

# HOW TO look up FUND Codes (FOAPAL)

The form FTVFUND allows authorized users\* look up a listing of Fund Codes currently in use.

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

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

A complete listing of fund codes is available in both Minerva and Banner.

Non-financial information about a fund is available through the Banner form FTMFUND.

If you do not have access to the Finance Menu in Minerva or Banner access, contact the Finance Help Desk by [email](#) or phone at 514-398-3463.

Quick Steps for Minerva:	Quick Steps for Banner:
<ol style="list-style-type: none"> <li>1. Log in to <b>Minerva</b>.</li> <li>2. Go to the <b>Finance (Fund) Administration menu option</b> Menu.</li> <li>3. Select the Public FOAPAL Hierarchy Reports.</li> <li>4. Click on the "+" sign next to FZRG0022A – Valid Fund Codes Report.</li> <li>5. Click on the <b>folder with today's date</b> (appears under the report title).</li> <li>6. A report will appear on the right side of the screen.</li> <li>7. Click on the <b>hyperlinked PDF</b> file type to open the report.</li> </ol> <p><b>To search for a specific Fund Code:</b></p> <ol style="list-style-type: none"> <li>8. Perform a keyword search in the PDF document to look for specific Fund codes - use Ctrl + F on your keyboard.</li> </ol>	<ol style="list-style-type: none"> <li>1. Log in to <b>Banner</b>.</li> <li>2. Type <b>FTVFUND</b> in the <b>Go</b> field and hit <b>Enter</b>.</li> <li>3. A complete listing of fund codes will be displayed.</li> </ol> <p><b>To search for a specific Fund Code:</b></p> <ol style="list-style-type: none"> <li>4. Click on the <b>Enter Query</b> icon or hit <b>F7</b> if using the keyboard.</li> <li>5. Enter 1 in the <b>Chart of Accounts</b> field.</li> <li>6. If part of the Fund Code is known, tab to the <b>Fund Code</b> field and enter the numeric characters. Be sure to use the Banner wildcard symbol <b>%</b>.</li> </ol> <p>OR</p> <p>To perform a keyword search, tab to the <b>Title</b> field and enter part of the fund title. Be sure to use the Banner wildcard symbol <b>%</b> before and after the entered keywords.</p> <p><i>Note: This field is <b>case sensitive</b>.</i></p> <ol style="list-style-type: none"> <li>7. Click on the <b>Execute Query</b> icon or hit <b>F8</b> if using the keyboard.</li> <li>8. A list of matching entries will be displayed.</li> </ol>

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	<p>9. To begin another search, click on the <b>Enter Query</b> icon or hit <b>F7</b> if using the keyboard.</p> <p><i>Note:</i> Active fund codes have no termination date in the <b>Termination Date</b> field.</p>
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### How to look up financial transactions by Fund 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 fund 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.