

Banner 9

PCard Reallocating Instructions

You have approximately **5 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. An IDI will need to be submitted to Accounting and a copy provided with your PCard statement.

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

Step 1 – Log into Banner

- <https://cdn.cccs.edu/BannerSelfService/student/banner.html>

*Use Mozilla Firefox or Google Chrome for Banner 9.

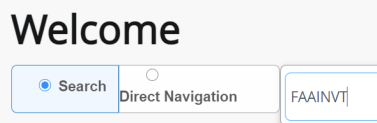
- Click on “Banner 9 Admin Pages”.

Username: S#

Password: Same as your Portal password.

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

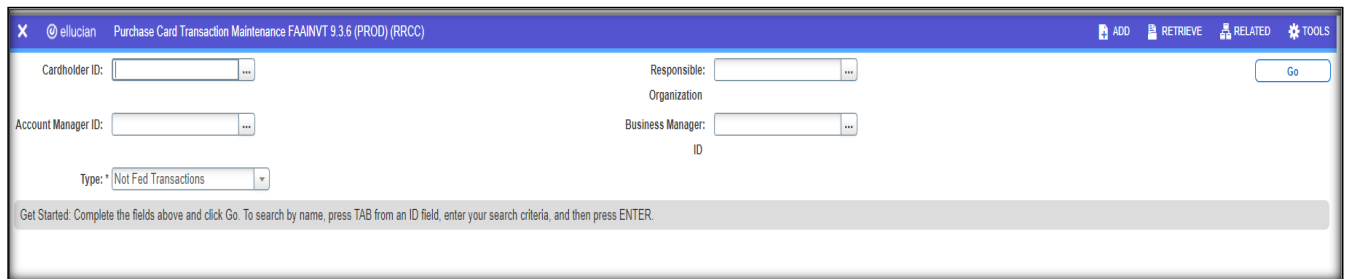
- In the “Search” box, type in FAAINVT and hit enter



The image shows a search interface with the word "Welcome" at the top. Below it, there are two tabs: "Search" (selected) and "Direct Navigation". To the right of these tabs is a search box containing the text "FAAINVT".

Step 3 – Locate Cardholder

- In the field “Cardholder ID” enter the S# of the Cardholder you are reallocating for. The name should come up. In the right hand corner, click on the green “Go” Tab. This should lead you directly into the reallocation screen.



The image shows a screenshot of the Banner 9 Purchase Card Transaction Maintenance form. The title bar reads "Purchase Card Transaction Maintenance FAAINVT 9.3.6 (PROD) (RRCC)". The form contains several input fields: "Cardholder ID", "Account Manager ID", "Responsible", "Organization", "Business Manager", and "ID". There is a "Go" button in the top right corner. A "Type" dropdown menu is set to "Not Fed Transactions". At the bottom, there is a message: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

Step 4 – Locate and Reallocate Expense

You **MUST** complete the **Commodity Code** (Account Code plus the two-digit extension) in the section labeled “Default Accounting Distribution” **AND** change the **Account Code** in the section labeled “Details” to fully reallocate the expense.

- Navigate to the second half of the screen to access your transactions using the down arrow shown at the bottom left hand corner of the screen.
- Then select the transaction you want to reallocate by selecting the correct record (use the right or left arrows). Once you have selected the transaction, use the down arrow shown at the bottom of the left hand corner of the screen to access the accounting distribution.

The screenshot shows the 'Purchase Card Transaction Maintenance' screen. The top section is 'CARDHOLDER INFORMATION' with fields for Cardholder ID, Card Account Number, Start Date, Expiration Date, Card Type, Card Status Code, Card Description, Account Manager ID, Business Manager ID, and Responsible Organization. The bottom section is 'VENDOR INFORMATION' with fields for Vendor, State or Province, ZIP or Postal Code, Nation, Reference Number, SIC, Document, Bank Post Date, Feed Date, Payment Due Date, Invoice Date, and Transaction Amount. A blue arrow points to the down arrow icon at the bottom left of the screen, which is used to navigate to the accounting distribution section.

- Click in the Commodity Block and enter the **Commodity Code** (Account Code plus the two-digit extension). Hit tab. The description field will automatically update to reflect the commodity category entered.

The top screenshot shows the 'DEFAULT ACCOUNTING DISTRIBUTION' section with fields for COA, Index, Fund, Orgn, Acct, Prog, Actv, Loon, Proj, Bank, and Commodity. The Commodity field is highlighted with a blue background and contains the text 'Purchase Card Transaction'. The bottom screenshot shows the same section, but the Commodity field now contains the value '720750-01' and the description 'Conf & Reg Fees In State'. This field is circled in red.

- Use the down arrow again (located in the bottom left hand side of the screen) to enter the FOAP (Fund ORG Account Program) Line. This is where you can change the Account Code and/or the ORG code.
 - **ACCOUNT ONLY:** Tab through this part of the screen to insert the correct Account Code (ACCT). *(The Account Code is the first 6 numbers of the Commodity Code.)*
This step must be completed to fully move the expense to the appropriate Account Code.

The screenshot shows a table with columns: Sequence, COA, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Proj, Bank, Percent, and Amount or Percent. The 'Acct' column for the first row is highlighted with a red circle. The 'Bank' column contains 'W1' and the 'Amount or Percent' column shows '970.00'.

- **ORG:** If you are changing the ORG, you need to delete all the information in the Fund, Orgn, Acct, and Prog fields to clear the default entry.

