

## FGITRND – Detail Transaction Activity Screen

Displays detailed transaction activity for operating accounts. This is a powerful screen and can provide very detailed information. It can display month-to-date transactions by accounting period. Account periods do not coincide with the calendar months. Accounting periods are as follows:

UA and 9/30 Year-End Foundations  
(Capstone, 1831):

01 – October  
02 – November  
03 – December  
04 – January  
05 – February  
06 – March  
07 – April  
08 – May  
09 – June  
10 – July  
11 – August  
12 – September

6/30 Year-End Foundations  
(CTF, LSF, Alumni, DAF):

01 – July  
02 – August  
03 – September  
04 – October  
05 – November  
06 – December  
07 – January  
08 – February  
09 – March  
10 – April  
11 – May  
12 – June

For example, entering A in the COA field and 02 in the period field will return all activity for the month of November.

The screenshot shows the FGITRND application interface. The browser address bar displays the URL: [https://banneradmin-test.ua.edu/sevl/applicationNavigator/seamless#Detail Transaction Activity](https://banneradmin-test.ua.edu/sevl/applicationNavigator/seamless#Detail%20Transaction%20Activity). The page title is "Detail Transaction Activity FGITRND 9.2.2 (SEVL)". The user is logged in as "Cara Oliver Greene" and can "Sign Out". The interface includes a navigation menu, a search bar, and a toolbar with "ADD", "RETRIEVE", "RELATED", and "TOOLS" buttons. The main form contains the following fields:

COA:	A	Fiscal Year:	17
Index:		Fund:	11000
Organization:	502401	Account:	
Program:	600	Activity:	
Location:		Period:	02
Commit Type:	Both		

A green "Go" button is located to the right of the Fiscal Year field. A grey banner at the bottom of the form reads: "Get Started: Fill out the fields above and press Go." The footer of the application shows "EDIT", "Record: 1/1", "KEY\_BLOCK.KEYBLCK\_PROG\_CODE [1]", and the "ellucian" logo.

**Primary Query** (Green callout): Points to the COA, Index, Organization, Program, Location, and Commit Type fields.

**Can query by accounting period** (Yellow callout): Points to the Period field.

**After entering query parameters, select the green "GO" button to run the query.** (Yellow callout): Points to the Go button.

After clicking the green “Go” button you will be directed to a secondary query that will give you options to further filter your results. If you want to pull all activity from the Primary Query and do not want to limit your search further, just hit the gray “Go” button. Otherwise, choose a query for each field you would like to filter and then click “Go.”

The screenshot displays the Banner Administration System interface. At the top, the browser address bar shows the URL: `https://banneradmin-test.ua.edu/sevl/applicationNavigator/seamless#Detail Transaction Activity`. The page header includes the University of Alabama logo, user information for Cara Oliver Greene, and a Sign Out button. Below the header, a red navigation bar contains buttons for ADD, RETRIEVE, RELATED, and TOOLS. The main content area shows a query titled "Detail Transaction Activity FGITRND 9.2.2 (SEVL)". The query parameters are: COA: A, Fiscal Year: 17, Index: Fund: 11000, Organization: 502401, Account: Program: 600, Activity: Location: Period: 02, and Commit Type: Both. A "Start Over" button is located to the right of these parameters. Below the query parameters, a section titled "DETAIL TRANSACTION ACTIVITY" contains a table with columns for Insert, Delete, Copy, and Filter. A dropdown menu is open, showing options for "Add Another Field ..." and a list of fields: Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Type, Document, Description, Fund, Transaction Date, and Activity Date. A yellow callout box points to this dropdown menu with the text: "Can add additional filters for any of these fields". Another yellow callout box points to the "Go" button with the text: "Once you have added the additional filters you want, click 'Go.'". At the bottom of the interface, there are navigation buttons for CANCEL and SELECT, and a status bar showing "SEA... Record: 1/1 FGVTRND.DISPLAY\_ACCT\_CODE [1] ellucian".

**Primary Query**

**Secondary Query**

Can add additional filters for any of these fields

Once you have added the additional filters you want, click "Go."

## Example of Query Results with no Secondary Query:

COA: A Fiscal Year: 17 Index: Fund: 11000 Organization: 502401 Account: Program: 600 Activity: Location: Period: 02 Commit Type: Both

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description	Commit Type	Fund *	Activity
60210	502401	600	YTD	12,245.74	+	HGNL	F0043669	HR Payroll 2016 MO 11 0	U	11000	
601410	502401	600	YTD	61,520.86	+	HGNL	F0043669	HR Payroll 2016 MO 11 0	U	11000	
601410	502401	600	YTD	4,676.40	+	HGNL	F0043554	HR Payroll 2016 MO 10 2	U	11000	
601510	502401	600	YTD	1,848.38	+	HGNL	F0043642	HR Payroll 2016 BW 24 0	U	11000	
601510	502401	600	ENC	-1,908.00	-	HENA	F0043458	Encumbrance Salaries (Adj)	U	11000	
601510	502401	600	YTD	1,848.37	+	HGNL	F0043449	HR Payroll 2016 BW 23 0	U	11000	
603101	502401	600	YTD	59.63	+	HGNL	F0043642	HR Payroll 2016 BW 24 0	U	11000	
603101	502401	600	YTD	65.59	+	HGNL	F0043449	HR Payroll 2016 BW 23 0	U	11000	
605220	502401	600	ABD	5,490.11	+	BD14	BB161130	Budgeting Fringe Benefits	U	11000	
605220	502401	600	YTD	4,878.75	+	HGRB	F0043669	HR Payroll 2016 MO 11 0	U	11000	
605220	502401	600	YTD	138.80	+	HGRB	F0043642	HR Payroll 2016 BW 24 0	U	11000	
605220	502401	600	YTD	328.89	+	HGRB	F0043554	HR Payroll 2016 MO 10 2	U	11000	
605220	502401	600	YTD	143.67	+	HGRB	F0043449	HR Payroll 2016 BW 23 0	U	11000	
605310	502401	600	ABD	9,701.11	+	BD14	BB161130	Budgeting Fringe Benefits	U	11000	
605310	502401	600	YTD	8,736.10	+	HGRB	F0043669	HR Payroll 2016 MO 11 0	U	11000	
605310	502401	600	YTD	229.15	+	HGRB	F0043642	HR Payroll 2016 BW 24 0	U	11000	
605310	502401	600	YTD	505.99	+	HGRB	F0043554	HR Payroll 2016 MO 10 2	U	11000	
605310	502401	600	YTD	229.87	+	HGRB	F0043449	HR Payroll 2016 BW 23 0	U	11000	
605320	502401	600	ABD	1,775.42	+	BD14	BB161130	Budgeting Fringe Benefits	U	11000	
605320	502401	600	YTD	1,775.42	+	HGRB	F0043669	HR Payroll 2016 MO 11 0	U	11000	
Total				142,260.66	+						

Activity Date 11/28/2016 09:31:43 AM

Record: 1/61

Pulls all account codes because we did not filter in the primary or secondary query.

Pulls all values in all columns (Field, Type, Document, Amount, etc), because we did not filter these fields.

Activity Date is no longer a column in the returned data. However, it is still displayed at the bottom of the page for the highlighted row of data. See the important note below about activity dates.

**IMPORTANT NOTE ABOUT ACTIVITY DATES:** The activity date reflects the actual date a transaction is input into Banner. Each accounting period is held open for a few days after the last day of the month in order to process mechanical entries, fuploads, and p-card activity. **You should *never query by month using the activity date field.*** Searching by accounting period ensures you return accurate results when querying for transactions by month.

### Example using a Secondary Query:

For this example, I would like to pull all account codes that start with 746 and just the actual transactions (no budget or encumbrance information).

My secondary query would look like this:

The screenshot shows the Banner Administration System interface. The browser address bar displays the URL: `https://banneradmin-test.ua.edu/sevl/applicationNavigator/seamless#Detail Transaction Activity`. The page title is "The University of Alabama" and the user is logged in as "Cara Oliver Greene". The main header shows the current query: "Detail Transaction Activity FGITRND 9.2.2 (SEVL)".

Below the header, the query parameters are displayed: "COA: A Fiscal Year: 17 Index: Fund: 11000 Organization: 502401 Account: Program: 600 Activity: Location: Period: 02". The "Commit Type" is set to "Both".

The "DETAIL TRANSACTION ACTIVITY" section contains the following filters:

- Account: Starts With 746
- Field: Equals YTD
- Add Another Field ...

Buttons for "Clear All" and "Go" are located at the bottom right of the filter section. A yellow callout box with an arrow pointing to the "Go" button contains the text: "Once you have added the additional filters you want, click 'Go.'"

The bottom status bar shows "SEAR...", "Record: 1/1", "FGVTRND.DISPLAY\_ACCT\_CODE [1]", and the "ellucian" logo.

The query will only return results for the filters you chose.

The screenshot shows the Banner application interface for 'The University of Alabama'. The page title is 'Detail Transaction Activity FGITRND 9.2.2 (SEVL)'. The user is logged in as 'Cara Oliver Greene'. The interface includes a navigation bar, a filter bar, and a table of transaction activity. The table has columns for Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Commit Type, Fund \*, Activity, Location, and Transaction Date \*. The table shows two rows of data and a total row. The first row has an amount of 95.81 and is for 'CK Copies'. The second row has an amount of 169.68 and is for 'OR Copies'. The total row shows an amount of 265.49. The transaction date for the second row is 11/29/2016. Below the table, there is a footer area with 'Activity Date 12/01/2016 04:44:49 PM' and 'Record: 1/2'. A callout box points to the 'Transaction Date' column and the 'Activity Date' footer, explaining that the activity date is when the information was entered into Banner, while the transaction date is when it was posted to period 02 (November). The callout box text is: 'As you can see in this example, the activity date (when the information was actually entered into Banner) was in December, but this transaction posted to period 02 (November). If you had filtered by activity date using November, you would have missed this transaction in your results. This is why you should *never query by activity date.*'

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Commit Type	Fund *	Activity	Location	Transaction Date *
746017	502401	600	YTD	95.81	+	U	11000	CK Copies		11/29/2016
746017	502401	600	YTD	169.68	+	U	11000	OR Copies		11/29/2016
			Total	265.49	+					

As you can see in this example, the activity date (when the information was actually entered into Banner) was in December, but this transaction posted to period 02 (November). If you had filtered by activity date using November, you would have missed this transaction in your results. This is why you should *never query by activity date.*


Let's visit the Related menu. While on the FGITRND screen, I'd like to research a particular transaction. I've placed my cursor on the transaction in question and am selecting "Query Document [By Type]" from the Related menu.

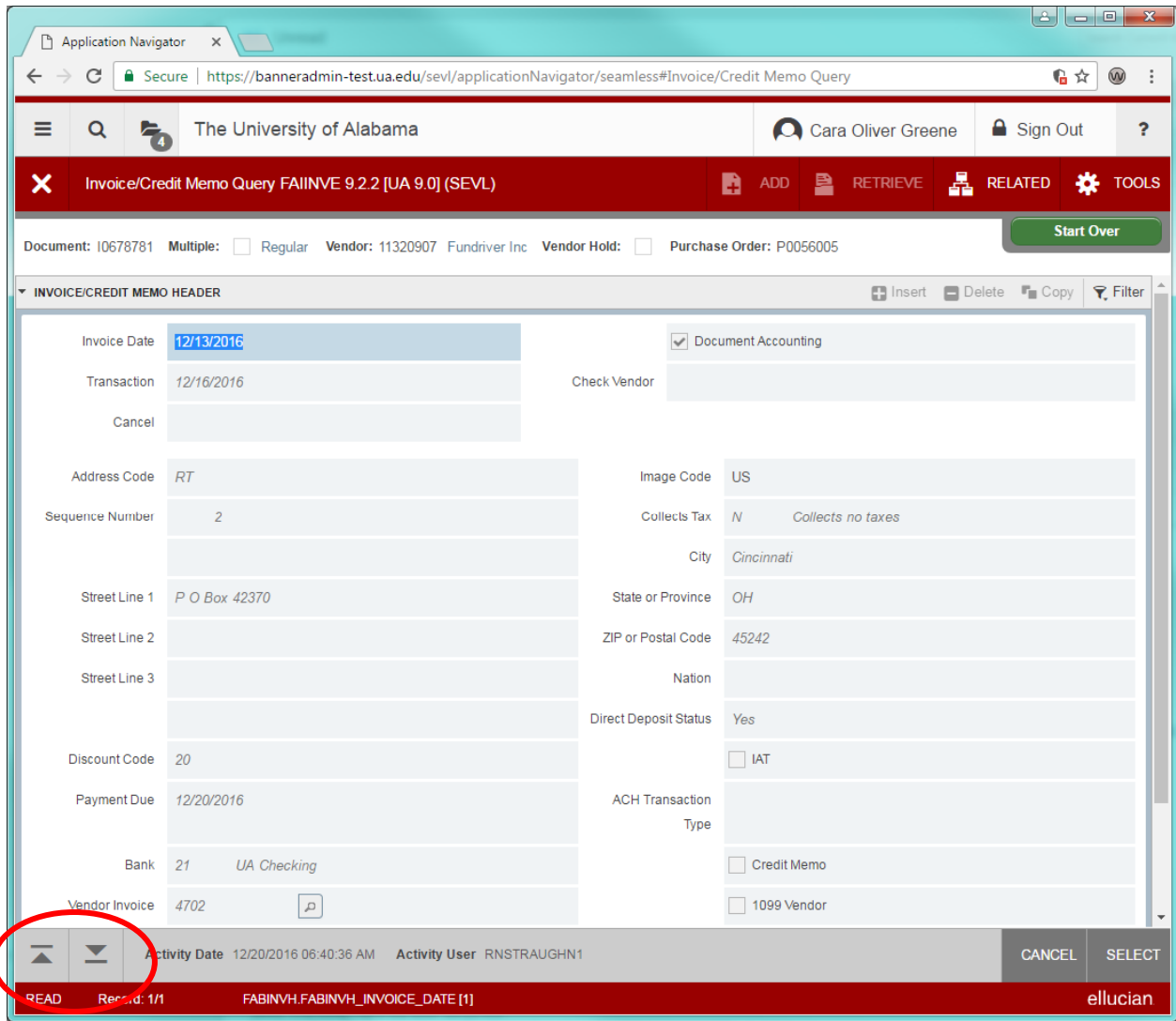
The screenshot shows the Banner application interface. The top navigation bar includes the University of Alabama logo, user name 'Cara Oliver Greene', and 'Sign Out' button. The main header displays 'Detail Transaction Activity FGITRND 9.2.2 (SEVL)' and navigation buttons: ADD, RETRIEVE, RELATED, and TOOLS. Below the header, a search bar is visible. The main content area shows a table of transaction activity with columns: Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Type, Document \*, and Description. The table contains several rows of data, including transactions for Funddriver Inc and Encumbrance Roll. A right-hand sidebar menu is open, with 'Query Document [BY TYPE]' highlighted in blue. Other options in the sidebar include 'Detail Encumbrance Info [FGIENCND]'. The bottom status bar shows 'Activity Date 12/16/2016 03:17:05 PM', 'CANCEL', 'SELECT', and the 'ellucian' logo.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description
712105	502401	600	YTD	0.00	-	DNEI	I3501908	Fundriver Inc
712105	502401	600	YTD	250.00	+	INEI	I0678781	Fundriver Inc
712105	502401	600	ENC	-250.00	-	INEI	I0678781	Fundriver Inc
712105	502401	600	ABD	750.00	+	BDER	ARE 16001	ENCUMBRANCE ROLL
712105	502401	600	ENC	750.00	+	E090	ARE 16001	ENCUMBRANCE ROLL
712105	502401	600	YTD	0.00	-	DNEI	I3494221	Fundriver Inc
			Total	1,500.00	+			

Banner then redirects you to the related screen which you can use to research further. In this example, we are looking up an invoice, then we are led to FAIINVE, the Invoice/Credit Memo Query screen.

The screenshot shows the Banner application interface for the 'Invoice/Credit Memo Query' screen. The top navigation bar is the same as the previous screenshot. The main header displays 'Invoice/Credit Memo Query FAIINVE 9.2.2 [UA 9.0] (SEVL)' and navigation buttons: ADD, RETRIEVE, RELATED, and TOOLS. Below the header, there is a 'Document' field containing the value 'I0678781' and a 'Multiple' checkbox. A green 'Go' button is located to the right of the 'Multiple' field. Below the input fields, there is a grey box with the text 'Get Started: Fill out the fields above and press Go.' The bottom status bar shows 'EDIT', 'Record: 1/1', 'KEY\_BLOCK:FAAINVH\_DOC\_CODE[1]', and the 'ellucian' logo.

By performing a series of “next block” key strokes (Alt + PgDn or  ) Banner will take you through various information screens.



The screenshot shows the Banner application interface for an Invoice/Credit Memo Query. The browser address bar indicates the URL: <https://banneradmin-test.ua.edu/sevl/applicationNavigator/seamless#Invoice/Credit Memo Query>. The user is logged in as Cara Oliver Greene. The application title is "The University of Alabama".

The main screen displays the following information:

- Document: 10678781 Multiple:  Regular Vendor: 11320907 Fundriver Inc Vendor Hold:  Purchase Order: P0056005
- Invoice/Credit Memo Query FAILNVE 9.2.2 [UA 9.0] (SEVL)
- Buttons: ADD, RETRIEVE, RELATED, TOOLS, Start Over
- INVOICE/CREDIT MEMO HEADER section with fields:
  - Invoice Date: 12/13/2016
  - Transaction: 12/16/2016
  - Cancel
  - Address Code: RT
  - Sequence Number: 2
  - Street Line 1: P O Box 42370
  - Street Line 2
  - Street Line 3
  - Discount Code: 20
  - Payment Due: 12/20/2016
  - Bank: 21 UA Checking
  - Vendor Invoice: 4702
  - Image Code: US
  - Collects Tax: N Collects no taxes
  - City: Cincinnati
  - State or Province: OH
  - ZIP or Postal Code: 45242
  - Nation
  - Direct Deposit Status: Yes
  - IAT:
  - ACH Transaction Type
  - Credit Memo:
  - 1099 Vendor:
  - Document Accounting:
  - Check Vendor

The bottom navigation bar shows "Activity Date 12/20/2016 06:40:36 AM Activity User RNSTRAUGHN1" and "Activity Date 12/20/2016 06:40:36 AM Activity User RNSTRAUGHN1". The status bar at the bottom indicates "READ Record: 1/1 FABINVH.FABINVH\_INVOICE\_DATE [1]" and the user "ellucian". A red circle highlights the navigation arrows (up, down, left, right) in the bottom left corner.