





How to View Foundation Accounts in Banner

- Log into the 
- Select the Finance tab
- Select Banner “Admin Pages”
- In the search box, type FGITBSR
- Hit Enter
- In the COA box, type F
- In the Fiscal Year box, type 21 (for fiscal year 2020-2021)
- In the Fund box, type your Foundation Fund number
- Hit Enter or Tab
- Select “Go” (in the top right corner)
- View “Current Fund Balance”

How to View Foundation Gift Report

- Log into the 
- Select the Finance tab
- Go to Banner ePrint
- Select Banner Foundation Repository
- Click the  on the AYGR002 Foundation Gift Revenue Report
- Choose the desired date and click the 
- Enter your Foundation Fund number in the Search box
- Hit “Go”
- Select the PDF format
- View report

Link to authorization forms:

<https://www.uofmfoundation.org/forms>

http://bf.memphis.edu/forms/tech/bf_access_request.htm