codes assignable, they may be assigned to a different Accountability Structure and need to be corrected. SBS will work to resolve discrepancies in Detail Codes and Category assignments ASAP once notified. Please direct questions regarding this to the BannerAR_Feedback@ucr.edu listed below.

Questions or Comments

Questions or comments for EACS and the Departmental SAA role can be directed to saaupdate@ucr.edu.

Questions or comment regarding Banner, Category and Detail Codes, including current FAU assignments, can be directed to BannerAR_Feedback@ucr.edu.