

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.

	Appr	ove Work Re	quest				G	0	℃o (
	Search Work Req	quests Search Now	Show All							
☆ Favorites >	1	From Work Request Code	To Wa	ork Request Code		Index/Fund Code				
LA Asset Management >		Sub-Department Code		Requested by		Requested for				
		Equipment Number		Building Code		Problem Type				
Management		Work Urgency	No Urgency 🛩	Shop/Zone Code						
↑ Capital Planning →		Status	~	Reimbursable 🖌						
S Einance & BusOns >		Requested	Date Range 🛩 Requ	uested Date From	—	Requested Date To			0	
g manee a basops		Filter for and	then select the							
Y Key Management >	Work Requests	work request	to display the full	Reques	stor's Phone # 7046876324					
Motor Fleet >		details in the	right window view.	Dep	artment Code 2827					
Darking	Work Request			Depa	artment Name UA Business O	Operations (Dpt)				
	Code 🤤	Problem Type 🗘	S	Sub-Dep	artment Code 30600					
Reproject Analogement				Sub-Depa	artment Name UA Business (Operations				
	2023030607	7 GROUNDS	5		Building Code 0071					
Management >	2023030589	ELEVATORS	5	E	Building Name UNC Charlotte	e Foundation				
Solution Templates	2023030588	8 ELEVATORS	5		Floor Code 01					
a solution remplates	2023030557	7 RUPS	5		Room Code 102					
Space Management	2023030270	GROUNDS	s Index Fund Code and Banner	Prol	blem Location					
Training >	2023030174	VEH-RESERVE	Account Code fields	Requested Cor	mpletion Date 2/15/2025					
UNCC Custom	2023029589	GENERAL TRADES	s	Budget Est	t. Labor Hours 1.50					
• Modules	2023022697	7 BAS	s	Budget Est.	Cost of Labor 0.00					
Workplace Portal	2023008230	PLUMPING		Budget Es	st. Other Costs 0.00					
🕞 Washelson Consistent	2023000233			Budget Est	L Cost of Parts 0.00					
workplace services /	2023008238	S ELECTRICAL	,	Budget Est. Cost	of Shop Stock 0.00					
				Budget I	Est. Total Cost 0.00					
				n, imbursable /	/ Split Funding 💿 Reimbursa	ble 🔿 Split by Cost Type 🔿 Split Funding				
				Ind	lex/Fund Code					
				Banner	Account Code					
					Description	welle from room 104D to Foundation Lobby and 1				
			Select the ellipsis button to view		which to room	m 104.				
			and select the correct code from				6			
			the Banner Account Code data list	Rej	ection Reason					
<							8			



- 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.

Approve Work Request

Work Requ	ests Search M	Now Show	All							
	From Work	Request Code	2			To Wo	irk Request Code		Index/Fund Code	
	Sub-Dep	partment Code	2				Requested by		Requested for	
	Equip	oment Number	r				Building Code		Problem Type	
		Work Urgency	No Urgency 🛩				Shop/Zone Code			
		Status	5 🗸	_		_	Reimbursable 🗸	_		_
		Selec	t Value - Banner Acco	unt C	ode					~ ×
		Banne	er Account Code	\$	Category	\$	Description	¢	Account Use	\$
lequests										8
iequeses		94051	0		Equipment, Capital		Office Equipment>\$5k each	/	Equipment used in an office or reception area t	
Request		94751	0		Equipment, Capital		Custody/Sicurity Equipment >\$5k each		Custody/Security Equipment that is not permanen	
Code 🖨	Problem Type	94760	0		Equipment, Capital		Other Equipment >\$5k each		Equipment not specified in ANY of the other acc	
		94734	1		Equipment, Fixed		Bldg Filed Equipment/Signage<\$5k each		For any equipment that IS to be permanently att	
023030798	HVAC	94001	0		Equipment, Non-cap		Offic Equipment<\$5k each		Equipment used in an office or reception area t	
023030796	PLUMBING	94230	0		Equipment, Non-cap		Video Equipment Non-Cap		Camera installation work	
023030795	HVAC	94710	0		Equipment, Non-cap		Other Equipment Sk each		Equipment not specified in ANY of the other acc	
023030794	HVAC	93102	5		Fuel		Vehicle/E-dipment Supplies-Gasoline		For fuel purchases	
023030607	GROUNDS	94754	0		Furniture, Capital	$\backslash l$	sesidential/Dorm Furniture>\$5k each		Furniture used in a residential area or dormito	
023030589	ELEVATORS	94453	0		Furniture, Capital	*	Classrm/Library/Lab/Dining Furniture >\$5k each		Furniture used in a classroom, library, lab, ot	
023030588	ELEVATORS	94050	1		Furniture Pata columns	s n	orovides additional		Furniture used in an office, reception , or war	
023030557	RUPS	94704	0		Furniture, Non-cap	nt	Residential/Dorm Furniture <\$5k each		Furniture used in a residential area or dormito	
023030270	GROUNDS	94403	0		Furniture, Non-cap	III	Classrm/Library/Lab/Dining Furniture <\$5k each		Furniture used in a classroom, library, lab, ot	
023030174	VEH-RESERVE	94000	1		Furniture, Norreap each Bani	ne	Concerneception Furniture <\$5k each		Furniture used in an office, reception, or ware	
023028532	GENERAL TRADE:	5 92544	0		Motor Fleet		Board/Non-Employee Transp		For board members/non-employees traveling using	
023022697	BAS	92720	0		Motor Fleet		Rental/Lease-Motor Vehicles		For other motor fleet rental transportation not	
023008239	PLUMBING	92514	0		Motor Fleet		Instate Transportation-Ground		For employees in travel status to in-state dest	
023008238	ELECTRICAL	92530	0		Motor Fleet		Out of state Transportation - Gound		For employees in travel status to out-of-state	
		95176	0		Other FM Services		Other Current Services		For other services requested of FM not more spe	
		95124	0		Other FM Services		On-Campus moving expenses		For moving items from one campus location to an	
										Close

