



UNIVERSITY OF SOUTH ALABAMA

Banner Financial Information Systems Reference Manual

**FOAPAL Look – Up**

**Banner v. 9**

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. From the front page log in screen, type into the search bar: ‘FTVACCT’. Press enter.
2. See the note on the last page of this section about how to look – up other elements of the FOAPAL string.

## FTVACCT

1. When you open FTVACCT, your screen will have all of the accounts listed.

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
	100001	Cash Interfund Account	11	Y		A	10	10/01/1963	
U	112001	Petty Cash Bursar Change Fund	11	Y		A	10	10/01/1963	
U	112002	Petty Cash AIS-Vrachalus	11	Y		A	10	10/01/1963	
U	112002	Petty Cash AIS-Compton	11	Y		A	10	09/16/2010	
U	112002	Petty Cash AIS-Compton/Allen	11	Y		A	10	12/11/2014	
U	112002	Petty Cash AIS- Lisa Allen	11	Y		A	10	01/30/2015	
U	112003	Petty Cash Bursar	11	Y		A	10	10/01/1963	
U	112004	Petty Cash Golf Shop-Freel	11	Y		A	10	10/01/1963	
U	112004	Petty Cash Golf Shop-Allen	11	Y		A	10	08/11/2008	
U	112005	Petty Cash Post Office-Bracey	11	Y		A	10	10/01/1963	
U	112005	Petty Cash Post Office-Rose	11	Y		A	10	10/18/2010	
U	112005	Petty Cash Post Office-Bob Morten	11	Y		A	10	08/05/2015	
U	112006	Petty Cash Housing-Howard	11	Y		A	10	10/01/1963	
U	112007	Petty Cash Steickland-Flynn	11	Y		A	10	10/01/1963	
U	112007	Petty Cash K Smith 144177	11	Y		A	10	07/12/2016	
U	112008	Petty Cash 5-21901-Bowers	11	Y		A	10	10/01/1963	
U	112009	Petty Cash Basic Sciences-Hadley	11	Y		A	10	10/01/1963	
U	112009	Petty Cash Basic Sciences-Stimpson	11	Y		A	10	08/03/2010	
U	112010	Petty Cash Brookley Admin-Downing	11	Y		A	10	10/01/1963	
U	112010	Petty Cash Brookley Admin-Houlsten	11	Y		A	10	09/15/2009	

2. In order to search for a specific account, click **F7** on the keyboard. This will clear the screen and allow you to type in your specific search criteria. It will bring up a screen with a drop – down menu titled ‘Add Another Field’.

Account Code Validation FTVACCT 9.0 (PROD)

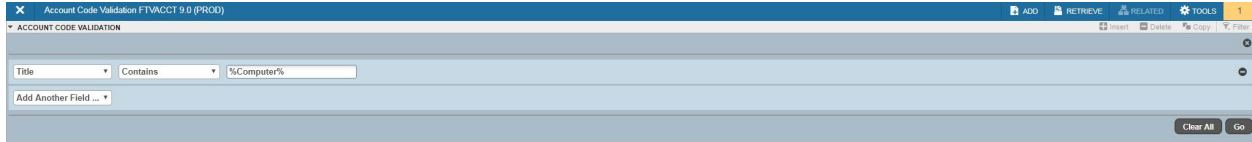
ADD RETRIEVE RELATED TOOLS

Enter a query; press F8 to execute.

Add Another Field ...

Clear All Go

3. Select from the “Add Another Field” drop – down menu, ‘Title’.



4. Three fields appear: ‘Title’ ‘Contains’ & a blank field. Fill the blank field with key words for your title search. Example, ‘Computer’. Enter the key word with wildcard symbols (%) to search for every instance that the particular key word is used in an account title. It would be entered as: **%Computer%** (See the notes on Wildcards below)

5. After you have entered your search criteria, press the **GO** button. This will bring up every Account that has the particular key words you have entered into your search criteria.

The screenshot shows the search results for the criteria '%Computer%'. The results are displayed in a table with the following columns: Chart of Accounts, Account Code, Title, Type, Data Entry, Account Class, Status, Internal Type, Effective Date, and Termination Date. The table contains 15 rows of data, all of which include the word 'Computer' in their titles. At the bottom, there is a pagination control showing '20' items per page and 'Record 1 of 15'.

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
U	145300	Inventories-Computer Svcs Storeroom	14	Y		A	10	10/01/2016	
U	512100	Fee-Computer	51	Y		A	50	10/01/1963	
U	712150	Computers \$1-\$1,999	71	Y		A	70	10/01/1963	
U	712250	Computers \$2,000-\$4,999	71	Y		A	70	10/01/1963	
U	712250	Computers \$2,000-\$4,999	71	Y		A	70	08/31/2010	
U	713050	Computer Software	71	Y		A	70	10/01/1963	
U	718050	IC-Computer Center Miscellaneous	71	Y		A	70	10/01/1963	
U	718060	IC-Computer Maintenance	71	Y		A	70	10/01/1963	
U	718070	IC-Computer Network Installation	71	Y		A	70	10/01/1963	
U	718070	IC- Computer Center Charges	71	Y		A	70	10/21/2009	
U	718080	IC-Computer Service & Supplies	71	Y		A	70	10/01/1963	
U	718709	IC-Overhead-Regular Computer Ctr	71	Y		A	70	10/01/1963	
U	718809	IC-Overhead-Plant Op Computer	71	Y		A	70	10/01/1963	
U	750030	Computer Software Purchases	75	Y		A	70	10/01/1963	
U	760450	Computers > \$5000	76	Y		A	70	10/01/1963	

## Notes on Wildcards

You can use the wildcards % and \_ in the search criteria.

1. The character % represents any number of unspecified characters.
2. 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.

## To Look – Up the Remaining Elements of the FOAPAL String

FTVFUND for Fund

FTVORGN for Organization

FTVPROG for Program

FTVACTV for Activity

FTVLOCN for Location

