HOW TO view Fund or Grant Code Information in Banner (FTMFUND/FZMFUND)

The form FTMFUND/FZMFUND allows authorized users* to query non-financial fund or grant information.

*Authorized User = An individual with Banner access to the Finance module. Fund Financial Managers or Principal Investigators have automatic access to query non-financial information on their funds and grants once access to the Finance module to Banner is granted. Administrative staff and others who need access to query this information in Banner must attend training and submit the [FIS Authorization form](#).

Note: Fund being referred below denotes a fund or grant code.

To use this form, you must have the **fund code** on hand.

The FTMFUND form will display:

- Fund title
- Fund linking to Grant (if applicable)
- Fund Effective Date/Termination Date/Expenditure End Date
- Fund Financial Manager or Prinicipal Investigator name and ID
- FOAPAL defaults (Organization and Program codes)
- Fund type
- Fund status
- Document Text through FOATEXT
- Fund Administrator/Budget Contact - Analysis, Planning and Budget/FST Manager through McGill Fund Options FZMFUND

The Document Text FOATEXT form will display:

- Non-financial fund or grant information as entered by Financial Services

The FZMFUND form through FTMFUND will display:

- Fund status (Active/Terminated/Frozen/Terminated)
- Fund Administrator name and contact information
- Budget Contact - Analysis, Planning and Budget - name and contact information
- FST (Financial Services Team) Manager name and contact, along with FST code and location
- Tips on where to query fund or grant balances and transcations
- Delegates Allowed for Adjustments to Past Payroll Transactions

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How to view non-financial fund information using FTMFUND:

1. Log in to **Banner.**
2. Enter **FTMFUND** in the **Go To** field and hit **Enter.**
3. Click on the **Enter Query icon** or hit **F7** if using the keyboard.
4. Type **1** in the **Chart of Accounts** field (optional), and **TAB** until the cursor is in the Fund field.
5. Enter the **Fund code**.
6. Click on the **Execute Query icon** or hit **F8** if using the keyboard.
7. Fund information will display.
8. Click on **Options** and select **McGill Fund Options FZMFUND.**
9. Fund Adminstrator/Budget Contact - Analysis, Planning and Budget/FST Manager and Fund status information will display.
10. Click on the **Exit icon (black X)** to return to FTMFUND.
11. Click on the **Enter Query icon** or hit **F7** if using the keyboard to query a new Fund.