

# Banner Finance Purchase Card Training Workbook

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4/30/2008	New version that supports 8.0 software.
5/30/2008	Minor formatting changes.
7/16/2008	Minor changes to steps, updated dates in scenarios.

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Think before you print.

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# Introduction



## Course goal

The goal of this workbook is to provide an overview of the Banner Finance Purchase Card functionality.

This workbook is divided into three sections:

- Introduction
- Set-up
- Day-to-day operations

## Course objectives

In this course you will learn how to

- perform credit card assignment (default FOAPAL, Cardholder, Account Manager, and Business Manager for each PCard)
- define a payment cutoff schedule for different credit cards such as American Express, Visa, Discover, and MasterCard
- override default FOAPAL and date fields, change vendors, and add Commodity Code and description on the Purchase Card Transaction: Document Information Form (FAAINVT)
- establish valid Merchant Category codes
- create a Purchase Card record
- approve Purchase Card invoices
- run Purchase Card processes.

## Intended audience

This course is intended for

- finance personnel
- purchasing staff
- accounts payable staff
- technical staff.

## Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system.

## Client responsibility

You must complete several tasks before the instructor arrives at the site to conduct the course. The instructor will assign tasks to define elements within Banner in order to complete workbooks within the Banner 7 Finance module. If you are unable to complete these tasks before the course is scheduled, please contact your account manager for assistance.

You must create a process (such as SQL\*Loader or Pro\*C) that reads a bank PCard flat file that contains American Express or other credit card company information, then loads data into the Banner Temporary Purchase Card Transaction file (FATCARD). It is recommended that only one bank file be loaded into FATCARD for processing at any one time. For sample data, sample SQL loader scripts, and database triggers, refer to the updated FAQ #6551 posted on the Action Web. The seed data from the FAQ comes with AMEX and MC files. If you use the seed data, choose AMEX or MC consistently through this workbook.

Taxes are not used. The transaction detail is at the "total dollar" level and is not itemized.

If you use taxes, the "NT" tax group code is inserted automatically into the invoice for tax purposes. The Finance Refund Checks Interface (FURAPAY) process already handles this, as does the new Invoice Feed Process (FAPINVT) modeled after FURAPAY.

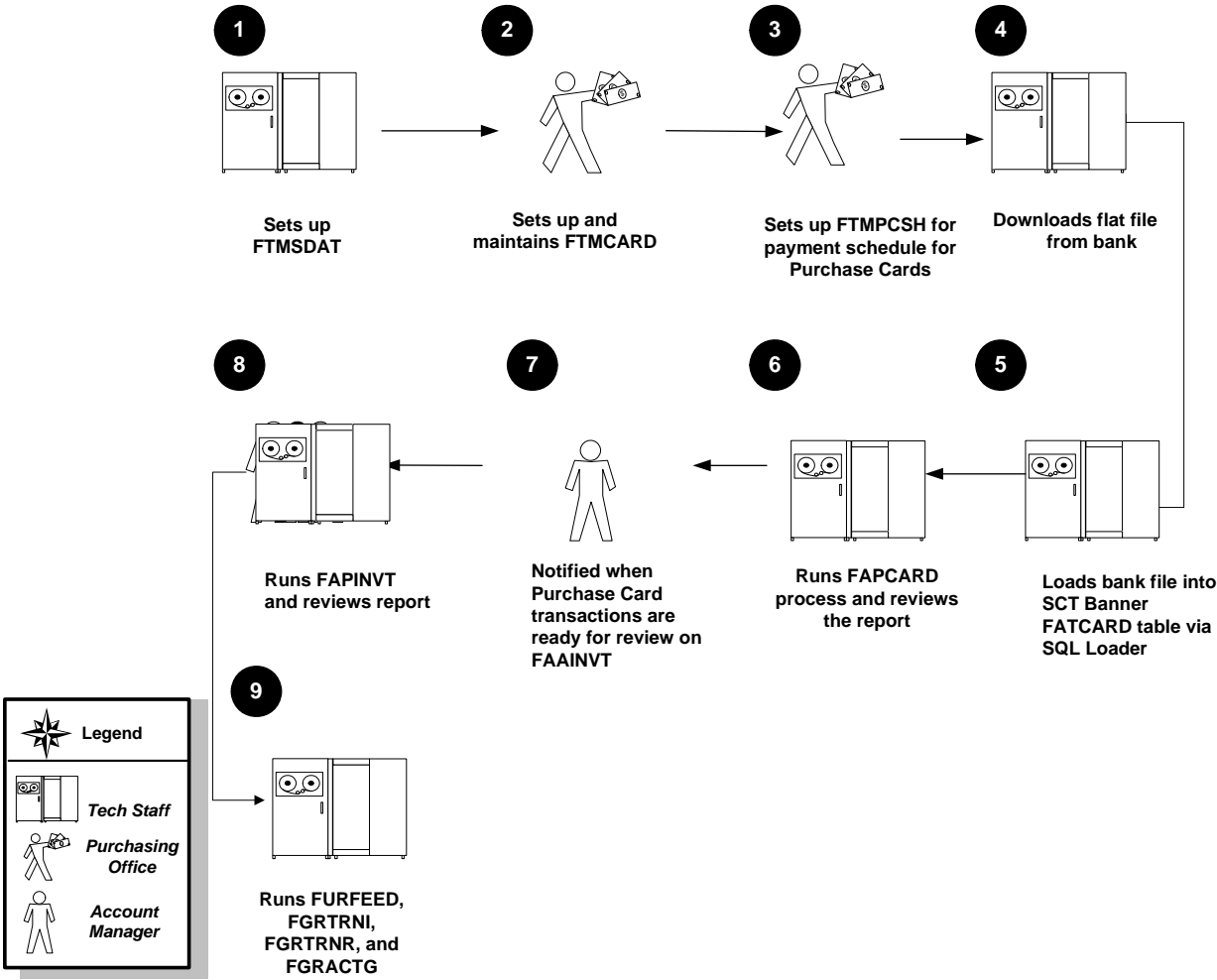
Currency conversion is not used in this enhancement. Conversion information is passed into the bank files. Because the base currency transaction amount is always loaded, there is no need to include the converted information for the foreign amount.

