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.

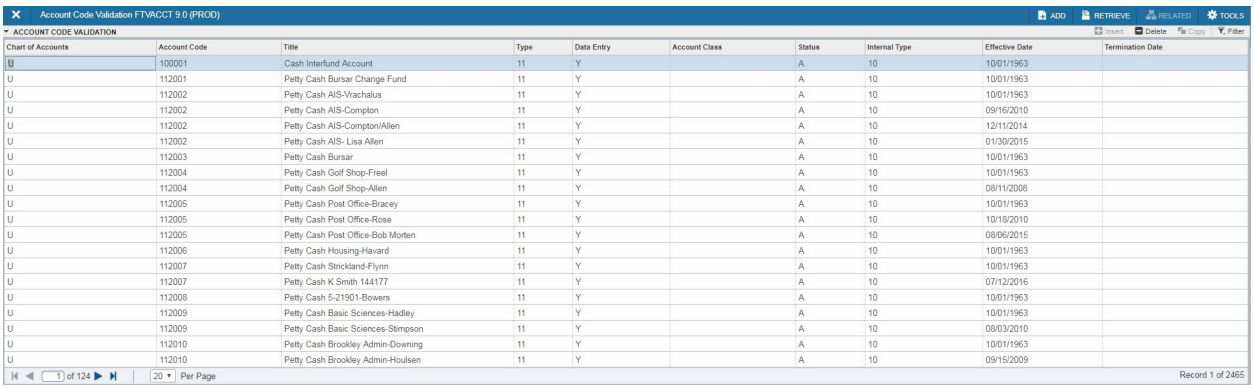
To look – up an account code access the FTVACCT form by following these steps:

1. From the front page log in screen, type into the search bar: **'FTVACCT'.** Press enter.

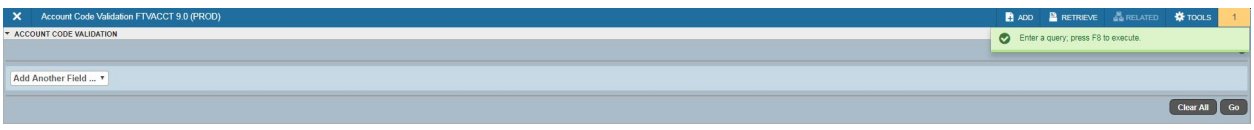
2. See the note on the last page of this section about how to look – up other elements of the FOAPAL string.

# FTVACCT

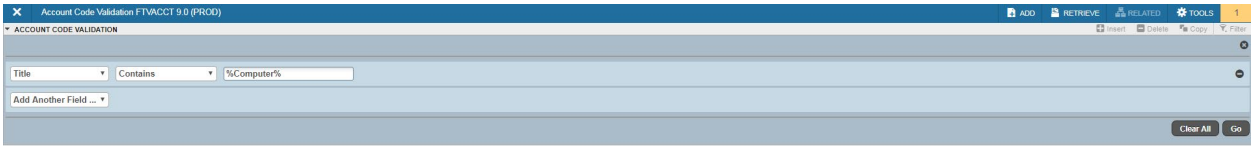
1. When you open FTVACCT, your screen will have all of the accounts listed.




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'.

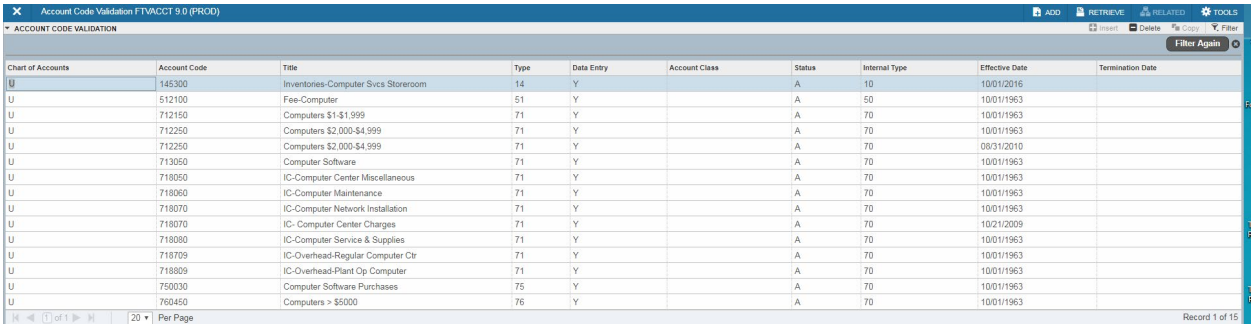


3. Select from the "Add Another Field' drop – down menu, 'Title'.




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.




| 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** | **Enter this criteria** |
|---|---|
| All entries that contain ‘ma’ | %ma% |
| All entries that begin with ‘ma’ | ma% |
| All entries that have ‘ma’ as the last two characters | %ma |
| All entries that have ‘m’ as the second character | _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