

Fund Listing

The Fund Code Listing document provides a listing of funds by any level of the organization or fund hierarchy. The report excludes terminated funds.

Two reports are included in the document:

1. **Organization view** – displays the organization code, organization description, fund code, fund description, budget end date, and financial manager. The report header displays the department, management area, and senior management area.
2. **Fund Source view** – displays the fund code, fund description, organization code, organization description, budget end date, and the financial manager. The report header displays the fund source, fund class, fund detail, and the fund agency.

How to run the document you want

Click the Fund Code Listing option on the Finance Reporting Menu. You will then be prompted to complete the report filters below.

Report filters

1. **Organization Hierarchy Levels** (Optional): Move the desired organization level from the Available box to the Selected box. Then click the Empty link and select your desired elements and click OK. More than one selection can be made. If no selections are made, the report will run for all organization levels that you have access to.
2. **Fund Hierarchy Levels** (Optional): Move the desired fund level from the Available box to the Selected box. Then click the Empty link and select your desired elements and click OK. More than one selection can be made. If no selections are made, the report will run for all fund levels that you have access to.

When you have completed your selections, click Run Document at the bottom left corner.

Report Views

Use the drop-down lists at the top of the document to filter your results as needed.

Switch between the three reports described above by clicking the applicable tab at the top of the document.

Tips

Click the options menu on the toolbar (3 horizontal lines) to print, export to PDF, re-prompt, or schedule delivery.

Open the underlying report (data set) by clicking the Data Extract link. To download to excel, click the “Report Home” drop down menu, and select “Export > Excel with...”. Complete the export options as desired.

NOTE

This report displays output based on the current Banner set up for fund and organization. For example, if the organization code on a fund has been changed from 012301 to 012302, the fund will be listed under organization 012302.