

FAST FIS  
How to process a Purchase Card (PCard) Transaction- FAAINVT

**ACCESS** Type **FAAINVT** in Direct Access box, press **[Enter]**.

**Purchase Card Transaction Maintenance**

Key Block

**Cardholder ID:** Enter though. Cardholders have view only access in the PCard module.

**Responsible Org:** Enter though.

**Account Manager ID or Business ID:** Enter your Banner user name in the appropriate field.

**Type:** Defaults to "Not Fed Transactions". Leave as is.

**[Next Block]**

**Card Information Block**

Card with "Not Fed Transactions" will be listed for the Account Manager or Business Manager entered in the Key Block. Use the up/down arrow keys to scroll through card numbers. When the card you want to distribute is displayed,

**[Next Block]**

**Transaction Information Block**

Use the up/down arrow keys to scroll through the transactions. This block is informational only. Do not make any changes in this block.

**Vendor:** If the vendor already existed in Banner, the vendor's V number will display.

**One Time:** This box will be checked if the transaction has not been assigned to a Banner Vendor. No data enterable.

**Credit Memo:** This box will be checked if the transaction is a credit to be applied to the card account. Not data enterable.

**Address Type/Seq:** If the vendor already existed in Banner, the vendor's address will display.

**Reference Number:** Transaction Reference Number from the bank file. This number is also shown on your US Bank Statement. Not data enterable. When distributing multiple transactions, you may want to note this number to track which transactions you have done.

**SI:** Standard Industry Code from the bank file.

**Document:** Invoice number assigned by Banner-this will be blank on 'Not Fed Transactions' and will be populated on 'Fed Transactions'. Not data enterable

**Bank Post Date:** Date that transaction was posted by the bank. This date is also shown on your US Bank Statement. Not data enterable.

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- Feed Date:** Date which transaction will post to Banner. This date can be changed but not beyond payment date.
- Payment Due Date:** This date will be the same as the Feed Date. Not date enterable.
- Invoice Date:** This is the Bank Transaction Date: The date is also shown on your US Bank statement.
- Transaction Amount:** Purchase or return (credit) transaction amount. Not date enterable

**[Next Block]**

**Accounting Information Page**

**Default Accounting Distribution block**

The default FOAPAL element that apply to this specific card and transaction will display. They cannot be changed in this block.

- Commodity:** Tab though the first field. It should always be left blank. In the second field, type a detailed description of the purchase (maximum 50 characters). There is only one commodity line for each transaction.

**[Next Block]**

**Accounting Detail Block**

The default accounting for this card will display. Make any needed changes to the accounting elements or distribution amounts here. At a minimum you are required to update the account code to accurately reflect the commodity/service purchased— Transactions with account code 28995 will not post to Banner. You can add as many accounting lines as needed to distribute the transaction. You can also list out amounts or percentages-

- COA:** Defaults to E. Leave as is
- Index:** Replace the default index if necessary.
- Fund:** Defaults from Index Normally leave as is.
- Orgn:** Defaults from Index. Normally leave as is.
- Acct:** Defaults to 28995 and must be replaced with an appropriate account code.
- Prog:** Defaults from Index. Normally leave as is.
- Actv:** Enter the correct code if one is needed (optional field)
- Bank:** 'B1" is always used for these invoices. Be sure to add it to additional accounting lines created.

**[Save]**

To enter additional Text for commodity on this transaction:

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[Previous Block] to Default Accounting Distribution Block

Select General Text Entry Form (**FOATEXT**) from “options” in the top tool bar.

Enter text and **[Save]**

**[Exit]** to return to **FAAINVT**

To continue distribution transaction for the same card:

**[Next Block]** until you are returned to the Transaction Information Block. Use the up/down arrows to select the next transaction to distribute. Repeat the above steps until all transactions have been distributed.

**When you are finished distributing transactions:**

**[Exit]** to return to Banner’s main menu.