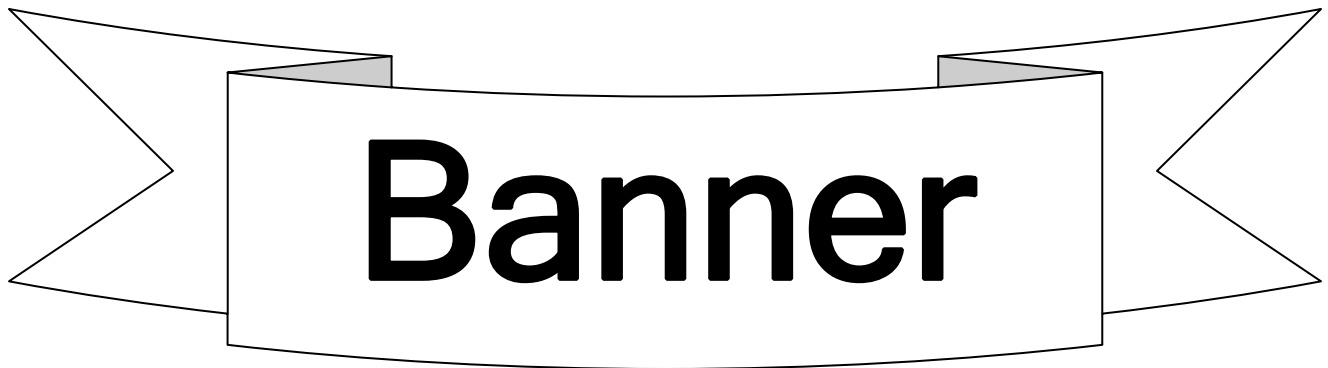


STEPHEN F. AUSTIN STATE UNIVERSITY



Finance

P-Card Detail Training

Revised August 18th, 2009

Confidential Business Information

This learning guide is based upon SunGard Higher Education Banner documentation. This document is for use at Stephen F. Austin State University for the purpose of training; the information contained is considered confidential.

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P-Card Detail Training

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Overview	Section A
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Session Overview

Introduction The Banner system has been implemented by Stephen F Austin State University to further enhance productivity and reporting procedures. The P-Card portion of this system will be improved due to Banner's ability to move information where it is most needed.

Prerequisites The following are prerequisites for completing this session:

- Orientation Training
- Finance Training

Expected Outcomes At the end of this session, participants will be able to detail all charges on departmental P-Cards using specific Banner forms and subsequently print out corresponding reports.

P-Card Banner Forms The following are Banner forms essential in the completion of P-Card detailing:

- FAICARD - Query Screen
- FAAINVT - Detailing Screen

Learning Guide Icons

In this Banner training manual, watch for these icons to highlight important information.



Indicates an important trap to avoid.



Indicates a shortcut or tip.



Indicates an important *warning* regarding the form or data entry.



Indicates hands-on exercise or activity.

Training Information

Training Resources You will be provided new alphabetical and numerical account code lists containing both old FRS object codes and the new Banner account codes.

