

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>

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.

University of Alabama

THE UNIVERSITY OF ALABAMA

ALABAMA®

Alabama Analytical Research Center

Already have a Logon Account? [Logon](#)

Home Contacts Search

Welcome

Welcome to the **University of Alabama** FBS Online Portal. This site is designed to automate the use of our Core Facilities and to provide the best possible customer service.

Quick Info

For more info, please contact the [Priority Software® Support Team](#).

Our Core Facilities

To learn more about a particular facility or to request access, please click on a facility name below.

University of Alabama

- [Alabama Analytical Research Center](#)

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On the next screen choose “myBama Id” then click Sign In

University of Alabama

THE UNIVERSITY OF ALABAMA[®]

Welcome to our **Priority Software[®]** **FBS** web portal.

Logon using:

- myBama Id
- Priority Software Account

 Sign In

Other Options:

[Contact Us](#)

Browse/Request Access

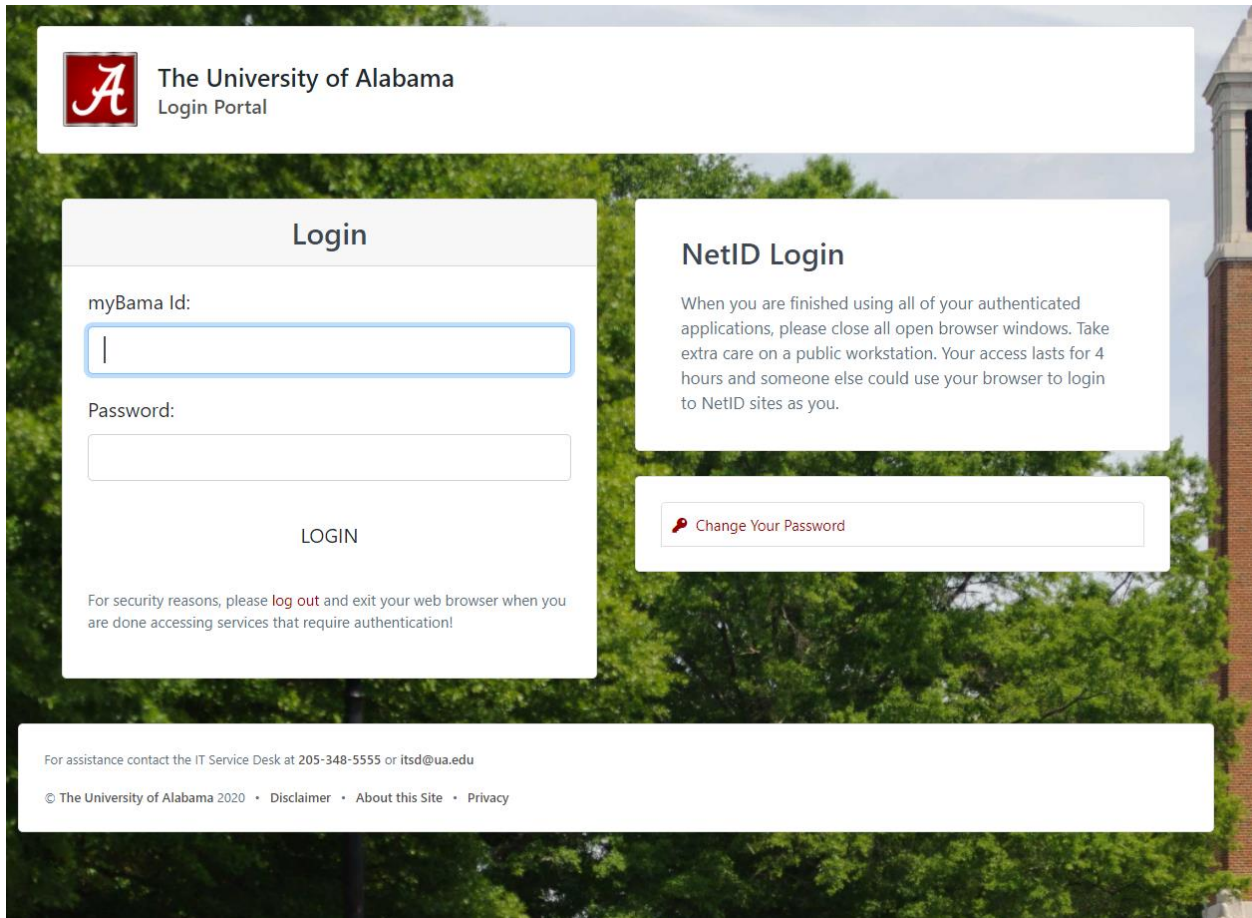
 [FBS Portal](#)

Warning: This system is for authorized users only. Use of this system without authority, or in excess of granted authority, is illegal and will be treated as such. Such use may result in civil fines, termination of employment, criminal charges, or other legal penalties. Usage of this site is audited and monitored. All persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing.


