

## **Banner Finance**

#### **Chart of Accounts**

- A = The University of Alabama
- C = The Capstone Foundation
- D = UA Donor Advised Funds
- E = 1831 Foundation
- L = The Law School Foundation
- N = The National Alumni Association
- T = The Crimson Tide Foundation

#### **FOAPAL**

- Fund Where did the money come from? (5 digits)
- Organization Who is responsible for the money? (6 digits)
- Account What kind of transaction is taking place? (5 or 6 digits)
- Program Why is the transaction occurring? (the function)
  (3 digits)
- Activity Only used by a few departments for internal reporting (optional)
- Location used for fixed assets only (optional)

#### **Account Codes**

- 5 or 6 digit codes
- Designates the type of transaction occurring
- Complete listing can be viewed at:
  - FTVACCT screen in Banner
  - FGRACTH eprint report also called 'Account Code Hierarchy'

#### **Account Codes**

- Balance Sheet accounts (viewed on screens like FGITBSR)
  - 1xxxxx Assets
  - 2xxxxx Liabilities
  - 3xxxxx Fund Balance/Control Accounts
  - 9xxxxx Fund Additions/Deductions
- Income Statement accounts (viewed on screens like FGIBDST)
  - 5xxxxx Revenue
  - 6xxxxx Salaries/Benefits
  - 7xxxxx Expenses/Transfers

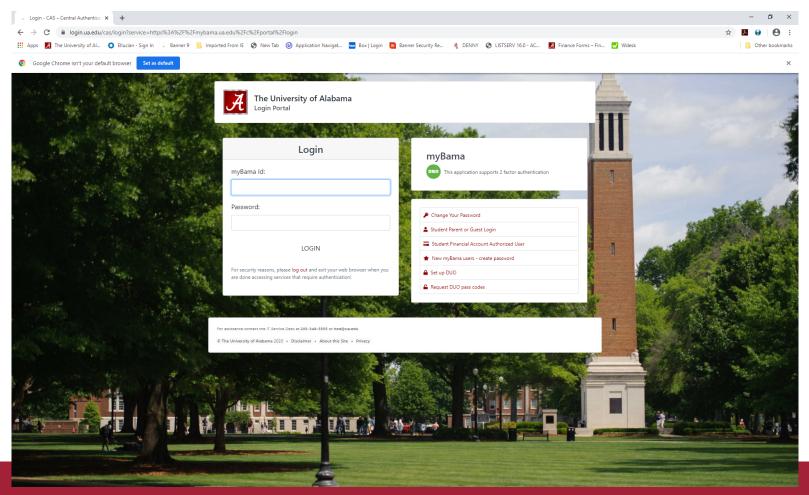


### What do I do with the FOAPAL?

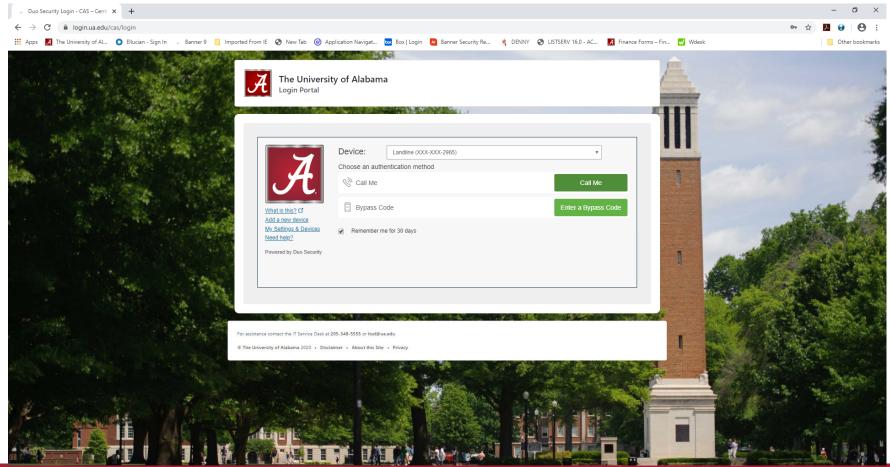
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## Banner Login – mybama.ua.edu



