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
   a. If the fund number that you are using is in Chart 1, select Internal Code

   ![Example](image1.png)

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

   ![Example](image2.png)

6. Select F8 to execute the query
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

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