



## 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 – click on this button to go to FTVORGN.

Organization

### 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:

Chart of Accounts	Organization Code	Title	Data Entry	Status	Effective Date	Termination Date
1	00075	Food Science And Agricultural Chem	Y	A	01-JUN-1956	
1	00075	Food Science And Agricultural Chem	Y	A	01-JUN-1990	
1	00075	Food Science And Agricultural Chem	Y	A	22-AUG-2000	
1	00152	Chemical Engineering	Y	A	01-JUN-1956	
1	00152	Chemical Engineering	Y	A	01-JUN-1990	
1	00287	Chemistry	Y	A	01-JUN-1956	
1	00287	Chemistry	Y	A	01-JUN-1990	
1	00287	Chemistry	Y	A	27-MAY-2001	
1	00415	Chemical/Metal Machine Shop & Store	Y	A	01-JUN-1956	
1	00415	Chemical/Metal Machine Shop & Store	Y	A	01-JUN-1990	

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:

Chart of Accounts	Organization Code	Title	Data Entry	Status	Effective Date	Termination Date
1	00216	Biochemistry	Y	A	01-JUN-1956	
1	00216	Biochemistry	Y	A	01-JUN-1990	
1	00216	Biochemistry	Y	A	01-MAY-2001	