



Banner Departmental Billing

Requirements and EACS Authorization

Departmental Billing

SIS+ Functionality

- SIS Subcodes were controlled by passwords
- If a user knew a password, they could access the Subcode, regardless of Accountability Structure.

Banner Functionality

- Access to Dept. Billing will be granted by Dept. SAA.
- Dept. SAAs will choose which categories of Detail Codes users can access.
- Dept. SAAs will choose the access rights to the Category Code.

Student Information System

Training Requirements

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

Student Information System



Demo of EACS Dept. Billing Assignment

A Few Details

- 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.

Important Banner Dates

- October 14, 2016
 - Final SIS payment due date
 - Final day for posting charges and payments in SIS
- Week of October 17, 2016
 - Conversion week
- Important Notes
 - Main Cashiers Office will remain open for all non-SIS deposits
 - CCRRS will continue to operate normally
 - For students, online payments may be available before in-person payments

Questions?

- 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.