Credit/Debit Card Revenue/Fees

The following step-by-step procedures show how to query credit card transaction details by using the Detail Transaction Activity Form (FGITRND). The transactions are posted to a particular Fund and Organization combination.

1. Type FGITRND in the Go To… field in Banner and press ENTER.
2. Type the Chart code in COA, Chart of Accounts field (if the default COA is not accurate).
3. Type the year in Fiscal Year field.
4. Type the Fund code in Fund field.
5. Type the Organization code in Organization field.

Note: additional CFOAP segments may be entered for query, A-Acct Code and P-Program.

6. Click the Next Block button on the top toolbar.
7. Click the Execute Query button on the top toolbar.
8. Review the results.

To see the details of a transaction:
1. Highlight the Account code of the document.
2. Select Query Document [By Type] from the Options menu. The appropriate document will display in the FGIDOCR Banner Form.
3. Use the Next Block button to review the blocks of the document.

To Drill the search query in FGITRND on…

“Activity Date”
1. Select Enter Query.
2. Enter activity date field information, %21-APR-2009%.
3. Select Execute Query.

“Document Number”
1. Select Enter Query.
2. Enter Document field information, GP000748.
3. Select Execute Query.

“Amount”
1. Select Enter Query.
2. Enter Document information, -28.00.
3. Select Execute Query.

For Terminal/POS Transactions

Document Reference
1. Select Enter Query
2. Enter Document Reference number in Document Reference field, Ex: 91102056
3. Select Execute Query

For iPay-E-Commerce Transactions

Amount of Transaction
1. Select Enter Query
2. Enter the Amount of Transaction(s) in Amount field
3. Select Execute Query

Department CFOAP
1. Select Enter Query
2. Enter CFOAP or segments of CFOAP (C-F or C-F-A, etc.)
3. Select Execute Query

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