How to look up an Activity Code (FTVACTV)

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

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

How to look up a listing of Activity Codes currently in use

A complete listing of activity codes is available in both Minerva and Banner. We strongly recommend looking at this listing before requesting the creation of new codes.

If you do not have access to the Finance (Fund) Administration Menu in Minerva or Banner access, contact the Finance Services 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 FZRG0022F – Valid Activity Codes 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 Activity Code**: 8. Perform a keyword search in the PDF document to look for specific Activity codes - use Ctrl + F on your keyboard.	1. Log in to **Banner.** 2. Type **FTVACTV** in the **Go** field and hit **Enter**. 3. A complete listing of activity codes will be displayed. **To search for a specific Activity 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 Activity Code is known, tab to the **Activity Code** field and enter the alphanumeric 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 activity 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.