PCard Reallocating Instructions in Banner

You have approximately **7-10 business days** from the bank postdate to reallocate expenses. Transactions will remain in the FAAINVT form until Finance runs a sweep to post them to the GL. If the PCard transaction still has the default account code and the sweep is completed, a Journal Entry will need to be done so that the expense can be posted to the correct account code. Please work with Judy Luhman in Accounting if you need assistance with this process.

If you have any questions, please contact Renee Archuleta at ext. 6345 or renee.archuleta@rrcc.edu.

Step 1
- Log into Banner at http://erpdninb.cccs.edu:7778/forms/frmservlet?config=prod
    Username:
        Your username log in is the first Initial of your first name, and then your last name.
    Password:
        If you are not a normal Banner user, your password is **"changeme".**
        If you are a normal Banner user, use your banner password.
            Example:
                Username: jsmith
                Password: changeme

Step 2
- Access the Purchase Card Transaction Document Information Form (FAAINVT)

- Type **"FAAINVT"** in the **"GO TO"** field, your cursor should already be defaulted in this field.

- Hit **"Enter"**

Step 3
- You are now in the **"FAAINVT"** Form.

- In the Field **"Cardholder ID"** you will need to **enter the S#** of the Cardholder you want to reallocate for. In many cases this will be your own S#. Hit **"Enter"**. The name of the Cardholder will appear in the field to the right of the S#.
    (If you do not know your S# contact Human Resources)

Step 4
- In the Type Field make sure **"Not Fed Transactions"** is selected. If this has defaulted to something other than that, please use the drop down arrow and change it.

- Perform a "**Next Block**."
    *(This can be done by selecting **"Block"** from the **"Tool Bar Menu"** and select **"Next"** on the drop down menu or use the **Next Block Icon** at the top of your screen)*

Step 5
- Information about the transaction should have defaulted into the two lower blocks on this form.

- The first block shows the card information. **If a cardholder has more than one card assigned to them (even if the card was lost or stolen, the record cannot be removed) the scroll bar will be highlighted and you will need to select the "Active" one. You will see an "A" in the status field.**

- Perform a **"Next Block"**

- The second block shows the transaction information.

- Please verify the vendor name, and the amount of the transaction. If this is a credit, the credit memo box should have a check mark.

– Use your "**up and down arrows**" (the scroll bar is highlighted if you have more than one transaction) to move from one transaction to another, if you have more than one transaction to reallocate. Make sure the transaction you would like to reallocate is visible on your screen.

– Perform a **"Next Block"**

Step 6

– The first block will default with the Vendor information for the transaction.

– The second block will default to the Accounting Distribution

– In the "**Commodity" Field**, enter your **"8 digit commodity code"**, along with the hyphen. If you do not have a list of commodity codes in your area, please contact Purchasing at ext. 6345).

– Perform a **"Next Block" (You must continue with Step 7 to complete the process.)**

Step 7

– This is the FOAPAL String, or where you will change the Org code to hit the proper budget account you want this transaction charged to.

– **If you are changing the Org Code, you must first clear out the fund and program code by deleting the entire FOAP string. (See screen prints below.) Review your chart of accounts to ensure that the information is correct - fund and program have been updated.**

– Tab over to the **"Orgn"** field. Enter the **"6 digit Org Code"** that you want this transaction to be charged to.

– Tab over to the **"Account"** Field. Enter the account number. The account number is the first six digits of the **"Commodity Code"** entered in the block above.

– Tab over to the **"Amount"** Field. This should have defaulted to the total amount of the transaction. If this amount does not match the transaction amount, then change it to the correct amount.

– If you wish to reallocate to more than one Org code, then change the dollar amount in the **"Amount"** Field to reflect the amount you want charged to that particular Org Code.

– Use your "**down arrow"** to start another FOAPAL Line. Enter in the Org Code, Account Code and Dollar amount just like above. Make sure that the W1 is filled in the bank code field, as this is a required field for the reallocation to be successful.

– Click the **"Save"** icon (found on the top left) or select **"File"** from the **"Tool Bar Menu"** and select **"Save"**.

– You have now reallocated, click on the **"X"** to log out; or if you have more than one transaction to reallocate, **hit next block and repeat the process.**

Screen Prints - reallocating to a new org code

File Edit Options Block Item Record Query Tools Help

Purchase Card Transaction: Accounting Information FAAINVT 7.2 (PROD) (RRCC)

Cardholder ID: Arthur A Gomez
Card Account Number: ***************
Vendor: RENT-ALLS 303-422-1212
Transaction Amount: 14.45

Default Acco

> When you type in the org code and hit tab, the fund and program will populate.

COA				Acct	Prog	Actv	Locn	Proj	Bank
W				720200	1000				W1

Commodity: 720...   ...ction

Sequence	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Percent	Amount or Percent
1	W		052617	152617		1000				W1		14.45

Account Code; Click LIST for Valid Values.
Record: 1/1   <OSC>

File Edit Options Block Item Record Query Tools Help

Save rchase Card Transaction: Accounting Information FAAINVT 7.2 (PROD) (RRCC)

Cardholder ID: Arthur A Gomez
Card Account Number: ***************
Vendor: RENT-ALLS 303-422-1212
Transaction Amount:

> Type in the account code and hit save to finish. Repeat the process for additional transactions.

Default Accounting Dist

COA	Index			ct	Prog	Actv	Locn	Proj	Bank
W					1000				W1

Commodity: 720200-09

Sequence	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Percent	Amount or Percent
1	W		052617	152617	720200	1000				W1		14.45

FRM-40400: Transaction complete: 2 records applied and saved.
Record: 1/1   List of Valu...   <OSC>