HOW TO look up Program Codes (FOAPAL)

The form FTVPROG allows authorized users* to look up a listing of Program Codes currently in use.

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

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

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

If you do not have access to the Finance (Fund) Administration 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 FZRG0022E – Valid Program 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 Program Code**: 8. Perform a keyword search in the PDF document to look for specific Program codes - use Ctrl + F on your keyboard.	1. Log in to **Banner.** 2. Type **FTVPROG** in the **Go** field and hit **Enter**. 3. A complete listing of program codes will be displayed. **To search for a specific Program 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 Program Code is known, tab to the **Program 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 program 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 program codes have no

	termination date in the **Termination Date** field.