### DUO

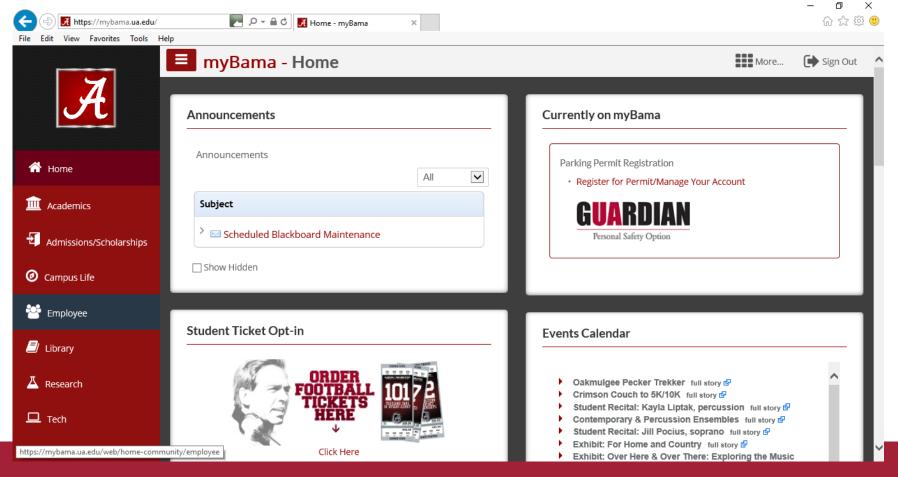


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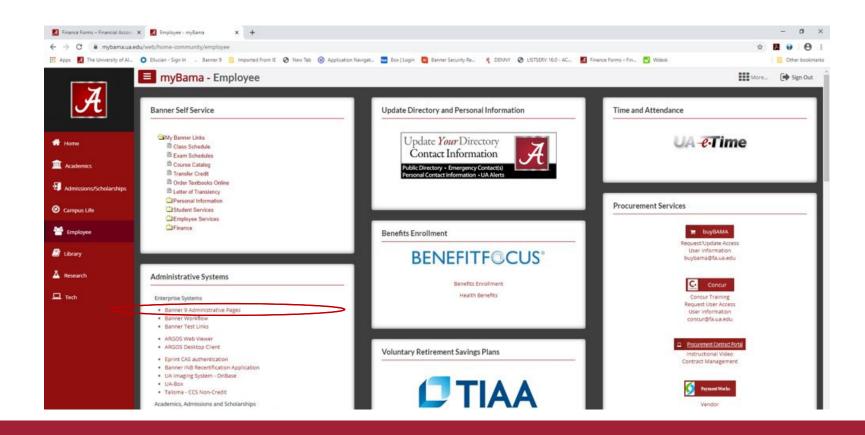
#### DUO

- Three choices for authentication:
  - DUO Push (requires smartphone or tablet)
  - Phone call (mobile or landline)
  - Passcodes (temporary or long-term passcodes via text/sms message, self-service application on UA website or from the IT Service Desk)
- See <a href="https://oit.ua.edu/service/duo/">https://oit.ua.edu/service/duo/</a> for more info on DUO.