You are connecting from 10.8.82.251 at 11-29-2020 05:25 PM

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You will be sent the UA sign in page you are familiar with from logging into mybama. Use your mybama username and password here.



The screenshot shows the 'The University of Alabama Login Portal' interface. At the top left is the UA logo and the text 'The University of Alabama Login Portal'. The main content area is divided into two columns. The left column is titled 'Login' and contains a 'myBama Id:' label above a text input field, a 'Password:' label above another text input field, and a 'LOGIN' button. Below the button is a security notice: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'. The right column is titled 'NetID Login' and contains a paragraph of instructions: 'When you are finished using all of your authenticated applications, please close all open browser windows. Take extra care on a public workstation. Your access lasts for 4 hours and someone else could use your browser to login to NetID sites as you.' Below this text is a button with a key icon and the text 'Change Your Password'. At the bottom of the page is a footer with contact information: 'For assistance contact the IT Service Desk at 205-348-5555 or itsd@ua.edu' and a copyright notice: '© The University of Alabama 2020 • Disclaimer • About this Site • Privacy'.

 The University of Alabama
Login Portal

Login

myBama Id:


Password:

LOGIN

For security reasons, please **log out** and exit your web browser when you are done accessing services that require authentication!

NetID Login

When you are finished using all of your authenticated applications, please close all open browser windows. Take extra care on a public workstation. Your access lasts for 4 hours and someone else could use your browser to login to NetID sites as you.

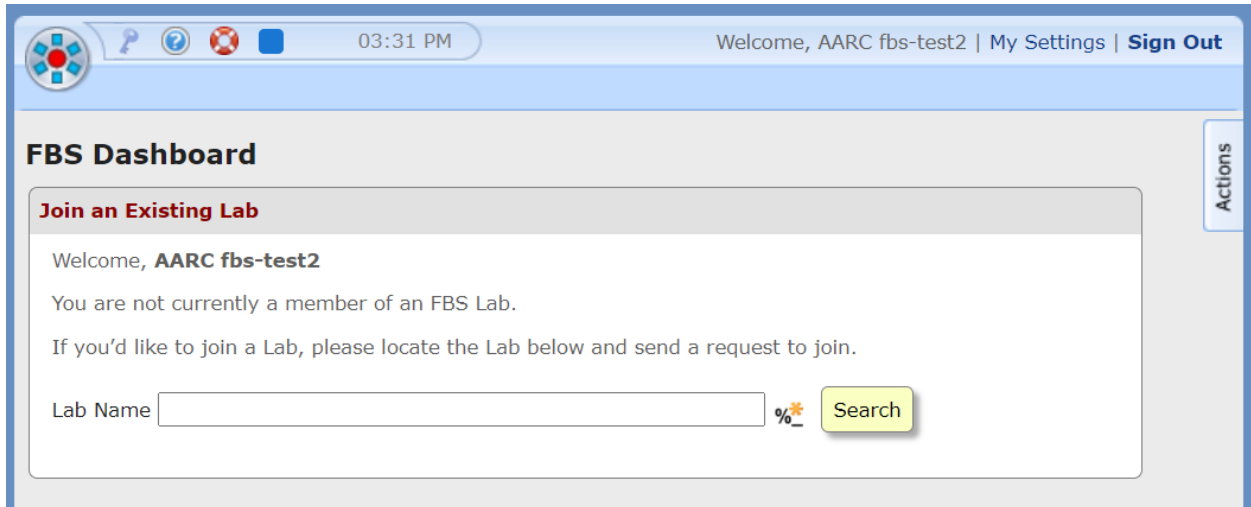
 [Change Your Password](#)

For assistance contact the IT Service Desk at 205-348-5555 or itsd@ua.edu

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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.



