University of South Alabama

Division of Financial Affairs

Banner Financial Information Systems Reference Manual

FOAPAL Look-up

Purpose: How to look-up an element of the FOAPAL string. In this manual FTVACCT will be used as an example for looking up the first "A" (account) in the FO**A**PAL string.

Function: Can be used to find the appropriate codes for completing a Requisition and any other written documentation.

To look-up an account code access the FTVACCT form by following these steps:

1. Type **FTVACCT** in the Go To… field on the Banner main menu. See note on how to look-up other elements of the FOAPAL string.

2. Press the **Enter** key on your keyboard. **DO NOT** click the Down Arrow ⏷ * button to the right of the Go field.

   * If you click the Down Arrow button it will open the Object Search window seen below. To return to the main menu, click the **Cancel** button **twice**. Then repeat steps 1 and 2 or follow the menu option listed below.
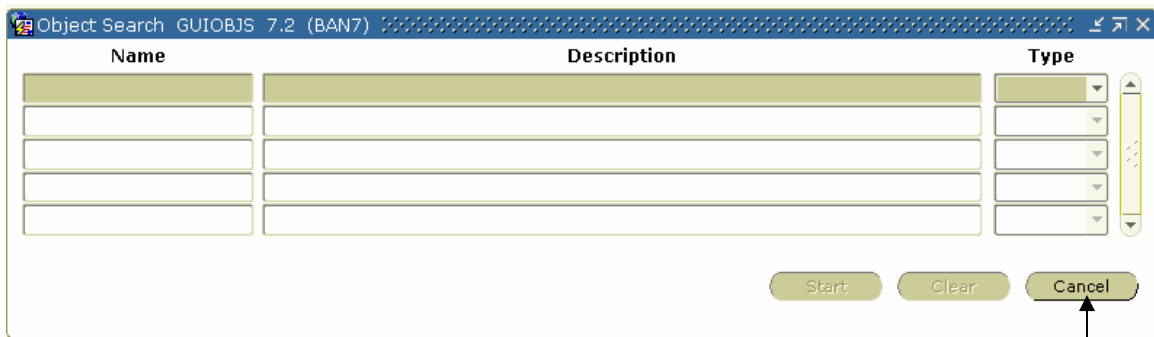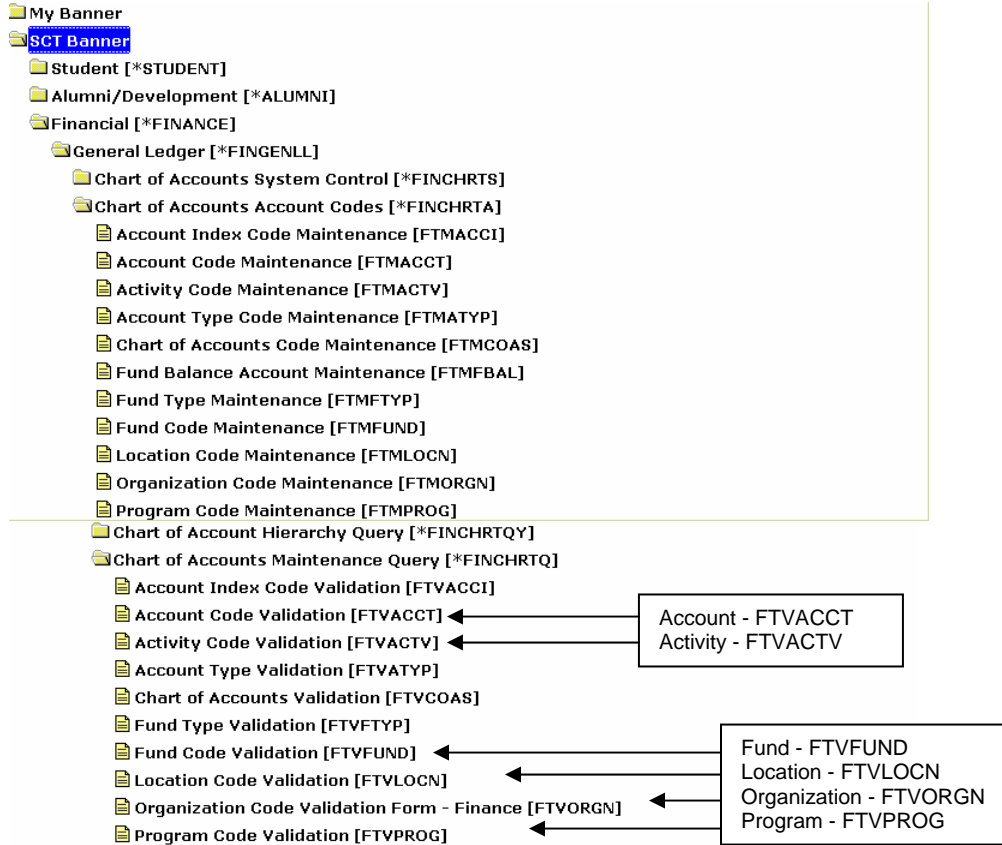