# Process Introduction

## About the process

The Purchase Card Process allows the loading of Purchase Card charge data and the ability to review charges and create Invoices to post the charges and a Journal Voucher to post the liability.

## Flow diagram



See Note on following page.

Note: This flow diagram on the previous page shows one option for completing the process. While the steps will be the same, the office responsible for each step will vary by institution. At your institution, you may have another department responsible for the step in the process. See the following table for more details.

## What happens

The stages of the process are described in this table.

<b>Stage</b>	<b>Description</b>
<b>Technical Staff or Finance Security Staff</b>	
1	Sets up FTMSDAT.
<b>Purchasing Office or Procurement Office</b>	
2	Sets up and maintains FTMCARD.
<b>Purchasing Office or Finance Office</b>	
3	Sets up FTMPCSH for the payment schedule for the Purchase Cards.
<b>Technical Staff</b>	
4	Downloads the flat file from the bank.
5	Loads the bank file into Banner FATCARD table via SQL Loader (or other method).
<b>Technical Staff or Purchasing Office</b>	
6	Runs FAPCARD process and reviews the report.
<b>Account Managers</b>	
7	Notified when Purchase Card transactions are ready for review on form FAAINVT. FOAPAL can be changed, vendor code can be changed, and commodity code can be added.
<b>Technical Staff or Purchasing Office</b>	
8	Runs FAPINVT and reviews the report.
9	Runs FURFEED, FGRTRNI, FGRTRNR, and FGRACTG .

# Set Up



## Section goal

The goal of this section is to provide the knowledge and practice to set up forms to be used in the Purchase Card process.

## Objectives

In this section you will learn how to

- set up the Purchase Card process features
- establish account codes for monthly and daily Purchase Card activity
- establish a fund for transactions
- establish Purchase Card override capability on the User Profile forms
- set up control records to process Purchase Card
- set up a payment cutoff schedule
- validate merchant category codes.



# Forms Needed

## Forms needed

These setup forms and table validation views are used to set up the Purchase Card functionality. Review these forms and set up as needed.

<b>Purchase Card Maintenance Forms</b>	
Purchase Card Maintenance	FTMCARD
Payment Cutoff Schedule Maintenance	FTMPCSH
Merchant Category Code Validation	FTVMCAT
Purchase Card Transaction Maintenance	FAAINVT
<b>Other Forms Needed</b>	
Account Maintenance Form	FTMACCT
Fund Maintenance Form	FTMFUND
System Data Maintenance Form	FTMSDAT
User Profile Maintenance Form	FOMPROF

## Menu structure

- 📁 **Accounts Payable [\*FINAP]**
  - 📁 **Invoice/Credit Memo Processing [\*FININVS]**
  - 📄 **Batch Check Print [FAABATC]**
  - 📄 **Check Cancellation [FAACHKS]**
  - 📄 **On-line Check Print [FAAONLC]**
  - 📄 **Bank Tape Reconciliation [FAABREC]**
  - 📄 **1099 Reporting [FAA1099]**
  - 📁 **Accounts Payable Query [\*FINAPQRY]**
  - 📁 **Accounts Payable Validation [\*FINAPVAL]**
  - 📁 **Accounts Payable Table Maintenance [\*FINAPTAB]**
  - 📁 **Purchase Card Processing [\*FINPCARD]**
    - 📄 **Purchase Card Maintenance [FTMCARD]**
    - 📄 **Payment Cutoff Schedule Maintenance [FTMPCSH]**
    - 📄 **Purchase Card Transaction Maintenance [FAAINVT]**
    - 📄 **Merchant Category Code Validation [FTVMCAT]**
    - 📄 **Purchase Card Query [FAICARD]**

# Setting Up the Purchase Card Processing Feature

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## Introduction

Banner offers a Purchase Card processing feature. This feature permits you to upload daily charge information from your bank card vendor directly to Banner. This information is then verified and converted to temporary invoice records for review by a designated account manager. When reviewed, these temporary invoices are converted to actual Banner invoices for posting/processing.

## Options for purchase card posting

One set-up decision required for this feature concerns how you want the system to handle the Purchase Card postings. This is controlled by the way you enter specific records in the FTMSDAT form. The three options available for Purchase Card posting are:

**Liability Journal and Zero-pay Invoices:** If you choose this option, then the FAPCARD process will generate a journal entry which will credit a monthly liability account, and debit a daily liability account. The FAPINVT process will create zero-payment invoices (invoices that will not be paid, only posted), which will debit expense and credit daily liability. A balance will be retained in the monthly liability account, which is cleared by processing of a direct payment invoice to the bank card vendor.

**Liability Journal Only:** This option eliminates the daily liability account and does not create invoices at all. The journal generated by FAPCARD credits the monthly liability account, and debits expense. As above, monthly liability is cleared with a direct payment invoice to the bank card vendor.

**Invoice Only:** This option eliminates both of the liability accounts. No journal is generated, only invoices. These invoices will debit expense, and credit payables. The invoices can be directed for payment to the bank card vendor.

Note: For purposes of this workbook, we will assume the first option, liability journal and zero-pay invoices.

# Establishing Account Codes for Monthly and Daily Purchase Card Activity

## Introduction

Use the Account Code Maintenance Form (FTMACCT) to establish account codes for monthly and daily purchase card activity, using the Account Code Maintenance Form (FTMACCT).

## Banner form

The screenshot shows the 'Account Code Maintenance' form (FTMACCT) in Banner 8.0. The form is titled 'Account Code Maintenance FTMACCT 8.0 (BAN8\_WIN)'. It contains the following fields and options:

- Chart of Accounts:** A dropdown menu.
- Account:** A dropdown menu.
- Effective Date:** A date field with a calendar icon, showing '21-MAR-2008'.
- Predecessor Account:** A dropdown menu.
- Data Entry:** A dropdown menu with 'YES' selected.
- Account Type:** A dropdown menu.
- Income Type:** A dropdown menu.
- Account Class:** A dropdown menu.
- Asset Account:** A dropdown menu.
- Accumulated Depreciation Account:** A dropdown menu.
- Depreciation Expense Account:** A dropdown menu.
- Pool Account:** A dropdown menu.
- Fringe Account:** A dropdown menu.
- Fringe Percent:** A text input field.
- Active Status:** A checked checkbox.
- Account Title:** A text input field.
- Termination Date:** A date field with a calendar icon.
- Next Change Date:** A date field with a calendar icon.
- Last Activity Date:** A date field with a calendar icon.
- Normal Balance:** A radio button and a text input field.

