What Banner Finance screen should be used to find detail about transactions, expenses, etc.?

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Below are different ways to obtain detail within various categories in Banner Finance:

1. Transaction-Depends on the type of Transaction:
   a. Open your web browser and go to banner.uncc.edu
   b. Select BANPROD located under the Banner 9 Admin Pages area and log in
   c. Begin by searching for Banner form FGITRND (for expense and revenue accounts) or FGIGLAC (for general ledger accounts)
   d. Find the document number you’re looking for and place your cursor on the transaction record line that you want to query
   e. Press F3 or go to the Related > Query Document BY TYPE to drill down and view additional transaction details
   f. Alt + Page Down to view the document details

Note
Payroll transaction detail is found on the Labor Distribution Inquiry forms (NHIDIST) and specific “Position Control” access is needed for this

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 look up all related endowment funds in Banner Finance?
• How do I determine the related foundation number to calculate the endowment balance in Banner Finance?
• How do I determine if a discretionary fund has a related foundation fund in Banner?