FBS Dashboard

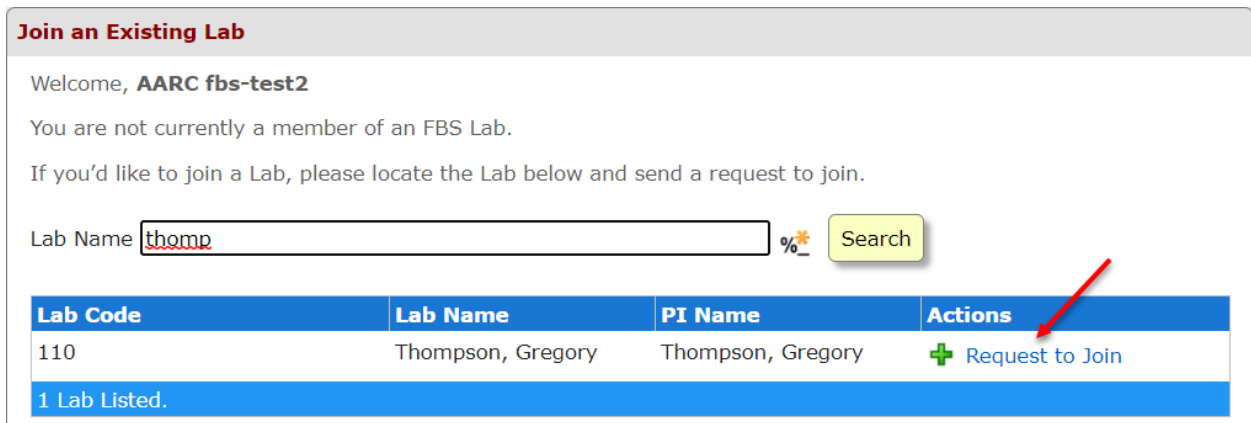
Join an Existing Lab

Welcome, **AARC fbs-test2**

You are not currently a member of an FBS Lab.

If you'd like to join a Lab, please locate the Lab below and send a request to join.

Lab Name %* Search



Join an Existing Lab

Welcome, **AARC fbs-test2**

You are not currently a member of an FBS Lab.

If you'd like to join a Lab, please locate the Lab below and send a request to join.

Lab Name %* Search


Lab Code	Lab Name	PI Name	Actions
110	Thompson, Gregory	Thompson, Gregory	+ Request to Join

1 Lab Listed.

They are given the option to send a request reason.

PI Name	Actions
Thompson, Gregory	+ Request to Join

Request Reason


 Please enter your reason for wanting to join this Lab

I need access to FBS to book equipment in the AARC.
Can you approve me please?

They are given a confirmation that their request has been sent.

PI Name	Actions

Access Request

 Thank you for submitting your request.
Once your request has been processed, you'll be notified by email.

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.

Join an Existing Lab

Welcome, **AARC fbs-test2**

You are not currently a member of an FBS Lab.

If you'd like to join a Lab, please locate the Lab below and send a request to join.

Lab Name %*

Lab Code	Lab Name	PI Name	Actions
110	Thompson, Gregory	Thompson, Gregory	Pending

1 Lab Listed.

Your request was sent on 01-11-2021 04:02 PM and there has been No Response

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”

04:05 PM

Welcome, AARC fbs-test | My Settings | Sign Out

Facility: Alabama Analytical Research Center (AARC)

Faculty/PI

Lab Management

- Users in this Lab
- Requests to Join this Lab (1) New Requests

The following requests have been submitted by UA authenticated persons.

Requestor	Email Address	Action
fbs-test2, AARC	fbs-test2@ua.edu	Process

1 Access Request Listed.

Financial Management Management


- Invoice Listing
- PayAlias (FO's used by this Lab)

FBS Portal
Facility Listing

Favorites


FBS News
No News to View

First Click Process by each request.

Email Address	Action
fbs-test2@ua.edu	 Process


ment

Post Confirmation

 AARC fbs-test2 requested access on 01-11-2021 04:02 PM stating:
"I need access to FBS to book equipment in the AARC.
Can you approve me please?"