Cancel Button
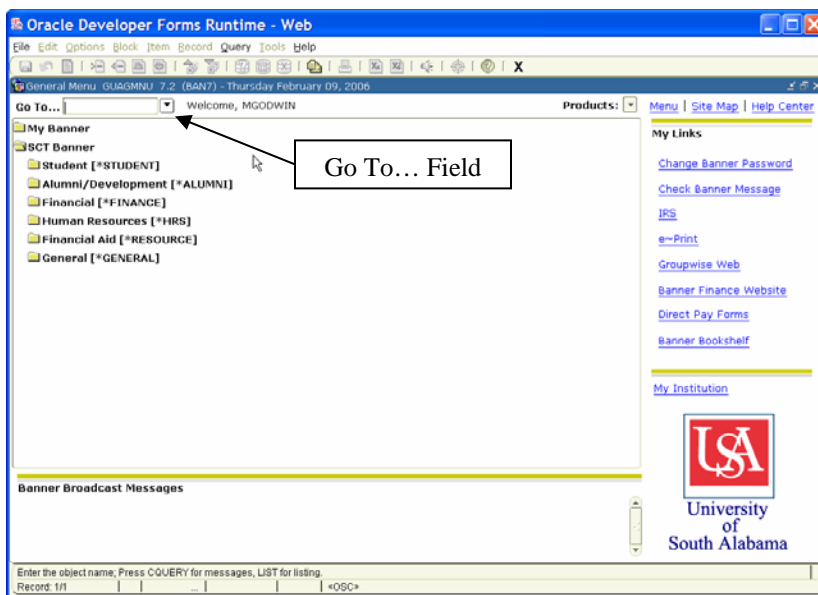
Go To… Field

NOTE:
To look-up the remaining elements of the FOAPAL string enter one of the following in the Go To… Field:
FTVFUND for Fund,
FTVORGN for Organization,
FTVPROG for Program,
FTVACTV for Activity, or
**FTVLOCN for Location. In addition, these forms are accessible via the menu (See Menu access, next page).**

Menu Option: This form is also accessible via the menus as follows:
    SCT Banner ⟶ **Financial** ⟶ **General Ledger** ⟶ **Chart of Account Codes** ⟶
    Chart of Accounts Maintenance Query ⟶ **Account Code Validation [FTVACCT]**

Menu access:

```
📁 My Banner
📂 SCT Banner
    📁 Student [*STUDENT]
    📁 Alumni/Development [*ALUMNI]
    📂 Financial [*FINANCE]
        📂 General Ledger [*FINGENLL]
            📁 Chart of Accounts System Control [*FINCHRTS]
            📂 Chart of Accounts Account Codes [*FINCHRTA]
                📄 Account Index Code Maintenance [FTMACCI]
                📄 Account Code Maintenance [FTMACCT]
                📄 Activity Code Maintenance [FTMACTV]
                📄 Account Type Code Maintenance [FTMATYP]
                📄 Chart of Accounts Code Maintenance [FTMCOAS]
                📄 Fund Balance Account Maintenance [FTMFBAL]
                📄 Fund Type Maintenance [FTMFTYP]
                📄 Fund Code Maintenance [FTMFUND]
                📄 Location Code Maintenance [FTMLOCN]
                📄 Organization Code Maintenance [FTMORGN]
                📄 Program Code Maintenance [FTMPROG]
            📁 Chart of Account Hierarchy Query [*FINCHRTQY]
            📂 Chart of Accounts Maintenance Query [*FINCHRTQ]
                📄 Account Index Code Validation [FTVACCI]
                📄 Account Code Validation [FTVACCT]  ◄──── Account - FTVACCT
                📄 Activity Code Validation [FTVACTV] ◄──── Activity - FTVACTV
                📄 Account Type Validation [FTVATYP]
                📄 Chart of Accounts Validation [FTVCOAS]
                📄 Fund Type Validation [FTVFTYP]
                📄 Fund Code Validation [FTVFUND]  ◄──── Fund - FTVFUND
                📄 Location Code Validation [FTVLOCN] ◄──── Location - FTVLOCN
                📄 Organization Code Validation Form - Finance [FTVORGN] ◄──── Organization - FTVORGN
                📄 Program Code Validation [FTVPROG] ◄──── Program - FTVPROG
```