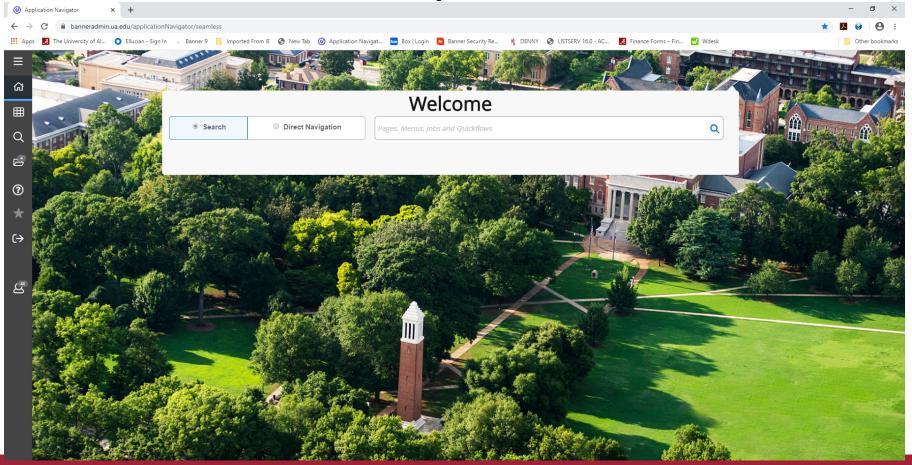
## **Employee Tab**



### **Employee Tab**



## Banner Lookup/Maintenance



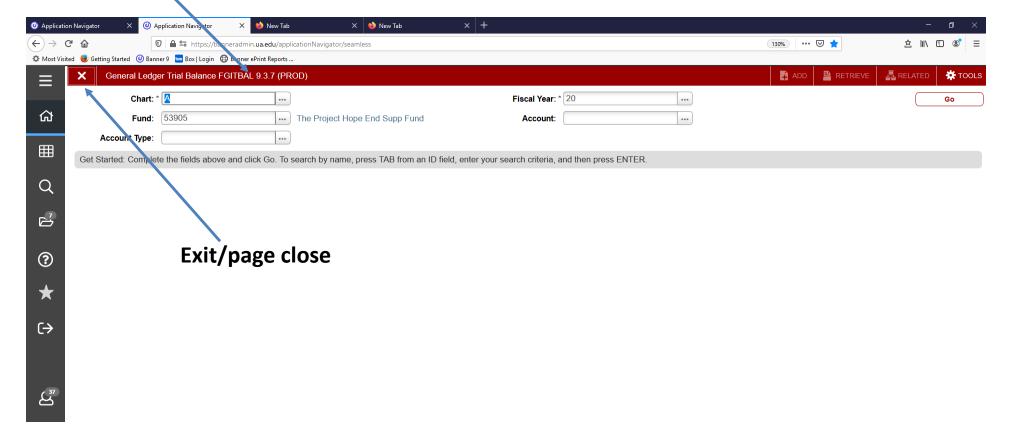
#### **Banner Forms**

- FGITBAL General Ledger Trial Balance
- FGITBSR Trial Balance Summary
- FGIGLAC General Ledger Activity

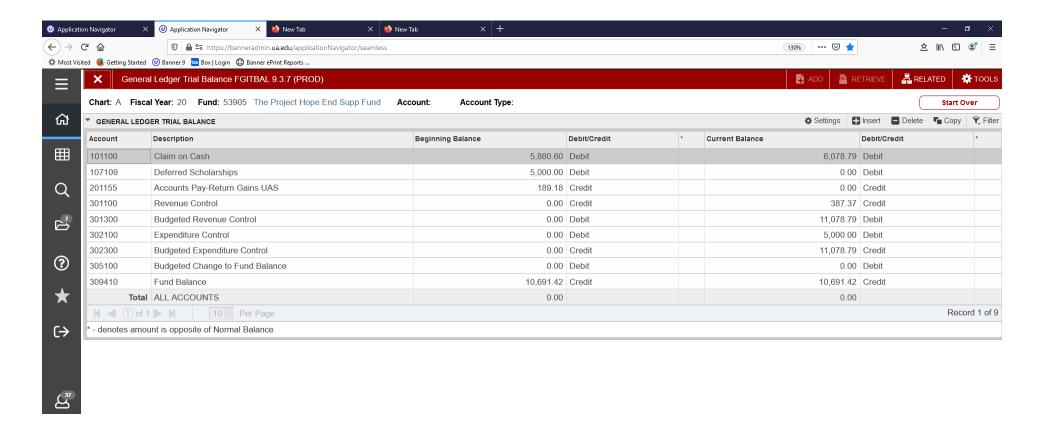
These forms show Balance Sheet type activity – Assets, Liabilities and Fund Balances.

