

Access to TopShop - The type of user access to TopShop must be determined by the employee's supervisor.

New Users without Banner Finance Access:

When it is determined that an employee will not have Banner Finance access but will create credit card orders and/or create a shopping cart in TopShop, the supervisor or designee must contact Pam Davidson to request access to TopShop for the new user. WKU Supply Chain Management training and TopShop training must be completed by the new user before access is granted. Pam Davidson will be in contact with the new user regarding the necessary training.

New Users with Banner Finance Access:

When it is determined that an employee will need to place credit card orders and requisitions in TopShop, the employee must be given access to Banner Finance. The employee's supervisor must submit a "Change in Responsible Person or Banner Access Change Form" to Finance & Admin. Accounting or Grant Accounting per instructions on the form. F & A Accounting or Grant Accounting will request Banner Finance access for the employee. Pam Davidson will be notified when Banner Finance access is granted, and will be in contact with the new user regarding the necessary training.

Please direct any questions regarding this process to Pam Davidson, 5-4260.