## Steps

Follow these steps to complete the process.

Note: Only one participant (or instructor) needs to create these records or each code must be unique.

1. Access the Account Code Maintenance Form (FTMACCT).

Note: Remember, FTMACCT is a Maintenance Form, which means that, if you want to review existing information, you must first enter a query.

2. Perform an **Enter Query** function.

3. Enter *2111* in the **Account** field.
4. Perform an **Execute Query** function.

Notes: If no information is retrieved, then proceed to create this account code.

If information *is* retrieved, then you may use this code in the following exercises, (or re-title this account code, or create a new account code).

5. Perform a **Cancel Query** function to create a Monthly Liability Account Code.
6. Enter *B* (or the Chart of Accounts for your institution) in the **Chart of Accounts** field.
7. Enter *2111* (or a unique account code for your own chart) in the **Account** field.

Note: Record the account code you created, if different: \_\_\_\_\_.

8. Enter *Purchase Card Monthly Liability* in the **Account Title** field.
9. Enter *01-JUL-2006* (or the start date for your Chart of Accounts) in the **Effective Date** field.

Note: Make sure that the **Data Entry** field is set to *Yes*.

10. Enter *21* (or the account type code for your institution that designates liability-type accounts) in the **Account Type** field.
11. Click the **Save** icon.
12. Perform a **Rollback** function and repeat the preceding steps to create a *Purchase Card Daily Liability* account code.
13. Record the account code you created, if different: \_\_\_\_\_.
14. Click the **Save** icon.
15. Click the **Exit** icon.

# Establishing a Fund for Transactions

## Introduction

You can use the Fund Maintenance Form (FTMFUND) to establish fund codes for a specific chart of accounts.

## Banner form

The screenshot shows the 'Fund Code Maintenance' window in Banner 8.0. The form is titled 'Fund Code Maintenance FTMFUND 8.0 (BAN8\_WIN)'. It contains the following fields and options:

- Chart of Accounts:** A dropdown menu.
- Grant:** A dropdown menu.
- Proposal:** A dropdown menu.
- Fund:** A dropdown menu.
- Effective Date:** A date field with a calendar icon, showing '21-MAR-2008'.
- Expenditure End Date:** A date field with a calendar icon.
- Fund Type:** A dropdown menu.
- Predecessor Fund:** A dropdown menu.
- Financial Manager:** A text input field.
- Unbilled AR Account:** A dropdown menu.
- Revenue Account:** A dropdown menu.
- Bank:** A dropdown menu.
- Cash Receipt Bank Code:** A dropdown menu.
- Capitalization Fund Indicator:** A dropdown menu with the value 'Cap Different or No Cap'.
- Capitalization Equity Account:** A dropdown menu.
- Capitalization Fund:** A dropdown menu.
- Multiple Fund Balance Indicator:** A dropdown menu with the value '(None)'.
- Restriction Indicator:** A dropdown menu with the value '(None)'.
- Active Status:** A checked checkbox.
- Title:** A text input field.
- Termination Date:** A date field with a calendar icon.
- Next Change Date:** A date field.
- Data Entry:** A checked checkbox.
- Last Activity Date:** A date field.
- Defaults:** A section with four dropdown menus: **Organization**, **Program**, **Activity**, and **Location**.

## Steps

Follow these steps to complete the process.

1. Access the Fund Maintenance Form (FTMFUND).

Note: Remember, FTMFUND is a Maintenance Form, which means that, if you want to review existing information, you must first enter a query.

2. Perform an **Enter Query** function.

3. Enter *1105* in the **Fund** field.

4. Perform an **Execute Query** function.

Notes: If no information is retrieved, then proceed to create this fund code.

If information *is* retrieved, then you may choose to use this code in the following exercises, or to re-title this existing fund code, or to create a new fund code.

5. Perform a **Cancel Query** function to create a Purchase Card Activity Fund.

6. Enter *B* (or the Chart of Accounts for your institution) in the **Chart of Accounts** field.

7. Enter *1105* (or a unique account code for your own chart) in the **Fund** field.

Note: Record the fund code you created, if different: \_\_\_\_\_.

8. Enter *Purchase Card Activity Fund* in the **Title** field.

9. Enter *01-JUL-2006* (or the start date for your Chart of Accounts) in the **Effective Date** field.

10. Make sure that the **Data Entry** field is set to *Yes*.

11. Enter *11* (or the fund type code for your institution that designates unrestricted funds) in the **Fund Type** field.

12. Click the **Save** icon.

13. Click the **Exit** icon.

# Establishing Purchase Card Override Capability on the User Profile Form

## Introduction

You can designate a person as *able to access all Purchase Card invoices* on the User Profile Form (FOMPROF).

## Banner form

The screenshot shows the 'User Profile Maintenance' window in Banner 8.0. The window title is 'User Profile Maintenance FOMPROF 8.0 (BAN8\_WIN)'. The form is divided into several sections:

- User ID:** A dropdown menu.
- User Profile Maintenance / Procurement Maintenance:** Two tabs, with 'User Profile Maintenance' selected.
- User Information:**
  - User Name:** Text input field.
  - Budget ID:** Text input field.
  - COA:** Text input field with a dropdown arrow.
  - Organization:** Text input field with a dropdown arrow.
  - Master Fund:** Dropdown menu with 'No Authority' selected.
  - Master Organization:** Dropdown menu with 'No Authority' selected.
  - ID:** Text input field with a dropdown arrow.
  - Phone:** Three text input fields.
  - Fax:** Three text input fields.
  - Email:** Text input field.
- Authorizations:** A list of checkboxes:
  - NSF Override
  - Expenditure End Date Posting
  - Post in Accrual Period
  - EDI Override
  - ACH Override
  - Purchase Card Override
  - Self Service Access
- Self-Service Budget Planner Authorizations:**
  - Self Service Budget Access
  - Budget Master Fund:** Dropdown menu.
  - Budget Master Organization:** Dropdown menu.

