STEPHEN F. AUSTIN STATE UNIVERSITY

Banner

Finance

P-Card Detail Training

Revised June 2014
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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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.
## Important Banner Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Mgr</strong></td>
<td>The account manager is the <strong>back-up detailer</strong>, and has special interest in the selected card. The account manager is generally the department head.</td>
</tr>
<tr>
<td><strong>Bank Code</strong></td>
<td>The Bank Code is assigned by Banner programmers and corresponds with the bank used in the P-Card finances. The code is set as 10.</td>
</tr>
<tr>
<td><strong>Business Mgr</strong></td>
<td>The business manager is main detailer, and has special interest in the selected card. The business manager is generally the cardholder or assistant to the cardholder.</td>
</tr>
<tr>
<td><strong>Chart of Accounts</strong></td>
<td>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)</td>
</tr>
<tr>
<td><strong>Responsible Organization</strong></td>
<td>The responsible organization is the department that is designated as the owner of the card.</td>
</tr>
<tr>
<td><strong>FOAP:</strong></td>
<td>The FOAP is an acronym for Fund, Org, Account and Program.</td>
</tr>
<tr>
<td><strong>Fund</strong></td>
<td>A fund is part of the chart of accounts and is ultimately the source of the fund (i.e. E&amp;G, HEF or grants). It is a 5 or 6 digit number.</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td>Organization is the section of the FOAP that will designate the department. This is a 5 digit number.</td>
</tr>
<tr>
<td><strong>Account Code</strong></td>
<td>The account code is a 6 digit number that will be assigned to the purchase based on what the item is.</td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td>The Program is the section of the FOAP that will designate the functional purpose (i.e. Instruction, Research and Academic Support)</td>
</tr>
</tbody>
</table>
Accessing Banner

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

Enter your Username and Password and click connect or hit Enter.
FAICARD – Query Form

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 FAICARD in Go To…
Step Two:
You may do a query search in the following manner:
- By cardholder ID
- By name (“Last Name, First Name%”, or “Last Name%”)
- By card number
- By responsible organization
- 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:

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.
Step Three:
Once you have found a cardholder you want to query hit “Next Block” to view past purchases.

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:
To see more 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.

Highlight the Invoice you would like to view

Then select Invoice/Credit Memo Form in the Options menu
Once you are at form FAIINVE you will notice that the invoice you’ve selected has automatically populated the Invoice Field – Hit Next Block

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.

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

**Description**

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 FAAINVT in Go To…

![Image of FAAINVT access page](image-url)
Step Two:

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

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.

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.
Step Two:  
You will be at a new screen to detail so make sure this is the charge that you wanted to detail. Type the description of the purchase in the “Purchase Card Transaction” field. The description should be specific information about the items purchased. **Hit Next Block.**

Step Three:  
You now must choose the FOAP for this purchase. Every card is assigned a Default FOAP regardless if it is a miscellaneous card or a card with just one account assigned.

You may choose the FOAP in different ways:

- If the Fund, Organization, Account code, and Program are all set to be the FOAP that you would like to use then you can hit save and move on to the next charge.
- 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.
- Use the **account codes** provided in the handouts for the appropriate purchase.
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.

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.

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 FAAINV by detailing numerous charges.