#### Page Header

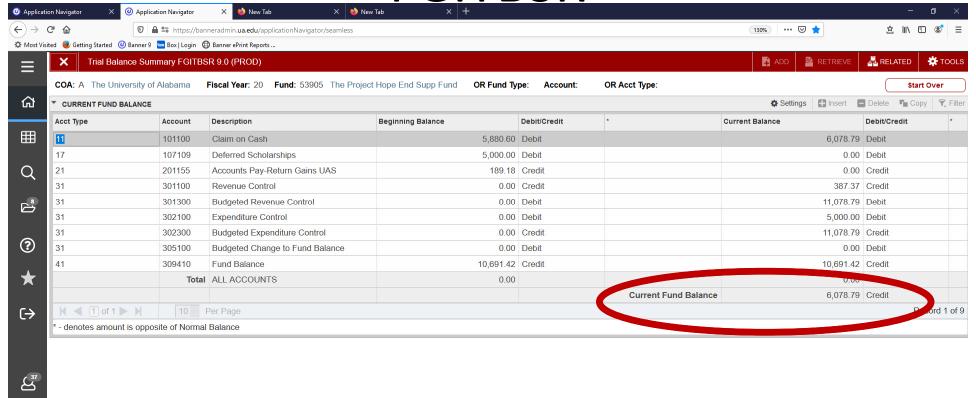
#### **FGITBAL**



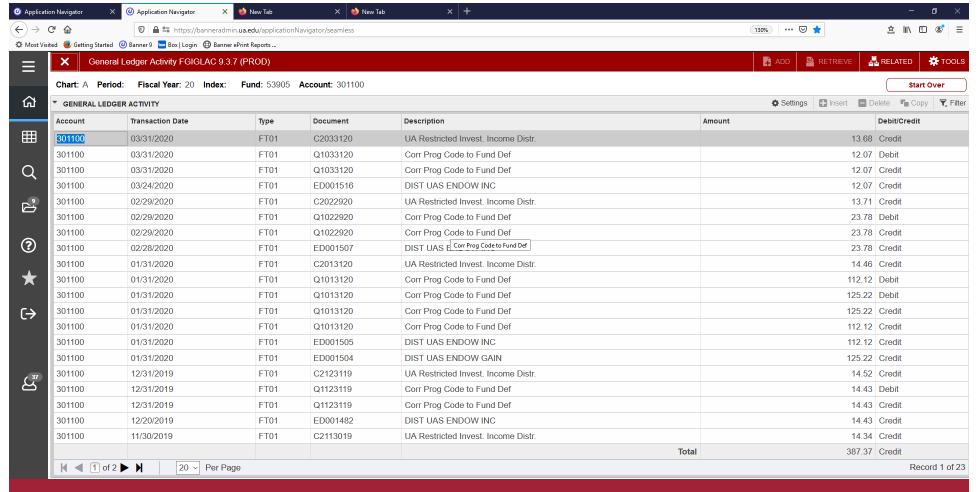
#### **FGITBAL**



**FGITBSR** 



#### **FGIGLAC**



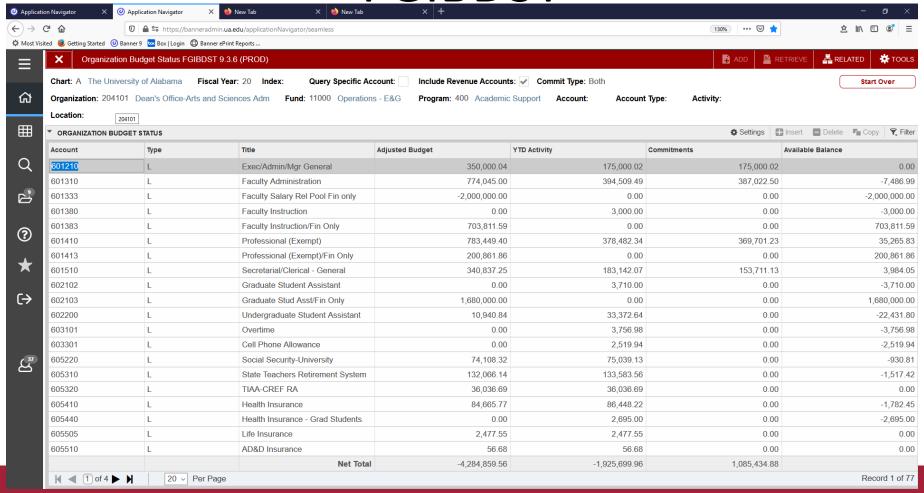
