Banner 9
PCard Reallocating Instructions

You have approximately **5 business days** from the bank postdate to reallocate expenses. Transactions will remain in the FAAINVT form until Finance runs a sweep to post them to the GL. If the PCard transaction still has the default account code and the sweep is completed, a Journal Entry will need to be done so that the expense can be posted to the correct account code. An IDI will need to be submitted to Accounting and a copy provided with your PCard statement.

If you have any questions, please contact Renee Murillo at ext. 6345 or renee.murillo@rrcc.edu.

Step 1 – Log into Banner

- https://cdn.cccs.edu/BannerSelfService/student/banner.html
  *Use Mozilla Firefox or Google Chrome for Banner 9.

- Click on "Banner 9 Admin Pages".
  Username: S#
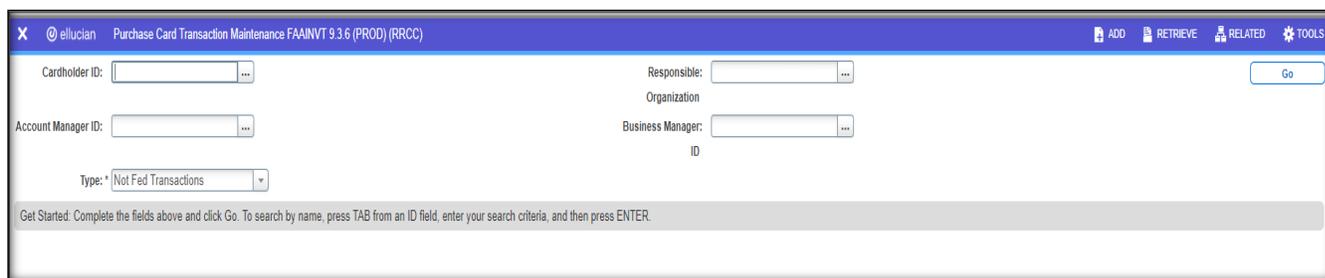 *Password:* Same as your Portal password.

Step 2 – Access the Purchase Card Transaction Document Information Form (FAAINVT)

- In the "Search" box, type in FAAINVT and hit enter


Step 3 – Locate Cardholder

- In the field "Cardholder ID" enter the S# of the Cardholder you are reallocating for. The name should come up. In the right hand corner, click on the green "Go" Tab. This should lead you directly into the reallocation screen.

Step 4 – Locate and Reallocate Expense

You MUST complete the **Commodity Code** (Account Code plus the two-digit extension) in the section labeled "Default Accounting Distribution" **AND** change the **Account Code** in the section labeled "Details" to fully reallocate the expense.

- Navigate to the second half of the screen to access your transactions using the down arrow shown at the bottom left hand corner of the screen.

