

Banner 9: Updating the FTMFUND form

Updating the FTMFUND Fund Code Maintenance Form

1. Access **FTMFUND**
2. Select **Filter**

The screenshot shows the 'FUND CODE MAINTENANCE' form. The top right corner contains buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'Filter'. A red arrow points to the 'Filter' button. The form fields include: Chart of Accounts, Active Status (checked), Grant, Proposal, Fund, Title, Effective Date (06/04/2019), Termination Date, Next Change Date, Expenditure End Date, Data Entry (checked), Fund Type, Financial Manager, Unbilled AR Account, Revenue Account, Bank, Cash Receipt Bank, Code, Capitalization Fund (Cap Different or No Cap), Capitalization Equity Account, Capitalization Fund, Multiple Fund Balance Indicator (None), Restriction Indicator (None), Default Organization, Default Program, and Default Activity.

3. Select **Fund** and enter **the Fund Number**.
4. Select **Go**.

The screenshot shows the filter criteria section of the form. The 'Fund' dropdown is set to 'Fund', the operator is 'Contains', and the value is '3376'. Below this is an 'Add Another Field ...' dropdown. At the bottom right, there are 'Clear All' and 'Go' buttons. A red arrow points to the 'Go' button.

5. Select **Copy** (**Note:** The number of pages at the bottom of the screen will increase by one number if copy is successful.)
6. Change **Effective Date** to Current Date

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7. Make Changes
8. Select **Save**

The screenshot shows the Banner 9 Fund Code Maintenance form. The form is titled "FUND CODE MAINTENANCE" and contains various fields for fund information. A red arrow points to the "Effective Date" field, which is set to 08/04/2018. Another red arrow points to the page navigation controls at the bottom left, which show "2 of 3" pages. A third red arrow points to the "SAVE" button at the bottom right. The form includes fields for Chart of Accounts, Grant, Proposal, Fund, Title, Effective Date, Termination Date, Next Change Date, Expenditure End Date, Fund Type, Predecessor Fund, Financial Manager, Unbilled AR Account, Revenue Account, Bank, Cash Receipt Bank, Code, Capitalization Fund Indicator, Capitalization Equity Account, Multiple Fund, Balance Indicator, Restriction Indicator, Default Organization, Default Program, Default Activity, and Default Location.

Note: Number of pages increases by one after copying.