

Internet Native Banner Purchasing Card Training

The SUU Purchasing Card program is set up so that most purchase cards default to the 7361 expense account (Supplies-Purchasing Card). However, depending on the card, there may be exceptions. It is the *Account Manager's responsibility* to review the purchases made on the cards assigned to him/her weekly. Each new purchase should be reviewed and the FOAPAL should be updated to reflect the correct expense code for the purchase.

*****Example: You are assigned as a manager for a card. The cardholder makes a purchase for office supplies. When the purchase is downloaded from the bank into Banner, the Account Manager should change the account from 7361 to 7360 (Supplies-Office).*****

The following will help the Account Manager navigate through Internet Native Banner to update the purchases made. A list of expense accounts is provided at the end of this document. If you are unsure of the correct account, please feel free to contact one of the accountants for help.

Step 1:

- Access Internet Native Banner
- Type username and password
 - *username is NOT your T-number*

Step 2:

- On the General Menu Screen in the Go To... box, Key either **FAICARD** or **FAAINVT**

FAICARD

The FAICARD screen is used to view cardholder total dollar amount of transactions that have not yet been fed. It also shows the lag days, which is how many days the account manager has to make any changes. ****NO changes can be made on the FAICARD screen****

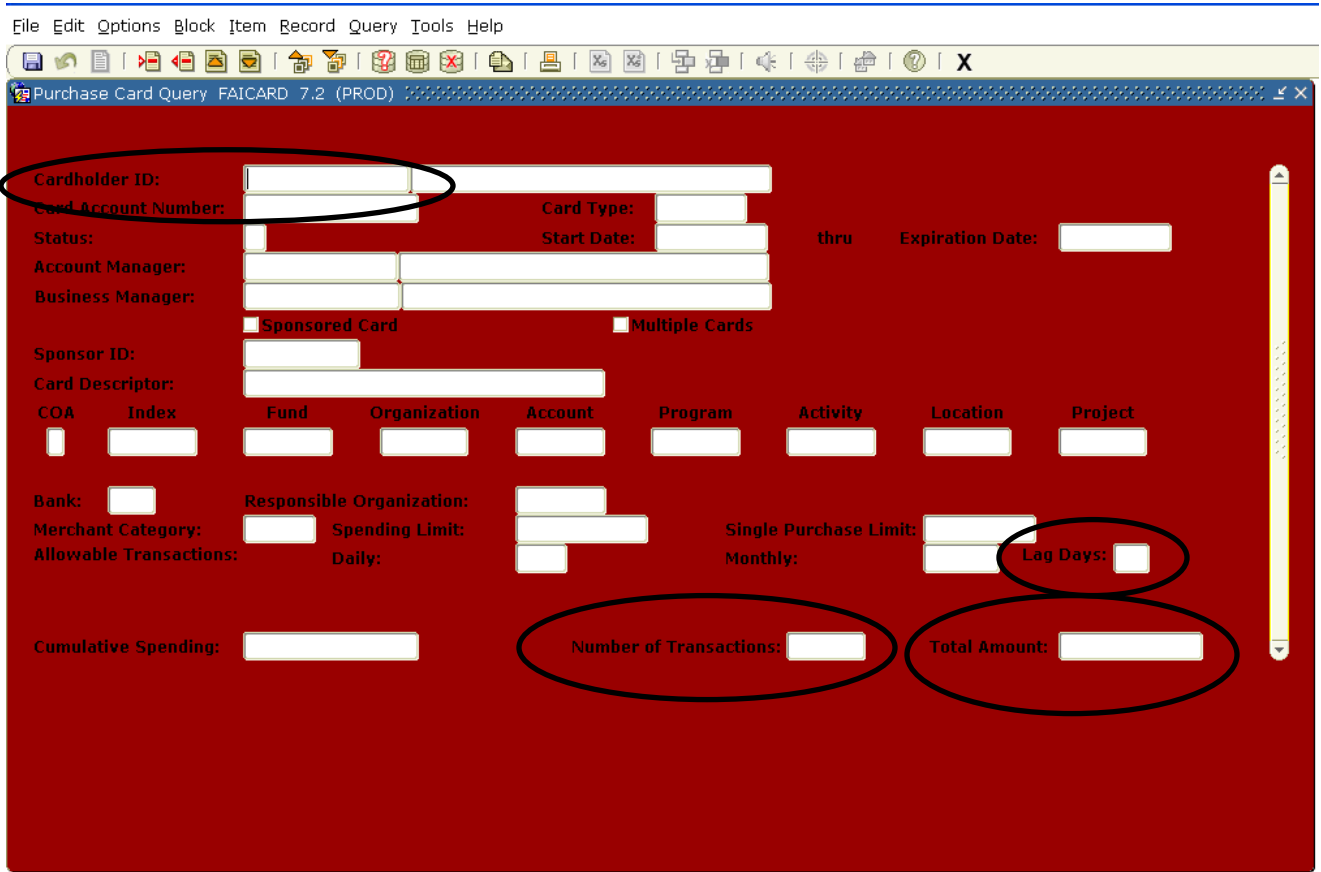
Step 1:

- Cardholder ID: Type in the cardholder's T-number in this space. (See below)

Step 2:

- Press F8.

