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](http://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** (Detail Transaction Activity) for expense and revenue accounts or **FGIGLAC** (General Ledger Activity) 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 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?