Important ARCHIBUS User Update for Banner Accounts:

In fiscal year 2014, Facilities Information Systems completed updates within ARCHIBUS Web Central to all Financial Account Manager Approval views and any views where the Banner Account Codes appear. These updates were completed per request of the Controller’s Office. The changes were implemented in an effort to provide more information to you, the user, and to assist with the selection of applicable Banner account codes. Below is an overview of these changes to the Financial Account Manager (FAM) views.

New Important Changes:

1. When approving ARCHIBUS work requests, Motor Fleet Reservations, etc., Banner Account Codes should be selected from within the new data list instead of entered manually.

2. New Banner Account Code view changes: Selecting the green ellipse button on the Banner Account Code field will display the new Banner Account Code data list view.
a. The new Banner Account Code pop up view now has two additional columns to further assist you when 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 enter the account code in the box at the top of the Banner Account Code column and hit Enter.
   ii. If you want to filter by Category, Descriptions or Account Use that include certain key words, you can type those key words into the boxes at the top of each column and hit Enter.
   iii. After typing in your search criteria, select the down red arrow or just select the Enter key on your keyboard to filter the list. The up red arrow will undo the filter and return you to the complete 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 grey box in the column you wish to sort by. A small gray triangle will indicate which column the data is sorted by. In the screen shot above, you can see that the data is sorted by the Category column.
d. After filtering the list and locating the applicable Banner Account Code for the work that is to be completed, click the Banner Code to select it. 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 Coordinator, Facilities Information Systems – For ARCHIBUS role access, technical questions and issues resolution: email pduff@uncc.edu or call 7-0552.

2. **Noella Paquette**, Accounting Technician, Facilities Business Office – For changes to Departmental Financial Account Manager 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.