## ARCHIBUS User Information for Banner Account Codes:

ARCHIBUS Financial Account Manager (FAM) views provide access to add the Banner Account Code for Reimbursable department-assigned requests. The Banner code data view provides a brief description of each Banner Account code to assist with the selection. Below is an overview of approving a Work Request from within the Financial Account Manager (FAM) role and how to search and add the Banner Account code.

Banner Codes:

1. When approving ARCHIBUS work requests, Motor Fleet Reservations, etc., the Banner Account Codes should be selected using the field's data list instead of entering it manually.
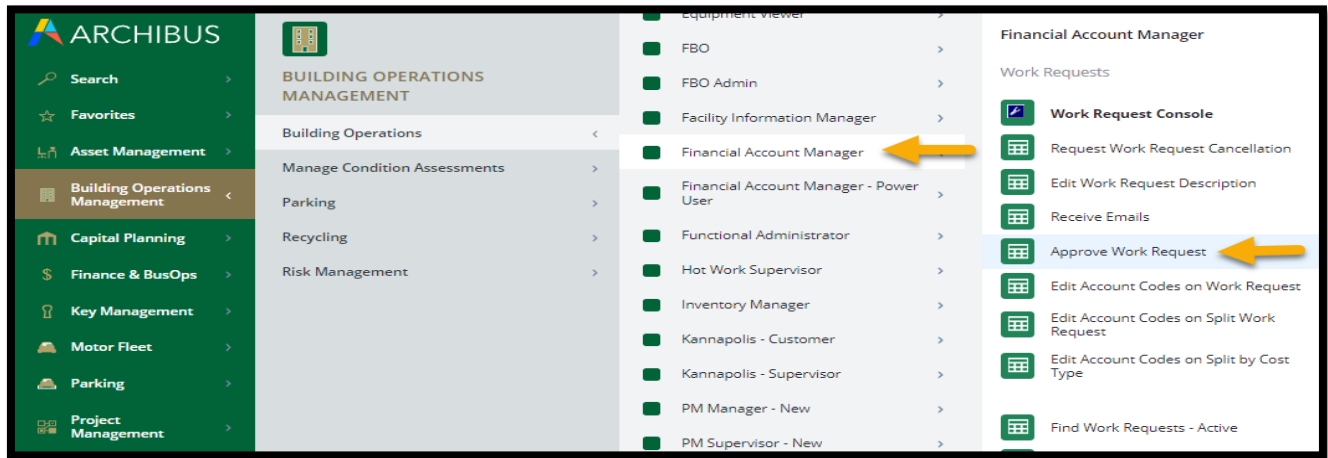
2. **Selecting the Banner Account Code:** Select the ellipse button on the ***Banner Account Code*** field to display the new Banner Account Code data list view.
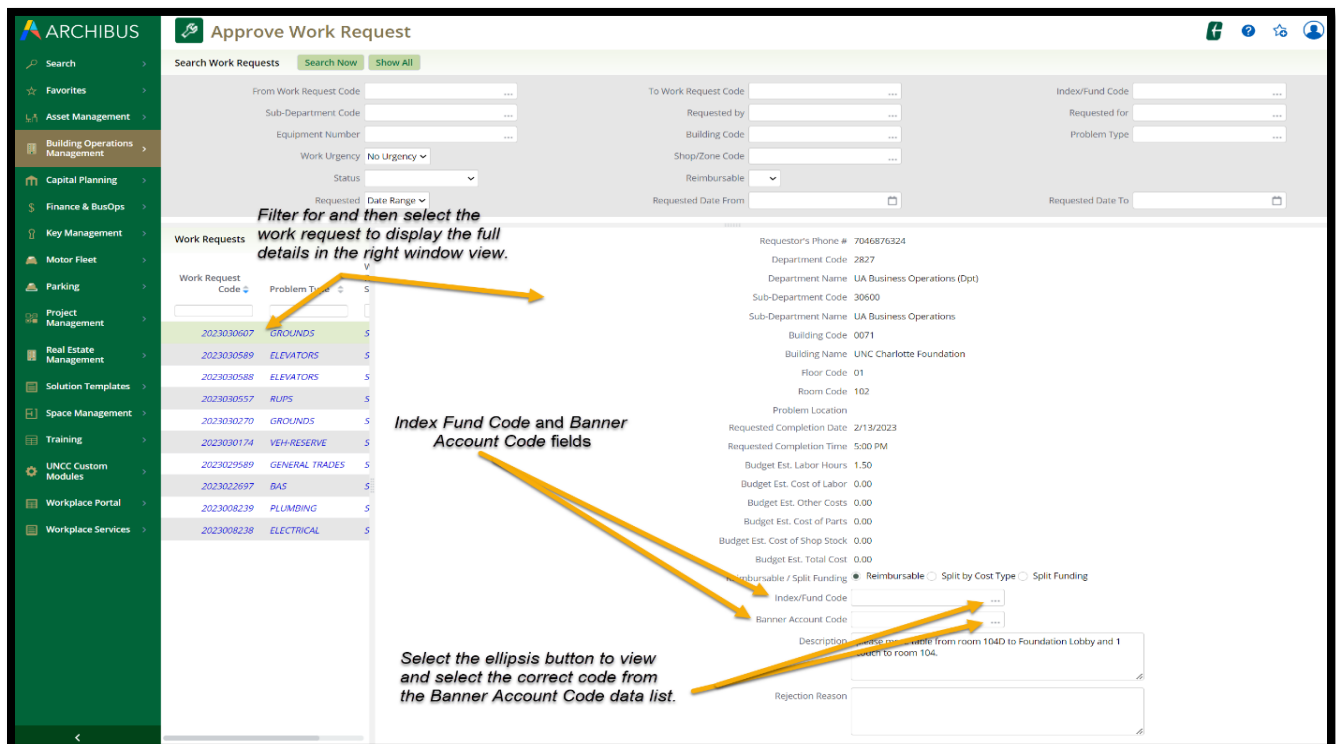
a. The Banner Account Code pop-up view has two columns to assist in selecting the correct Banner Account Code.

b. On the Banner Account view, the data list may be filtered or sorted to easily find the account you need.

c. Filtering:

　i. If you know which account number you need, you may simply enter the account code in the box at the top of the Banner Account Code.

　ii. If you want to filter by Category, Description, or Account Use, type keywords into the text field boxes available at the top of each column.

iii. After typing in your search criteria, select the *<Enter>* key on your keyboard to filter the list.

d. Sorting:

　i. The default Banner Account Code pop-up view is set to sort alphabetically by Category.

　ii. You can switch the sort view by clicking on the small arrow at the end of a column. Sorting by ascending (smallest to largest) order will be indicated by an up blue arrow ⬆ . A down blue arrow ⬇ will indicate the data is sorted in descending (largest to smallest) order.

Select Value - Banner Account Code

Banner Account Code	Category	Description	Account Use
928230			
947510	Equipment, Capital	Custody/Security Equipment >$5k each	Custody/Security Equipment that is not permanen...
947600	Equipment, Capital	Other Equipment >$5k each	Equipment not specified in ANY of the other acc...
947341	Equipment, Fixed	Bldg Fixed Equipment/Signage<$5k each	For any equipment that IS to be permanently att...
940010	Equipment, Non-cap	Office Equipment<$5k each	Equipment used in an office or reception area t...
942300	Equipment, Non-cap		Camera installation work
947100	Equipment, Non-cap	Other Equipment<$5k each	Equipment not specified in ANY of the other acc...
931025	Fuel	Vehicle/Equipment Supplies-Gasoline	For fuel purchases

Click the small up/down arrows at the end of each column heading to sort the data

Select Value - Banner Account Code

Column sorted in ascending order

Banner Account Code	Category	Description	Account Use
103400	Restricted-FBO-FM Billing	Telecom Maintenance Revenue	For FM reimbursements to Telecom
105700	Restricted-FBO-FM Billing	Non Auxiliary Operations/ Maint Revenue	For FM billing to non-auxiliary depts.
105710	Restricted-FBO-FM Billing	Auxiliary Operations/Maint Revenue	For FM billing to auxiliary depts.
920700	Restricted-FBO-ContractSvcs	For other Contracted Services -not able to be c...	For Other Contracted Services-not able...

Select Value - Banner Account Code

Column sorted in descending order

Banner Account Code	Category	Description	Account Use
948620	Restricted-Capital Projects	Other Structures - Electrical	Land, Building, and Other Structure acco...
948610	Restricted-Capital Projects	Other Structures -General Contract	Land, Building, and Other Structure acco...
948560	Restricted-Capital Projects	Other Structure Preconstruction	Land, Building, and Other Structure acco...
948540	Restricted-Capital Projects	Other Structures- Design Contract	Land, Building, and Other Structure acco...

iii. After filtering the list and locating the applicable Banner Account Code for the work that is to be completed, click to select the Banner Code.

Select Value - Banner Account Code

Banner Account Code	Category	Description	Account Use
928230			
928230	Repairs/Maint	Repairs/Maint-Other	Repairs/Maint for any other product or piece of...

e. Populating the Banner Code on the Approve Form:
The Banner Account Code selected will populate the Banner Account Code field on the work request.

Contact Information for Problems or Questions:

If you have questions concerning these updates, please feel free to contact one of us below:

1. **Pamela Duff**, Business Solutions Analyst, Office of OneIT | Facilities Information Systems –
For ARCHIBUS role access, technical questions, and issues resolution: email pduff@uncc.edu or call 7-0552.

2. **Noella Paquette,** IMP | Accounting Technician, FM Finance and Business Operations **–**
For changes to Departmental Financial Account Manager (FAM) access for ARCHIBUS, email njpaquet@uncc.edu or call 7-0547.

3. **Kim Seamans**, Senior Financial Reporting Accountant, Reporting & Fixed Assets –
For all other Banner Account Code questions, email kseamans@uncc.edu or call 7-5752.