- Then select the transaction you want to reallocate by selecting the correct record (use the right or left arrows). Once you have selected the transaction, use the down arrow shown at the bottom of the left hand corner of the screen to access the accounting distribution.
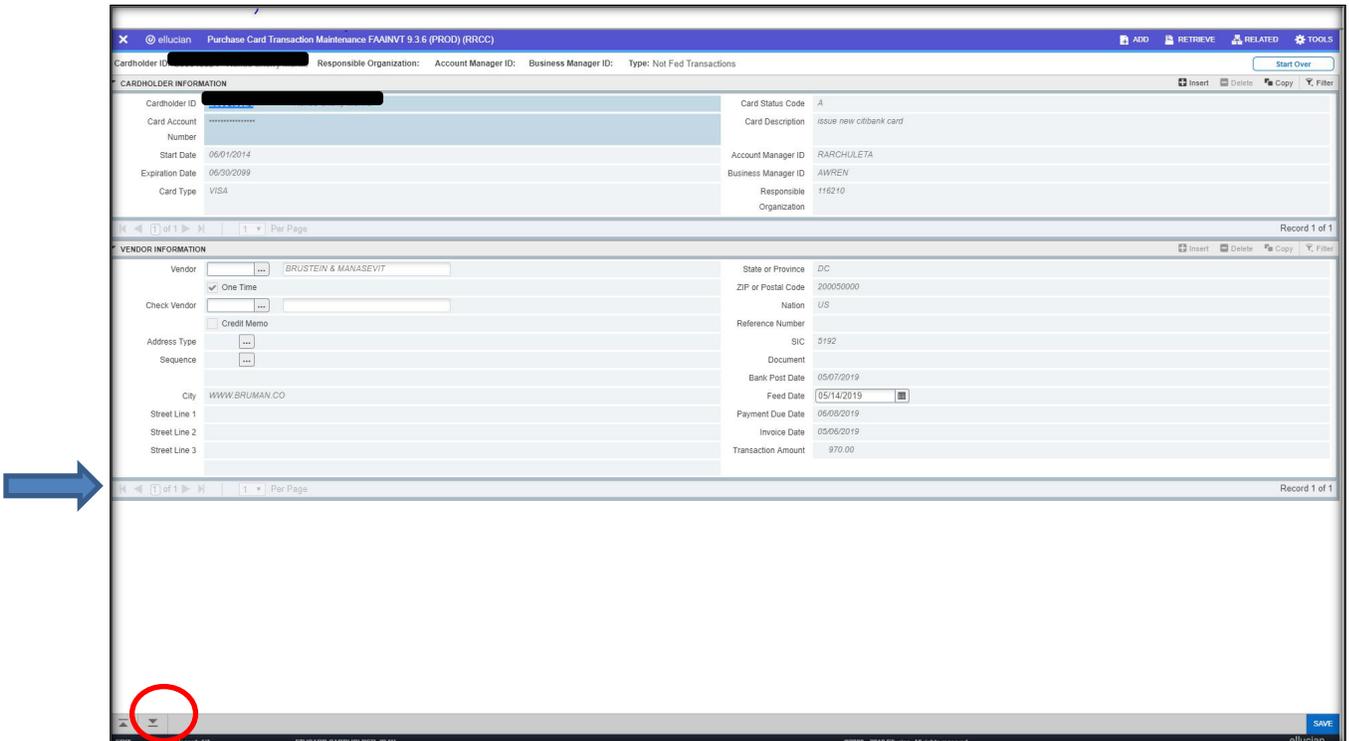
- Click in the Commodity Block and enter the **Commodity Code** (Account Code plus the two-digit extension). Hit tab. The description field will automatically update to reflect the commodity category entered.
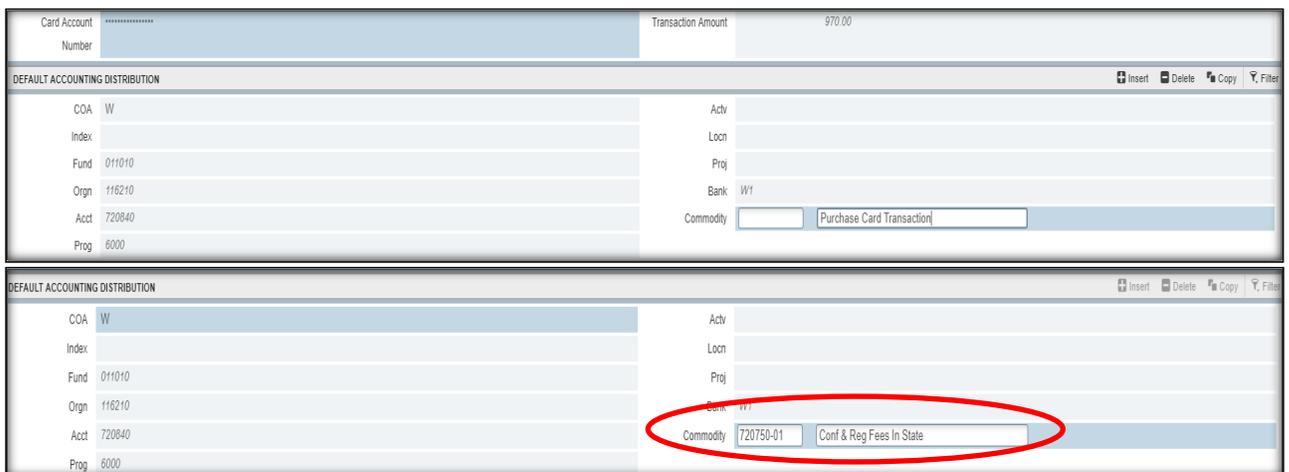
- Use the down arrow again (located in the bottom left hand side of the screen) to enter the FOAP (Fund ORG Account Program) Line. This is where you can change the Account Code and/or the ORG code.

  o **ACCOUNT ONLY:** Tab through this part of the screen to insert the correct Account Code (ACCT). *(The Account Code is the first 6 numbers of the Commodity Code.)* This step must be completed to fully move the expense to the appropriate Account Code.

  o **ORG:** If you are changing the ORG, you need to delete all the information in the Fund, Orgn, Acct, and Prog fields to clear the default entry.

