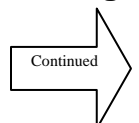


## How to Process a Purchase Card (PCard) Transaction - FAINVT

*(Single, Multiple, and Percentage Transactions)*

*For more help with these steps, see [Business Affairs PCard Website](#)*

1. Enter **FAINVT** at the Banner main menu. This is the PCard Transaction Maintenance Form.
2. Enter your Banner Username information in the **Account Manager** or **Business Manager** field as appropriate.
3. Select **Not Fed Transactions**.
4. **Control page down** or select **next block** to move to the **Card Information Block**.
5. Make sure the **Card Account Number** you want to work on is displayed in this block. (If more than one PCard is returned you can arrow down or select next record until the correct PCard account number is displayed in the Card Account Number field. Only cards that have "Not Fed Transactions" will display in this block.)
6. **Control page down** or **select next block** to the **Transaction Information Block**. (If more than one transaction is returned you can arrow down or select next record until the correct transaction is displayed.)
7. You may assign a Banner Vendor ID to any transaction, however if the transaction will be distributed to a 1099 account code you must assigned a Banner Vendor ID. (A list of 1099 account codes can be found at [Business Affairs PCard Website](#). If no Banner Vendor ID exists you must submit a Vendor Maintenance form.)
8. **Tab** to the **Feed Date** and change this to the date you want the zero-pay invoice created. (Transactions are processed daily with the Banner invoice number being assigned based on this date.)
9. **Control page down** or **select next block** to the **Default Accounting Distribution block**.
10. **Tab** to the **Commodity Description Field** to change the description from the default description to a detailed description of the purchase. (If necessary omit spaces and vowels. Capitalize the first letter of each word to maximize use of the room in the description field. There is only one commodity line for each transaction, so several items may need to be detailed on that one line.)
11. **Control page down** or **select next block** to the **Transaction Accounting Distribution** block. Replace the default accounting information in this block with the appropriate accounting distribution for this transaction.
  - a. **Tab** past the **COA** field leaving the "C" indicator
  - b. Replace the default index if necessary.
  - c. **Tab** to **Acct** (Account) field and replace the default code with the correct account code.
  - d. **Tab** to **Actv** (Activity) field and enter the correct code if one is needed (optional field).
  - e. Select one of the transaction entry instructions below to continue.
    - i. Single FOAPAL distribution
      1. Verify the amount in the **Amount** field against your working papers.
      2. Go to step 12 to complete
    - ii. Multiple FOAPAL distribution by percent
      1. **Tab** to the **Percent** check box and mark it by pressing the **space bar** or **clicking** in the box.



2. **Tab** to the **Amount or Percent** field and enter the percent to be charged to this FOAPAL. (DO NOT ADD A PERCENT SIGN. A DECIMAL WOULD BE USED ONLY IF CHARGING A PORTION OF ONE PERCENT (I.E., 10.5 FOR 10 ½ %)
  3. **Tab** to the beginning of your first FOAPAL line and the **arrow down** or **select next record** to repeat the process until you have 100% of the transaction distributed.
  4. Press **F10** or select **Save**. The dollar amounts will be calculated at this time.
  5. Go to step 12 to complete
- iii. Multiple FOAPAL distribution by amount
1. **Tab** to the **Amount or Percent** field and enter the dollar amount to be charged to this FOAPAL.
  2. **Tab** to the beginning of your first FOAPAL line and the **arrow down** or **select next record** to repeat the process until you have the whole dollar amount of the transaction distributed. (Navigation reminder: Select <F4> to copy previous record, above, if the index is not changing or an <F3> to copy previous field)
  3. Go to step 12 to complete

12. If you are finished distributing transactions click on the “X” to exit this screen and return to Banner’s main menu.

13. To continue the distribution process for the same card.

- a. **Control Page Up** twice or select **Previous Block** twice to return to the **Transaction Information Block**. This will place your cursor at the **vendor selection field**.
- b. **Arrow down** or select **Next Record** until you reach the next transaction you wish to distribute.
- c. Follow the instructions above to complete the remaining distributions for this session.
- d. Click on the “X” when finished to exit to the Banner main menu.

**OR**

14. To continue the distribution process for a different card:

- a. **Control Page Down** or **Select Next Block** to return to the **Card Information Block**. This will place your cursor at the **Cardholder ID field**.
- b. **Arrow down** or **select next record** until you reach the next card with transactions you wish to distribute.
- c. Follow the instructions above to complete the remaining distributions for this session.
- d. Click on the “X” when finished to exit to the Banner main menu.

**\*\*\*\*\* Banner Generated Document Number \*\*\*\*\***

**The batch Invoice Feed Process (FAPINVT) is used to process completed PCard transactions into zero-pay invoices in Banner. This process will be run nightly and will generate an email notice to the Account and Business Managers detailing the transaction(s), including the invoice number, posted for their PCards.**