


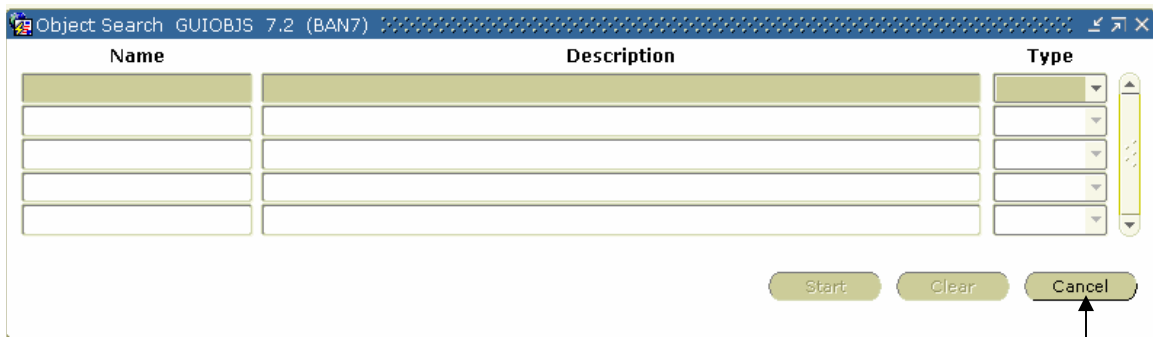
Purpose: How to look-up an element of the FOAPAL string. In this manual FTVACCT will be used as an example for looking up the first “A” (account) in the FOAPAL string.

Function: Can be used to find the appropriate codes for completing a Requisition and any other written documentation.

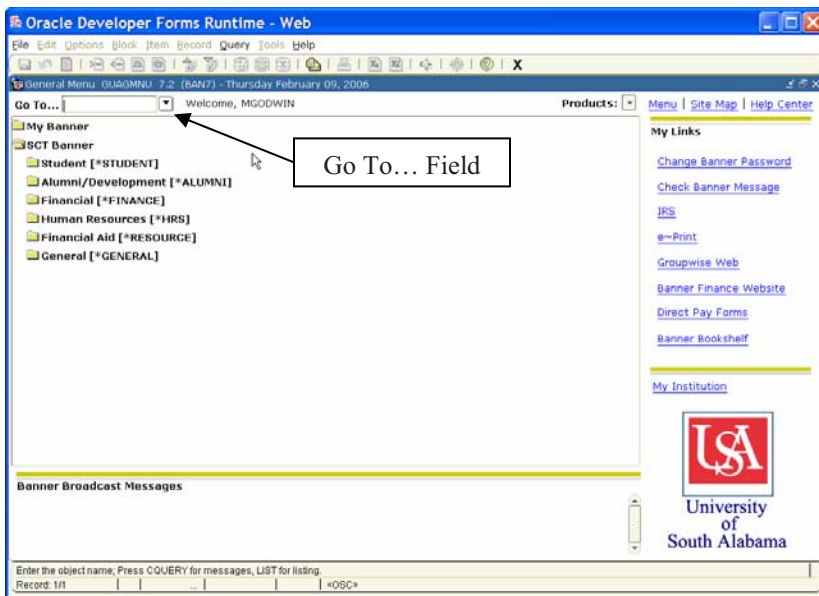
To look-up an account code access the FTVACCT form by following these steps:

1. Type **FTVACCT** in the Go To... field on the Banner main menu. See note on how to look-up other elements of the FOAPAL string.
2. Press the **Enter** key on your keyboard. **DO NOT** click the Down Arrow  * button to the right of the Go field.

* If you click the Down Arrow button it will open the Object Search window seen below. To return to the main menu, click the **Cancel** button **twice**. Then repeat steps 1 and 2 or follow the menu option listed below.



