# HOW TO view Transaction Detail Activity in Banner - FGITRND

**The Banner form FGITRND and FRIGTRD allows authorized users\* to view transactions posted to a fund (FGITRND) / grant (FRIGTRD) or a specific FOAPAL combination.**

\*Authorized User = An individual with Banner access to the Finance module and Fund/Org query access.

The results may be further limited by document number, document type, keywords in the description, and/or by amount to display selected transactions.

Posted transactions may also be viewed in Minerva using menu options in the Finance (Fund) Administration menu:

- To view all transactions posted to a fund - use the Budget Query for Fund Holders menu option and drill-down on any account code.
- To view transactions posted to a specific FOAPAL combination only - use the Budget Query menu option.

## When to use the Banner forms FGITRND and FRIGTRD

**The Banner forms FGITRND and FRIGTRD may be used to:**

- View and query all or a specific transaction posted to a fund/grant or a specific FOAPAL combination.
- View a transaction when you do not know the document number.
- Follow up on the status of a payment request.
- View the amount of the sales tax rebates for a transaction.
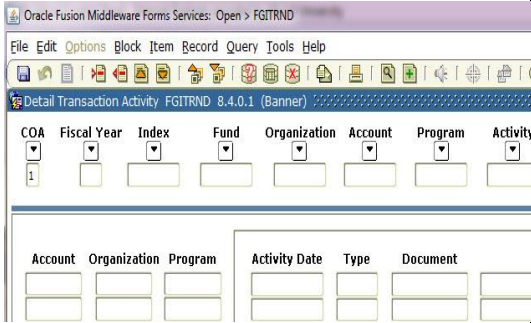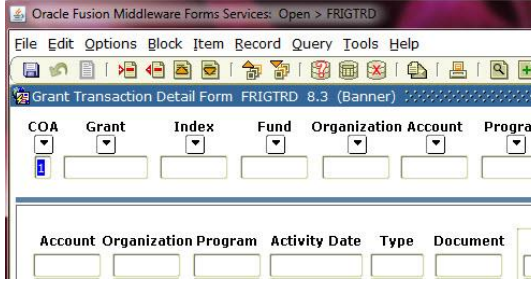- View a list of transactions and the total amount paid to a supplier for a fiscal year.

## How to access the Banner forms FGITRND and FRIGTRD

You may access the FGITRND and FRIGTRD forms by entering the form in the **Go To** field or by selecting the form from the **Finance Fast Track Menu**.

Another way to access the form is, for example, when using the forms **FGIBDST** and **FRIGITD** to query a fund/grant. The form will appear in the **Options** menu allowing you to view more detailed information about a set of transactions charged to a specific account. Accessing FGITRND/FRIGTRD through the Options menu brings you to the point of viewing transactions - you may then limit the displayed transactions by following steps 10 to 13 outlined below.

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**How to view a list of transactions posted to a Fund/Grant using the Banner form FGITRND/FRIGTRD**

| FGITRND | FRIGTRD |
|---|---|
| 1. Log in to **Banner.**<br>2. Enter **FGITRND** in the **Go To** field and hit Enter or select **FGITRND** (Detail Transaction Activity Form) from the **Finance Fast Track Menu.**<br><br><br><br>3. By default, the current fiscal year will be displayed in the Fiscal year field. **TAB** to the Fund Code field.<br><br>*Note*: If querying transactions posted in a prior fiscal year, enter the two digit fiscal year.<br><br>4. Enter the **Fund** code you wish to query in the Fund field and **TAB** - the Organization, Program, Activity, and Location codes will default in.<br>5. TAB to the **Account** field and enter the account code **OR** leave blank to view **all** transactions posted to the entered Fund.<br>6. TAB to the **Activity** field and enter an activity code **OR** delete the default | 1. Log in to **Banner.**<br>2. Enter **FRIGTRD** in the **Go To** field and hit Enter or select **FRIGTRD** (Grant Transaction Detail Form) from the **Finance Fast Track Menu.**<br><br><br><br>3. In the **Grant** field enter the grant code, i.e G216789 and hit TAB. The **Date From** and **Date To** fields will default in with the date when the grant was created and the last day of the current month. To view all transactions from inception-to-date, leave the fields as is. **OR**, you may choose to limit your query period by changing the dates.<br>4. TAB to the **Fund** field and enter the fund code linked to the grant code, i.e.216789. The Organization, Program, Activity, and Location will default in.<br>5. TAB to the **Account** field and enter the account code **OR** leave blank to view **all** transactions posted to the entered Fund.<br>6. TAB to the **Activity** field and enter an activity code **OR** delete the default value (000000) to view **all** transactions posted to the entered Fund. |

value (000000) to view **all** transactions posted to the entered Fund.

7. TAB to the **Location** field and enter a location code **OR** delete the default value (000000) to view **all** transactions posted to the entered Fund.

8. Click on the **Next Block** icon or use **Ctrl +Page Down** if you prefer using the keyboard to bring your cursor in the Account code field.

9. To view a list of transactions posted to the entered FOAPAL combination, press the **F8** key on your keyboard or click **Execute Query** icon from the Toolbar.

*Note*: To move between lines, use the **Next Record** and **Previous Record** icons or the Down arrow key on your keyboard.