#### **Banner Forms**

- FGIBDST Budget Status Screen
- FGIBDSR Executive Budget Summary
- FGITRND Detail Transaction Activity

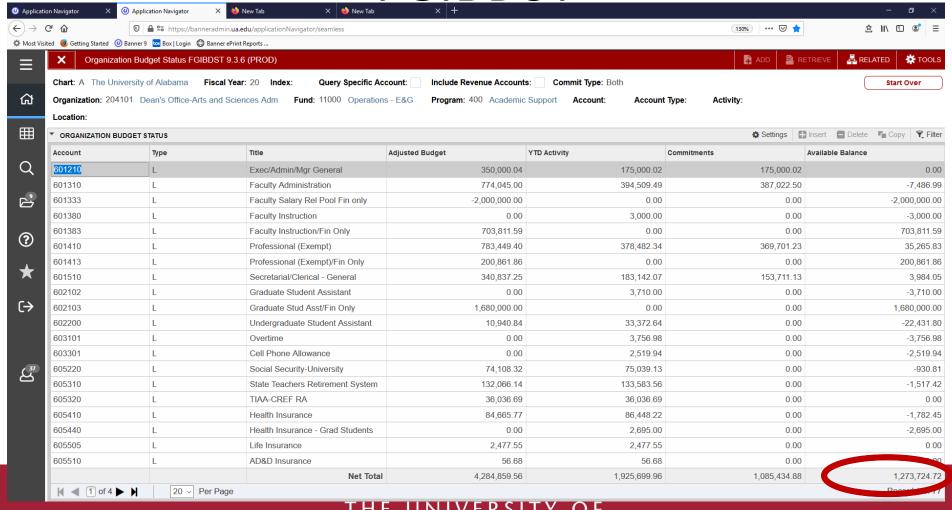
These forms show Income Statement type activity — Revenues, Expenses and Transfers.



