## How to Search for FOAPAL Codes



The following forms are available to search for a FOAPAL code:

- FTVFUND
- FTVORGN
- FTVACCT
- FTVPROG
- FTVACTV
- FTVLOCN

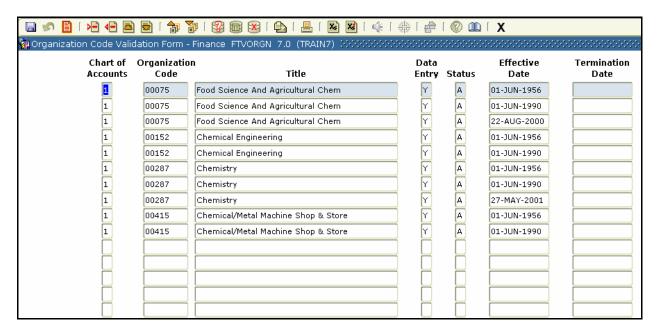
These forms can be accessed directly or from search buttons at the end of a particular field. For example, for the Organization field, you will see a drop-down arrow – dick on this button to go to FTVORGN.



## Searching Techniques

You can use the same techniques for all of the forms. When you first see the form, all codes are displayed. To search for a particular code, follow these steps:

- 1. Press ENTER QUERY (or F7).
- 2. Tab to the Title field and enter your search criteria using the wild card symbol "%".
- 3. Press EXECUTE QUERY (or F8). For example, %Chem% will display the following results:



NOTE: Your search is case-sensitive and titles have each word capitalized. For example, if the search criteria was %chem", then the following would display:

