

Banner Finance Security Training Workbook

January 2007

Release 7.3



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Section A: Introduction

Lesson: Overview

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Workbook goal

The goal of this workbook is to provide you with the knowledge and practice to accurately establish security within Banner Finance. The workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-Day Operations
- Reference

Intended audience

Finance office administrators and staff

Objectives

At the completion of this workbook, you will be able to

- establish system wide security
- add users and define their system wide access
- establish rule group security access
- establish fund/organization security access.

Prerequisites

To complete this workbook, you should have

- completed the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system
- completed the Finance Overview training workbook
- completed the Finance Chart of Accounts training workbook
- administrative rights to create the rules and set the validation codes in Banner.

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Section A: Introduction

Lesson: Process Introduction

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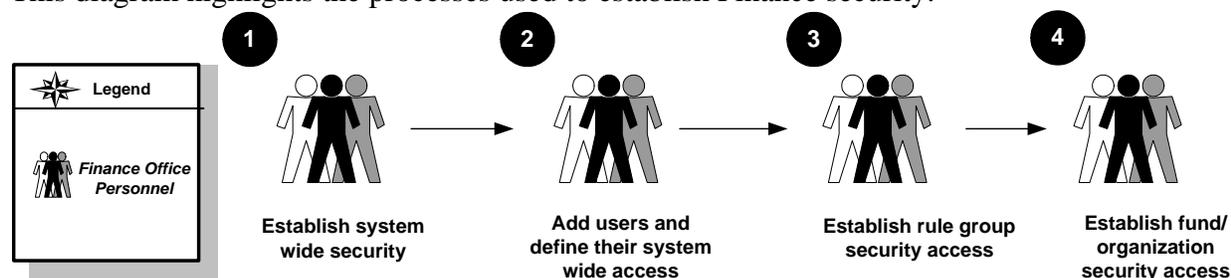
About the process

The Finance Office can:

- establish system wide security
- add users and define their system wide access
- establish rule group security access
- establish fund/organization security access.

Flow diagram

This diagram highlights the processes used to establish Finance security.



What happens

The stages of the process are described in this table.

Stage	Description
1	Finance office personnel establish system wide security.
2	Finance office personnel add users and define their system wide access.
3	Finance office personnel establish rule group security access.
4	Finance office personnel establish fund/organization security access.



Section A: Introduction

Lesson: Terminology

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Oracle security

Provides database security features and auditing capabilities.

Banner security

Provides form, report, and process level security across Banner applications.

Finance system security

Enables you to establish security by user IDs, rule groups and rule classes, forms and process for rule groups, fund and fund types, and organizations.



Section B: Set Up

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

One of the initial procedural tasks you perform in Banner Finance should be to set up your security parameters for your system. The system provides security on three levels:

- Oracle security – provides database security features and auditing capabilities.
- Banner security – provides form, report, and process level security across Banner applications.
- Finance system security – enables you to establish security by user IDs, rule groups and rule classes, forms and process for rule groups, fund and fund types, and organizations.

Purpose

The purpose of this section is to outline the setup process and detail the procedures to set up your Banner Finance security system.

Intended audience

Finance office administrators.

Objectives

At the end of this section, you will be able to

- establish system wide security
- add users and define their system wide access
- establish rule group security access
- establish fund/organization security access.

Prerequisites

To complete this section, you should have

- completed the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system
- completed the Finance Overview training workbook
- completed the Finance Chart of Accounts training workbook
- administrative rights to create the rules and set the validation codes in Banner.



Section B: Set Up

Lesson: Overview (Continued)

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Menu structure

The **Financial System Security** submenu is found under the **Financial Operations** menu.

- 📁 Financial System Security [*FINSECR]
 - 📄 User Profile Maintenance [FOMPROF]
 - 📄 System Control Maintenance [FOASYSC]
 - 📄 Rule Group/Rule Class Security Maintenance [FOMRGRC]
 - 📄 Form/Process To Rule Group Maintenance [FOMPRRG]
 - 📄 Fund/Fund Type Security Maintenance [FOMUSFN]
 - 📄 Organization Security Maintenance [FOMUSOR]
 - 📄 Rule Group Security Maintenance [FOMUSRG]
 - 📄 User Profile List [FUVPROF]
 - 📄 E-Procurement Interface Preferences Control [FPAEPRC]



Section B: Set Up

Lesson: Setting up Processing Level Security

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Purpose

The System Control Maintenance form (FOASYSC) is where Finance-level security can be switched off and on. There are two components of Finance Security: Rule Class Security and Fund/Organization Security. Checkboxes on FOASYSC control these components for the organization.

Note: Finance Security operates in conjunction with the fundamental role-level security, which controls access to individual menus and forms. This role-level security is maintained through the Security Maintenance form (GSASECR), and it is **not** covered in this workbook.

Rule Class Security checkbox

This checkbox turns on rule class security, which controls the actions (rule codes) a user can perform within a form. If you turn on rule class security; you must set up rule class security using these forms:

- Rule Group/Rule Class Security Maintenance form (FOMRGRC)
- Form/Process to Rule Group Maintenance form (FOMPRRG)
- Rule Group Security Maintenance form (FOMUSRG)

Fund/Organization Security checkbox

This checkbox turns on fund/organization security, which controls the FOAPAL elements that can be used in any form. If you turn on fund/organization security, you must set up fund/organization security using these forms:

- Fund/Fund Type Security Maintenance Form (FOMUSFN)
- Organization Security Maintenance Form (FOMUSOR)

You will learn about these forms later in this workbook.



Section B: Set Up

Lesson: Setting up Processing Level Security (Continued)

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Banner form

The System Control Maintenance form (FOASYSC) is the control form for turning on and off many of Banner's features.

System Control Maintenance FOASYSC 7.0 (C700)

Effective Date: 28-DEC-2004 Termination Date: Next Change Date: Last Activity Date: 28-DEC-2004

Active Status

Interchart Due To Account:

Interchart Due From Account:

Federal Employer ID: 123456789

Multiple Fund Balance

Rule Class Security

Fund and Organization Security

Consolidated Posting

Deferred Edit

Self Service Budget Development

Self Service Budget Development History



Section B: Set Up

Lesson: Setting up Processing Level Security (Continued)

◀ Jump to TOC

Setting other features

One of these features, the Receiving/Matching requirement, is accessed through the Procurement Processing Info option in the **Options** menu.

File Edit **Options** Block Item Record Query Tools Window Help

ORACI

System

- General Control Information
- Tax Processing Info
- Approval Processing Info
- NSF Processing Info
- Grant Processing Info
- EDI Processing Info [FEREDIC]
- Active**
 - Procurement Processing Info**
 - Fixed Asset Information
- Interch 1099 Transmitter Info [FOA1099]
- Interchart Due From Account:
- Federal Employer ID: 123456789

Termination Date: [] Next Change Date: [] Last Activity Date: 28-DEC-2004

To require that receiving be entered prior to payment of invoices, set a minimum amount in the **Invoices Requiring Receipt** field.

Procurement Processing Information FOASYSC 7.0 (C700)

Document Level Matching: No Document Level

Requisition Amount Requiring Receipt: []

Purchase Order Amount Requiring Receipt: []

Invoice Amount Requiring Receipt: []

Automatic Buyer Assignment

Other options that are turned on and off in the FOASYSC form are the Approvals process and NSF checking.



Section B: Set Up

Lesson: Setting up Processing Level Security (Continued)

◀ Jump to TOC

Procedure

Follow these steps to set up the processing level security.

Step	Action				
1	Access the System Control Maintenance form (FOASYSC). <u>Note:</u> The FOASYSC form is an effective dated maintenance form and you are only permitted to change this record as of the current or future date.				
	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>you wish to make a change</td> <td>1. Insert a new record. 2. Perform a Duplicate Record function. 3. Enter the current date or a future one in the Effective Date field (make it current if you want your changes to take effect immediately).</td> </tr> </tbody> </table>	IF	THEN	you wish to make a change	1. Insert a new record. 2. Perform a Duplicate Record function. 3. Enter the current date or a future one in the Effective Date field (make it current if you want your changes to take effect immediately).
IF	THEN				
you wish to make a change	1. Insert a new record. 2. Perform a Duplicate Record function. 3. Enter the current date or a future one in the Effective Date field (make it current if you want your changes to take effect immediately).				
3	Select the Rule Class Security checkbox if you want to turn on rule class security.				
4	Select the Fund and Organization Security checkbox if you want to turn on fund/organization security.				
5	Click the Save icon.				
6	Click the Exit icon. <u>Note:</u> Changes to FOASYSC will not take effect until you've logged off Banner and log back in again.				



Section B: Set Up

Lesson: Establishing User Profiles

◀ Jump to TOC

Purpose

You use the User Profile Maintenance form (FOMPROF) to link user IDs to funds and organizations. You need to do this if your institution is using fund/organization security.

Banner form

User Profile Maintenance FOMPROF 7.0 (C700)

User ID:

User Name: Budget ID:

COA: Organization:

Master Fund: Master Organization:

ID:

Phone: - Extension:

Fax: - Extension:

Email:

Authorizations

- NSF Override
- Post after Expenditure End Date
- Post in Accrual Period
- EDI Override
- ACH Override
- Purchase Card Override
- Self Service Access

Self-Service Budget Planner Authorizations

Self Service Budget Access

Budget Master Fund: Budget Master Organization:



Section B: Set Up

Lesson: Establishing User Profiles (Continued)

◀ Jump to TOC

Procedure

Follow these steps to establish the profiles.