#### **FGIBDST**

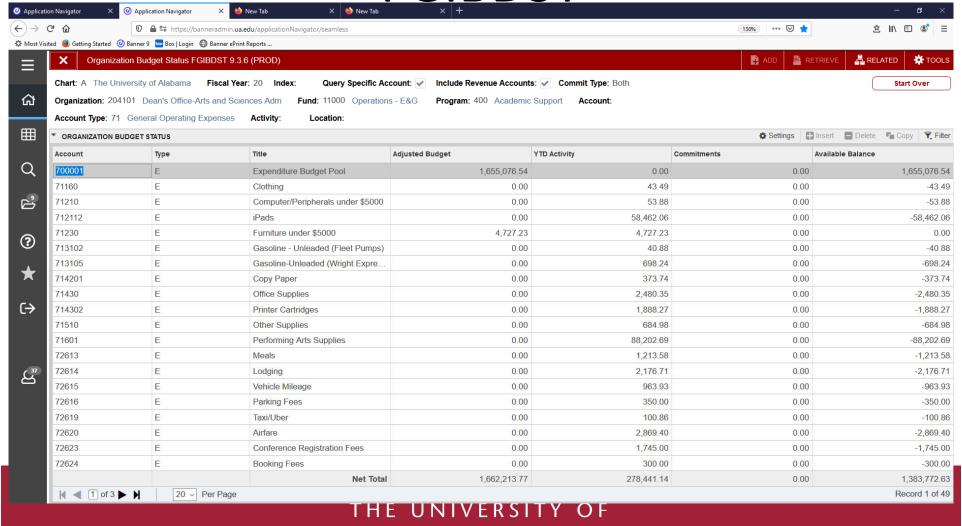


#### **FGIBDST**



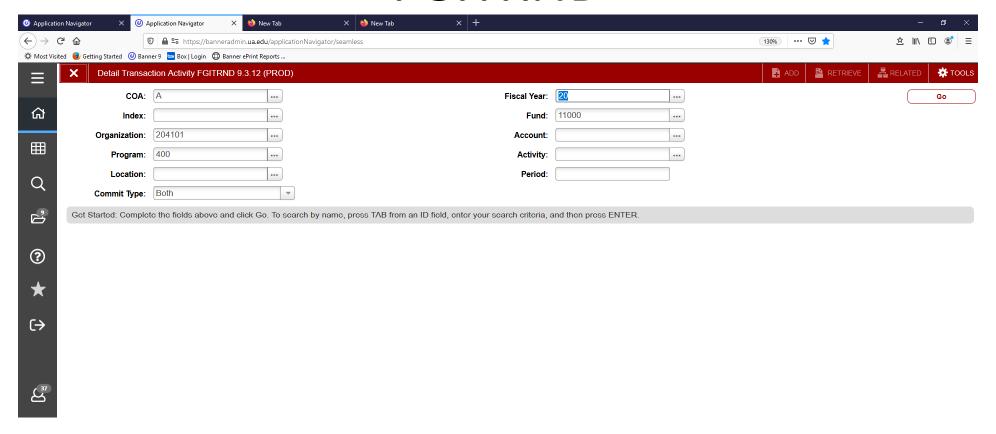
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<u>FGIBDST</u>

