

LOCATION Codes (FOAPAL)

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

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

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

A complete listing of location 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:
<ol style="list-style-type: none">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 FZRG0022D – Valid Location 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. <p>To search for a specific Location Code:</p> <ol style="list-style-type: none">8. Perform a keyword search in the PDF document to look for specific Location codes - use Ctrl + F on your keyboard.	<ol style="list-style-type: none">1. Log in to Banner.2. Type FTVLOCN in the Go field and hit Enter.3. A complete listing of location codes will be displayed. <p>To search for a specific Location Code:</p> <ol style="list-style-type: none">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 Location Code is known, tab to the Location Code field and enter the numeric characters. Be sure to use the Banner wildcard symbol %. <p>OR</p> <p>To perform a keyword search, tab to the Title field and enter part of the location title. Be sure to use the Banner wildcard symbol % before and after the entered keywords. <i>Note: This field is case sensitive.</i></p> <ol style="list-style-type: none">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.