Reconciliation and Banner Coding (P-Card)
Controller’s Office
This guide is designed to be used in conjunction with attendance in training classes provided by UNF Controller’s Office and in collaboration with CPDT.
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Objectives:

Learners will be able to:
1. Approve and Code P-Card transactions
2. Access Banner on-line statements
3. Access Regions on-line statements
4. Reconcile both statements

Intended Audience:

P-Card Account/Business Managers

Pre-Requisites:

In order to attend this class, one must have the following pre-requisites:

1. Basic working knowledge of the Internet Native Banner system
2. Familiarity with P-Card policies & information

Icon Key:

- Important Info – Cannot work without knowing.
- Nifty Note – Nice to know information.
Introduction

The processes you are about to learn are very straightforward and user friendly. Following the steps from start to finish will assure proper completion of the reconciliation process. The reconciliation process should be conducted at the end of each month. If there are any questions on the steps of this process, please contact the P-Card Administrator.

It’s important to note that the lag time for coding transactions is five calendar days. This will require a more diligent effort on the part of the coders and Account Managers to make sure charges are not allowed to be charged to the Banner default account code for your transactions. Should that happen, you will need to process “J09” transactions to clear the default account code.

Inquiries for the P-Card Administrator may be sent directly to pcardadministrator@unf.edu where the email is monitored more frequently.

The P-Card Administrator is Rabena Johnson and she can be reached at 904-620-1738 or by e-mail at rjohnson@unf.edu.
Chapter One

Approving & Coding P-Card Charges in Banner

Once the P-Card has been used to make a purchase, certain processes must be completed in Internet Native Banner (INB). As an Account/Business Manager, you will need access to the P-Card screens in INB to approve and code the charges. If you do not already have access, please contact the P-Card Administrator at 620-1738.

Please note that INB security will require that you have access or approval to use the accounting codes you may need to use in the coding process. If you do not currently have authority to access or to input or update the index codes you need, you will need to have your department head contact the Controller’s Office to gain access for you.
To approve & code a P-Card charge in Internet Native Banner (INB):

1. Open your browser and enter the following URL: myWings.unf.edu.
2. Login with your UNF ID and password.
3. Click on the Staff tab.
4. Click the Internet Native Banner (INB) link.
5. After you have logged into INB, the following panel will appear on the right side of the screen along with a check-mark notification if you have charges to approve. Click on Check Banner Messages and read the message that appears in GUAMESG. This message will appear each time you log into Banner if you have charges to approve. The Account Manager will also receive a detailed email via the Outlook system.

6. Read and complete each message and close the GUAMESG form.
7. Enter FAAINVT in the Direct Access (Go To...) textbox and press <Enter> to access the Purchase Card Transaction Maintenance (FAAINVT) form. Do not click on the down pointing arrow next to textbox.

Nifty Note – Transactions must be coded and approved within 5 calendar days after it first appears on your screen. Regardless of reason, transactions cannot be disapproved or put on hold. Please code the charge so that it will post.
8. Confirm the **Type** field in the Key block reads “**Not Fed Transactions**.”

9. Enter Cardholder’s **ID (N#)** into the **Cardholder ID Field**.

10. Confirm the correct cardholder’s name automatically appears in the Key Block.

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

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**Nifty Note** – A Next Block function can be performed by clicking the **Next Block button** on Standard Toolbar, Choosing **Block>Next** from Menu bar or by pressing **<CTRL> + <Page Down>** on keyboard.
12. Confirm that the date fields in the 2nd and 3rd blocks are now filled in.

13. Notice the vertical scroll bar on the right side of the 2nd block. If the scroll bar is active and there is room to scroll, that means you have charges for more than one cardholder pending.

**Nifty Note** — You may have multiple cardholders for which you must approve P-Card transactions.

14. Perform a **Next Block** function.
15. Confirm the cursor is now in the **Vendor field**.

16. If you know the Vendor ID Number, please enter this number in the Vendor ID box. If you do not know the Vendor ID Number, you may continue to code the charges as the P-Card regulations do not require a Vendor to be in the Banner system for coding purposes.

17. The feed date cannot be changed.

18. Notice the vertical scroll bar on the right side of the 3rd block. If the scroll bar is active and there is room to scroll, that means you have charges for the current cardholder pending.

**Nifty Note** – You may have multiple transactions for each cardholder you approve.
19. Perform a **Next Block** function.

20. Review the dollar amount in the **Transaction Amount** field to ensure the amount matches your backup receipt and documentation. If the transaction amount does not match the receipt, contact the vendor to issue a credit through the card.
21. Type the correct commodity code in the **Commodity** field. If you do not know what it is, you can double click in the box to see a list of values.

22. Perform a **Next Block** function.

23. Click on the **Save** button to save the transaction.

**Important Info** – It is important to make sure all accounting information is keyed in correctly. The Commodity code and the Accounting code should be the same. If the incorrect Fund, Organization, and Account Codes are selected, you will be required to process a request for transfer to correct the error in Banner.

24. Complete all necessary transactions for all cardholders and save.

25. Exit all forms and exit Banner when finished.
Accessing & Extracting Banner On-line Statements

Reconciliation of monthly P-Card statements requires Account/Business Managers to access the INB system and extract the data to Excel. The following chapter will outline this procedure.

**To access & extract Banner On-line statements:**
1. Login to Banner and open **FAICARD** (Purchase Card Query)

(Fig. 1)
2. In the **Cardholder ID** field, type in the person’s N number.

