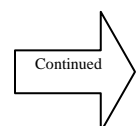


How to Process a Purchase Card (Pcard) Credit Transaction - FAINVT

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

1. Locate the accounting and vendor information for the original charge. If an invoice number has been assigned you can find the information using FAINVE based on the Banner invoice number or FAINVT using the “Fed Transactions” option. If the original transaction has not been fed to a zero-pay invoice yet, you can find the information in FAINVT using the “Not Fed Transactions” option. Jot the accounting information down; you will need this information later.
2. Enter **FAINVT** at the Banner main menu. This is the PCard Transaction Maintenance Form.
3. Enter your Banner Username information in the **Account Manager or Business Manager field as appropriate**.
4. Select **Not Fed Transactions**.
5. **Control page down** or select **next block** to move to the **Card Information Block**.
6. 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.)
7. **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.)
8. The credit transaction will be identified in this block with a check mark in the “CM” box. This is the only place it will be noted that this transaction was a return or credit on your Visa statement.
9. If the original purchase transaction was assigned to a Banner Vendor ID, the credit transaction should be assigned to the same Banner Vendor ID.
10. **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.)
11. **Control page down** or **select next block** to the **Default Accounting Distribution block**.
12. **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 vendor transaction, so several items may need to be detailed on that one line.)



13. **Control page down** or **select next block** to the **Transaction Accounting Distribution** block. Using the information from the original charge complete the accounting distribution.
- Tab** past the **COA** field leaving the "C" indicator
 - Replace the default index with the index from the original charge.
 - Tab** to **Acct** (Account) field and replace the default code with the code from the original charge.
 - Tab** to **Actv** (Activity) field and enter the code from the original charge, if one was used.
 - Tab** to **Amount**, verify the amount against your working papers. Do not add a negative symbol to the amount. The "CM" indicator in the **Transaction Information Block** directs Banner to treat the amount as a credit.
 - If more distribution lines are needed arrow down to the next line and continue entering the distribution information.
14. If you are finished distributing transactions click on the "X" to exit this screen and return to Banner's main menu.
15. To continue the distribution process for the same card.
- 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**.
 - Arrow down** or select **Next Record** until you reach the next transaction you wish to distribute.
 - Follow the instructions above to complete the remaining distributions for this session.
 - Click on the "X" when finished to exit to the Banner main menu.

OR

16. To continue the distribution process for a different card:
- Control Page Down** or **Select Next Block** to return to the **Card Information Block**. This will place your cursor at the **Cardholder ID field**.
 - Arrow down** or **select next record** until you reach the next card with transactions you wish to distribute.
 - Follow the instructions above to complete the remaining distributions for this session.
 - 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.