

## Updating the Financial Manager

Communications about active self-supporting Funds are sent to the person who is listed as the financial manager of the Fund in **Banner**. If a Fund's financial manager has changed, the current manager could miss important information about the Fund and deadlines. Use the steps below to check the **Fund Code Maintenance Form (FZMFUND)** in **Banner** to find the financial manager.

Step	Task
1.	In the <b>Go To...</b> field, type <b>FZMFUND</b> and press the ENTER key to open the <b>Fund Code Maintenance Form</b> .
2.	Click the <b>Enter Query</b> button.
3.	Type the Chart code in the <b>Chart of Accounts</b> field.
4.	Press TAB to move to the <b>Fund</b> field.
5.	Type the Fund code in the <b>Fund</b> field.
6.	Click the <b>Execute Query</b> button.
7.	Select <b>Personnel Information</b> from the <b>Options</b> menu to display the <b>Personnel Information on Fund Codes</b> block.
8.	Click the <b>Next Block</b> button.
9.	Review the financial manager.
10.	If the financial manager listed is incorrect, send an e-mail to <a href="mailto:CFOAPALMAINTENANCE@uillinois.edu">CFOAPALMAINTENANCE@uillinois.edu</a> . Include the Fund code and the name and University ID number (UIN) of the correct financial manager in your e-mail.
11.	Click the <b>Exit</b> button to return to the main menu.

Personnel Information on Fund Codes: FZMFUND 8.1 [MC:51.0] (BAN81OLD) (0NONE)

Chart of Accounts : 9 Fund : 301020 Title : 204 BIS Operating 30 Active :

Last Activity Date: 07-AUG-2009

ID	Name	Start Date	End Date	Role	Role Desc	Addr Type	Addr Seqno	Phone Type
	Keeley, Gloria	01-JUL-2008		FINMGR	Financial Man			
	Keeley, Gloria	01-JUL-2008		GLDC	GL Report Dis			
	Rediger, Gayle	28-MAR-2005		GLDC	GL Report Dis			
	Tolar, John	28-MAR-2005		GLDC	GL Report Dis			

Next Change Date:

Data Entry

Fund Requires Effort Certification

Defaults: Organization: 204000 Program: 204001 Activity:  Location:

Viewing the Financial Manager in FZMFUND