Example Purchase Card Query (FAICARD) screen:



Noted Fields:

Cardholder ID:

This field is where you can enter the cardholder’s T-number to query their card activity and determine if any transactions need reviewed.

Lag Days:

This field tells the Account Manager how many days there are to update the current transaction information (Also called non-fed transactions).

Number of Transactions:

Tells the Account Manager how many non-fed transactions, from this cardholder, are current and can be reviewed.

Total Amount:

This is the total dollar amount of the non-fed transactions.

FAAINVT

The FAAINVT screen is used to view and make purchasing card transaction adjustments.

Step 1:

- Use Cardholder ID or click the Search icon.
- If using Cardholder ID: Type in the appropriate T-number.
- If using Search icon: Click on the drop down box for the Cardholder ID field. Entity Name/ID Search screen will appear. Tab over to Last Name.
- Type in cardholder's last name. Tab over to the First Name and type in the first letter of cardholder's first name, followed by a percent sign.
 - Example:
Last Name: Doe First Name: J%
 - ****Note the First letter of the last name and first letter of the first name are case sensitive and must be capitalized for the query to work.****
- Press F8.
- Several names will appear. **DOUBLE CLICK** on the desired cardholder.
 - To view transactions that need to be changed, leave the type set to "Not Fed Transactions".

Example Initial Purchase Card Transaction Maintenance (FAAINVT) screen:

The screenshot shows the FAAINVT screen with the following fields and sections:

- Top Section:** Cardholder ID (circled), Account Manager ID, Business Manager ID, Responsible Organization, and Type (set to Not Fed Transactions).
- Card Information Section:** 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.
- Vendor Information Section:** Vendor, Check Vendor, Address Type, Sequence, City, State or Province, ZIP or Postal Code, Nation, Reference Number, SIC, Document, Bank Post Date, Invoice Date, Feed Date, Transaction Amount, and Payment Due Date. There are also checkboxes for One Time and Credit Memo.

Noted Fields:

Cardholder ID: The cardholder's T-number can be entered here, or click on the drop down box to search by cardholder's name.

Noted Fields:

Commodity: No commodity codes are used. Leave this field blank.

Accounting Information: These fields are the fields that the Account Manager should review and update the accounting FOAPAL information, so that each transaction is posted to the proper expense account.

Important Notes:

- On a weekly basis, the prior transactions will be automatically processed, “fed”, and the new transactions from the prior week will be posted for review.
- Once a transaction has “fed”, changes can only be made through an expenditure transfer form, available at http://www.suu.edu/ad/controller/pdf/exp_inst.pdf
- Each Account Manager should automatically receive an email from the Banner system to notify them that there are new transactions that need to be reviewed.

Commonly Used Expense Account Codes:*

Account Code	Account Description	Account Code	Description
7050	Advertising	7347	Software Maintenance
7060	Entertainment	7349	Software Purchases
7065	Freight	7350	Supplies-Educational
7070	Handling & Service Charges	7360	Supplies-Office
7075	Interest	7362	Supplies-Other
7090	Meals-Non-Travel	7365	Supplies-Paper
7095	Prizes and Awards	7372	Supplies-Postage
7130	Dues & Fees-Memberships	7390	Telephone-Equipment
7132	Dues & Fees-Conferences & Seminars	7392	Telephone-Long Distance
7135	Dues & Fees-Registration	7393	Telephone-Mobile
7305	Services-General	7510	Travel Out-of-State
7315	Services-External Printing	7520	Motor Pool Out-of-State
7320	Services-Internal Printing	7560	Travel In-State
7340	Computers-Non Capital	7570	Motor Pool In-State
7345	Software Licenses		

***This is not an all inclusive list of Expense Account Codes. It is only intended as a reference of most commonly used codes. Additional codes may be more appropriate and should be used. If you need assistance on determining the appropriate expense code to use for a transaction, please contact the Controller’s Office.**