  o When you start at the beginning after clearing entries, fill in the "Orgn" and hit tab, the system will default the Fund and Prog for you. Fill in the "Acct".
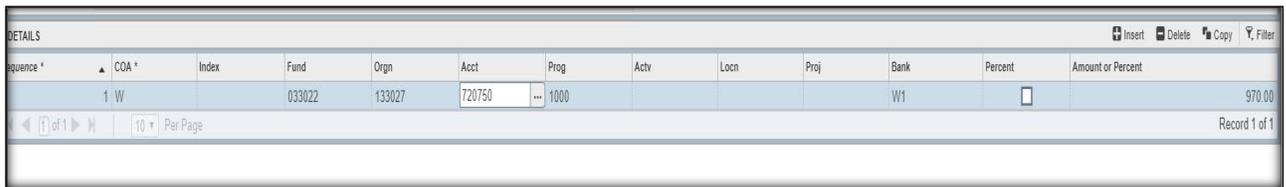

  o **MULTIPLE ORGS:** <u>If you are charging to multiple orgs</u> use the up and down arrows on your computer keyboard to enter the 2nd and continuous org. *Remember! You will need to change the dollar amount to reflect the new accounting – it must add up to the charge or Banner will not accept it. You will also need to type in "W1" in the Bank column.*

- When complete, click the "Save" button in the bottom right hand corner. You should get a response back from Banner that looks like:

Step 5 - DO NOT FORGET TO PRINT A COPY OF THIS SCREEN FOR YOUR PCARD FILE!
- Go to Tools (upper right corner)
- Click on Print Screenshot
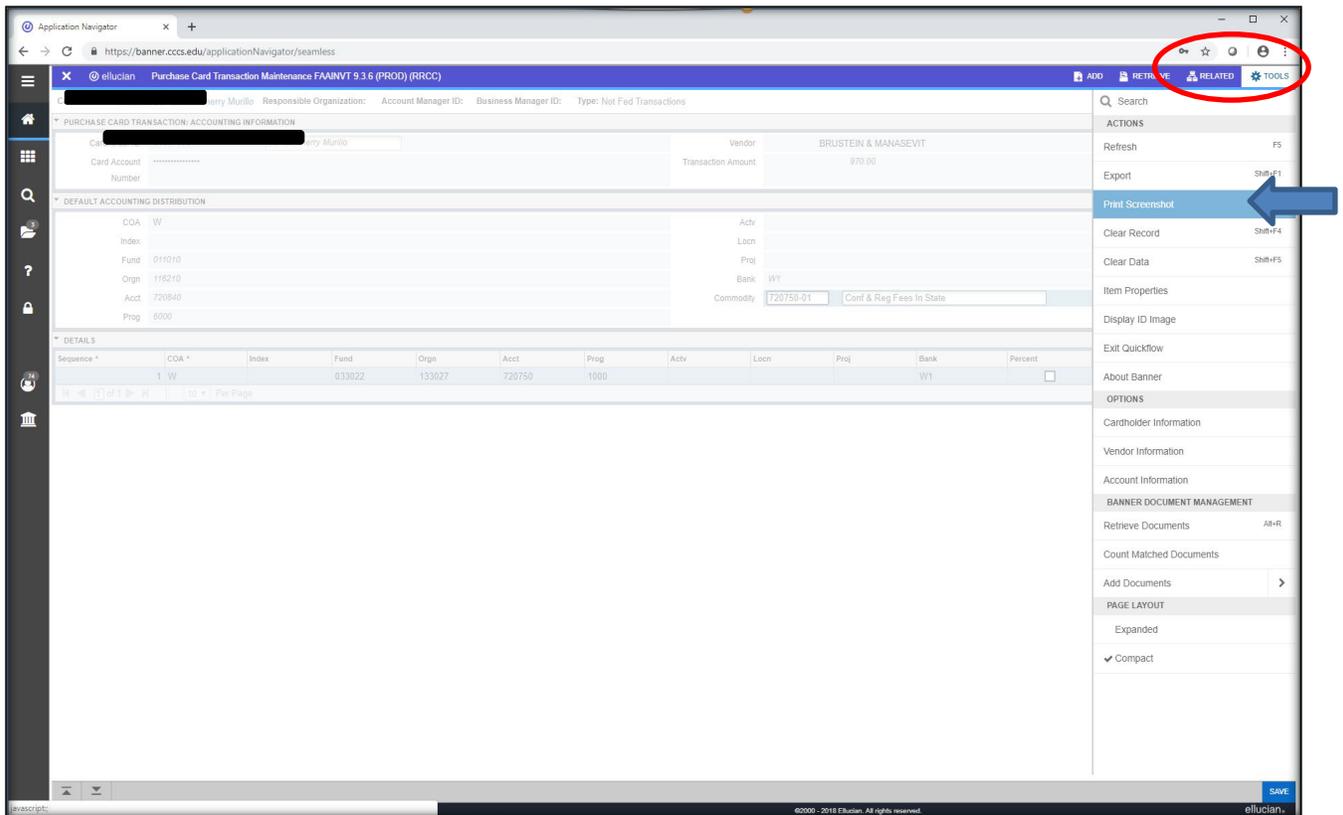
- The print screen options will show up in the left corner. Be sure to change the layout to **"Landscape"**. Hit Print.
- To exit the screen, close the X button in the top left hand corner of the screen as shown above.