# Purchasing Card Allocation Using Banner Admin:

Purchasing card allocations are an important part of a department's regular weekly duties to ensure purchases made by department cardholders are recorded in proper expense accounts. Each week, usually on Wednesday, the prior week's allocated transactions are posted to the assigned account and new P-card transactions are fed in to await the proper account designation. Newly fed transactions will be available for allocation for one week. If allocation is untimely the expense will post to the 7361 "default" account and will require an expenditure transfer to move thereafter. We recommend transaction allocation be completed no later than Tuesday as the closing time on Wednesday varies. The steps necessary to make transactional allocations are shown below.

First, access the Banner Admin page through the my.suu.edu portal by clicking on the "Banner Login" link on the left hand column under the Banner header or navigate to the page https://my.suu.edu/it/banner. From there, click on the "Banner Admin" link on the left.
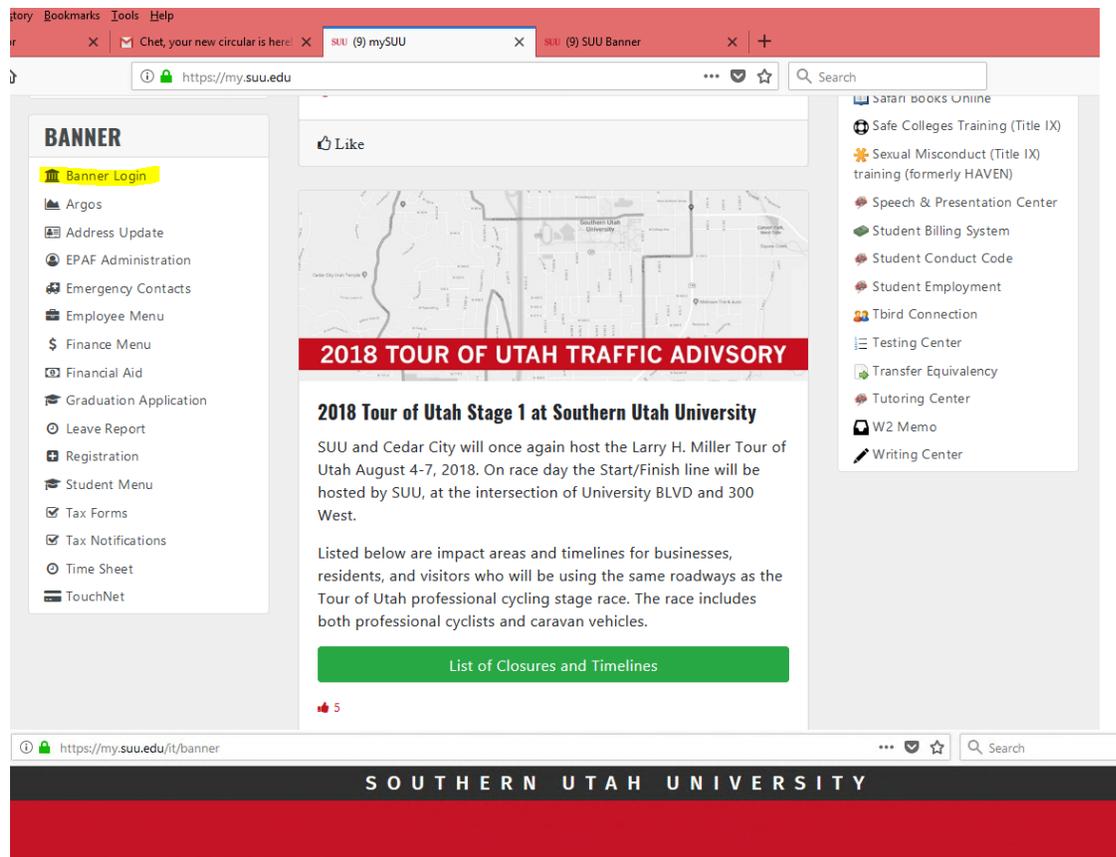
Once logged into Banner admin it will display the "Welcome" screen similar to below. Next, you will access the Banner form "FAAINVT" or search the term "Purchase Card Transaction Maintenance".
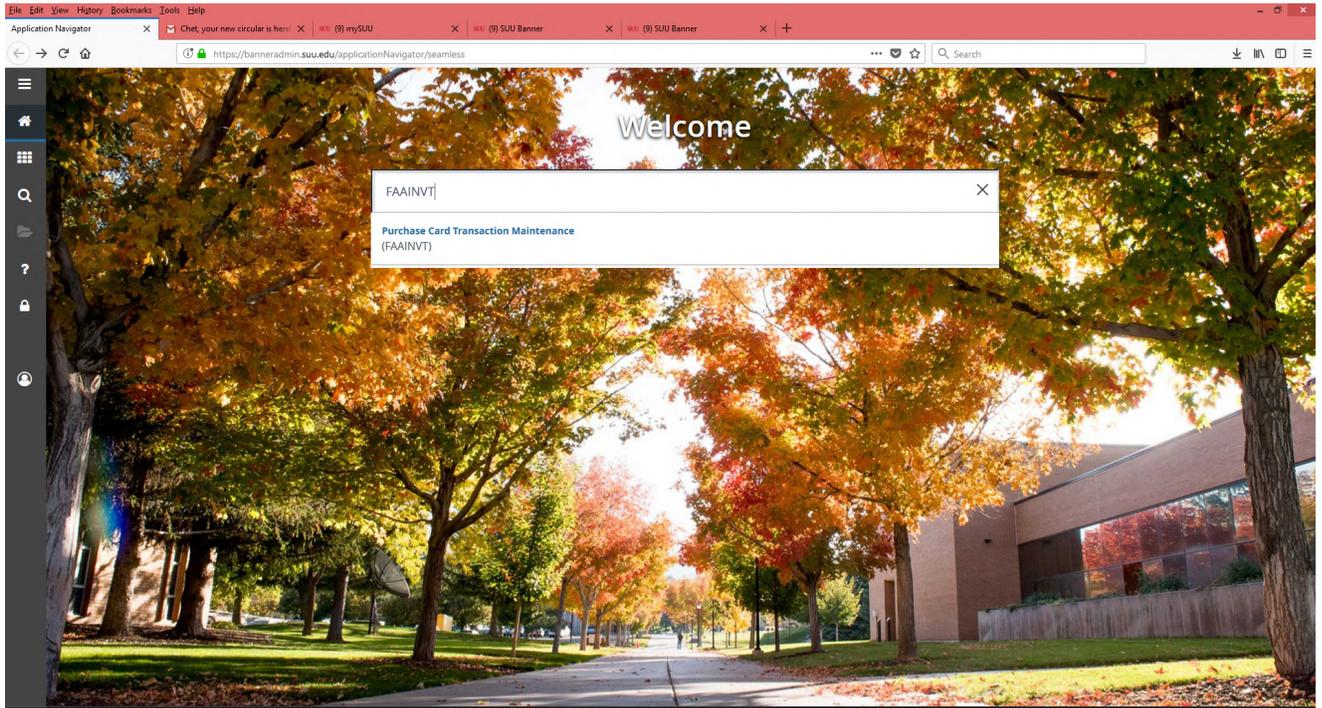
In FAAINVT there are five sections of data that information can be viewed or entered. To navigate between each section you can use the buttons "previous section" and "next section" always found in the lower left hand corner of any Banner screen. In the first section enter in your Account Manager ID. Usually this ID is your first and last name without any spaces.   This ID designates which cardholders you are responsible for. You will also need to select "Not Fed Transactions" in the Type section. Once this is done click on "Go" or "next section" button. If you cannot determine your account manager ID please contact the purchasing card coordinator.