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

Approved

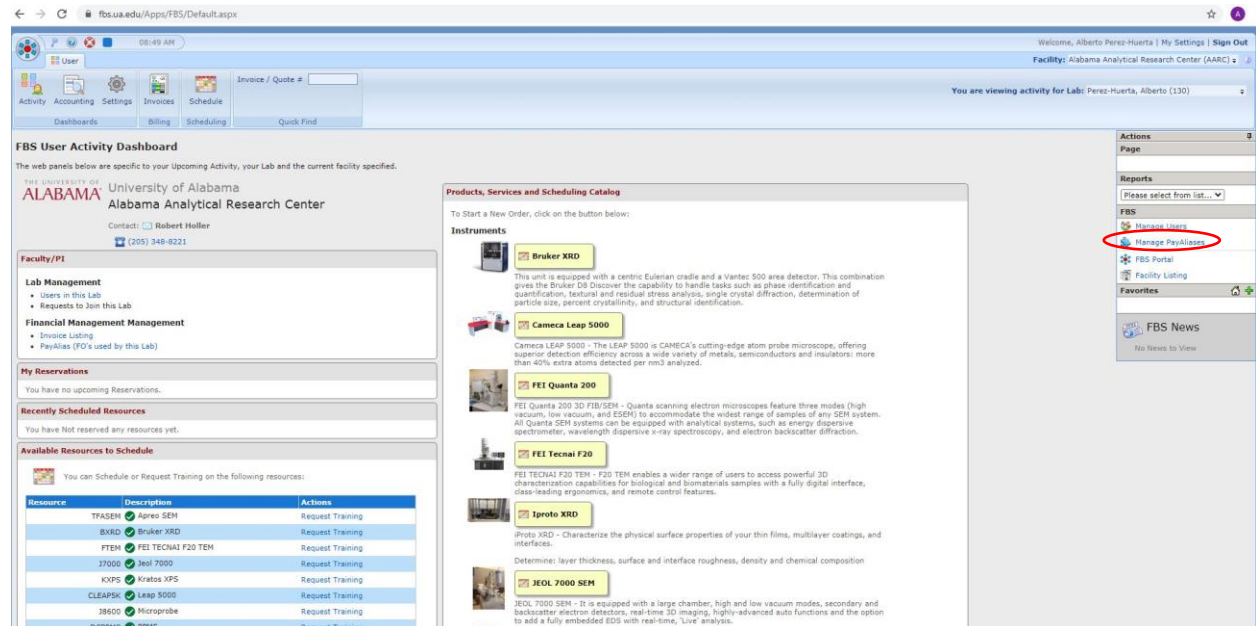
 AARC fbs-test2 has been Approved.

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 “Mange 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).

Lab Code	Directory Name	Organization Unit	Lab Type	Payment Type	Rate Code	Classification	Delivery Types	Status	Actions
102	Butler, Haley	-n/a-	Internal	Direct Charge	B	Academic	☑	Active	Remove from Facility
100	Davis, Zane	-n/a-	Internal	Manual	B	Academic	☑	Active	Remove from Facility
104	Dove, Sydney	-n/a-	Internal	Direct Charge	B	Academic	☑	Active	Remove from Facility
109	fbs-test, AARC	-n/a-	Internal	Direct Charge	B	Academic	☑	Active	Remove from Facility
107	Green, Samantha	-n/a-	External	Manual	X	Academic	☑	Active	Remove from Facility
103	Gwinn, Jonathan	-n/a-	Internal	Direct Charge	B	Academic	☑	Active	Remove from Facility
108	Holler, Rob	-n/a-	Internal	Direct Charge	B	Academic	☑	Active	Remove from Facility
101	Jones, Dillon	-n/a-	Internal	Direct Charge	B	Academic	☑	Active	Remove from Facility
106	Joy, Molly	-n/a-	External	Manual	A	Academic	☑	Active	Remove from Facility
105	Stokes, Harry	-n/a-	Internal	Direct Charge	B	Academic	☑	Active	Remove from Facility
110	Thompson, Gregory	-n/a-	Internal	Direct Charge	B	Academic	☑	Active	Remove from Facility

11 Labs Listed.


Find the pay alias section

▼ PayAliases Show Inactive PayAliases?

PayAliases provide an easy way to specify the Fund.Org to pay for the requested services in a facility. Optionally, each PayAlias can specify a Rate Code to override the Default Rate Code (see Active Facility above).

If the Requestor is NOT specified, any active Requestors for this Lab can use this PayAlias to pay for services.

Note: You can enter a Order Reference on the Usage record to automatically group these line items into their own invoice.

PayAlias	Start Date	FO	Project Code	Rate Code (Override)	Order Reference	Active
						<input checked="" type="checkbox"/>

No PayAliases Listed.

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.

▼ PayAliases Show Inactive PayAliases?

PayAliases provide an easy way to specify the Fund.Org to pay for the requested services in a facility. Optionally, each PayAlias can specify a Rate Code to override the Default Rate Code (see Active Facility above).

If the Requestor is NOT specified, any active Requestors for this Lab can use this PayAlias to pay for services.

Note: You can enter a Order Reference on the Usage record to automatically group these line items into their own invoice.

PayAlias	Start Date	FO	Project Code	Rate Code (Override)	Order Reference	Active
NSF - BIG Grant	12-01-2020	21456.245656				<input checked="" type="checkbox"/>
 UA-Seed	12-04-2020	25846.658746				<input checked="" type="checkbox"/>
						<input checked="" type="checkbox"/>

2 PayAliases Listed.

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.

PayAlias	Start Date	FO	Project Code	Rate Code (Override)	Order Reference	Active
▶ Internal AARC	01-01-2021	12345.123457				<input checked="" type="checkbox"/>
Restricted to these Requestors						
▶ Holler, Robert						
Foster, Jason						
Deb, Sanghamitra						
Goodwin, Johnny						
*						
4 Requestors Listed.						
* <input type="checkbox"/>						
1 PayAlias Listed.						

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