HOW TO look up ACCOUNT Codes (FOAPAL)

The form FTVACCT allows authorized users* look up a listing of Account Codes currently in use.

*Authorized User = An individual with Banner access to the Finance module.

How to look up a listing of Account Codes currently in use:

More information and listings of account codes and their definitions is available on the [Financial Services website](#).

If you do not have access to the Finance Menu in Minerva or Banner access, contact the Finance Service Desk.

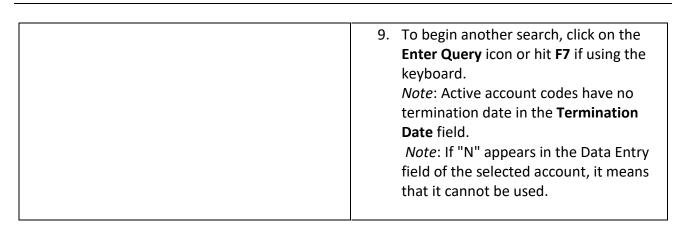| Quick Steps for Minerva:	Quick Steps for Banner:
1. Log in to **Minerva.** 2. Go to the **Finance (Fund) Administration menu option** Menu. 3. Select the Public FOAPAL Hierarchy Reports. 4. Click on the "**+**" sign next to FZRG0022B – Valid Account Codes Report OR FZRBPNAC - Salary Account Codes by Position Class Report. 5. Click on the **folder with today's date** (appears under the report title). 6. A report will appear on the right side of the screen. 7. Click on the **hyperlinked PDF** file type to open the report. **To search for a specific Account Code**: 8. Perform a keyword search in the PDF document to look for specific Account codes - use Ctrl + F on your keyboard.	1. Log in to **Banner.** 2. Type **FTVACCT** in the **Go** field and hit **Enter**. 3. A complete listing of account codes will be displayed. **To search for a specific Account Code**: 4. Click on the **Enter Query** icon or hit **F7** if using the keyboard. 5. Enter 1 in the **Chart of Accounts** field. 6. If part of the Account Code is known, tab to the **Account Code** field and enter the numeric characters. Be sure to use the Banner wildcard symbol **%**. OR To perform a keyword search, tab to the **Title** field and enter part of the account title. Be sure to use the Banner wildcard symbol **%** before and after the entered keywords. *Note*: This field is **case sensitive**. 7. Click on the **Execute Query** icon or hit **F8** if using the keyboard. 8. A list of matching entries will be displayed.

	9. To begin another search, click on the **Enter Query** icon or hit **F7** if using the keyboard. *Note*: Active account codes have no termination date in the **Termination Date** field. *Note*: If "N" appears in the Data Entry field of the selected account, it means that it cannot be used.

How to look up financial transactions by Account Code:

Note: Only authorized users, individuals with the appropriate Fund/Org access + **data warehouse access** (for Web/Crystal Reports - more information), will be able to look up financial transactions using the tools listed below. If you are unsure whether or not you have data warehouse access, contact the Finance Help Desk by email or phone at 514-398-3463.

Transactions associated with specific account codes may be queried in:

- **Minerva:** using Budget Query for Fund Holders or Budget query;
- **Banner:** using the Banner forms FGIBDST for Funds and FRIGITD for Grants;
- **Web/Crystal Reports:** found on the Financial Services website.

The query results of almost every report that you run for a Fund or Grant, will group/list transactions by Account Code.

Note: Only account codes which have recorded activity will appear in the report.