



Finance Division

Banner Accounts Receivable Security Class Definitions

This document defines the purpose and use for each Banner Accounts Receivable security class. It should be used as a guide to dispense security for new or existing employees.

General (WFU_AR_GENERAL)

This class contains the base level of inquiry forms and reports for the AR staff. Most customer questions can be answered with the inquiry forms in this class. This class is required for all classes marked with an asterisk (*).

Manager (WFU_AR_MGR)*

This security class is designed for the super users within AR who are allowed to change system validation tables and process settings. In addition, fee assessment is limited to this class.

Representative (WFU_AR_REP)*

This class is for AR employees who serve in a front-line capacity of entering charges on student and non-student accounts.

Accountant (WFU_AR_ACCT)*

This security class is for AR employees that handle account reconciliation, billing and contracts. The billing access covers all of the custom forms and processes related to Wake Forest's relationship with Nelnet.

External Entry (WFU_AR_EXT_ENTRY)

This security class allows people outside of AR to enter charges on student accounts.

External Query (WFU_AR_EXT_QUERY)

This security class allows people outside of AR to view student account information.

External Viewing of Holds (WFU_AR_EXT_VIEW_HOLDS)

This security class is specifically for University Stores personnel so that they can view student holds in preparation for graduation.

External Financial Aid User (WFU_AR_FIN_AID_USER)

This security class is for Financial Aid personnel across campus to review cashiering sessions and review student account information.

Note: Some AR staff may require access to the GTVSDAX form in order to maintain interface configurations. This access is dispensed through WFU_FIN_INTERFACE_SETUP.