Step	Action
1	<p>Access the User Profile Maintenance form (FOMPROF).</p> <p><u>Note:</u> This procedure provides instructions for the fields required for the task of assigning fund/organization security. There are many other fields in this form, their purpose can be found in the User Guide.</p>
2	<p>Enter the user ID of the person to whom you are giving security access in the User ID field or use the Search button to find it. For this exercise use your Banner training login ID.</p> <p><u>Note:</u> You must use a user ID that has already been defined in the Security Maintenance form (GSASECR). You will use this user ID throughout the procedures in this workbook.</p>
3	<p>Select the NSF Override checkbox if the user is to have authority to override non-sufficient funds for a document or transaction.</p>
4	<p>Enter the chart of accounts in the COA field or select it from the list of values (LOV).</p> <p><u>Note:</u> For practice, enter or select <i>B</i>.</p>
5	<p>Select the value that indicates this user's fund authority in the Master Fund field.</p> <p><u>Notes:</u> For practice, select <i>No Authority</i>.</p> <p>Turning the Master Fund setting on causes the system to ignore any restrictions that you've entered on the Fund/Fund Type Security Maintenance form (FOMUSFN). In multiple COA environments, this setting will apply to all COAs.</p>
6	<p>Select the value that indicates this user's organization authority in the Master Organization field.</p> <p><u>Notes:</u> For practice, select <i>No Authority</i>.</p> <p>Turning the Master Organization setting on causes the system to ignore any restrictions that you've entered on the Organization Security Maintenance form (FOMUSOR). In multiple COA environments, this setting will apply to all COAs.</p>



Section B: Set Up

Lesson: Establishing User Profiles (Continued)

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Procedure, continued

IF	THEN
you want this user to be able to post expenses to Grant funds in the trail-out period	select the Post after Expenditure End Date checkbox.
you want this user to be able to post to the year-end accrual period	select the Post in Accrual Period checkbox.
you want this user to be able to override EDI orders	select the EDI Override checkbox.
you want this user to be able to override ACH and require a paper check	select the ACH Override checkbox.
you want this user to be able to override purchasing card transactions	select the Purchase Card Override checkbox.
you want to associate a user ID with a General Person	enter the ID of a General Person record that you want to associate with this user ID in the ID field or use the Search button to find it.*

8	Enter the default organization code for this user in the User Organization field or select it from the LOV. <u>Note:</u> The organization code entered here automatically populates the Organization field for the requestor in the Requisition form (FPAREQN).
9	Click the Save icon.



Section B: Set Up

Lesson: Establishing User Profiles (Continued)

◀ Jump to TOC

Options – Procurement Maintenance

User Profile Maintenance FOMPROF 7.0 (C700)

User ID: FIMSMGR

Procurement Maintenance FOMPROF 7.0 (C700)

<p>Invoice</p> <p>Invoice Restrictions: All Invoices</p> <p>Invoice Overage Tolerance: <input type="text"/></p> <p>Invoice Tolerance Amount: <input type="text"/></p> <p><input type="checkbox"/> Invoice Tolerance Override</p> <p><input type="checkbox"/> Invoice Receipt Required Override</p>	<p>Requisition or Purchase Order</p> <p>Ship To: <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="checkbox"/> Requisition Receipt Required Override</p> <p><input type="checkbox"/> Purchase Order Receipt Required Override</p>
<p>Receiving</p> <p>Receiving Quantity Overage Tolerance: <input type="text"/></p> <p>Receiving Quantity Tolerance: <input type="text"/></p> <p><input type="checkbox"/> Receiving Override</p> <p>Receiving Amount Overage Tolerance: <input type="text"/></p> <p>Receiving Amount Tolerance: <input type="text"/></p>	

Procedure

Follow these steps to complete the process.

Step	Action
1	Select <u>Procurement Maintenance</u> on the Option menu. <u>Note:</u> Completing the fields on this window is not required for Finance security, but is useful for transaction processing, so the steps are provided.
2	Select the type of invoices that this user will be permitted to process from the Invoice Restrictions drop-down list. <u>Note:</u> For practice, select <i>All Invoices</i> .
3	Enter the maximum percentage that an invoice can be over and still be paid by this user in the Invoice Overage Tolerance field. <u>Note:</u> For practice, enter <i>10</i> .