The screenshot shows the same table as before, but the 'Acct' field is now empty. The 'Bank' column still contains 'W1' and the 'Amount or Percent' column shows '970.00'.

- When you start at the beginning after clearing entries, fill in the “Orgn” and hit tab, the system will default the Fund and Prog for you. Fill in the “Acct”.

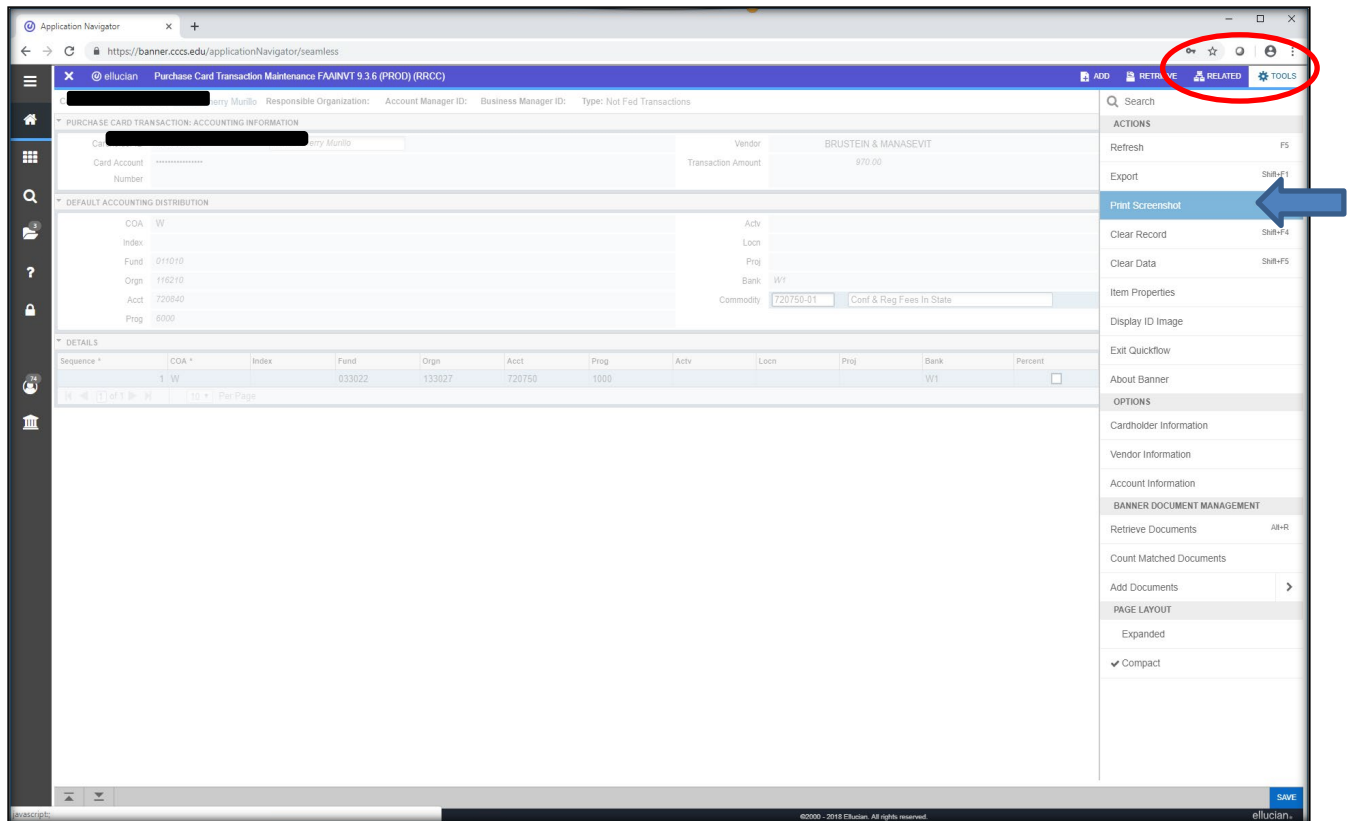
The screenshot shows the table with the 'Orgn' field filled with '133027'. The 'Fund' field is now '033022' and the 'Prog' field is '1000'. The 'Acct' field is still empty. The 'Bank' column contains 'W1' and the 'Amount or Percent' column shows '970.00'.

- **MULTIPLE ORGS:** If you are charging to multiple orgs use the up and down arrows on your computer keyboard to enter the 2nd and continuous org. *Remember! You will need to change the dollar amount to reflect the new accounting – it must add up to the charge or Banner will not accept it. You will also need to type in “W1” in the Bank column.*
- When complete, click the “Save” button in the bottom right hand corner. You should get a response back from Banner that looks like:

The screenshot shows the 'Purchase Card Transaction Maintenance' screen. At the top, it says 'Purchase Card Transaction Maintenance FAIRVT 9.3.2 (PROD) (PPCC)'. Below this, there are fields for Cardholder ID, Responsible Organization, Account Manager ID, Business Manager ID, and Type. A green message box on the right says 'Saved successfully (1 rows saved)'. At the bottom, there is a section for 'PURCHASE CARD TRANSACTION ACCOUNTING INFORMATION'.

Step 5 - DO NOT FORGET TO PRINT A COPY OF THIS SCREEN FOR YOUR PCARD FILE!

- Go to Tools (upper right corner)
- Click on Print Screenshot



- The print screen options will show up in the left corner. Be sure to change the layout to **"Landscape"**. Hit Print.
- To exit the screen, close the X button in the top left hand corner of the screen as shown above.

