



THE CITADEL

Banner 9 Purchase Card Reconciliation Process

1. Go to the Banner 9 Welcome screen, enter FAAINVT and Click enter on your keyboard or choose this screen name from your Applications list.
2. Once the Purchase Card Transaction Maintenance form appears, make sure that “Not Fed Transactions” is indicated in the Type field. There are three ways to get to the Cardholder Information field. You may use the Next Section arrow that is located on the lower left corner of the screen, click the GO button on the upper right corner of the screen, or press and hold the ALT key and then click the Page down key on your keyboard.
3. To select the appropriate user, enter the cardholder’s CWID in the Cardholder ID field. If you do not know this information, use the arrows on your keyboard to navigate to the appropriate name. Once you have found the user information, select the Next Section arrow to get to the Vendor Information section.
4. No changes are made in the Vendor Information section. Instead, use the arrows on your keyboard to toggle through the list of vendors that were used during the period to be reconciled to confirm vendor names, transaction amounts and if the charge posted as credit or debit. If this information can be matched to what is on the credit card statement the charges are ready to be reconciled. To get to the accounting information click on the Next Section arrow on the lower left of the screen.
5. The Default Accounting Distribution section contains the default index and account that was used to get the card established. Your cursor should be in the Commodity field but no changes are to be made. This field includes the transaction number that is assigned to each charge by BOA. To make changes or updates to the index or account, select the Next Section arrow and follow the instructions in item 6. If no updates are to be made select the Previous Section arrow located on the lower left of the screen to move on to the next charge.
6. Your cursor should now be in the COA (Chart of Accounts) field where the letter “C” should be highlighted. In order to make changes, tab to the Index field to update the index then tab to the Account field to update the account code. If use tax needs to be added to the supply purchased enter USETAX in the Actv (Activity) field. Once you confirm that the number “1” is entered in the Bank field, and that the Amount or Percent field is equal to the amount charged, click the

Save icon located on the lower right corner. A banner message will appear in the upper right corner to indicate that your changes have been saved successfully. Go through this process for each charge for this cardholder.

7. If additional cards need to be reconciled, click the Previous Section arrow until you are back at the Cardholder ID field. Type the CWID or arrow to the appropriate cardholder's name. If no other cards are to be reconciled close the form by clicking the X, or close icon in the upper left corner of the screen.