Section B: Set Up

Lesson: Establishing User Profiles (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	<p>Enter the maximum monetary amount that an invoice can exceed the purchase order and still be paid by this user in the Invoice Tolerance Amount field.</p> <p><u>Notes:</u> For practice, enter <i>100</i>.</p> <p>The Invoice Overage Tolerance field is the percentage an invoice may exceed that the user has authorization to pay. The Invoice Tolerance Amount field is the dollar amount an invoice may exceed that the user has authorization to pay. The percentage and the amount fields work together.</p> <p><u>Example:</u> With the recommended values in the previous two steps the user can pay up to 10 percent more than the ordered amount, but not more than \$100.00.</p>
5	<p>Select the Invoice Tolerance Override checkbox if you want this user to be able to approve invoices that exceed the tolerances.</p>
6	<p>Enter a default delivery location for goods ordered by this user in the Ship To field.</p> <p><u>Note:</u> Ship To codes are defined in the Ship to Address Maintenance form (FTMSHIP). The value entered here defaults into the Requisition form (FPAREQN) and the Purchase Order form (FPAPURR).</p>
7	<p>Enter the maximum percentage in excess of the ordered quantity that the user has the authority to accept in the Receiving Quantity Overage Tolerance field.</p>
8	<p>Enter the maximum quantity in excess of the ordered quantity that the user has the authority to accept in the Receiving Quantity Tolerance Quantity field.</p>
9	<p>Select the Receiving Override checkbox if this user is allowed to override the limits in the Receiving Quantity fields.</p> <p><u>Note:</u> Purchase orders can be designated as “Regular” or “Standing.” Regular purchase orders are received by quantity. Standing purchase orders are received by dollar amount.</p>



Section B: Set Up

Lesson: Establishing User Profiles (Continued)

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Procedure, continued

Step	Action
10	Enter the maximum percentage in excess of the ordered monetary amount that the user has authority to accept in the Receiving Amount Overage Tolerance field.
11	Enter the maximum monetary amount in excess of the ordered amount that the user has authority to accept in the Receiving Amount Tolerance Amount field. <u>Note:</u> You can require receiving for regular purchase orders, but not for standing purchase orders. The receiving requirement is turned on in the System Control Maintenance form (FOASYSC).
12	Click the Save icon.
13	Click the Exit icon.



Section B: Set Up

Lesson: Creating Rule Groups

◀ Jump to TOC

Purpose of rule group security

The primary reason for rule-group security is to limit what the end-user is permitted to do within a form, in particular, the Journal Voucher Entry form (FGAJVCD) and the Journal Voucher Quick form (FGAJVCQ).

Example: You might wish to permit your end-users to perform adjustment-type budget transactions, but nothing else. In that case, they will need access to one of the Journal Voucher forms, but you will want to restrict the rule codes they are permitted to use in the form.

Forms used

You use the Rule Group/Rule Class Security Maintenance form (FOMRGRC) to create and maintain rule groups. Rule groups are collections of related rule codes, which are the codes that govern posting in all Banner processes. Rule codes are created in the Rule Code Maintenance form (FTMRUCL). A standard set of rule groups is delivered with Banner.

For the most part, you will need to add to or modify rule groups **only** if you create new rule codes. This form also allows you to copy an existing group, which can save you time when you are creating a rule group that is similar to an existing one. You need to do this if your institution is using rule class security.

If you need to create a rule group that is similar to an existing one, you can copy the existing one.

Banner form

Rule Group: Copy from Rule Group:

Rule Group Description:

Rule Class	Description	Activity Date	User ID
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>



Section B: Set Up

Lesson: Creating Rule Groups (Continued)

◀ Jump to TOC

Procedure 1

Follow these steps to create a new rule group.

Step	Action
1	Access the Rule Group/Rule Class Security Maintenance form (FOMRGRC).
2	Enter a 4-character unique code for the rule group in the Rule Group field.
3	Perform a Next Block function. <u>Note:</u> The system displays the message, “Query caused no records to be retrieved.” This is all right because you are creating a new rule group, so just click the OK button.
4	Enter a brief description of the rule group in the Rule Group Description field.
5	Perform a Next Block function.
6	Enter the code of the rule class you want to add to this rule group in the Rule Class field or select it from the list of values (LOV).
7	Repeat step 6 for each rule class you want to add to this rule group.
8	Click the Save icon.
9	Click the Exit icon.

Procedure 2

Follow these steps to create a new rule group by copying an existing rule group.

Step	Action
1	Access the Rule Group/Rule Class Security Maintenance Form (FOMRGRC).
2	Enter a 4-character unique code for the rule group in the Rule Group field.
3	Enter the code of the rule group you want to copy in the Copy from Rule Group field.
4	Perform a Next Block function. <u>Note:</u> The system displays the message, “Query caused no records to be retrieved.” This is all right because you are creating a new rule group, so click OK .
5	Enter a brief description of the rule group in the Rule Group Description field.



