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 CFO**AP** 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.

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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.

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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**.

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To Drill the search query in FGIDICR on…

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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