



BANNER – FAAINVT *Procurement Card Transaction Maintenance*

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Basic Overview of BANNER Finance Coding

FOAPAL stands for the six accounting code fields used in Banner Finance: **Fund, Org, Account, Program, Activity** and **Location**. Every financial transaction is recorded using a partial or a full FOAPAL.

REQUIRED Coding must include a Fund or Org, Account and Program for every financial transaction.

OPTIONAL Coding may include Activity and Location to assist with identifying a project or non-traditional fiscal period.

DEFAULTS are set up by the Controller’s Office to facilitate data entry. For example, activity in Org 1234 is always paid from fund 456789 and associated with program code 1234. Rather than entering all three codes, entering 1234 in the Org field will auto-fill the fund field with 123456 and the program field with 1234.

INDEX Codes are also set up by the Controller’s Office to facilitate data entry. For example, if you frequently use the coding sequence of Fund 123456, Org 1234, Account 12345, Program 1234, Location Code 1234, the Controller’s Office can set up an index code of 09SC50. Enter this code into the Index field to auto-fill the programmed FOAPAL.

Becoming a Procurement Card Reconciler

In order to make changes to P-Card purchases your Banner security will need to be modified. Contact the Controller’s Office to begin this process. The Controller’s office will coordinate with Purchasing and ITS to do the following:

- 1) You will need to be assigned as the Account manager (reconciler) or Business manager (Backup) to a P-Card.
- 2) Your Fund/Org security will need to be modified from ‘view’ only to ‘post’ access.
- 3) You will need to be granted access to form FAAINVT in Banner.

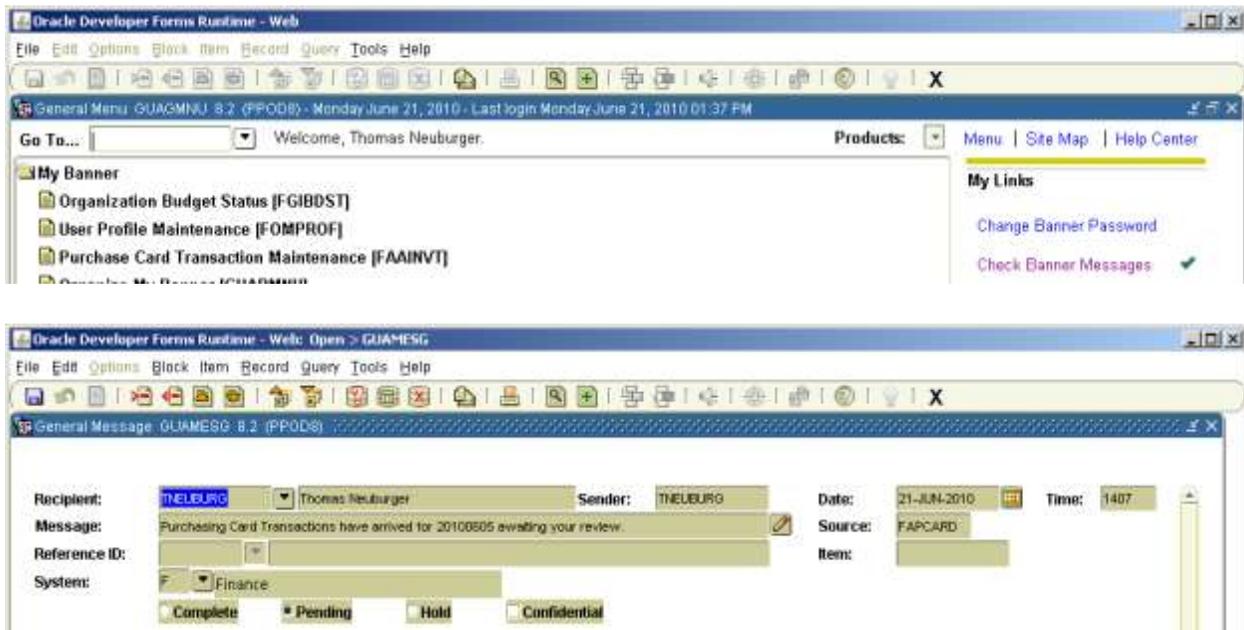
Upload And Maintenance Schedule

Smith College uploads procurement card transactions into the Procurement Card Transaction Maintenance (FAAINVT) module in Banner on a daily basis. There may be a lag time between when a transaction is placed with the vendor and the upload date as vendors may take several days to transmit a transaction or wait until product is shipped before processing the transaction.

Transactions remain “unfed” in Banner FAAINVT for **5 business days** to provide opportunity for you to update the FOAPAL and/or description in FAAINVT. During the overnight processing on the fifth day, each transaction is “fed” or posted into Banner Finance. While “fed” transactions are still viewable in FAAINVT, you will need to submit a journal entry to the Controller’s Office if further changes are needed.

New Transaction Notification Information

Banner notifies Account/Business Managers of new transactions via the **My Links** section viewable from your My Banner window. When there is a green check mark next to Check Banner Messages, click on the link to view your messages. Once you have read each message, click the Remove Record icon  on the top of the screen to clear the message. To save your changes, click the **Save**  icon on the top of the screen. To leave the General Message screen, press the **X** icon on the top of the screen (the last icon to the right).