Cancel Button

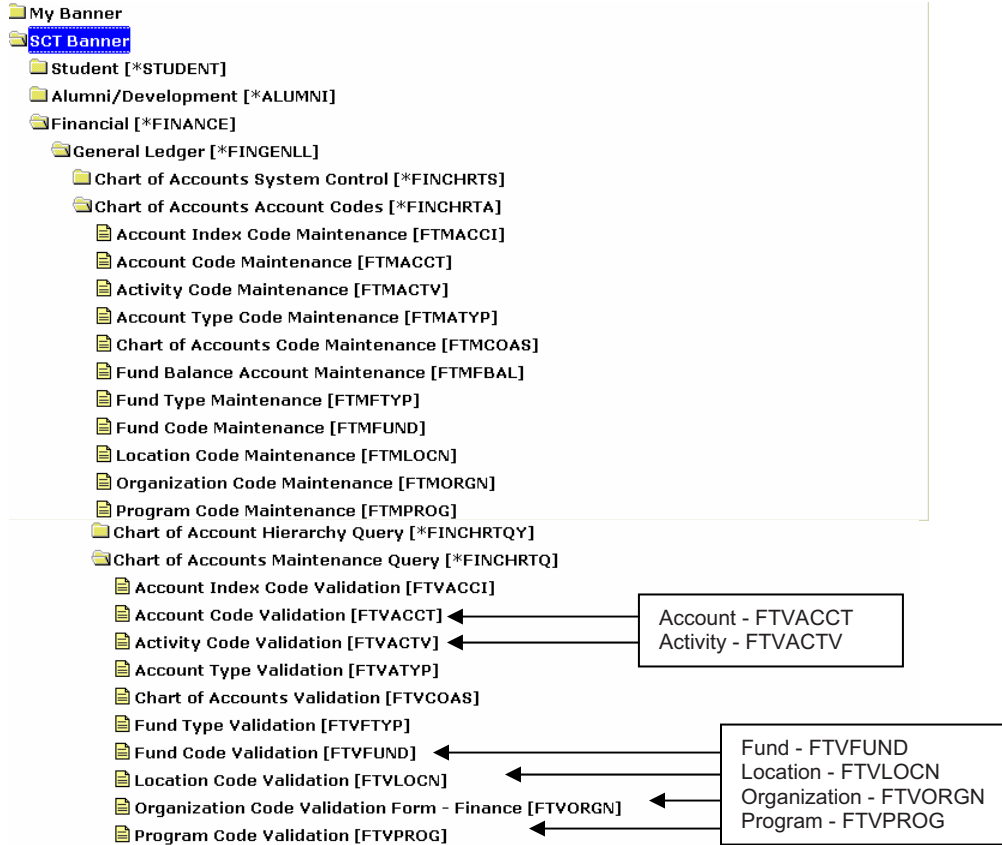


NOTE:
To look-up the remaining elements of the FOAPAL string enter one of the following in the Go To... Field:
FTVFUND for Fund,
FTVORGN for Organization,
FTVPROG for Program,
FTVACTV for Activity, or
FTVLOCN for Location. In addition, these forms are accessible via the menu (See Menu access, next page).

Menu Option: This form is also accessible via the menus as follows:

**SCT Banner → Financial → General Ledger → Chart of Account Codes →
Chart of Accounts Maintenance Query → Account Code Validation [FTVACCT]**

Menu access:



Account look-up

COA = U

Enter a query, press F8 to execute, Ctrl+Q to cancel.
Record: 1/1

In this example we are looking for the account code for Electricity by querying on the Title (Ex: Elec%). Note the use of the wildcard %. The wildcard can be used anywhere within a character string. (See notes on Wildcards)

You can also query on Account Code. Just follow the same instructions as indicated for a Title query. Example: 7% = Query for accounts which start with 7.

3. After you have entered your search criteria select **Execute Query**.

Execute Query

Results of the Query

Note: If you are completing a document which will be used to enter information into Banner make sure the account code you choose has "Y" in the Data Entry field. An indicator of "N" signifies the inability to post to that account code.

| Chart of Accounts | Account Code | Title | Type | Data Entry | Account Class | Status | Internal | Effective Date | Termination Date |
|-------------------|--------------|---------------------|------|------------|---------------|--------|----------|----------------|------------------|
| U | 715560 | Electronic Journals | 71 | | | A | | | |
| U | 720100 | Electricity | 72 | Y | | A | | | |

Record: 1/2

Notes on Wildcards:

You can use the Oracle wildcards % and _ in the search criteria:

- The character % represents any number of unspecified characters.
- The character _ represents one occurrence of an unspecified character.

The following examples illustrate the use of wildcards:

To get these results:

All entries that contain "ma"

All entries that begin with "ma"

All entries that have "ma" as the last two characters

All entries that have "m" as the second character

Enter this criteria:

%ma%

ma%

%ma

_m%

With experience, it becomes easier to narrow your queries to get the results you want.