Starting Point – Banner Terms

Section B

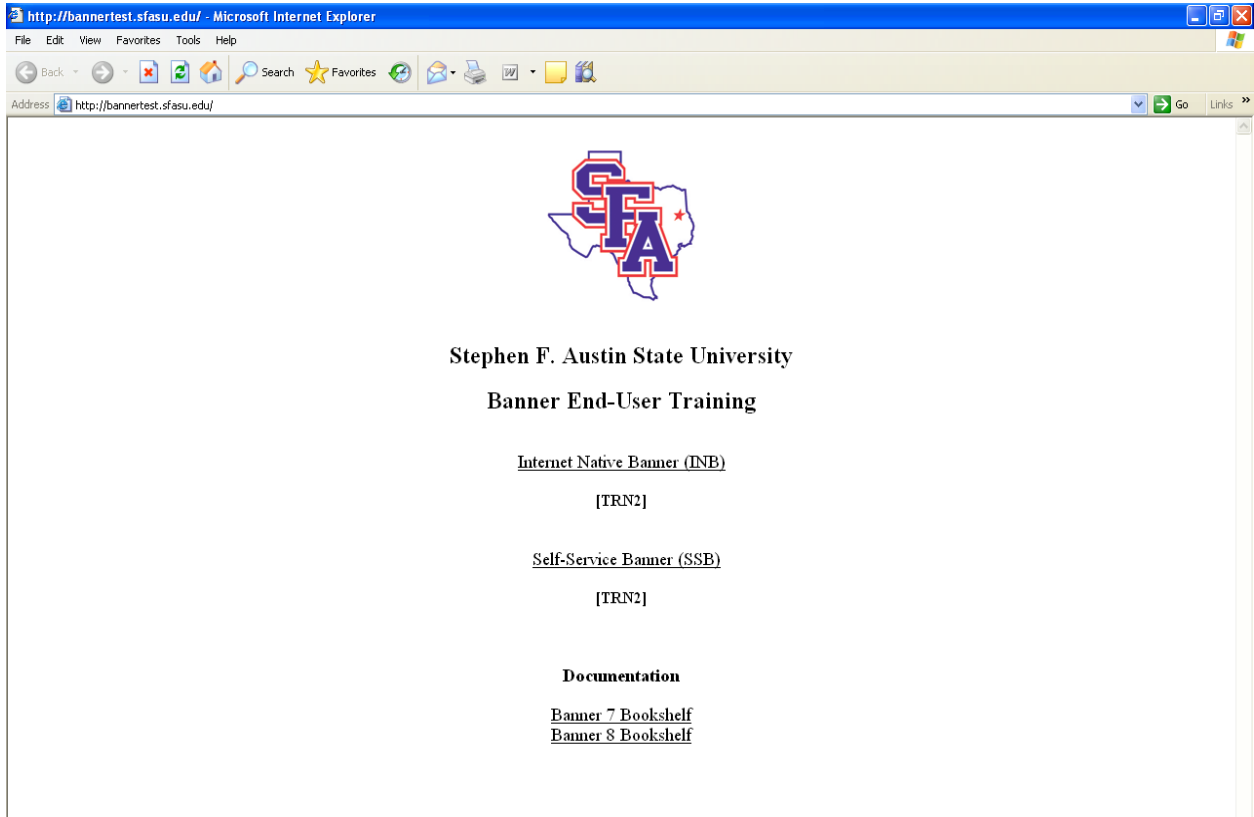
Important Banner Terms

Account Code	The account code is a 6 digit number that will be assigned to the purchase based on what the item is. The account code takes the place of the object code used in FRS and Oracle.
Account Mgr	The account manager is an assigned person that has special interest in the selected card. The account manager is generally the department head.
Bank Code	The Bank Code is assigned by Banner programmers and corresponds with the bank used in the P-Card finances. The code is set as 01 and refers to JPMorgan Chase.
Business Mgr	The business manager is an assigned person that has special interest in the selected card. The business manager is generally the designated detailer or assistant to the cardholder.
Chart of Accounts	The Chart of Accounts is developed by the Controller's Office and ITS teams and is structured to contain a fund, organization, account and program (FOAP)
Fund	A fund is part of the chart of accounts and is ultimately the source of the fund (i.e. E&G, HEF or grants). It is a 5 or 6 digit number.
FOAP	The FOAP is an acronym for Fund, Org, Account and Program. It is a series of numbers and will take the place of the account number assigned in FRS. It will contain 17 to 19 digits.
Index	Indexes are used as crosswalks that will convert the FRS number to the new Fund, Org and Program. The account code will have to be assigned by the department when using an index.
Organization	Organization is the section of the FOAP that will designate the department. This is a 5 digit number.
Program	The Program is the section of the FOAP that will designate the functional purpose (i.e. Instruction, Research and Academic Support)
Responsible Party	The responsible party is the department that is designated as the owners of the card.

Accessing Banner

Section C

Go to: <http://www.banner.sfasu.edu>
Click on the appropriate link



Enter your Username and Password and click connect.



