McGill

Student and Finance Banner Accounts Receivable Authorization

For Student AR Access, please submit signed form in a ticket to Student Accounts Help Center
For Finance AR Access, please email signed form to: arforms.finserv@mcgill.ca

Section 1. Applicant Information

Name:
(last name / first name)

Position Title:

Email Address: *Banner ID:*

Phone: *McGill ID:*

Unit/Dept:

Section 2. Access Requirements   *This form should only be submitted once the access requirements (pre-requisites) have been met.*

Finance AR

Pre-requisite training for Finance AR: GEN 300 and FIS 420.

Please mimic accesses from Banner ID:

View Access ONLY

Access to process invoices in Finance AR Update

Miscellaneous Receipts **(TFAMISC)***

* (To be used for billing departments who accept real-time payments in their point of sale system)

Student AR

Pre-requisite training for Student AR Query Access: OLC 394
Pre-requisite training for Student AR Update Access OLC 394 and OLC 301

Please mimic accesses from Banner ID:

Student AR **Query** Access - Default

Student AR **Update** Access - Default

Student AR **Update** Contracts (TSACONT)

Student AR **Update** Exemptions (TSAEXPT)

Update Miscellaneous Receipts (TFAMISC)

Note: Update Access means to be able to edit AR data and is a restricted access meant to a limited group of users.

AR Minerva Report

No pre-requisites.

Please mimic accesses from Banner ID:

AR Reports Access through Minerva Reports (includes Student Societies' reports) Please provide more details, such as report names or task details:

Applicant's Signature/Approval:

Date: (DD/MMM/YEAR)

Section 3. AUTHORIZATION - **Unit Head or Supervisor**

Name: (last name / first name)

Title:

Signature/Approval:

Date: (DD/MMM/YEAR)