

# BUSINESS & FINANCE

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## Policies & Procedures

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## 5.2.1 Policy Statement

Units must process all receivable transactions through Banner Accounts Receivable (Banner AR), the University of Illinois System's centralized billing system, unless an approved exemption is granted. Some units, such as health care providers, are exempt due to unique billing requirements.

You must have access to Banner before you can obtain access to Banner AR.

## Reason for the Policy

Banner AR access must be obtained before units process receivable transactions in Banner AR.

## Applicability of the Policy

All receivable transactions unless an approved exemption is granted.

## Procedure

To obtain access to Banner AR:

1. Consult the table below to determine what type of Banner access (Banner AR or EDDIE profile) your job requires. Request that access from your Unit Security Contact (USC).

| Qualifies as a Receivable  | If an employee...   | The employee needs this Banner AR or EDDIE profile                                     | Because it allows the employee to...  |
|--|---|--|---|
| <b>5.2.5 Process (Assess)<br/>Student (SAR) Charges in Banner AR</b> | Answers customer questions  | AR: Staff  | Query account activity to answer customer questions   |
| <b>5.2.6 Process (Assess) Study Abroad Charges in Banner AR</b>      | Enters deposits or charges or query for reporting requirements                                      | AR: Information Processor  | <ul style="list-style-type: none"> <li>○ Query and update forms and processes needed to apply and/or reverse charges</li> <li>○ Review account status and information</li> <li>○ Query detail on specific detail codes</li> </ul> |
| <b>5.3.1 Calculate Your Allowance for Uncollectible Receivables</b>  | Is a manager-level user   | AR: Department Accounting  | <p>Review:</p> <ul style="list-style-type: none"> <li>○ Data input by information processors</li> <li>○ Reports for accounting purposes</li> </ul>  |
| <b>5.4 Request an Exemption from Using Banner AR</b>                 | Reconciles Banner AR transactions to General and Operating Ledgers                                  | Finance: Distributed Financial Query User  | Trace Banner AR transactions from Banner AR to Finance ledger postings  |
| <b>Accounts Receivable Resources</b>                                 | Accesses Journal Voucher tables and enter Journal Vouchers  | Finance: Distributed Journal Voucher User  | Create and enter Journal Vouchers directly into Banner AR   |
| <b>Responsibilities</b>  | Reviews receivables-related reports in Mobius View (formerly View Direct)                           | Mobius View (formerly View Direct)   | Use summary Banner AR information at the Detail Code or Category code level for tracking and analysis   |
| <b>Definitions</b>   | Reviews summary or detail Banner AR transactions, Category Code activity, Detail Code activity, and | EDDIE – Finance AR Reports Electronic Data Warehouse (EDW) Finance Accounts Receivable | Monitor account activity and collections. EDW allows the customization of Banner AR Reporting data to meet specific departmental needs  |
| <b>University Bursar Who to Ask</b>                                  |   |  |   |

|  |  |  |
|--|--|--|
| If an employee...  | The employee needs this Banner AR or EDDIE profile | Because it allows the employee to...                                   |
| account or Detail Code agings  |  |  |
| Requires customized reports on Banner AR data for specific business needs. | EDW Finance Accounts Receivable                    | Customize Banner AR Reporting data to meet specific departmental needs |

2. University Bursar approves or denies the request and notifies units and their unit security contacts by email. If approved, AITS Security sets up the requested access.
3. Review the [Introduction to Banner](#) for a basic understanding of Banner AR.
4. Email [aoperations@uillinois.edu](mailto:aoperations@uillinois.edu) for additional or individualized training.

## Policy Information

**First Published**

March 2010

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## Related Policies and Procedures

[5.1 Managing Receivables](#)

[9 Audits, Internal Control, and Business System Security](#)

## Additional Resources

[Introduction to Banner](#)

## Business and Finance

For questions or concerns about the BusFin site, please contact [sharedservices@uillinois.edu](mailto:sharedservices@uillinois.edu).

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