

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.
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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.