



# 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:

The University is governed by the Act respecting Access to Documents held by Public Bodies and the Protection of Personal information which generally declares confidential the records, documents and information concerning staff and students. I agree to respect and enforce such confidentiality and not to use or distribute without authorization or to subvert any information to which I may have access during the performance of my assigned duties at McGill. I also agree to comply with the "Policy on Responsible Use of McGill Information Technology Resources". For more details: <https://www.mcgill.ca/it-it-policies>

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)