FBS Billing System – Faculty Setup

The Alabama Analytical Research Center (AARC) is moving to a new billing and instrument system called FBS (Facility Billing System). To assure that your research group maintains access to AARC facilities you will need to follow the instructions below. This will involve logging in for the first time for both faculty and students, approving student access to your lab, and creating billing constructs.

**Faculty – First Login**

**Student – First Login and lab request**

**Faculty – Student Approval**

**Faculty – Add billing**

**Faculty – First Login**

First go to [https://fbs.ua.edu](https://fbs.ua.edu)

Please note that if you are already logged into mybama on the computer you are using then you may not see this screen.

Choose Logon from the upper right-hand corner.
On the next screen choose “myBama Id” then click Sign In
You will be sent the UA sign in page you are familiar with from logging into mybama. Use your mybama username and password here.
Students – First Login and Lab Access

Once you have logged in for the first time you should now have your students log in for the first time and request access to your lab. A lab in FBS is a billing construct and one is automatically created for each faculty member upon first login. When your student logs in for the first time, they will see this screen. They should search for your last name in the box and then click “Request to join” next to your name.
They are given the option to send a request reason.

They are given a confirmation that their request has been sent.
Faculty – Student Approval

Until they are approved into a lab by you (Faculty Advisor) they will be unable to use the system. Access to instruments is approved in a separate process by the AARC Staff.

Once a student has requested access to your lab, you will need to log back in and approve their access. You may approve or reject requests to add a user to your lab. This approval process will need to be repeated each time you add a new user access. From the FBS main page you should see the section below titles “Requests to join this lab”
First Click Process by each request.

You may approve or decline the request. If approved, you will see the following:

This user will now have access to your lab.
Faculty – Add Billing

Once you are logged and you have approved access to your lab, your next step is to create a method of payment for your group’s instrument time. The university uses internal account numbers which are referred to as FOAP to track spending. The FBS system allows faculty to enter as many funding sources as they have available and assign them a human readable name. This is known as a pay alias in the system.

To create a Pay Alias, choose “Manage Pay Aliases” from the right side of the page.

Then choose your lab from the list by clicking the lab code in blue on the left-hand side (if you only have one lab you may not see this screen).
Find the pay alias section

Then fill out the following fields:

PayAlias – Human Readable Name for a fund – Limit 16 Characters

Start Date – This is the date the fund will be available for charging in the system.

FO – Fund.Org – This is the first two parts of the university FOAP for your grant. If your fund number is 12345 and your department’s org is 455677 then you would put 12345.455677 in the field. If you have questions about this number, please consult the accountant in the department where your funding lies.

To create additional pay aliases, click the blue plus sign.

Please note you MUST create at least one pay alias for your users to be able to access instruments.
By default, all users you add to your lab will have access to all pay aliases associated with your lab. To restrict a pay alias to certain users only (for instance your post-doc only), click the plus next to the pay alias and then select the users from your lab you want to allow to access that pay alias. Please only use this function if necessary.

If you add students or grants / funds in the future, you will need to log back in and repeat those steps as needed.