Section B: Set Up

Lesson: Creating Rule Groups (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action						
6	Perform a Next Block function. <u>Note:</u> The system populates the Rule Classes block with the same rule classes that are in the rule group you are copying. You now can add and delete rule classes.						
	<table border="1"><thead><tr><th>IF</th><th>THEN</th></tr></thead><tbody><tr><td>you want to delete the record</td><td>Access the Rule Class field for the record you want to delete</td></tr><tr><td>you want to add a rule class to the list</td><td>insert a new record and enter the code of the rule class you want to add to this rule group in the Rule Group field or select it from the list of values (LOV) I.</td></tr></tbody></table>	IF	THEN	you want to delete the record	Access the Rule Class field for the record you want to delete	you want to add a rule class to the list	insert a new record and enter the code of the rule class you want to add to this rule group in the Rule Group field or select it from the list of values (LOV) I.
IF	THEN						
you want to delete the record	Access the Rule Class field for the record you want to delete						
you want to add a rule class to the list	insert a new record and enter the code of the rule class you want to add to this rule group in the Rule Group field or select it from the list of values (LOV) I.						
7	Repeat step 8 for each rule class you want to add to this rule group.						
8	Click the Save icon.						
9	Click the Exit icon.						



Section B: Set Up

Lesson: Assigning Rule Groups to User IDs

◀ Jump to TOC

Purpose

You use the Rule Group Security Maintenance form (FOMUSRG) to assign rule groups to user IDs. You need to do this if your institution is using rule class security.

Notes: If one user ID has had rule groups assigned to it, and you want to copy the set of rule groups to another user ID, you can do so by copying.

If you turn rule group security on, you must make sure that every user has access to the appropriate rule groups for the forms and processes you expect them to use.

Banner form

Rule Group Security Maintenance FOMUSRG 7.0 (C700)

User ID: ▼
Copy User ID: ▼

Rule Group	Description	Activity Date	User ID
CHKG	Check Rule Group	06-FEB-1990	FIMSPRD
CORG	Change Order Rule Group	12-JUL-1995	FIMSUSR
DCRG	Direct Cash Receipts Group	03-FEB-1997	DMCGARRY
ENCG	Encumbrance Rule Group	06-FEB-1990	FIMSPRD
FADG	Fixed Asset Adjustment	13-JUN-1996	FIMSUSR
INVG	Invoice Rule Group	06-FEB-1990	FIMSPRD
ISSG	Issues Rule Group	17-NOV-1993	FIMSUSR
JVCG	Journal Voucher Rule Group	06-FEB-1990	FIMSPRD
PORG	Purchase Order Rule Group	06-FEB-1990	FIMSPRD
REQG	Requisition Rule Group	06-FEB-1990	FIMSPRD
SRQG	Stores Requisition Rule Group	17-NOV-1993	FIMSUSR



Section B: Set Up

Lesson: Assigning Rule Groups to User IDs

◀ Jump to TOC

Procedure 1

Follow these steps to assign rule groups to a user ID.

Step	Action
1	Access the Rule Group Security Maintenance form (FOMUSRG).
2	Enter the ID of the user to whom you are assigning rule groups in the User ID field or select it from the list of values (LOV).
3	Perform a Next Block function.
4	Enter the code of the rule group you want to assign to this user ID in the Rule Group field or select it from the LOV.
5	Repeat step 4 for each rule group you want to add to this user ID.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Assigning Rule Groups to Forms and Processes

◀ Jump to TOC

Procedure 2

Follow these steps to copy a set of rule groups from one user ID to another.

Step	Action						
1	Access the Rule Group Security Maintenance form (FOMUSRG).						
2	Enter the ID of the user to whom you are assigning rule groups in the User ID field or select it from the list of values (LOV).						
3	Enter the ID of the user whose rule group assignment you want to copy in the Copy User ID field.						
4	Perform a Next Block function. <u>Note:</u> The system populates the rule group block with the same rule groups that are assigned to the user ID you are copying. You can now add and delete rule groups.						
	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>you want to delete a rule group from the list</td> <td>place the cursor in the Rule Group field for the record you want to delete, then delete the record.</td> </tr> <tr> <td>you want to add a rule group to the list</td> <td>insert a new record and, in the Rule Group field, enter the code of the rule group you want to assign to this user ID or select it from the LOV.</td> </tr> </tbody> </table>	IF	THEN	you want to delete a rule group from the list	place the cursor in the Rule Group field for the record you want to delete, then delete the record.	you want to add a rule group to the list	insert a new record and, in the Rule Group field, enter the code of the rule group you want to assign to this user ID or select it from the LOV.
IF	THEN						
you want to delete a rule group from the list	place the cursor in the Rule Group field for the record you want to delete, then delete the record.						
you want to add a rule group to the list	insert a new record and, in the Rule Group field, enter the code of the rule group you want to assign to this user ID or select it from the LOV.						
5	Repeat steps 5 and 6 until you have assigned the appropriate rule groups to this user ID.						
6	Click the Save icon.						
7	Click the Exit icon.						



Section B: Set Up

Lesson: Assigning Rule Groups to Forms and Processes

◀ Jump to TOC

Purpose

You use the Form/Process to Rule Group Maintenance form (FOMPRRG) to assign rule groups to forms and processes. A standard association of rule groups and forms is provided with Banner. You need only modify or update this association if you are creating new rule groups or modifying the standard ones.