## Steps

Follow these steps to complete the process. Not all participants should complete this procedure.

1. Access the User Profile Form (FOMPROF).
2. Enter the Login ID that you logged into Banner with (e.g., TRAIN01, FIMSUSR, etc) in the **User ID** field.
3. Perform a **Next Block** function.
4. Click **Purchase Card Override** checkbox.

Note: Anyone who has this box checked can access all invoices on FAAINVT and not just the ones assigned to them as an Account or Business Manager.

5. Click the **Save** icon.
6. Click the **Exit** icon.



# Setting Up Control Records to Process Purchase Cards

## Introduction

Use the System Data Maintenance Form (FTMSDAT) to set up control records to process Purchase Cards using the **Liability Journal and Zero-pay invoice** option.

## Banner form

The screenshot shows the 'System Data Maintenance FTMSDAT 8.0 (BAN8\_WIN)' window. It contains several input fields and checkboxes:
 

- Entity or Usage Code:** dropdown menu
- Attribute Code:** dropdown menu
- Optional Code Number 1:** dropdown menu
- Optional Code Number 2:** dropdown menu
- Level:** dropdown menu
- Chart of Accounts:** dropdown menu
- Active Status:** checked checkbox
- Last Activity Date:** text input field
- Effective Date:** 21-MAR-2008 with a calendar icon
- Termination Date:** text input field with a calendar icon
- Next Change Date:** text input field
- Description or Title:** text input field
- Short Title:** text input field
- Data:** text input field

Table 1

Use the information in Table 1 to complete the procedure that follows.

Entity/Usage	Attribute	Option # 1	Effective	Data
FAPCARD	SYSTEM_ID	FAPCARD	01-JUL-06	S = (Liability JV Only). C = (Liability JV and Zero Pay Invoice). N = (Invoice Only).
FAPCARD	LIABILITY_FUND	5202 (or your Campus Code)*	01-JUL-06	1105 (or your liability fund).
FAPCARD	DAILY_LIABILITY_ACCT	5202 (or your Campus Code)*	01-JUL-06	2211 (or your daily liability account).
FAPCARD	MONTHLY_LIABILITY_A CCT	5202 (or your Campus Code)*	01-JUL-06	2111 (or your monthly liability account).

Entity/Usage	Attribute	Option # 1	Effective	Data
FAPCARD	CYCLE_DAYS_NUM	AMEX (one row for each type of card processed (AMEX, MC, etc.))	01-JUL-06	15 (Payment cutoff + Cycle Days = Invoice Due Date).
FAPCARD	CYCLE_DAYS_NUM	MC	01-JUL-06	14 (Payment cutoff + Cycle Days = Invoice Due Date).
FAPINVT	SYSTEM_ID	FAPINVT	01-JUL-06	AZ = Approval Required for Zero Pay. NZ = No approval Required for Zero Pay Invoice. AN – Approval Required for Direct Pay Invoices. NN = No approval required for Direct Pay Invoices.
FTVCARD	PROCESS_LAG_DAYS	AMEX	01-JUL-06	7 (Number of days allowed for review of this transaction. Defaults from FTVSDAT but may be overridden. Used in the calculation of the Feed Date for FAPINVT).
FTVCARD	PROCESS_LAG_DAYS	MC	01-JUL-06	7 (Number of days allowed for review of this transaction. Defaults from FTVSDAT but may be overridden. Used in the calculation of the Feed Date for FAPINVT).

\* The designation '5202' in the **Optional Code** field Identifies this group of records as related to a particular *Campus* code, in this case '5202', which comes delivered with the seed data. You can use whatever number is in your bank file. You'll note in the next exercise that you can relate each cardholder to a campus code. For this exercise, we are only going to use 5202, but you should be aware that you could create any number of campus codes with their own accounts and/or fund codes.

## Steps

Follow these steps to complete the process.

**Warning:** Only one participant (or the instructor) can/should update these records.

1. Access the System Data Maintenance Form (FTMSDAT).

Note: FTMSDAT is a Maintenance Form, which means that, if you want to review existing information, you must first enter a query.

2. Perform an **Enter Query** function.
3. Enter *FAPCARD* in the **Entity or Usage Code** field.
4. Perform an **Execute Query** function.
5. Press the Up/Down arrow keys to page through these records.
6. Use Tables 1 and 2 to ascertain that each of the records exists.

Notes: If any of the records listed in the table above do not exist, create them.

Remember that only one person needs to create any of these records. Fields not listed in the table (like **Description**) should be completed on new records.

7. Click the **Save** icon.
8. Click the **Exit** icon.



## Steps

Follow these steps to complete the process.

**Warning:** Only one participant (or the instructor) can/should update these records.

1. Access the Payment Cutoff Schedule Maintenance Form (FTMPCSH).
2. Enter *AMEX* in the **Card Type** field in the header block. If using the MasterCard file, enter MC.
3. Tab to the **Year** field and enter *2006*.
4. Perform a **Next Block** function.

Notes: If the next block populates do not enter any additional data. If the next block does not populate, enter as follows:

**Period:** 01

**Start Date:** 01-JAN-2006

**End Date:** 31-JAN-2006

**Payment Cutoff Date:** 31-JAN- 2006

**Due Date:** 15-FEB-2006 (will default)

You can also set up the **Start Date**, **End Date** and **Payment Cutoff Date** to reflect your institution's schedule.

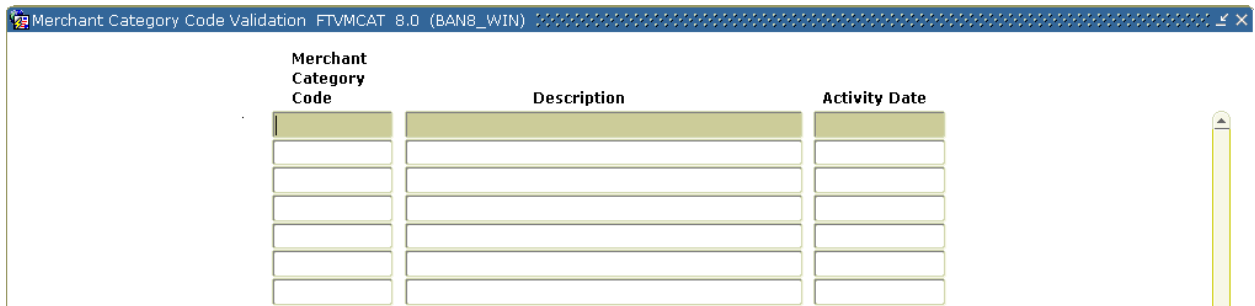
5. Continue setting up periods 02 through 12.
6. Click the **Save** icon.
7. Click the **Exit** icon.