FAICARD – Query Form

Section D

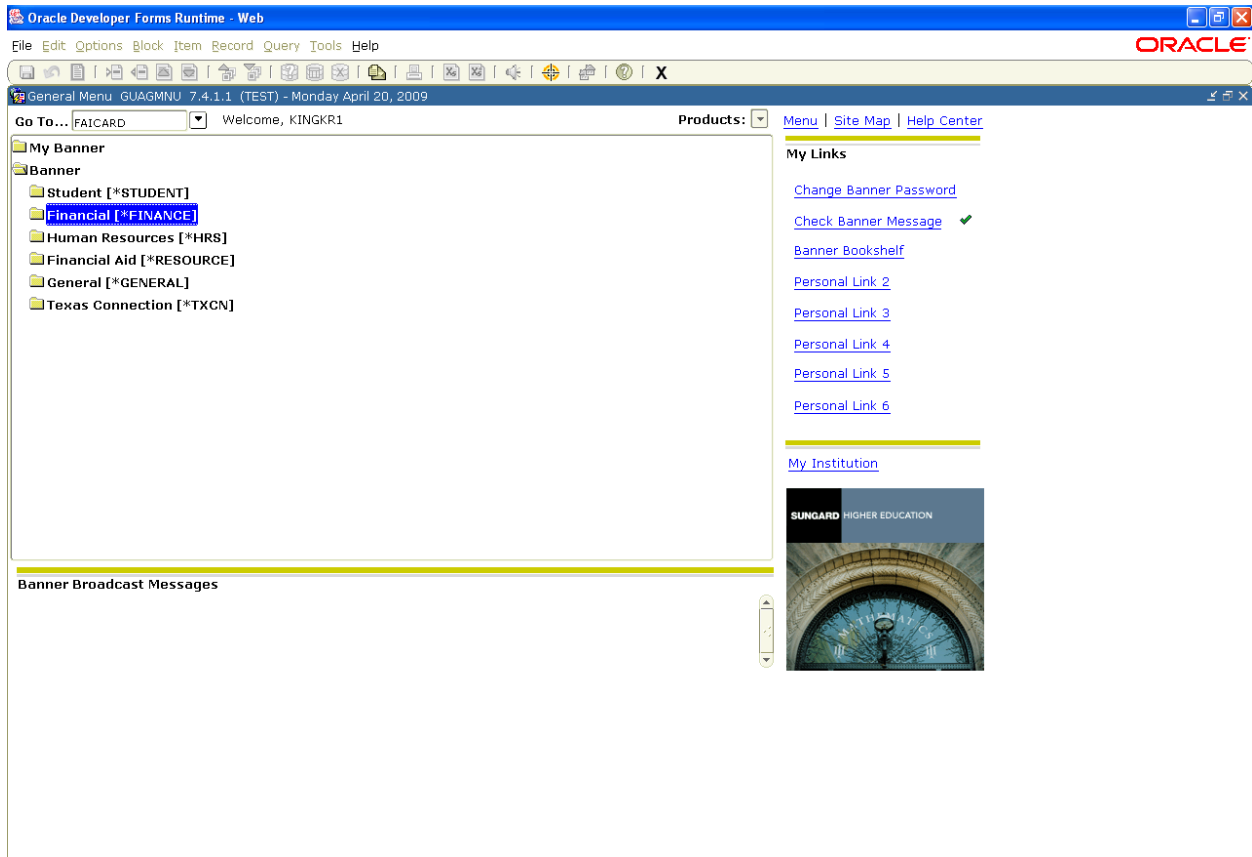
Form Overview

Description The FAICARD form is a form that is made for Query use only. This form will allow you to find details such as Cardholder ID, assigned Account Manager, the card expiration date and even past charges.

Accessing FAICARD

Step One:

Type in FAICARD on the homepage of Banner (GUAGMNU):



Step Two:

You may do a query search in the following manner:

- By cardholder ID
- By name (must be typed “Last Name, First Name” or “Last Name%”)
- By card number
- By responsible party
- Any field can be queried as long as it is entered in the correct format.

Type in your query criteria and hit the “Execute Query” button:

Oracle Developer Forms Runtime - Web: Open > FAICARD

File Edit Options Block Item Record Query Tools Help

Purchase Card Query FAICARD 7.2 (TEST)

Cardholder ID:

Card Account Number: Card Type:

Status: Start Date: thru Expiration Date:

Account Manager:

Business Manager:

Sponsored Card Multiple Cards

Sponsor ID:

Card Descriptor:

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bank: Responsible Organization:

Merchant Category: Spending Limit: Single Purchase Limit:

Allowable Transactions: Daily: Monthly: Lag Days:

Cumulative Spending: Number of Transactions: Total Amount:



Note: If you have more than one card that meets your query criteria you will be able to scroll through the numerous cards using the scrolling bar on the right.

