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1. Log in to
2. Enter in the field and
hit Enter or select (Detail
Transaction Activity Form)

value (000000) to view

- The _____ number you want to make the correction for.
- The _____ and the _____ charged in the original transaction.

1. Follow the _____ 1 to 8 listed above.
2. TAB to the _____ field and type in _____. The document type REBT represents the tax rebates (GST/QST) posted to the fund.
3. TAB to the _____ and type in the document number, i.e. I1234567.
4. Press the _____ key on your keyboard or click the _____ 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 _____ 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. _____ 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).