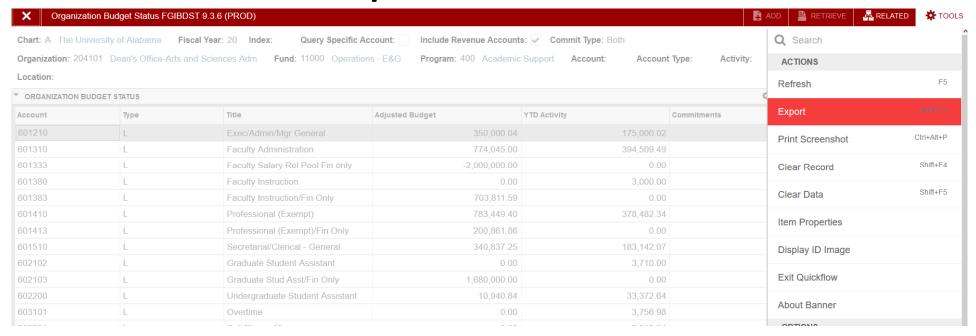


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#### **FGITRND**



### **Export to Excel**



## **FGIBDSR**

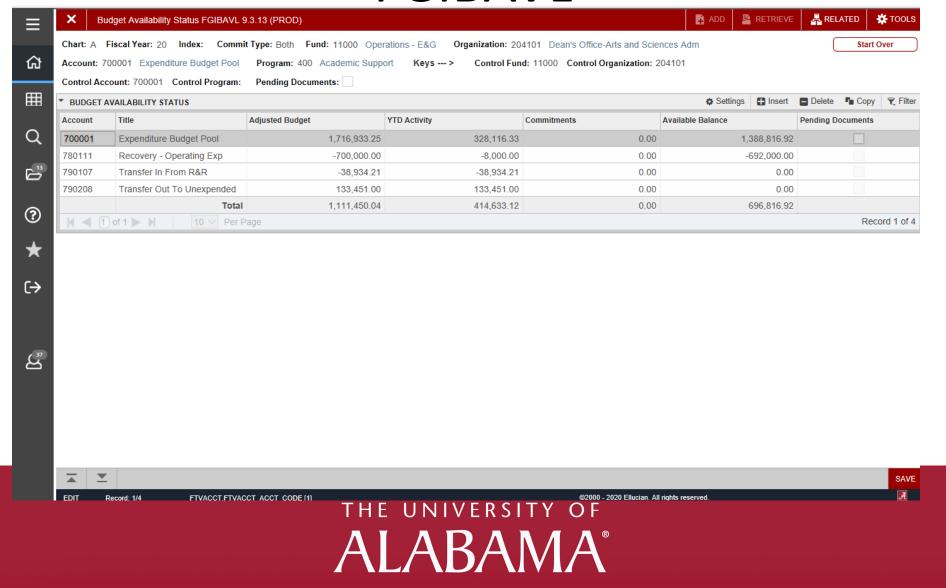
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### **Budget Forms**

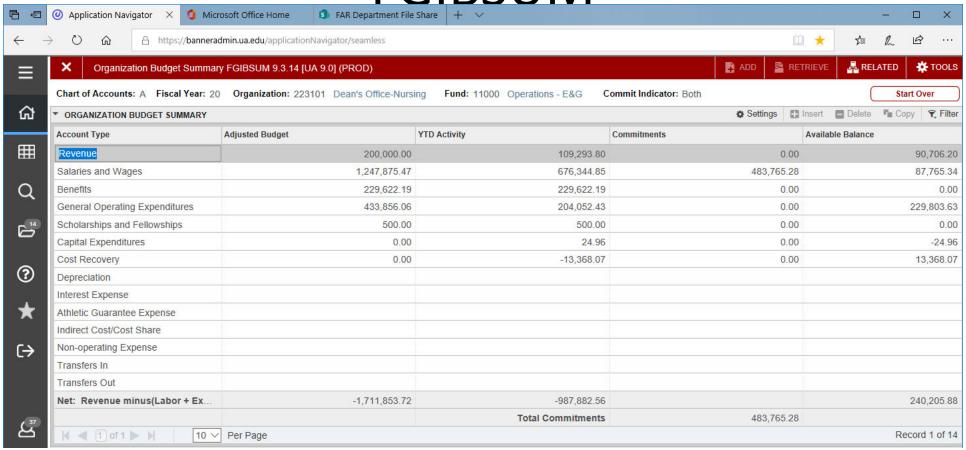
- FGIBAVL Budget Availability Status
- FGIBSUM Organization Budget Summary

These forms summarize budget, YTD activity, commitments and available balance for revenue, labor, direct expenditures and transfers for a specified fund and orgn.