FTVACCT

1. When you open FTVACCT your screen may have all of the accounts listed. In order to search for a specific account click **Enter Query**. This will clear the screen and allow you to type in your search criteria (See step 2).
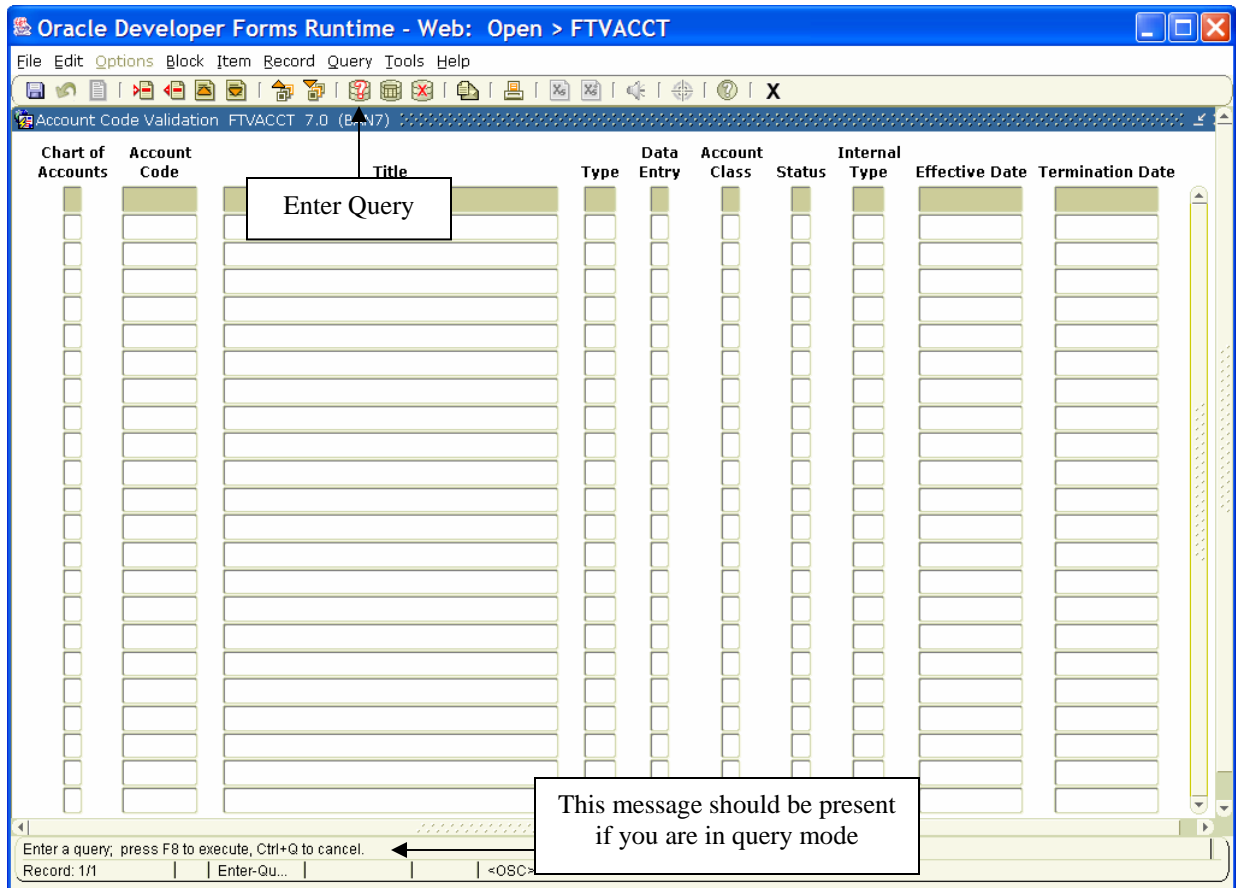
2. Enter the search criteria. **COA** will default when you Execute Query (Step 3).

   You can query information in any field that you can access. You can use the Oracle wildcards % and _. **Capitalization matters**. Data is matched against the search criteria exactly as you enter them.

COA = U

Oracle Developer Forms Runtime - Web: Open > FTVACCT

File Edit Options Block Item Record Query Tools Help

Account Code Validation FTVACCT 7.0 (BAN7)

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type
		Elec%					

In this example we are looking for the account code for Electricity by querying on the Title (Ex: Elec%). Note the use of the wildcard %. The wildcard can be used anywhere within a character string. (See notes on Wildcards)

You can also query on Account Code. Just follow the same instructions as indicated for a Title query. Example: 7% = Query for accounts which start with 7.

Enter a query; press F8 to execute, Ctrl+Q to cancel.
Record: 1/1   Enter-Qu...   <OSC>

3. After you have entered your search criteria select **Execute Query**.

Execute Query

Oracle Developer Forms Runtime - Web: Open > FTVACCT

File Edit Options Block Item Record Query Tools Help

Account Code Validation FTVACCT 7.0 (BAN7)

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
U	715560	Electronic Journals	71	Y		A			
U	720100	Electricity	72	Y		A			

Results of the Query

Note: If you are completing a document which will be used to enter information into Banner make sure the account code you choose has **"Y"** in the Data Entry field. An indicator of **"N"** signifies the inability to post to that account code.

Record: 1/2   ...   <OSC>

Notes on Wildcards:

You can use the Oracle wildcards % and _ in the search criteria:
• The character % represents any number of unspecified characters.
• The character _ represents one occurrence of an unspecified character.

The following examples illustrate the use of wildcards:

To get these results:	*Enter this criteria:*
All entries that contain "ma"	*%ma%*
All entries that begin with "ma"	*ma%*
All entries that have "ma" as the last two characters	*%ma*
All entries that have "m" as the second character	*_m%*

With experience, it becomes easier to narrow your queries to get the results you want.