

A QUICK GUIDE TO PURCHASING CARD TRANSACTIONS IN BANNER

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* Note: This training is for PCARD Account Managers & Business Managers Only.

- You will receive pending transaction notification when you log into Banner and you will be prompted to view your messages on the **GUAMESG** form by clicking “yes”.
 - The message will tell you only that transactions are on the system for you to view and the “Pending” button will be checked. You will not see transaction details.
 - Click on “Complete” to clear the message from GUAMESG. (*“Complete” is recommended.*) Leave pending if you want to be reminded the next time you enter the GUAMESG form.
 - **Save** and **Exit** the form

~ VIEWING A PENDING TRANSACTION ~

- Type **FAAINVT** in the Direct Access box and <enter>
- Tab to **Acct Mgr ID** or **Bus Mgr ID** and type in your Banner Username
- **Type** should be “Not Fed Transactions” (*which means it is eligible for redistribution*)
- Perform the **Next Block** function – (*This will bring up your cardholders’ information*)
- Select the Cardholder whose transactions you want to view (*Use the scrollbar or your up & down arrows if you have more than one cardholder with “Not Fed” transactions.*)

<u>Banner</u>		<u>HUM</u>
Fed	=	OS (Swept/Posted)
Not Fed	=	ON (Pending)

- Perform the **Next Block** function – (*This will bring up the transaction information for the cardholder you have selected.*)
- Select the Transaction you want to view (*Use the scrollbar or your up & down arrows if you have more than one transaction for the cardholder you chose in the previous block.*)
- Verify the correctness of the transaction information (Vendor, Amount)

~ REDISTRIBUTING FUNDING FOR THE ENTIRE AMOUNT ~

- Perform the **Next Block** function TWICE
- <TAB> to **Fund** and enter the fund you want the transaction charged to – (*You can search by clicking on the flashlight and executing a query.*)
- <TAB> to **Orgn** and enter the organization the transaction should be charged to – (*You can search by clicking on the flashlight and executing a query.*)
- <TAB> to **Acct** and enter the correct account code classification for the expenditure – (*You can search by clicking on the flashlight and executing a query.*)
- (Optional) <TAB> to **Actv** and enter the appropriate departmental activity code – (*You can search by clicking on the flashlight and executing a query.*)
 - for additional accounting distributions, go to Multiple Funding Section
- Perform the **SAVE** function (You may click on File, then SAVE *or* click on the yellow disc icon in the upper left of the toolbar.)
- Message at bottom of screen will tell you “1 record applied and saved”.
- **Exit** if you are finished redistributing transactions ~OR~
- Perform a **Previous Block** to get to the Cardholder & Transaction blocks to select another transaction to redistribute; save each change as you make it; exit when done (see above)

~ FOR MULTIPLE FUNDING ~

Complete all previous steps, ***except*** BEFORE you SAVE do the following:

- <TAB> to **Amount** and enter the amount you want charged to that funding line
- <DOWN ARROW> or **Record => Next** to highlight a new accounting line
- <TAB> to **Fund** and enter the fund for the additional line
- <TAB> to **Orgn** and enter the organization for the additional line
- <TAB> to **Acct** and enter the account code to properly classify the expenditure
- (Optional) <TAB> to **Actv** and enter the appropriate departmental activity code
- <TAB> to **Amount** and enter the amount that should be charged to this accounting line
- ****Repeat above steps if necessary for more funding lines****
- Perform the **SAVE** function
- Message at the bottom of the screen will tell you “record applied and saved”.
- **Exit** if you are finished redistributing transactions ~OR~
- Perform a **Previous Block** to get to the Cardholder & Transaction blocks to select another transaction to redistribute; save each change as you make it; exit when done

****Notes:**

- Accounting lines *must* balance/add up to the original amount of the transaction
- The percentage calculation feature is available (i.e. a 50/50 accounting split) by checking the PCT box and entering in whole numbers (in this example, 50 on each line) the percentage to be charged to each line in the Amount/Percent field. The sum of the percentages must total 100.
- The message will tell you how many records have been applied and saved. If you have two funding lines, it should read “2 records have been applied and saved”, if three “3 records have been applied and saved”, and so on.