

How do I move an entire account balance from one fund to another in Banner Finance?

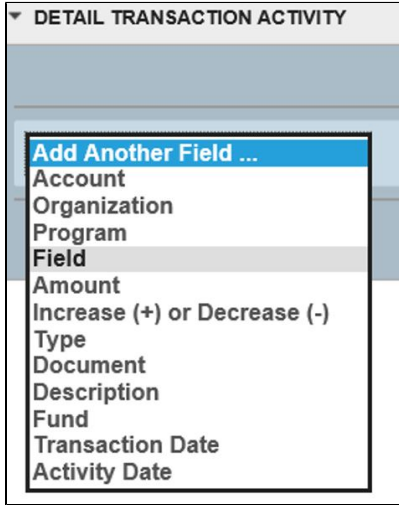
Tell Me

1. Find the Year to Date (YTD) expense amount for the account balance you want to transfer using Banner Finance

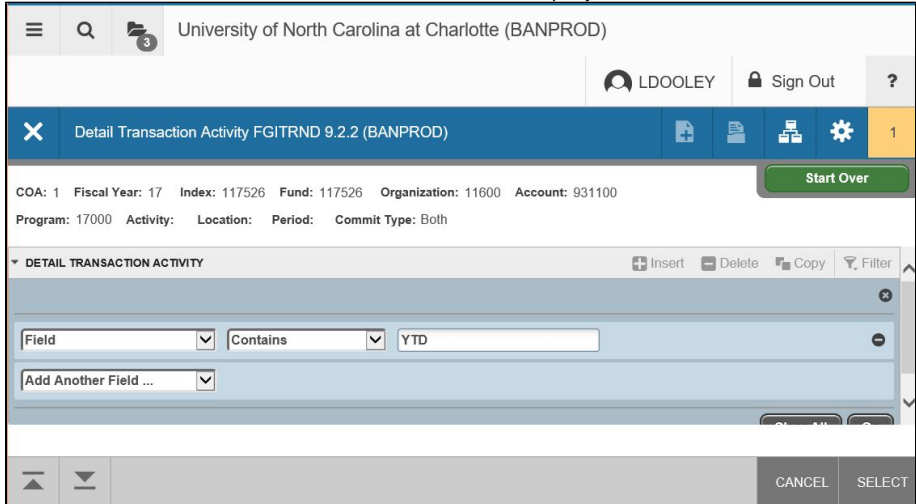
- a. Open your browser and go to banner.uncc.edu
- b. Select **BANPROD** located under Banner 9 Admin Pages area and log in
- c. Enter **FGITRND** (Detail Transaction Activity) in the search field (you can also use FGIBDST)
- d. Enter your Fund number in the Index or Fund field and enter the account number in the Account field




- e. Alt + Page Down or select the Go button
- f. In the **DETAIL TRANSACTION ACTIVITY** AREA, select **Field** from the **Add Another Field** drop-down menu



g. Enter YTD in the Field box and select F8 to execute the filter query



- h. **TOOLS > Query Totals for all records** to get the account balance total
 - i. Take a screenshot and save it to submit as backup documentation with the Financial Transaction Request Form
2. Complete a Journal Entry using the [Financial Transaction Request Form \(FTR\)](#)

 For more information on FTRs, refer to the [FTR FAQ page](#)

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?