The second section of information will display the cardholder information for whom you are making the expense allocations. It will also list other information that pertains to the card as seen below. You can scroll through each cardholder using the up and down arrows on your keyboard or by using the record selection buttons ⏮ ◀ 1 of 3 ▶ ⏭. Once the desired cardholder is selected you may move to the 3rd section of information using the "Next Section" ⤒ ⤓ buttons.
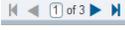
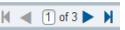| CARDHOLDER INFORMATION			Insert Delete Copy Filter
Cardholder ID	T00001128 Sherri J Batt	Card Status Code	A
Card Account Number	1000000012029767	Card Description	2nd Card
Start Date	11/01/2005	Account Manager ID	KAYGALE
Expiration Date	09/30/2021	Business Manager ID	BROWN
Card Type	VISA	Responsible Organization	68000

⏮ ◀ 1 of 1 ▶ ⏭ | 1 ▾ Per Page   Record 1 of 1

The third section of information will display vendor information and transaction detail. If there are multiple transactions you may scroll using the up and down arrows on your keyboard or by using the record selection buttons ⏮ ◀ 1 of 3 ▶ ⏭. Once you locate the transaction you would like to allocate you may move to the next section.

VENDOR INFORMATION			Insert Delete Copy Filter
Vendor	… PAYWARE CONNECT/VERIFONE	State or Province	CA
	✔ One Time	ZIP or Postal Code	
Check Vendor	…	Nation	
	Credit Memo	Reference Number	2.4445E+22
Address Type	…	SIC	4812
Sequence	…	Document	
		Bank Post Date	07/18/2018
City	727-953-4602	Feed Date	07/25/2018 📅
Street Line 1		Payment Due Date	07/30/2018
Street Line 2		Invoice Date	07/04/2018
Street Line 3		Transaction Amount	186.47

⏮ ◀ 1 of 3 ▶ ⏭ | 1 ▾ Per Page   Record 1 of 3

The fourth section will display the default accounting distribution and identify the FOAP where this transaction will post by default. Usually no adjustment is needed in this section however, it is important to notice if the default location lists an incorrect fund, org, program etc. If the default FOAP is incorrect please contact the Purchasing department. Below is an example of the fourth section of data.

DEFAULT ACCOUNTING DISTRIBUTION			
COA	T	Actv	
Index	BKST	Locn	
Fund	718000	Proj	
Orgn	68000	Bank	01
Acct	7361	Commodity	[ ] Purchase Card Transaction 2.4445E+22
Prog	90		

The fifth and last section is where FOAP input is needed and allocation adjustment takes place. In most cases you will only have to change the account but there may be other FOAP adjustments depending on your department's financial structure. Please note that there should be no P-card charges left in 7361 account. The multiple sequence rows will allow you to effectively split the transaction between FOAP if necessary. **Once you have the proper fund/org/account/program code assignments made in the fifth section of data you must hit F10 or click on SAVE to save your work and complete the allocation**. You may then move to previous sections to navigate between cardholders and transactions until all transactions are addressed. Use the ⤒ ⤓ buttons to navigate between form sections and ⏮ ◀ 1 of 3 ▶ ⏭ buttons to navigate between cardholders and transaction records.

DETAILS												Insert Delete Copy Filter
Sequence *	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Percent	Amount or Percent
1	T …	BKST	718000	68000	7305	90				01	☐	186.47

⏮ ◀ 1 of 1 ▶ ⏭ | 10 ▾ Per Page   Record 1 of 1

Other Notes:

Split transactions by percentage or dollar amount

To split the transaction click on +Insert Record or press down arrow on your keyboard to add an allocable row.

To split by percentage: Check the Percent check box then enter the percent of the purchase you want in that account. (Ex. To put 25% of the purchase in one account put 25 in the Amount or Percent box.) Continue these steps until the entire transaction is allocated between appropriate FOAP.

To split by specific dollar amounts: make appropriate changes to the account number then change the amount in the "Amount or Percent" field. Press the down arrow, enter the account, type "01" in the Bank field, and list the dollar amount for that account. Continue these steps until the entire transaction is allocated between appropriate FOAP.

Sometimes you may encounter transactions needing to be allocated to an org or fund that you do not have access to post to. In such cases please contact Accounts Payable or your support in Accounting Services.

Common Account Codes used in allocation:

Account Code	Account Description		Account Code	Account Description
7050	Advertising		7340	Computers – Non Capital
7060	Entertainment		7345	Software Licenses
7090	Meals-Non-Travel		7347	Software Maintenance
7095	Prizes and Awards		7349	Software Purchases
7130	Dues & Fees - Membership		7360	Supplies – Office
7132	Dues & Fees – Conferences & Seminars		7368	Equipment – Non Capital
7135	Dues & Fees – Registration		7510	Travel Out-of-State
7215	Repairs – Office Equipment		7520	Motor Pool Out-of-State
7220	Repairs – Other		7560	Travel-In-State
7305	Services - General		7570	Motor Pool In-State

*This is not a complete list of expense account codes. Additional common expense codes can be found at: https://www.suu.edu/accountingservices/pdf/common-admin-expense-accounts.pdf

For additional Purchasing Card information please visit: https://www.suu.edu/purchasing/purchasingcard.html