Frequently Asked Questions

Click on your question for the answer.

1. What is a FOAP and how do I find out what my FOAP is?

FOAP is a string of numbers used to identify your accounting transactions. FOAP stands for: Fund, Organization, Account, and Program. A listing of the FOAP elements - account and organization - can be found via the E-print reports FGRACTH (Account Code Hierarchy) and FGRORGH (Organization Code Hierarchy).

2. How may I be granted Banner Finance Security Access?

Your supervisor should complete a Banner Finance Access form for you. The form must be signed by your supervisor and submitted to Starr Deas (sdeas@fa.ua.edu) in Financial Accounting and Reporting.

3. How long will it take for me to acquire a Banner Security Token?

After completing your Banner Finance Access form and submitting it to Financial Accounting and Reporting, the Office of Information Technology (OIT) will assign a security token to your bama id. This process could take one week.

4. Where do I pick up my Banner Security Token?

Financial Accounting and Reporting will notify you when your token is ready. Your token must be picked up at the IT Service Desk (formerly the Help Desk) located in Gordon Palmer Hall after notification is received.

5. My Banner Chart of Accounts, Organization, Email address and/or Ship To Codes are defaulting wrong. How can these be corrected?

Contact Starr Deas (sdeas@fa.ua.edu) in Financial Accounting and Reporting to correct these codes.

6. How can I request a new Banner Organization Code?

Complete the Request for a New Banner Organization form and submit to Starr Deas (sdeas@fa.ua.edu) in Financial Accounting and Reporting. Any Organizations that report to the Office of Academic Affairs must first be approved by that office.
7. How can I receive Banner Finance Training?

Banner Finance Training is offered monthly. Please review the scheduled class on the Human Resource Development website. Click on this link -- http://www.hrtraining.ua.edu/hrtrain/jsp/index.jsp -- to log in to the online registration system. The email address it requires is the employee's myBama email address (the one ending @bama.ua.edu) and the password is their CWID. Once logged in, click on "Systems and Technology," then "Financial Systems" and the Banner Finance session is listed there. Just click on the date of the session and continue as if you are shopping online (i.e. add to cart, checkout, submit, etc.).

8. How can I receive immediate Banner Finance help?

Contact Starr Deas (sdeas@fa.ua.edu) or Meredith Boteler (mboteler@fa.ua.edu) in Financial Accounting and Reporting.

9. How are monthly reports distributed?

Monthly financial reports are distributed via E-print (https://eprint.ua.edu). You must log in using your myBama id and password to access the reports.

10. How do I save the information that I am looking at in Banner into an Excel file?

From a Banner form, select the HELP option on the menu bar; select Extract data with Key, or Extract Data with no Key (Note: the key is the first block of data used to query the list - not all forms have a key block); A dialog box will popup (if this does not popup, try holding down the left CTRL key while choosing Extract from the menu until the popup block appears); you can select open or save to create your Excel worksheet.

11. What is the difference between Banner Finance and Banner Finance Self Service?

Banner Finance Self Service provides a different way to view data and approve documents in Banner. Banner Finance Self Service does not require a security token and queries may be performed as of the end of a period.

12. How do I receive security access for the forms and funds associated with Contracts and Grants?

If you already have a security token, contact Tiffany Cowart (tcowart@fa.ua.edu or 348-1846) in Contract and Grant Accounting to register for the required training. After the C&G training is complete, you will receive access. If you do not have a security token, complete the Banner Finance Security Access Form signed by your supervisor and forward the form to Starr Deas (sdeas@fa.ua.edu) in Financial Accounting and Reporting. Then, contact Tiffany Cowart to register for the C&G training.

13. How can I check to see if a check has cleared the bank?

First, access the FOIDOCH form (Document History form) in Banner. Enter the document type for check (CHK) and the document code (check number). Perform Next Block. In the Check section of the form, the status will be "F" if a final reconciliation has been performed. This means the check has cleared the bank. Bank reconciliations are performed monthly. Check with Accounts Payable customer service to verify if a check has cleared since the last reconciliation.

14. How can I obtain a copy of a cleared check?

Contact Accounts Payable customer service (Email: acctspay@bama.ua.edu or 348-7377) and they can assist you.

15. What information do I need to include on my Purchase Order or MDV if the payment is required to be wired?

Please include the following wiring instructions on the front of the purchase order or MDV: Bank Account Name, Bank Account Number, SWIFT code, IBAN (if available).

16. What is a FUPLOAD?

A FUPLOAD is a Banner process whereby finance data is loaded into Banner. If your department has a large amount of Departmental Transfers, you might process a FUPLOAD using our FUPLOAD template. (Examples include: Key Shop, Fleet, Supply Store).

17. How may I obtain Basic Banner Navigation Training?

You may obtain Basic Banner Navigation Training by accessing Banner Fundamentals located on your myBama Employee Tab.

18. What is Banner?
Banner is the internet database used by the University of Alabama to record Finance, Human Resources, Student and Financial Aid data.

**19. When does month-end closing occur?**

Month-end normally occurs on the fourth business day of the subsequent month.

**20. I need to identify the original transaction that occurred when Corr Prog Code entry was recorded.**

While on the FGITRND or FRIGTRD forms, rollback and remove the program code. This will allow you to see the entry that posted to the wrong program code and the corresponding correction.

**21. What is the wiring information for incoming wires to the University of Alabama?**

Contact Starr Deas (sdeas@fa.ua.edu) or Dianna Fisher (dfisher@fa.ua.edu) in Financial Accounting for Bank Routing Number, Bank Account Name, Bank Account Number and SWIFT code for the University.

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