# Merchant Category Code Validation

## Introduction

Use the Merchant Category Code Validation (FTVMCAT) to enter new Merchant Category Codes or view existing codes.

## Banner form



Merchant Category Code	Description	Activity Date

## Steps

Follow these steps to complete the process.

1. Access the Merchant Category Code Validation Form (FTVMCAT).  
  
Note: This form opens in Data Entry Mode. To enter a new Merchant Category Code, perform an **Insert Record** function.
2. Enter a Merchant Category Code in the **Merchant Category Code** field.
3. Click on the **Description** field.
4. Enter an appropriate description for the **Merchant Category Code** field.
5. Click the **Save** icon.
6. Repeat steps 2 – 5, for each Merchant Category Code.
7. Click the **Save** icon.
8. Click the **Exit** icon to exit the FTVMCAT form.

# Self Check

---

## Directions

Use the information you have learned in this workbook to complete this self check activity.

## Question 1

Which form do you use to establish purchase card override capabilities?

## Question 2

Which form do you use to set up due dates for Purchase Card transactions?

# Answer Key for Self Check

---

## Question 1

Which form do you use to establish purchase card override capabilities?

**User Profile Form (FOMPROF).**

## Question 2

Which form do you use to set up due dates for Purchase Card transactions?

**Payment Cutoff Schedule Maintenance Form (FTMPCSH).**



# Day-to-Day Operations



## Section goal

The purpose of this section is to explain the day-to-day or operational procedures to handle purchase card procedures at your institution.

## Objectives

In this section you will learn how to

- create a Purchase Card record
- approve Purchase Card invoices
- run Purchase Card processes.

# Overview

---

## Outline of the process

- Card number records and responsible personnel are recorded in the Purchase Card Maintenance Form (FTMCARD).
- Daily charge records are loaded to the Banner FATCARD table (processes to perform this load are generally the responsibility of your institution).
- The FAPCARD process is run to verify the validity of the records in FATCARD, and to load them to the FABINVT and FARINVT tables, where they can be accessed for review via the Purchase Card Transaction Document Information Form (FAAINVT).
- The FAPINVT process is then run to take all approved transactions, and process them according to parameters established for your institution.

# Purchase Card Menu

## Menu

- 📁 **Accounts Payable [\*FINAP]**
  - 📁 **Invoice/Credit Memo Processing [\*FININVS]**
  - 📄 **Batch Check Print [FAABATC]**
  - 📄 **Check Cancellation [FAACHKS]**
  - 📄 **On-line Check Print [FAAONLC]**
  - 📄 **Bank Tape Reconciliation [FAABREC]**
  - 📄 **1099 Reporting [FAA1099]**
  - 📁 **Accounts Payable Query [\*FINAPQRY]**
  - 📁 **Accounts Payable Validation [\*FINAPVAL]**
  - 📁 **Accounts Payable Table Maintenance [\*FINAPTAB]**
  - 📁 **Purchase Card Processing [\*FINPCARD]**
    - 📄 **Purchase Card Maintenance [FTMCARD]**
    - 📄 **Payment Cutoff Schedule Maintenance [FTMPCSH]**
    - 📄 **Purchase Card Transaction Maintenance [FAAINVT]**
    - 📄 **Merchant Category Code Validation [FTVMCAT]**
    - 📄 **Purchase Card Query [FAICARD]**

## Accessing the menus

You can access the Purchase Card from the Accounts Payable system menu (\*FINAP) within the Finance system menu (\*FINANCE). All forms are explained in this workbook. This menu displays these submenus:

<b>Sub Menu</b>	<b>Provides access to the forms that are used to...</b>
FTMCARD	manage Purchase Cards information.
FTMPCSH	set up payment schedule.
FAAINVT	review FOAPAL, Vendor Code and Commodity Code information.
FTVMCAT	view or enter new Merchant Category Codes.
FAICARD	review Credit Card information and transactions.

# Creating a Purchase Card Record

## Introduction

You can create a Purchase Card record using the Purchase Card Maintenance Form (FTMCARD).

## Banner form

The screenshot shows a web browser window titled "Purchase Card Maintenance FTMCARD 8.0 (BAN8\_WIN)". The form contains the following fields and sections:

- Cardholder ID:** A dropdown menu and a text input field.
- Card Account Number:** A dropdown menu and a text input field.
- Status:** A dropdown menu.
- Start Date:** A date input field.
- Expiration Date:** A date input field.
- Card Type:** A dropdown menu.
- Mother Maiden Name:** A text input field.
- Account Manager:** A dropdown menu and a text input field.
- Business Manager:** A dropdown menu and a text input field.
- Sponsor ID:** A dropdown menu and a text input field.
- Card Descriptor:** A text input field.
- COAS:** A dropdown menu.
- Index:** A dropdown menu.
- Fund:** A dropdown menu.
- Organization:** A dropdown menu.
- Account:** A dropdown menu.
- Program:** A dropdown menu.
- Activity:** A dropdown menu.
- Location:** A dropdown menu.
- Project:** A dropdown menu.
- Bank:** A dropdown menu.
- Merchant Category Code:** A dropdown menu.
- Responsible Organization:** A dropdown menu.
- Single Purchase Limit:** A text input field.
- Spending Limit:** A text input field.
- Allowable Transactions:** A section with three input fields: **Daily:**, **Monthly:**, and **Lag Days:**.

There are also two checkboxes:  Sponsored Card and  Multiple Cards.

## Steps

Follow these steps to complete the process.