*Note:* Transactions in other currencies will be posted to the appropriate FOAPAL(s) in the Canadian dollar equivalent.

10. If the list of transactions is too long and you want to see a specific document only, you may further limit your search by pressing the **F7** key on your keyboard or click the **Enter Query** icon. This will clear the displayed information and you may search on any of the fields listed below:
    o If you know the **Document number**, TAB to the Document field and type in the document number.
    o If you know the **Document Type**, i.e. INNI for an Invoice, TAB to the Type field and enter the document type. For a full list of Document Types, consult the Legend of Document Types.

7. TAB to the **Location** field and enter a location code **OR** delete the default value (000000) to view **all** transactions posted to the entered Fund.

8. Click on the **Next Block** icon or use **Ctrl +Page Down** if you prefer using the keyboard to bring your cursor in the Account code field.

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    o If you know the **Amount** of the Document you are looking for,

o If you know the **Amount** of the Document you are looking for, TAB to the Amount field and enter the amount.

11. Press the **F8** key on your keyboard or click the **Execute Query** icon from the Toolbar. This will display a list of documents having the same Document Number, Type or Amount for the entered search criteria.

12. To look up further information of a specific document, highlight the line of the desired document.

13. Click **Options > Query Document** [by Type]. This will bring you to the appropriate Banner query form - **FPIREQN** for Purchase Requisitions; **FPIPURR** for Purchase Orders; **FAIINVE** for Invoices and **FGIDOCR** for posted documents starting with F, H and J.

*Note*: To cancel the query, click on the **Cancel Query** icon or use **Ctrl + Q** if using the keyboard.
Click on the **Roll back** icon to navigate back to the key block to modify the fiscal year or the FOAPAL combination. Repeat steps from 3 to 11.

TAB to the Amount field and enter the amount.

11. Press the **F8** key on your keyboard or click the **Execute Query** icon from the Toolbar. This will display a list of documents having the same Document Number, Type or Amount for the entered search criteria.

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## How to determine the amount of a transaction after Sales Tax Rebates

Before processing an intra-fund transfer (JE15) to properly attribute an expenditure to an Account-Activity-Location combination within the same fund and before processing an inter-fund transfer (JE16) to correct an expenditure charged to the wrong fund, you need to determine the amount of the transaction which was actually charged to the fund. The University is entitled to tax rebates for purchases which support exempt activities. Once a payment is issued, these rebates are credited to the FOAPAL. For this reason, the original transaction amount is not necessarily the transaction amount which needs to be transferred. The Banner form FGITRND may be used to isolate invoice payments and the associated tax rebates credited to the fund.

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**Before you begin, make sure you have the following information on-hand:**

- The **Invoice Document** number you want to make the correction for.
- The **Document Total** and the **FOAPAL** charged in the original transaction.

1. Follow the **steps** 1 to 8 listed above.
2. TAB to the **Type** field and type in **REBT**. The document type REBT represents the tax rebates (GST/QST) posted to the fund.
3. TAB to the **Document field** and type in the document number, i.e. I1234567.
4. Press the **F8** key on your keyboard or click the **Execute Query** icon from the Toolbar. This will display a list of documents having the same Document Number and Type.

   *Note*: You may have multiple lines in a document having the document type as INNI or INEI, if for example, you have ordered more than one item in a requisition you submitted in the McGill MarketPlace (MMP).

5. Look at the **Total** field at the bottom of the screen. This would represent the Total amount of the sales tax rebates posted to the fund for that particular document number, ( for example: the QST and GST tax rebates [2.11 + 1.51= 3.62] ).



6. **Subtract** the total Tax rebates amount (REBT) from the Document Total (for example: [51.74 - 3.62 = 48.12] ) . The end result will be the exact amount of the transaction after the sales tax rebates which you have to use when preparing an internal transfer (JE15 or JE16).

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*Note:* If you do not know the Document total, you may find it by leaving the Type field blank and query the transaction with a Document number only. Once the transaction details are displayed follow the step below:

- Locate all the lines with Document Type **INNI** or **INEI.** The document type INNI or INEI denotes that these are invoice documents representing payments.
- If there is more than one line showing the documet type as **INNI** or **INEI**, **add together** all lines to get the document total amount before tax rebates charged to the fund for that particular transaction.

**TIP: Partial Transfer**

If you want to make a partial internal transfer, i.e. 50% of a transaction already posted to your fund, make sure to use the same per centage for the sales tax rebates when calculating the amount of the transaction after Sales Tax Rebates.

## How to find out the amount paid out from a fund to a supplier for a specific fiscal year

1. Follow the **steps** 1 to 8 listed above.
2. TAB to the **Description** field and type in the Supplier's name using the wildcard search.

   For wildcard searches, use the % sign before and after the entered keywords with no spaces. Ex. %Fed%.
   Banner is case-sensitive. Search for terms with both upper and lower case letter. Ex. %fedex%; %FedEx%

3. TAB to the **Field** and type in **YTD**.
4. Press the **F8** key on your keyboard or click the **Execute Query** icon from the Toolbar. This will display a list of payments issued to the queried supplier.
5. To get the Total amount paid to the supplier to date, click on **Options**.
6. Select **Query Total for all records**.The Total amount paid to date will be displayed in the **Total** field on the left hand side at the bottom of the screen.