Taking FAICARD Further

Step Three:

Once you have found a cardholder you want to query you may then hit "Next Block" to view past purchases

Invoice Document Number	Invoice Date	Vendor Name	Original Transaction Amount	Feed
S0003643	22-JUL-2009	CARD + PARTY FACTORY	49.37	F
	30-JUL-2009	CDW GOVERNMENT	388.11	N

The Transaction Details will allow you to see an Invoice Document Number (this is only assigned once the charge has been detailed and fed) the Invoice Date, Vendor Name and Amount.

Step Four:

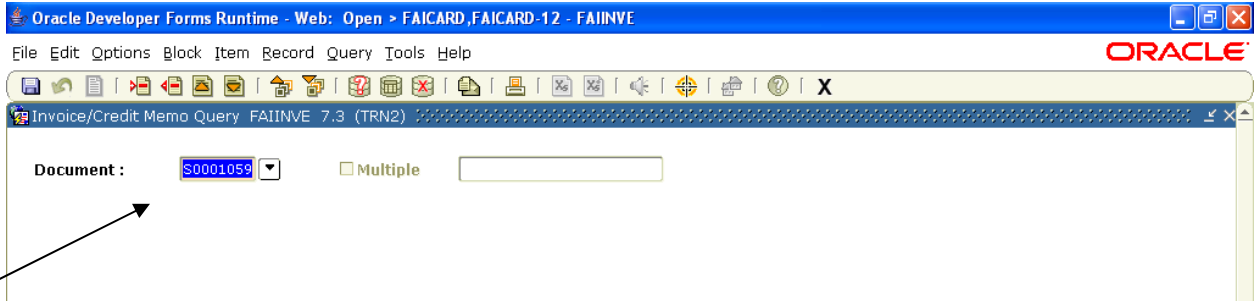
If you want further information on the charge (only the charges that have an assigned Invoice Document Number) you may click on the Invoice Document Number and choose 'Invoice/Credit Memo Form' in the Options Menu. This will take you to the FAIINVE form.

Then select Invoice/Credit Memo Form in the Options menu

Invoice Document Number	Invoice Date	Vendor Name	Original Transaction Amount	Feed
S0001059	07-AUG-2009	Lowe'S Companies Inc	77.82	F
S0001061	07-AUG-2009	Wal-Mart Supercenter #163	458.55	F
S0001060	07-AUG-2009	CARD + PARTY FACTORY	238.00	F
	11-AUG-2009	LOWES #01772*	88.48	N
	11-AUG-2009	WAL-MART #0163	99.22	N
	11-AUG-2009	CARD + PARTY FACTORY	156.74	N