If a form or process has had rule groups assigned to it, and you want to copy the set of rule groups to another form or process, you can do so by copying.

Banner form

Procedure 1

Follow these steps to assign rule groups to a form or process.

Step	Action
1	Access the Form/Process to Rule Group Maintenance form (FOMPRRG).
2	Enter the seven-character name of the form or process to which you want to assign rule groups in the Form/Process field.
3	Perform a Next Block function.
4	Enter the code of the rule group you want to assign to this form or process in the Rule Group field or select it from the list of values (LOV).
5	Repeat step 4 for each rule group you want to add to this form or process.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Assigning Rule Groups to Forms and Processes (Continued)

◀ Jump to TOC

Procedure 2

Follow these steps to copy a set of rule groups from one form or process to another.

Note: The steps needed for copying rule-group assignments is different from what you've learned in the previous procedure in this workbook.

Step	Action	
1	Access the Form/Process to Rule Group Maintenance form (FOMPRRG).	
2	Enter the seven-character name of the form or process whose rule group assignment you want to copy in the Form/Process field.	
3	Enter the seven-character name of the form or process to which you want to copy the rule-group assignment in the New Form/Process field.	
4	Select <u>Copy Information</u> from the Options menu to copy the rule group assignment. <u>Note:</u> The system moves the seven-character name of the new form or process to the Form/Process field and populates the rule group block with the same rule groups that are assigned to the form or process you are copying. You can now add and delete rule groups.	
5	Perform a Next Block function.	
	IF	THEN
	you want to delete a rule group from the list	place the cursor in the Rule Group field for the record you want to delete, then delete the record.
	you want to add a rule group to the list	insert a new record and enter the code of the rule group you want to assign to this user ID in the Rule Group field or select it from the list of values (LOV).
6	Repeat steps 6 and 7 until you have assigned the appropriate rule groups.	
7	Click the Save icon.	
8	Click the Exit icon.	



Section B: Day-to-Day Operations

Lesson: Assigning Funds and Fund Types to User IDs (Continued)

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Procedure 1

Follow these steps to assign funds and fund types to a user ID.

Note: You can insert multiple records to assign multiple funds and/or fund types. Each must be on a separate record and you cannot assign both a fund and a fund type on the same record.

Step	Action						
1	Access the Fund/Fund Type Security Maintenance form (FOMUSFN).						
2	Enter the ID of the user to whom you want to assign funds or fund types in the User ID field or select it from the list of values (LOV). <u>Note:</u> You may use your Banner training login ID.						
3	Perform a Next Block function. <u>Note:</u> If no funds or fund types have been assigned to this user, the system displays the message, "Query caused no records to be retrieved." This is all right, so click the OK button.						
4	Enter the code representing the chart of accounts assigned to the user ID In the COA field or select it from the LOV.						
	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>you are assigning a fund type to the user ID</td> <td>enter the fund type code in the Fund Type field or select it from the LOV</td> </tr> <tr> <td>you are assigning a fund to the user ID</td> <td>enter the fund code in the Fund field or select it from the LOV.</td> </tr> </tbody> </table>	IF	THEN	you are assigning a fund type to the user ID	enter the fund type code in the Fund Type field or select it from the LOV	you are assigning a fund to the user ID	enter the fund code in the Fund field or select it from the LOV.
IF	THEN						
you are assigning a fund type to the user ID	enter the fund type code in the Fund Type field or select it from the LOV						
you are assigning a fund to the user ID	enter the fund code in the Fund field or select it from the LOV.						
5	<u>Note:</u> Make sure you choose a fund type that matches the COA you selected in step 4.						
6	Select the method the user may use to access the fund or fund type information from the Access drop-down box.						
7	Repeat steps 4 through 7 for each fund/fund type you want to add to this user ID.						
8	Click the Save icon.						
9	Click the Exit icon.						



Section B: Day-to-Day Operations

Lesson: Assigning Funds and Fund Types to User IDs (Continued)

◀ Jump to TOC

Procedure 2

Follow these steps to copy fund/fund-type assignments from one user ID to another.

Step	Action
1	Access the Fund/Fund Type Security Maintenance Form (FOMUSFN).
2	Enter the ID of the user to whom you want to assign funds or fund types in the User ID field or select it from the list of values (LOV).
3	Enter the ID of the user whose funds/fund-type assignment you want to copy in the Copy from User ID field.

Note: You may use your Banner training login ID.

IF	THEN
you want to limit the funds and fund types to be copied to those that are in a specific chart of accounts	enter the COA code to be included in the Include COA Code field.
you want to limit the fund type to be copied to a specific one	enter the fund type code in the Include Fund Type field or use the Search button to find it.
you want to limit the fund to be copied to a specific one	enter the fund code in the Include Fund field or use the Search button to find it.
you want to exclude a specific chart of accounts from being copied	enter the COA code to be excluded in the Exclude COA Code field.
you want to exclude a specific fund type from being copied	enter the fund type code in the Exclude Fund Type field or use the Search button to find it.
you want to exclude a specific fund from being copied	enter the fund code in the Exclude Fund field or use the Search button to find it.



