How do I determine if a discretionary fund has a related foundation fund in Banner?

Tell Me

1. Open your web browser and go to banner.uncc.edu
2. Select BANPROD located under the Banner 9 Admin Pages and log in
3. Type FTMEELT (External Report Translation Code Maintenance) in the search bar and click Enter
4. Select F7 to start a query
5. Select the appropriate item from the Add Another Field drop-down box
   1. If the fund number that you are using is in Chart 1, select Internal Code

   ![Example Image 1](image1.png)

2. If it is Chart F or A, select External Code > Equals, e.g., F- or A- at the beginning of the fund number

   ![Example Image 2](image2.png)

6. Select F8 to execute the query

   ![Example Image 3](image3.png)

**Note**

The Internal and External Code fields will be populated with related codes. The Active Status boxes should automatically be checked for the current related funds.
Related FAQs

1. How do I verify if a vendor check payment has been cashed in Banner Finance?
2. How do I move an entire account balance from one fund to another in Banner Finance?
3. How do I determine if a fund has a debit or credit balance in Banner Finance?
4. How do I look up all related endowment funds in Banner Finance?
5. How do I determine if my fund has a negative balance in Banner Finance?