- 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 - Bann	er Account Code			2* X
Banner Account Code 🛭 🗘	Category	\$	Description	\$ Account Use
928230				8
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	Clic	k the small up/down arrows	Camera installation work
947100	Equipment, Non-cap	at th	e end of each column	Equipment not specified in ANY of the other acc
931025	Fuel	nead	Vehicle/Equipment Supplies-Gasoline	For fuel purchases

Select Value - Banner Account Code

Bapper Account	Column sorted			
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-ContractSvc	s For other Contracted Services -not able to be	с	For Other Contracted Services-not able

Select Value - Banner Account Code

Column sorted in descending order

Banner Account		Column	Solleui	in descending order		
Code	¢ [€] Ca	ategory	\$	Description	÷	Account Use
948620	R	estricted-Capital	Projects	Other Structures - Electrical		Land, Building, and Other Structure acco
948610	R	estricted-Capital	Projects	Other Structures -General Contract		Land, Building, and Other Structure acco
948560	R	estricted-Capital	Projects	Other Structure Preconstruction		Land, Building, and Other Structure accc
948540	R	estricted-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 - Ban	iner A	ccount Code			~ ×
Banner Account Code	÷	Category	\$ Description	\$ Account Use	¢
928230					8
928230		Repairs/Maint	Repairs/Maint-Other	Repairs/Maint for any other product or piece of	

κ,



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

Requested Completion Date	2/15/2023
Requested Completion Time	5:00 PM
Budget Est. Labor Hours	1.50
Budget Est. Cost of Labor	0.00
Budget Est. Other Costs	0.00
Budget Est. Cost of Parts	0.00
Budget Est. Cost of Shop Stock	0.00
Budget Est. Total Cost	0.00
Reimbursable / Split Funding	Reimbursable Split by Cost Type Split Funding
Index/Fund Code	
Banner Account Code	928230
Description	We need John Latin with General Trades to come to the baseball stadium and remove a plaque. See Mike Taylor for details. (980)721-2226
Rejection Reason	

Contact Information for Problems or Questions:

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

- Pamela Duff, Business Solutions Analyst, Office of OneIT | Facilities Information Systems For ARCHIBUS role access, technical questions, and issues resolution: email <u>pduff@uncc.edu</u> or call 7-0552.
- Noella Paquette, IMP | Accounting Technician, FM Finance and Business Operations For changes to Departmental Financial Account Manager (FAM) access for ARCHIBUS, email <u>njpaquet@uncc.edu</u> or call 7-0547.
- Kim Seamans, Senior Financial Reporting Accountant, Reporting & Fixed Assets For all other Banner Account Code questions, email <u>kseamans@uncc.edu</u> or call 7-5752.