Section B: Day-to-Day Operations

Lesson: Assigning Funds and Fund Types to User IDs (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action						
4	<p>Perform a Next Block function.</p> <p><u>Note:</u> If no funds or fund types have previously been assigned to this user, the system displays the message, “Query caused no records to be retrieved.” This is all right, so click OK. The system populates the fund block with the same fund/fund types that are assigned to the user ID you are copying. You can now add and delete fund/fund types.</p>						
	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>you want to delete a fund or fund type from the list</td> <td>place the cursor in the COA field for the record you want to delete, then delete the record.</td> </tr> <tr> <td>you want to add a fund or fund type to the list</td> <td>insert a new record and enter values in the fields as explained in Procedure 1.</td> </tr> </tbody> </table>	IF	THEN	you want to delete a fund or fund type from the list	place the cursor in the COA field for the record you want to delete, then delete the record.	you want to add a fund or fund type to the list	insert a new record and enter values in the fields as explained in Procedure 1.
IF	THEN						
you want to delete a fund or fund type from the list	place the cursor in the COA field for the record you want to delete, then delete the record.						
you want to add a fund or fund type to the list	insert a new record and enter values in the fields as explained in Procedure 1.						
5	Repeat steps 11 and 12 until you have assigned the appropriate funds and fund types to this user ID.						
6	Click the Save icon.						
7	Click the Exit icon.						



Section B: Set Up

Lesson: Assigning Organizations to User IDs (Continued)

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Procedure 1

Follow these steps to assign organizations to a user ID.

Step	Action
1	Access the Organization Security Maintenance form (FOMUSOR).
2	Enter the ID of the user to whom you want to assign organizations in the User ID field or select it from the list of values (LOV). <u>Note:</u> You may use your Banner training login ID.
3	Perform a Next Block function. <u>Note:</u> If no organizations have been assigned to this user, the system displays the message, "Query caused no records to be retrieved." This is all right, so click OK.
4	Enter the code representing the chart of accounts assigned to the user ID in the COA field or select it from the LOV.
5	Enter the organization code in the Organization field or select it from the LOV.
6	Select the method the user may use to access the organization information from the Access drop-down box.
7	Repeat steps 4 through 6 for each organization you want to add to this user ID.
8	Click the Save icon.
9	Click the Exit icon.



Section B: Set Up

Lesson: Assigning Organizations to User IDs (Continued)

◀ Jump to TOC

Procedure 2

Follow these steps to copy organization assignments from one user ID to another.

Step	Action
1	Access the Organization Security Maintenance form (FOMUSOR).
2	Enter the ID of the user to whom you want to assign organizations in the User ID field or select it from the list of values (LOV).
3	Enter the ID of the user whose organization assignment you want to copy in the Copy from User ID field.

Note: You may use your Banner training login ID.

IF	THEN
you want to limit the organizations to be copied to those that are in a specific chart of accounts	enter the COA code to be included in the Include COA Code field.
you want to limit the organization to be copied to a specific one	enter the fund code in the Include Organization field or use the Search button to find it.
you want to exclude a specific chart of accounts from being copied	enter the COA code to be excluded in the Exclude COA Code field.
you want to exclude a specific organization from being copied	enter the fund code in the Exclude Organization field or use the Search button to find it.

Step	Action
5	Perform a Next Block function.

Note: If no organizations have been assigned to this user, the system displays the message, "Query caused no records to be retrieved." This is all right, so click the **OK** button.

IF	THEN
you want to delete an organization from the list	place the cursor in the COA field for the record you want to delete, then delete the record.
you want to add an organization to the list	insert a new record and enter values in the fields as explained in Procedure 1.

6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Self Check

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Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

What Banner form do you use to define Finance System security?

Question 2

To prevent a user from processing purchase orders, would you use rule group security or fund/organization security?

Question 3

How do you give a specific user access to Finance Self Service?

Question 4

How do you specify that a user has the authority to change the “receipt required” value on a requisition?

Question 5

What Banner form do you use to establish a user’s system-wide security access and overage allowances?

Question 6

How can you limit the tolerances a user has the authorization to pay on Banner invoices?

Question 7

How can you give a user non-sufficient funds override authorization?

Question 8

How do you specify that you do **not** want a qualified user to be able to override NSF conditions on cash receipts?

Question 9

What Banner form do you use to create a new rule group?

Question 10

What is a quick way to create a new rule group that is similar to one you’ve already created, and how do you do it?



Section B: Set Up

Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

Question 11

What Banner form do you use to assign rule groups to user IDs?