#### **FGIBAVL**



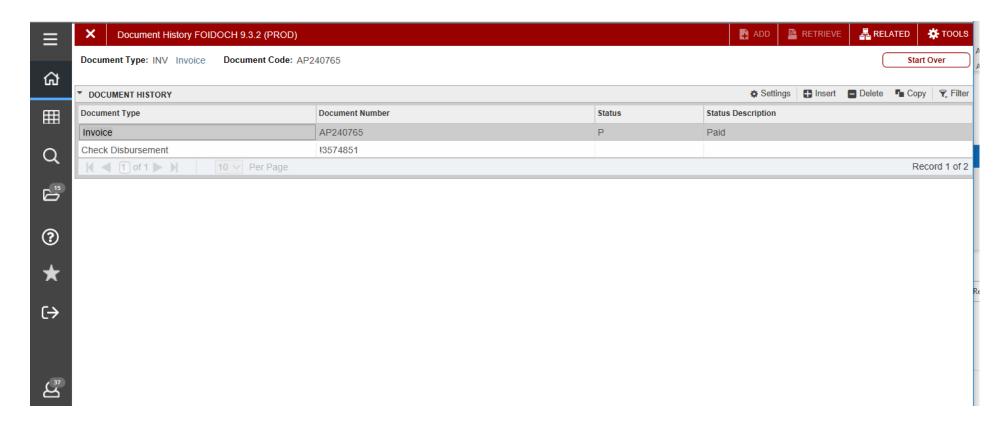
**FGIBSUM** 



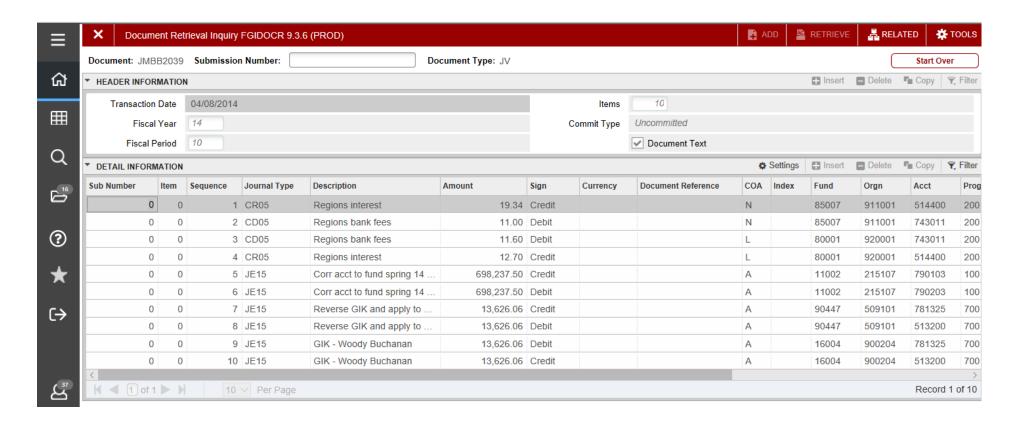
### Other Banner Query Forms

- FOIDOCH = Document History
- FGIDOCR = Document Retrieval
- FAIVNDH = AP Vendor Detail History

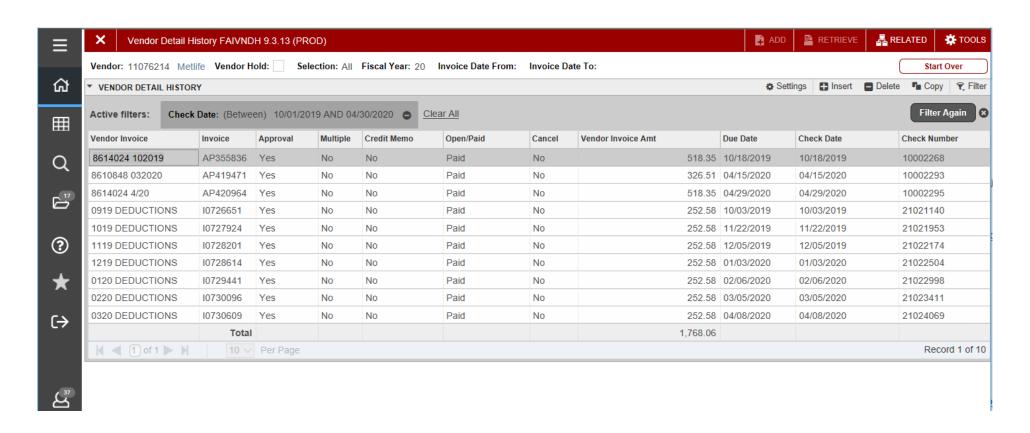
#### **FOIDOCH**



#### **FGIDOCR**



#### **FAIVNDH**



Visit the website below for reference materials:

### Financialaccounting.ua.edu

Any questions??