Step-By-Step Guide to FAAINVT

- 1) While in Banner INB, enter **FAAINVT** in the "Go To..." field on the top of the screen and press enter. The Purchase Card Transaction Maintenance screen will appear. The screen is split into 3 sections:
 - a) Upper section: Account Manager or Business Manager query/look-up
 - b) Middle section: Cardholder query/look-up
 - c) Lower section: Transaction query/look-up

- 2) In the **Cardholder ID** field in the upper section, enter the 99 # of the P-Card holder.
- 3) In the **Type** field to the far right, click on the arrow. From the list, click on one of the following and press Ctrl + Page Down:
 - a) Fed Transactions to view those purchases that have been posted to Banner Finance. (Note: you can no longer update the FOAPAL for these items. If a change is needed, prepare a journal entry.)
 - b) Not Fed transactions to update the FOAPAL for more recent purchases.
 - c) All Transactions to view all purchases.
- 4) The middle section will populate with the cardholder's account information. If the card holder has more than one P-Card, use the up and down arrows to access the additional cards:
 - a) If there are no unfed transactions for this cardholder, and you can:
 - I. Access another cardholder's transactions by pressing the Rollback icon on the top of the screen (2nd icon from the left). This will return you to the **Cardholder ID** field in the upper section where you may enter another cardholder's 99# (see step 2 above).
 - II. Exit FAAINVT by pressing the X icon on the top of the screen (the last icon to the right).
 - b) If there are unfed transactions for this cardholder appearing in the lower section, press Ctrl + Page Down to access.

Oracle Developer Forms Runtime - Web: Open > FAAINVT

File Edit Options Block Item Record Query Tools Help

Purchase Card Transaction Maintenance: FAAINVT 8.3.0.1 (PFODS)

Cardholder ID: Business Manager ID: Responsible Organization:

Account Manager ID: Business Manager ID: Type:

Cardholder ID:

Card Account Number:

Card Type: Card Status Code: Card Description:

Account Manager ID:

Business Manager ID: Responsible Organization:

Vendor: One Time

Check Vendor: Credit Memo

Address Type: Sequence:

City:

Street Line 1: State or Province: ZIP or Postal Code:

Street Line 2: Nation:

Street Line 3:

Street Line 4:

Reference Number: SIC: Document:

Bank Post Date: Feed Date: Payment Due Date:

Invoice Date: Transaction Amount:

Cardholder Id. Record: 2/7 <OSC>

- 5) In the lower section, use the up & down arrow or the scroll bar on the right to move through the transactions. Once you find the transaction you would like to begin to reconcile do the following:
- Update the **Vendor ID** field. You can perform a Vendor search by clicking the drop down icon
 - Update the **Feed Date** to today. This will ensure that the charge will be sent to Banner Finance and will show up on FGIBDST on the next business day. Users may wish to change this date only after the accounting has been confirmed on the next screen. If so, leave this date unchanged until step 6a.
 - Press Ctrl + Page Down to access the transaction Details.

- 6) The Purchase Card Transaction: Accounting Information screen will appear. Review the default description and code in the middle section for accuracy. Note: While the default code may not appear to contain both a Fund and an Org, once you accessed the lower section, you will need to provide the minimum FOAPAL (org, account and program).
- a) If the defaults FOAPAL information is correct, no entry is necessary.
 - I. Press Ctrl + Page Up to return to the Transaction section, click on the calendar next to the **Feed Date** field, select today's date, and click Okay.
 - II. To select another transaction use the up & down arrow or the scroll bar on the right to move through the transactions (see step 5 above).
 - III. OR, to select another cardholder, press Ctrl + Page Up and press the Rollback icon on the top of the screen (2nd icon from the left) and return to **Cardholder ID** (see step 2 above).
 - IV. OR, to exit FAAINVT, click the black X icon on the top of the screen (the last icon to the right).
 - b) The unnamed field to the right of the **Commodity** field contains a default description. In order to update the description, press Tab until the description is highlighted. Type in the correct description. Example: internal PO #, list of items purchased, event description, etc.
 - c) If the FOAPAL needs to be updated, press Ctrl + Page Down to access the FOAPAL coding detail in the lower section. You can amend a line, add a line or delete a line added accidentally. Please see #1 below.

- i. **AMEND an existing line item:** use the up or down arrow until the cursor rests on the line of interest, then use the Tab key to move across each line, entering the preferred coding in each field¹.
or
ADD a new line item: Use the down arrow to move to an empty line, and then use the Tab key to move across each line, entering in the appropriate code in each field.
or
DELETE an existing line item: Use the up or down arrow to place cursor on the unwanted entry (NOTE: the original line item cannot be deleted. Click the Remove Record icon  on the top of the screen.
- ii. When coding is accurate, press the SAVE  icon on the top of the screen. Press Ctrl + Page Up to return to the Transaction section.
 - I. To select another transaction use the up & down arrow or the scroll bar on the right to move through the transactions (see step 5 above).
 - II. OR Press Ctrl + Page Up again to select another cardholder.
 - III. OR, when all transactions reflect accurate FOAPAL, click the black X to close FAAINVT.
- iii. If you are not sure what the charge is, do not have the proper paperwork, or are otherwise not ready for the charge to show up on FGIBDST, press Ctrl + Page Up to return to the first view of FAAINVT. Change the **Feed Date** to a date in the future. Note: You must choose a date earlier than the Payment Due Date, which will be the final day to obtain the documentation for the transaction. Save the changes by pressing the save  icon. See arrow labeled as 5(b) for location of the Feed Date field.

¹ Note: Watch for default coding that may auto-fill the coding fields. The defaults may be accurate. If not, you may overwrite the field.