# SNC BANNER FINANCE AND ADAPTIVE PLANNING ACCESS REQUEST FORM

| **Name**  |  | **SNC ID#** |  |
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Access to financial information through the Banner Finance module, Business Objects reporting and Workday Adaptive Planning is accomplished through supervisory authorization and training. Part of the authorization involves supervisory identification of fund and organization (org) code security rights. Within Adaptive, the term Dimension will equate to Fund and the term Level will equate to Org. Please use this form to request access for new users and to authorize fund/organization code rights for both new and existing users.

**Check One:**

|  | Request for a new user and authorization of fund/organization code rights. |
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|  | Request for changes to an existing users’ fund/organization code rights. |
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### Org (Level) Security

Please list below the 6 digit Org code(s) and related description(s) for which access is being requested. Org codes can be used with any combination of fund codes for which the user has rights.

| **Access Request****Type** (check one) | **Org Code** (6 digit number) | **Org Description** |
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| **Add**  | **Remove** |
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### Fund (Dimension) Security

Please list below the 6 digit fund code(s) and related description(s) for which access is being requested. Fund codes can be used with any combination of org codes for which the user has rights.

| **Access Request****Type** (check one) | **Fund Code** (6 digit number) | **Fund Description** |
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| **Add**  | **Remove** |
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Supervisory authorization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Please forward completed form to Caryn Kihl in Todd WehrM09 or electronically scan to caryn.kihl@snc.edu