1. Access the Purchase Card Maintenance Form (FTMCARD).
2. Search for existing persons and entities on your system from the **Cardholder ID** field.
3. Select any existing person record.

Note: Be sure that all participants select a unique record. Multiple participants should not attempt to update the same ID simultaneously.

4. Record the ID you've selected: \_\_\_\_\_.
5. Create a card number (up to 12 digits) in the **Card Account Number** field.

Note: Do not duplicate the card numbers of other participants.

These card numbers should match the card numbers in the test bank file.

6. Perform a **Next Block** function.

Result: The **Status** field will default to active. The **Start** field will default to the current month and year. The **Expiration** field will default to the end of the current year.

7. Specify the credit card type in the **Card Type** field.

Note: Enter *AMEX* or *MC*, as appropriate.

8. Make up a name and enter it in the **Mother's Maiden Name** field.

9. Perform a search in the **Account Manager** field and select an ID.

Note: The values for **Account Manager** will be any user ID that has been set up on FOMPROF.

10. Leave the **Business Manager** field blank.

Note: The Business Manager might be a back-up to the Account Manager but is not required.

11. Leave the **Sponsored Card** checkbox unmarked.

12. Leave the **Multiple Cards** checkbox unmarked.

Note: The field identifies cardholders with additional card accounts.

You will only be prompted for **Card Descriptor** if you check the Multiple Cards field.

13. Leave the **Sponsored Card** field unmarked.

Note: You will only be prompted for **Sponsor ID** if you check the **Sponsored Card** field.

14. Enter *B* (or the Chart of Accounts code for your institution) in the **COAS** field.

15. Enter the **Fund**, **Organization**, **Account** and **Program** codes for the expenses associated with this card.

Note: This is the default FOAPAL that will be debited for purchases made with this card.

If the **Bank Code** does not default from the Fund record, be sure to enter a Bank Code as this is a required field.

16. Enter a dollar amount in the **Single Purchase Limit** field.

Note: This field is for information only.

17. Enter an overall dollar limit for this cardholder in the **Spending Limit** field.

Note: This field is for your information only.

18. Limit daily transactions for this card by entering a whole number in the **Allowable Transactions Daily** field.

Note: This field is for your information only.

19. Limit monthly transactions in the **Monthly** field.

Note: This field is for your information only.

**Lag Days** will default from FTVSDAT for the Card type you selected. You can override that number here.

20. You may enter text data regarding this card in FOATEXT by clicking on the **Options** Menu.

Note: This field is for your information only.

21. Click the **Save** icon.

22. Click the **Exit** icon.

# Running the FAPCARD Process

## Introduction

Use the Purchase Card Transaction Process (FAPCARD) to validate bank card vendor records loaded to the FATCARD table, and to create the Liability Journal that will credit your monthly liability account and debit your daily liability.

**Warnings:** The FAPCARD process can only run against records that have been electronically loaded to the FATCARD table. If no such records have been loaded, you will not be able to perform this exercise.

You will not be able to proceed running the FAPCARD process exercise without the assistance of your technical staff in uploading test bank card charge records to the FATCARD table.

## Banner form

The screenshot shows a Banner form titled "Process Submission Controls - GJAPCTL 8.0 (BAN8\_WIN)".

**Process:** FAPCARD (dropdown) Purchase Card Transactions (text field)      **Parameter Set:** (dropdown)

---

**Printer Control**

**Printer:** DATABASE (dropdown)      **Special Print:** (text field)      **Lines:** 55 (text field)      **Submit Time:** (text field)

---

**Parameter Values**

Number	Parameters	Values
01	System ID	FAPCARD
02	System Date Time Stamp	
03	Duplicate Override?(Y/N)	N

LENGTH: 8 TYPE: Character O/R: Required M/S: Single  
Enter the System ID used to process records in FATCARD.

---

**Submission**

Save Parameter Set as      **Name:** (text field)      **Description:** (text field)       Hold       Submit

## Steps

Follow these steps to run the FAPCARD process.

1. Access the Purchase Card Transaction Process (FAPCARD).
2. Enter *Database* (or select a valid printer for your institution) in the **Printer** field.
3. Enter these parameter values.

Parameter	Value
Parameter 01: <b>System ID</b>	Enter <i>FAPCARD</i> if it is not already entered.
Parameter 02: <b>System Date Time Stamp</b>	Enter the system time stamp for the parameter in the format <i>YYYYMMDD</i> (It is very important to use the same date used by your technical staff in uploading the FATCARD records).
Parameter 03: <b>Duplicate Override</b>	Enter <i>N</i> .

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to execute the report.

Result: The Auto hint line displays the job submission number for the report log and list file.

8. Use the **Review Output** option to access the results of this process if you specified Database (Otherwise, retrieve your printout from the printer you specified).
9. Examine the output from this process for errors.

Note: Does your listing indicate that records have been successfully processed?

If yes, proceed to the next procedure. If the output indicates errors, these will have to be corrected before you can proceed.



10-JUL-2008 09:23:53 PM

BANNER University  
Load of Purchase Card Interface Transactions  
AS OF 10-JUL-2008

PAGE 1  
FAPCARD

SYSTEM ID: FAPCARD  
SYSTEM TIMESTAMP: 20080710  
CARD TYPE: MC

CAMPUS	POST DATE	TOTAL AMOUNT	COUNT	SUM AMOUNT	SUM COUNT	MESSAGE
5202	10-JUL-2008	6199.00	3	6199.00	3	Counts and Amounts match successfully
REPORT TOTALS:		6199.00	3	6199.00	3	

DUPLICATE STATUS

CAMPUS	POST DATE	OVERRIDE	DUPLICATE STATUS
5202	10-JUL-2008	N	No duplications found

BATCH STATUS: FATCARD File successfully processed.

010-JUL-2008 09:23:53 PM

BANNER University  
Load of Purchase Card Interface Transactions  
AS OF 10-JUL-2008

PAGE 2  
FAPCARD

\*\*\* REPORT CONTROL INFORMATION \*\*\*

Release: 7.1.0.1  
System ID: FAPCARD  
System Timestamp: 20080710  
Duplicate Override Indicator: N  
Number of records processed: 3

# Accessing Unfed Invoice Records

## Introduction

You can access the unfed invoice records created by the FAPCARD process using the Purchase Card Transaction: Document Information Form (FAAINVT).

