HOW TO query Payroll Information posted to a Fund in Banner (NHIDIST)

The form NHIDIST allows authorized users* to look up salary details (names, rates per pay, etc...) posted to a fund.

*Authorized User = An individual with Banner access to the Finance module with security access to salary details.

Before You Begin:

- Security access to salary details is required.
- This form will display salary details (names, rates per pay, etc...) posted to a fund.
- If searching for detail payments to an individual, the McGill ID number is required.

Querying Payroll Information posted to a fund:

Steps:

1. Select NHIDIST from the Finance Fast Track Menu or type NHIDIST in the Go field and press Enter.
2. Enter the document number in the Finance Document Number field.
3. Click on the Next Block icon or use Ctrl- Page Down if using the keyboard.
4. Click on Execute Query icon or hit F8 if using the keyboard to see a list of transactions for that document.

Note: The category field must have a value in it in order for the form to display data.

OR,

5. Tab to the Fund field and enter the fund code or click on the Search icon to perform a search. The Organization code will default in automatically.
6. Click on the Next Block icon or use Ctrl- Page Down if using the keyboard.
7. Click on Execute Query icon or hit F8 if using the keyboard to see all the payment information on the fund.
8. To limit the query, enter the individual's McGill ID number in the ID field and click on Execute Query icon or hit F8 if using the keyboard.
9. A list of transactions matching the criteria will be displayed.

Additional Notes:

The following fields can be used to refine / limit the search - ID, Last Name, Pay event, Position code, Account, Fiscal year or any combination of these fields.