Purchasing Card Account Cleanup

This tutorial shows how to identify transactions causing a balance in Banner Supplies-Purchasing Card account 7361.

https://youtu.be/Dm5kP5J6uDI

P-card Transaction Flow

- P-card transactions are moved in/out of the P-card queue (FAAINVT) on a weekly basis by the AP department. This queue allows administrative staff to allocate transactions across FOAPAL prior to them officially posting to Banner Finance. SUU recommends administrators to evaluate FAAINVT on a weekly basis to allocate expenses accordingly to prevent unnecessary transactions within banner. Allocation instructions of transactions within FAAINVT can be found at: https://www.suu.edu/accountingservices/pdf/pcard.pdf

- Transactions that are not allocated via FAAINVT in a timely manner will post to the Banner Finance default account 7361 Supplies-Purchasing Card. This account serves as a temporary holding place for transactions until they are moved via expenditure transfer request.

- Transactions that are moved out of account 7361 via expenditure transfer will be corrected with an offsetting "negative" transaction in account 7361 that causes the original posting to net to zero.

Identifying Transactions to be moved from Account 7361

- Because original postings to account 7361 are not removed it's important to follow these steps to determine what transactions are causing a balance in the 7361 account and avoid unnecessary transaction movement.

- Access FGIBDSR and input your index / FOAPAL information where p-card expenses are recorded into the key block. Deleting the program code is recommended to ensure all transactions are included. Select Go

- Scroll down until your find account 7361and drill down into transactional detail by highlighting amount in YTD activity column and press F3 which will display transactions recorded in that account.

- Export transactional list to Excel by pressing Shift+F1 or by selecting Tools -> Export.

Identifying Transactions to be moved from Account 7361 (cont.)

- Using Excel perform a sort of transactions by description. This will align transactions that have been moved vs. not moved and make it much easier to determine what items are causing a balance in account 7361.

- Delete the transactional lines that net to zero. Usually the positive transaction will have a doc code beginning with an "S" and the negative transaction will begin with a "J".

- This should leave you with positive transactions that are creating the balance within the 7361 account. You can verify the transaction total with the account balance displayed.

- Move the expenses by requesting an expenditure transfer using instructions found at: https://www.suu.edu/accountingservices/revenue-expenditure-training.html

- Once the request is processed account 7361 should display a zero balance.