## Banner form

### Purchase Card Transaction: Document Information Form (FAAINVT)

The screenshot shows a web browser window titled "Purchase Card Transaction Maintenance FAAINVT 8.0 (BAN8\_WIN)". The form contains the following fields and sections:

- Top Section:** Cardholder ID (dropdown), Account Manager ID (dropdown), Business Manager ID (dropdown), Responsible Organization (dropdown), and Type (dropdown set to "Not Fed Transactions").
- Second Section:** Cardholder ID, Card Account Number, Start Date, Expiration Date, Card Type, Card Status Code, Card Description, Account Manager ID, Business Manager ID, and Responsible Organization.
- Third Section:** Vendor (dropdown), Check Vendor (dropdown), Address Type (dropdown), Sequence (dropdown), City, State or Province, ZIP or Postal Code, Nation, Reference Number, SIC, Document, Bank Post Date, Invoice Date, Feed Date (calendar icon), Payment Due Date, and Transaction Amount.
- Options:** "One Time" and "Credit Memo" checkboxes.

## Steps

Follow these steps to complete the process.

1. Access the Purchase Card Transaction: Document Information Form (FAAINVT).
2. Enter your **User ID** in the **Account Manager** field.

Note: Leave the **Cardholder ID**, **Responsible Organization** and **Business Manager** fields blank.

3. Select **Not Fed Transactions** in the **Type** field.

4. Perform a **Next Block** function.

Note: If records have been successfully updated from FAPCARD, information should be displayed in the lower two blocks of this form.

5. Page through the cardholders in this load using your up and down arrow keys.

Note: The second block lists the cardholders and the third block displays the invoices associated with these cardholders. Select a cardholder/card combination.

Each participant must select a unique card. Users should not attempt to update the same card's information simultaneously.

6. Perform a **Next Block** function.

7. Review the individual invoices relating to a particular cardholder ID in this portion of the form.

8. Select a vendor if your invoice records have been loaded without a **Vendor** or with a one-time vendor.

Note: As in the Invoice Maintenance Form, the **Check Vendor** field allows you to direct payment to someone other than the provider of service, if using the direct pay invoice option.

9. Tab to the **Feed Date** field.

Note: This field will default to the lag days specified for the particular credit card. Override the default information with the current date.

10. Perform a **Next Block** function.

Note: As in the Purchasing Forms, the Commodity Code field or Commodity Description field allows you to enter commodity information for this transaction.

11. Perform a **Next Block** function.

Note: You can change the default FOAPAL information for charges for this transaction if desired. You can add more than one line of accounting also. If you do so, be sure that the bank code field is populated, as this is a required field for an invoice to successfully post.

12. Perform a **Rollback** function.

13. Select another cardholder.

14. Perform a **Next Block** function.

15. Assign a **Vendor**, if necessary.
16. Update the **Feed Date** field to the current date.
17. Complete steps 11-17 as required.
18. Ascertain, as a group, that all of the feed records have been updated as desired before proceeding to the next procedure.

# Updating the Invoice Records

## Introduction

You can update the invoice records reviewed in the previous procedure by running the Invoice Feed Process (FAPINVT).

Note: This process will feed all "Not Fed" FAAINVT records with a feed date equal to or less than the FAPINVT Feed Sweep date.

## Banner form

The screenshot shows a web-based form for the Invoice Feed Process (FAPINVT). The form is titled "Process Submission Controls G3APCTL 8.0 (BAN8\_WIN)". It contains the following sections:

- Process:** FAPINVT (dropdown), Invoice Feed Process (text field)
- Parameter Set:** (dropdown)
- Printer Control:**
  - Printer:** DATABASE (dropdown)
  - Special Print:** (text field)
  - Lines:** 55 (text field)
  - Submit Time:** (text field)
- Parameter Values:**

Number	Parameters	Values
01	System Id	FAPINVT
02	Feed Sweep Date	
03	Bank Code	
04	Invoice Transaction Date	

LENGTH: 8 TYPE: Character O/R: Required M/S: Single  
Enter System Id
- Submission:**
  - Save Parameter Set as
  - Name:** (text field)
  - Description:** (text field)
  - Hold
  - Submit

## Steps

Follow these steps to complete the process.

1. Access the Invoice Feed Process (FAPINVT).
2. Enter *Database* (or select a valid printer for your institution) in the **Printer** field.

3. Enter these parameter values.

<b>Parameter</b>	<b>Value</b>
Parameter 01: <b>System ID</b>	Enter <i>FAPINVT</i> if it is not already entered.
Parameter 02: <b>Feed Sweep Date</b>	Enter the feed date you assigned to the invoice records in the preceding exercise (i.e., the current date), in the standard format <i>DD-MMM-YY</i> .
Parameter 03: <b>Bank Code</b>	Enter the Bank ID that was assigned to the cardholder records in FTMCARD in this field.

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to execute the report.

Result: The Auto hint line displays the job submission number for the report log and list file.

8. Use the **Review Output** option to access the results of this process if you specified **Database**.

Note: Otherwise, retrieve your printout from the printer you specified.

9. Examine the output from this process for errors.
10. Click the **Exit** icon to exit the Job Submission Control Form.
11. Access the Purchase Card Transaction: Document Information Form (FAAINVT).
12. Tab to the **Type** field and select *Fed Transactions*.
13. Perform a **Next Block** function.
14. Review the cardholders and invoices you updated in the preceding exercise.

Note: Notice the newly assigned **Invoice** number.

15. One of the participants or the instructor should run the Posting Process, FGRACTG, to post these invoices.



# Loading and Posting the Liability Journal

## Introduction

Run the standard Finance Feed processes to load and post the Liability Journal that was generated by the FAPCARD process. The processes employed are FURFEED, FGRTRNI, FGRTRNR, and FGRCTG.