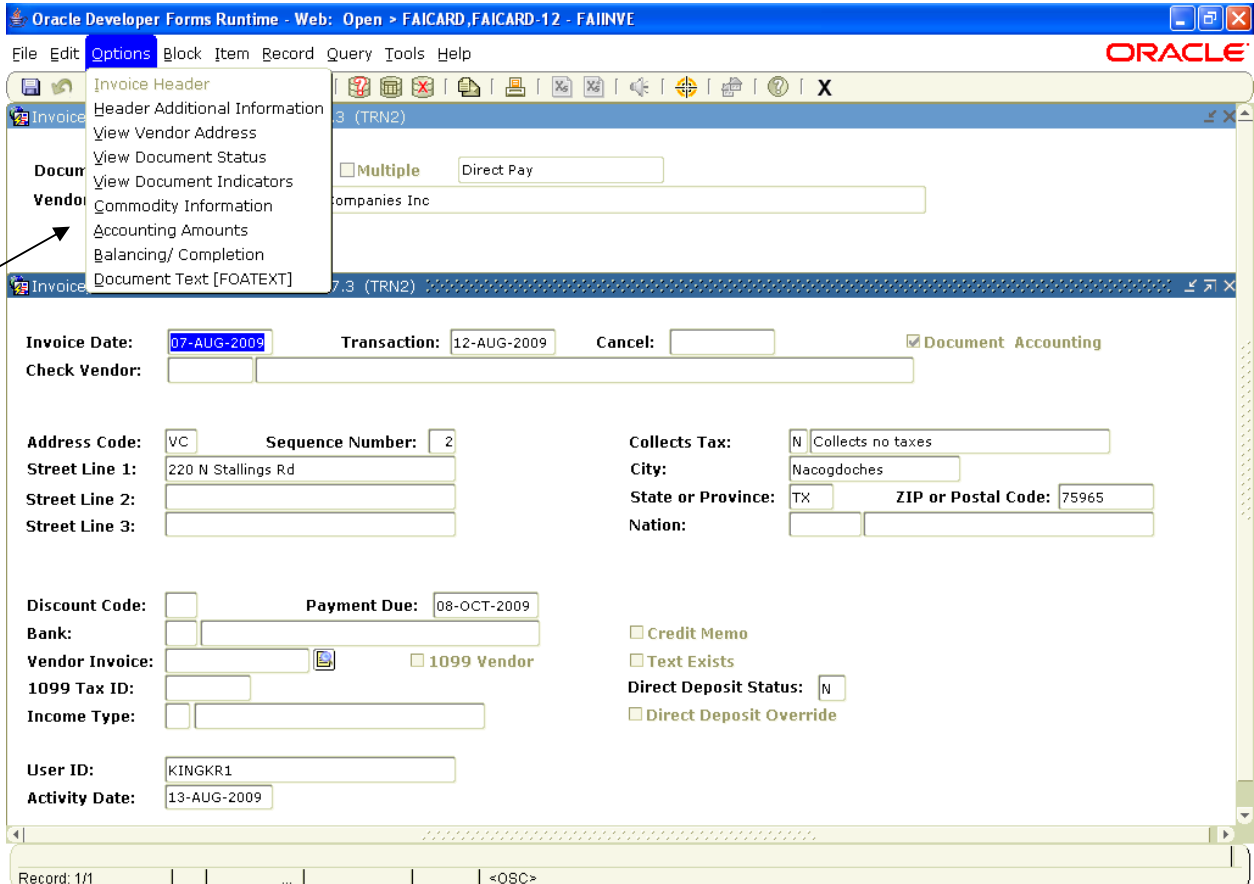
Highlight the Invoice you would like to view

Once you are at form FAIINVE you will notice that the invoice you've selected has automatically populated the Invoice Field – Hit Next Block



Your invoice automatically populates

Take some time to play with all the options you have available in the Options Tab. If you find a place you find useful I suggest you write the form name down.



Options that are available



We will now try numerous queries to test how the FAICARD form works.

FAAINVT – Detailing Form

Section E

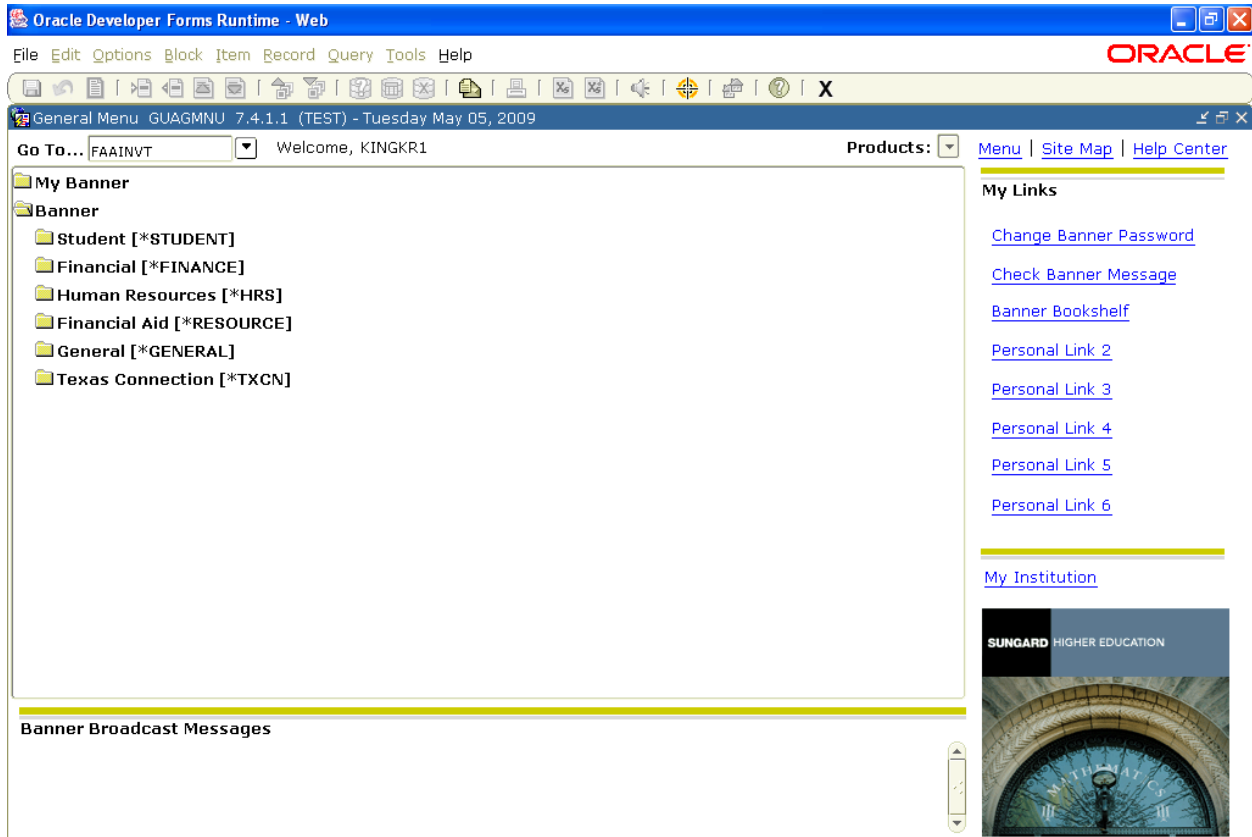
Form Overview

Description The FAAINVT is used to enter details on all charges made on the corresponding P-Card. Detailers will use this form to assign a Fund, Organization, Account Code and Program as well as type in a description for each purchase.

Accessing FAAINVT

Step One:

Type in FAAINVT on the homepage of Banner (GUAGMNU):



Step Two:

Hit the ▼ button next to the Cardholder ID to execute a query for a specific cardholder.

Oracle Developer Forms Runtime - Web: Open > FAAINVT,FAAINVT-35

File Edit Options Block Item Record Query Tools Help

Purchase Card Transaction Maintenance FAAINVT 7.3.0.1 (TEST)

Cardholder ID: [▼] [Diana Boubel] Responsible Organization: [▼]
 Account Manager ID: [▼] Business Manager ID: [▼] Type: Not Fed Transactions

Cardholder ID: Diana Boubel
 Card Account Number: [] Start Date: 01-MAR-2008 Expiration Date: 31-MAR-2011
 Card Type: MC Card Status Code: A Card Description: []
 Account Manager ID: CHRISMERALICI
 Business Manager ID: [] Responsible Organization: 30401

Vendor: [▼] TATTOO PRODUCTIONS One Time
 Check Vendor: [▼] Credit Memo
 Address Type: [▼] Sequence: [▼]

Your query screen will look like the one below. This query screen results will come from employees, vendors and students so you should be as specific as possible. If other people show up with the same name as you, please refer to the Campus ID Number. Double click on the record you would like to select.

▼ Button to do a query

Oracle Developer Forms Runtime - Web: Open > FAAINVT,FAAINVT-32 - FTIIDEN

File Edit Options Block Item Record Query Tools Help

Entity Name/ID Search FTIIDEN 7.3.0.1 (TRN2)

Vendors Grant Personnel Financial Managers Agencies
 Terminated Vendors Proposal Personnel Terminated Financial Managers All

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
[]	King	Kyley%	[]	[]	[]	[]	[]	[]	[]	[]	[▼]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

Step Three:

Once the information has populated the fields, you may scroll through to find the specific card that you want to work with if there are numerous cards. **Hit next block.** You are now ready to detail your charges.

Detailing P-Card Purchases

Step One:

Select which charge you would like to detail by scrolling through the charges. **Hit Next Block** once you have found the appropriate vendor.



Note: Please make note that a credit will not show with a negative (i.e. -\$25.00) but instead will have the "Credit Memo" box checked.

Oracle Developer Forms Runtime - Web: Open > FAAINVT

File Edit Options Block Item Record Query Tools Help

Purchase Card Transaction Maintenance FAAINVT 7.3.0.1 (TEST)

Cardholder ID: [] Responsible Organization: []
Account Manager ID: [] Business Manager ID: [] Type: Not Fed Transactions

Cardholder ID: [] Kyle King
Card Account Number: [] Start Date: 01-FEB-2008 Expiration Date: 28-FEB-2010
Card Type: MC Card Status Code: A Card Description: []
Account Manager ID: BOUBELDIANA
Business Manager ID: STANFIELLL Responsible Organization: 30401

Vendor: [00013997] Safari Micro One Time Credit Memo
Check Vendor: []
Address Type: [] Sequence: []
Street Line 1: [] City: NACOGDOCHES
Street Line 2: [] State or Province: [] ZIP or Postal Code: []
Street Line 3: [] Nation: []
Reference Number: [] SIC: [] Document: []
Bank Post Date: 01-MAY-2009 Feed Date: 22-MAY-2009 Payment Due Date: 04-JUN-2009
Invoice Date: 29-APR-2009 Transaction Amount: 127.59

Vendor Id. Click LIST for values.
Record: 1/?

- If the FOAP is not correct you can make adjustments typing in correct number or using ▼ button any of the numbers that you want to change.
- You can enter the Index (old FRS Account number) and the Fund, Org and the Program will automatically populate the corresponding fields. You will have to provide the Account Code.



Note: You can use as many FOAPs as you would like and separate by dollar amount. You may also check the percentage box and split FOAP by a percent (i.e. 50/50).



Warning: If you have a credit you will not use the negative (-) sign. Just insure that the Credit Memo box was checked and enter it without the symbol. Banner will make the adjustments for you.

This is example has default FOAP assigned:

▼ buttons to do manual queries

Type in old FRS account here

Percent box

This example has more than one FOAP being used as well as Indexes being used:

Oracle Developer Forms Runtime - Web: Open > FAAINVT,FAAINVT-7

File Edit Options Block Item Record Query Tools Help

Purchase Card Transaction: Accounting Information FAAINVT 7.3.0.1 (TEST)

Cardholder ID: Ann Foster
Card Account Number:
Vendor: 00013128 Fish & Still Equipment Inc
Transaction Amount: 400.00

Default Accounting Distribution

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank
S		107550	30402	773000	35				01
Commodity:		Equipment							

Indexes used

Sequence	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Percent	Amount or Percent
1	S	140400	107550	30401	773340	35				01	<input type="checkbox"/>	150.00
2	S	271404	150002	30401	773340	35				01	<input type="checkbox"/>	250.00
											<input type="checkbox"/>	
											<input type="checkbox"/>	
											<input type="checkbox"/>	
											<input type="checkbox"/>	

Total amounts equal



TIP: If you double click the amount field. A handy calculator will pop up which can assist you in your detailing. If you come up with a number you would like to use in that field just hit enter and it will place the number in the field.

File Edit Options Block Item Record Query Tools Help

ORACLE

Purchase Card Transaction: Accounting Information FAAINVT 7.3.0.1 (TRN2)

Cardholder ID: <yley R King

Card Account Number:

Vendor: 20002086 Lowe'S Companies Inc

Transaction Amount: 162.05

Default Accounting Distribution

COA	Index	Fund	Orgn	Locn	Proj	Bank
S	140400	107550	30401			10

Commodity: Nails,Potted Plant,Picture F

Sequence	COA	Index	Fund	Orgn	Proj	Bank	Percent	Amount or Percent
1	S	140400	107550	30401		7732		10.00
2	S	140400	107550	30401		7730		120.00
3	S	140400	107550	30401		7733		32.05

Calculator GUACALC 7.4 (TRN2)

10

Clear Delete

MC 7 8 9 + /

MR 4 5 6 + *

M- 1 2 3 -

M+ 0 . =

OK Cancel

Step Four:

Once all FOAPs are correct and all amounts equal up to the total charged amount you may **hit Save and then Next Block** to keep your work and move on to the next charge.



We will now test FAAINVT by detailing numerous charges.