Question 12

You do not need to use this form if you are establishing rule class security.

True or False

Question 13

What do you use the Form/Process to Rule Group Maintenance Form (FOMPRRG) for?

Question 14

How do you copy a rule-group assignment from one form to another?

Question 15

What Banner form do you use to link a user ID to a fund?

Question 16

Funds and fund types for multiple chart of accounts have been assigned to a user ID, and you want to copy the assignment for only one of the chart of accounts to another user ID. How do you do this?



Section B: Set Up

Lesson: Answer Key for Self Check

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Question 1

What Banner form do you use to define Finance System security?

System Control Maintenance form (FOASYSC).

Question 2

To prevent a user from processing purchase orders, would you use rule group security or fund/organization security?

You would use neither. Access to forms is controlled through the Security Maintenance form (GSASECR). If you did not want a user to enter purchase orders, you would not give them access to the Purchase Order form (FPAPURR).

Question 3

How do you give a specific user access to Finance Self Service?

Select the Self Service Access checkbox on the user's FOMPROF record.

Question 4

How do you specify that a user has the authority to change the "receipt required" value on a requisition?

On the user's FOMPROF record in the Procurement Maintenance window and select the "Receipt Req Override For: Requisition:" checkbox.

Question 5

What Banner form do you use to establish a user's system-wide security access and overage allowances?

User Profile Maintenance form (FOMPROF).



Section B: Set Up

Lesson: Answer Key for Self Check (Continued)

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Question 6

How can you limit the tolerances a user has the authorization to pay on Banner invoices?

Select the **Procurement Maintenance** option from the Options menu of the User Profile Maintenance form (FOMPROF). In the *Invoice Overage Tolerance* field, specify the percent of tolerance the user can authorize to pay, and in the *Invoice Tolerance Amount* field, enter the maximum monetary amount the user can authorize to pay. If an amount is within the overage tolerance but is more than the tolerance amount, the user will not be able to authorize payment. To allow the user to pay any amount, select the Invoice Tolerance Override checkbox.

Question 7

How can you give a user non-sufficient funds override authorization?

Select the *NSF Override* checkbox in the main window of the User Profile Maintenance form (FOMPROF).

Question 8

How do you specify that you do **not** want a qualified user to be able to override NSF conditions on cash receipts?

You cannot specify the type of document for which you want to give NSF override authority. If users have access to the form and also have NSF override authority, they can override NSF conditions on that form.

Question 9

What Banner form do you use to create a new rule group?

Rule Group/Rule Class Security Maintenance form (FOMRGRC).



Section B: Set Up

Lesson: Answer Key for Self Check (Continued)

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Question 10

What is a quick way to create a new rule group that is similar to one you've already created, and how do you do it?

By copying an existing rule group. This is done by entering the new rule group code in the *Rule Group* field and entering the existing rule group code in the *Copy from Rule Group* field.

Question 11

What Banner form do you use to assign rule groups to user IDs?

Rule Group Security Maintenance form (FOMUSRG).

Question 12

You do not need to use this form if you are establishing rule class security.

False. The Rule Group Security Maintenance form (FOMUSRG) is needed to establish rule class security.

Question 13

What do you use the Form/Process to Rule Group Maintenance Form (FOMPRRG) for?

To assign rule groups to specific forms and/or processes.

Question 14

How do you copy a rule-group assignment from one form to another?

You must enter the seven-character name of the form or process to be copied in the *Form/Process* field on the Form/Process To Rule Group Maintenance form (FOMPRRG), and the name of the form to copy the assignment to in the *New Form/Process* field, then select the Copy Information option from the Options menu.



Section B: Set Up

Lesson: Answer Key for Self Check (Continued)

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Question 15

What Banner form do you use to link a user ID to a fund?

Fund/Fund Type Security Maintenance form (FOMUSFN).

Question 16

Funds and fund types for multiple chart of accounts have been assigned to a user ID, and you want to copy the assignment for only one of the chart of accounts to another user ID. How do you do this?

In the *Copy from User ID* field on the Fund/Fund Type Security Maintenance form (FOMUSFN), enter the user ID to be copied, then in the *Include COA Code* field, enter the COA code for the chart of accounts to be included.



Section C: Day-to-Day Operations

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

Once you have set up your security parameters for your Banner system, no other day-to-day procedures are required.

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Section D: Reference

Lesson: Overview

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Introduction

The purpose of this section is to provide reference materials related to the workbook.

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Section D: Reference

Lesson: Forms Job Aid

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Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
FOMRGRC	Rule Group/Rule Class Security Maintenance form	
FOMPRRG	Form/Process to Rule Group Maintenance form	
FOMUSRG	Rule Group Security Maintenance form	
FOMUSFN	Fund/Fund Type Security Maintenance Form	
FOMUSOR	Organization Security Maintenance Form	



Release Date

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This workbook was last updated on 01/12/2007.