## Banner form

Process Submission Controls GIAPCTL 8.0 (BAN8\_WIN)

Process:  Finance Feed Sweep Process

Parameter Set:

**Printer Control**

Printer:  Special Print:  Lines:  Submit Time:

**Parameter Values**

Number	Parameters	Values
<input checked="" type="checkbox"/> 01	Report Mode	<input type="text"/>
<input type="checkbox"/> 02	System ID / Time Stamp	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>
<input type="checkbox"/>		<input type="text"/>
<input type="checkbox"/>		<input type="text"/>
<input type="checkbox"/>		<input type="text"/>
<input type="checkbox"/>		<input type="text"/>
<input type="checkbox"/>		<input type="text"/>

LENGTH: 1 TYPE: Character O/R: Required M/S: Single  
S(elect) or V(iew). View runs audit mode; Select is update mode.

**Submission**

Save Parameter Set as Name:  Description:   Hold  Submit

## Steps

Follow these steps to complete the process.

1. Access the Finance Feed Sweep Process (FURFEED).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.



3. Enter these parameter values.

Parameter	Value
Parameter 01: Report Mode	Enter <i>S</i> .
Parameter 02: System ID / Time Stamp	Enter <i>FAPCARD</i> .

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to execute the report.

Result: The Auto hint line displays the job submission number for the report log and list file.

8. Use the **Review Output** option to access the results of this process if you specified Database.

Note: Otherwise, retrieve your printout from the printer you specified.

If successful, the output from this process should list a feed document Journal number and indicate in the right hand column that this journal has been *Transferred*.

9. Click the **Exit** icon to exit the Output Review form.
10. Perform a **Rollback** function.
11. Enter *FGRTRNI* in the **Process** field.
12. Enter *Database* in the **Printer** field, (or select a valid printer for your institution).
13. Perform a **Next Block** function.

Note: There are no parameters for this process.

14. Perform a **Next Block** function.
15. Click the **Save** icon.

Note: There is no output from this process, but you should review the .log file to determine that the process has been successfully completed.

16. Click the **Exit** icon to exit the Output Review form.
17. Perform a **Rollback** function.
18. Enter *FGRTRNR* in the **Process** field.

Note: This process will list any errors encountered in the FGRTRNI process.

19. Enter *Database* in the **Printer** field (or select a valid printer for your institution).

20. Perform a **Next Block** function.

Note: There are no parameters for this process.

21. Perform a **Next Block** function.

22. Click the **Save** icon.

23. Use the **Review Output** option to access the results of this process if you specified Database (Otherwise, retrieve your printout from the printer you specified).

Note: If this report lists errors for the transfer Journal listed in the FURFEED process, you'll need to correct these errors and complete the Journal in either of the Journal Voucher Entry Forms (FGAJVCD, FGAJVCQ).

Once this journal is completed, one of the participants or the instructor should run the Posting Process, FGRACTG, to post this journal.

24. Review the postings in the Liability Fund you created using the FGITBAL form.

Note: Notice the posting effects of the invoices you generated, and of the liability journal.

# Purchase Card Query

## Introduction

You can view card information and transaction information using the Purchase Card Query (FAICARD).

## Banner form

**Purchase Card Query FAICARD 8.0 (BAN8\_WIN)**

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:

## Steps

Follow these steps to complete the process.

1. Access the Purchase Card Query (FAICARD).
2. Enter a valid cardholder ID in the **Cardholder ID** field.
3. Enter a valid Card Account Number in the **Card Account Number** field.
4. Perform an **Execute Query** function.
5. View data about this card.
6. Perform a **Next Block** function.
7. View transaction history for this card.
8. Perform a **Next Block** function.
9. View transaction history information for this card.
10. Perform a **Rollback** function.
11. Enter another Card Account Number.
12. Click the **Exit** icon to exit the FAICARD form.

# Self Check

---

## Directions

Use the information you have learned in this workbook to complete this self check activity.

### Question 1

The Auto hint line displays the job submission number for the report log and list file.

True or False

### Question 2

You can query a specific card number.

True or False

### Question 3

Which process is run to take all approved transactions and process them according to the parameters established at your institution?

# Answer Key for Self Check

---

## Question 1

The Auto hint line displays the job submission number for the report log and list file.

**True**

## Question 2

You can query a specific card number.

**True**

## Question 3

Which process is run to take all approved transactions and process them according to the parameters established at your institution?

**Invoice Feed Process (FAPINVT).**

# Appendix



## Forms Job Aid

Form	Full Name	Use this Form to...
FAAINVT	Purchase Card Transaction Maintenance	correct transactions missing FOAPAL elements.
FAICARD	Purchase Card Query	review Credit Card information and transactions.
FTMACCT	Account Maintenance Form	establish an object of expenditure accounts.
FTMCARD	Purchase Card Maintenance Form	store and associate the cardholder for each card issued, default FOAPAL information, an account manager (person to be notified), and other key information. Most of this form's stored data is informational only.
FTMFUND	Fund Maintenance Form	establish fund codes for a specific chart of accounts.
FTMPCSH	Payment Cutoff Schedule Maintenance	manage the PCard payment cutoff schedule.
FTMSDAT	System Data Maintenance Form	maintain information integral to the processing or maintenance of various transactions and/or reports within Finance.
FTVMCAT	Merchant Category Code Validation	create merchant category codes.



# Terminology

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## Purchase Card

A credit card that allows employees to make purchases on behalf of the institution.

Example: A corporate American Express card or MasterCard.

## Upload

The process of bringing outside information from another electronic system into the Banner system.

## Zero-pay invoice

An invoice that is posted only and will not be paid.

# Appendix A

## T-Accounts

	Bank		AP		Monthly Clearing		Daily Clearing		Dept Expense	
1						10,000	10,000			
2								150	150	
2								100	100	
2								500	500	
3				300,000	300,000					
4		3000,000	300,000							

## Steps

1. JV for liability:

Credits the monthly clearing account and debits the daily clearing account. This happens after you run FAPCARD, FURFEED, FGRTRNI, FGRCTG.

2. Department invoices:

Debit the department expense account and credit the daily clearing account. This happens after FAPINVT is run (and FGRCTG).

3. Invoice to Bank at end of month:

Debits monthly clearing account and credits AP account. This happens when a regular direct pay invoice is processed to bank at end of month.

4. Check is cut:

Debits the AP account and credits the bank. This happens when the check is cut.

## Notification in Banner Messaging:

