

Finance Report

FI- DET-Transaction Report by Month - Data Reference Fact Sheet

Purpose: Provides document level detail for selected fiscal years and period(s).

Example for Report Use:

- Analyzing index and/or account transactions for a specific fiscal year or fiscal period.
- When working on monthly budget reconciliations.

Reference: This report provides information similar to that provided by the Banner Forms and e~Print reports shown below.

Banner INB – Form Name	e~Print – Report Name
FGITRND or FGIGLAC	FGRGLTA, FGRGLTAYTD, FGRODTA, FGRODTAYTD, FGRPDTA, ZAFGRPD, and ZAFGRPDYTD

Prompts: User must select fiscal year and fiscal period(s) desired, as well as a Summary Org. The user has the option to enter an index and/or and account mask to further narrow the scope of the query.

Updated Frequency: The report includes transactions for open and closed periods and data is updated daily.

Report Data Result

Note: This report presents expenses as debits and revenues as (credits).

Fund Type Level 2: High Level Fund Type by Campus.


Fund Level 4: Varies with Fund Type—Funding Source Code or Grant Code.

Fund Desc 4: Description of Funding Source or Grant.

Index: Index and Index Description.

Fund: Fund and Fund Description.

Org: Organization and Organization Description.



Fund Type Lvl 1: High Level Fund Type and Fund Type Description.

Account: Account and Account Description.

Activity: Activity Code, if any, for the Index.

Transaction Date: Document Transaction Date.

Transaction Desc: Transaction Description.

Transaction Amt: Transaction Amount.

Rule Class: Type of Transaction (JV, IDV, etc).

Document: Banner Document Number.

For questions email cognos_help@nmsu.edu or call 646-1840