(Fig. 2)
3. Click on the **Execute Query** icon.

(Fig. 3)

**Nifty Note** – You can also execute a query by pressing **F8** on keyboard.
4. Choose **Options>Transaction History Information** from the Menu bar.

(Fig. 4)

5. Click on the **Enter Query** button.

**Nifty Note** – You can also enter a query by pressing **F7** on keyboard.
6. Type %month-year% in the **Invoice Date** field; this will get you to the month and year that you are trying to reconcile. (If no month and year is entered, the system will display all transactions starting from July of the current fiscal year).

(Fig. 5a)

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**Nifty Note** — Only the first three letters of the month are required.
7. Click on the **Execute Query** Icon. This will display the transaction in Banner for the desired month and year.

(Fig. 5b)
8. Click **Help** on the Menu bar.

![Help menu](image)

(Fig. 6a)

9. While holding the `<CTRL>` key on the keyboard, click the **Extract Data No Key** option.

![Extract Data No Key](image)

(Fig. 6b)

**Nifty Note** – Depending on your operating system, your file may be minimized on the status bar.
10. Click on the **Open** button.

(Fig. 7)
11. Confirm transaction history information is displayed on a worksheet similar to an Excel spreadsheet format.

(Fig. 8)
12. Save this worksheet in Excel format:

   a. Chose **File** from the Menu bar.

   b. Choose **Save As** option.

   c. Create or open the folder in which you would like to save this file.

   ![Excel Save As Dialogue]

   **Nifty Note** – If using Excel 2010, choose **Office Button > Save As** to save worksheet.
d. In the Save as type field, select Microsoft Office Excel Workbook and type the name of the file in the File name field.

- **Nifty Note** – All data should be saved in a folder for P-Card transactions.

13. Close the Banner worksheet and open the one just saved in the Excel Workbook format.

- **Nifty Note** – It is highly recommended that a digital folder be created on your computer dedicated to holding P-Card transaction data for easy accessibility.
14. Total the transactions and save again under the same file name you created in step 12d.

15. Print spreadsheet for use with the SunTrust statement.

Nifty Note – You may use the @SUM function to total transactions.
Chapter Three

Accessing Regions On-Line Statements

In order to properly conduct reconciliation one must first successfully access the Regions online statements.

To access SunTrust online statements:

1. Go to https://enterprisespendplatform.suntrust.com/secure/welcome.asp

2. Sign-On to Enterprise Spend Platform (ESP). Contact the P-Card Administrator at 620-1738 or email at pcardadministrator@unf.edu if you have not received your User Name and Password.
3. Click print statement

![Image of SunTrust Enterprise Spend Platform]

4. Select the card account and report period, click “Ok”.

![Image of Report Parameters - Google Chrome]


Please select the account and report period

Account: STI - Visa - Purchasing (7192)
Period: 05/01/2014 to 05/31/2014

Ok
5. Click “PDF Statement” to print

6. Below is a sample of a SunTrust online statement.
7. Total the transactions for the period being reconciled.

8. To log off, click the log off link at the top of the menu bar.
Reconciling Both Statements

After both SunTrust and INB statements have been printed, the Account/Business Manager must complete the reconciliation process to insure that both statements equate. The enclosed Purchasing Card Reconciliation Form will assist you in completing this process.

To reconcile both statements:

1. Gather together SunTrust and INB printed statements.
2. Print out Purchasing Card Reconciliation Sheet (page 28).
3. Fill out Purchasing Card Reconciliation Sheet using the data from the printed statements.
4. On Line A (Total per SunTrust Bank Statement) of the Reconciliation Sheet, record the total net balance on the bank statement for the current month. **TOTAL SUNTRUST STATEMENT.**
5. On Line B (Receipts not on SunTrust Bank Statement) of the Reconciliation Sheet, record the total of the transactions listed on the Banner List of Transactions not listed on the Bank Statement for the current month. These transactions will probably be listed on the Bank Statement for the following month. **TOTAL BANNER LIST OF TRANSACTIONS NOT LISTED ON SUNTRUST STATEMENT.**
6. On Line C (Receipts Carried Forward) of the Reconciliation Sheet, record the total of the transactions for the current month not listed on the Banner List of Transactions for the current month. These transactions were probably listed on the Banner List of Transactions from the previous month. **TOTAL REGIONS TRANSACTIONS NOT LISTED ON BANNER LIST OF TRANSACTIONS.**
7. Add Line A (Total per Regions Bank Statement) to Line B (Receipts not on Suntrust Bank Statement) and subtract Line C (Receipts Carried Forward) on the Reconciliation Sheet.

8. Record the total on Line D (Balance per Report). This total on Line D must equal the total on the Banner List of Transactions for the current month.

9. If a discrepancy is discovered with the obtained balances complete the Explanation field as to the reason for discrepancy. Give an explanation for B and C.

10. File the Reconciliation Sheet, the Banner List of Transactions, and the SunTrust Bank On-line Statement, with the original Purchase Card Receipts together. The P-Card auditor will eventually review them and you must have this packet ready and available.

Nifty Note - This collection (step 10) will also include any justification statement, copy of travel forms, copy of receipts reimbursing UNF, and any other supporting documentation.
# University of North Florida
## Purchasing Card Reconciliation Sheet

### Department Name:  

### Cardholder Name:  

### Account Manager/Business Manager:  

### Total of Net Balance per SunTrust Bank On-Line Statement  

(Write the Total on Bank Statement - current month)

### PLUS: Receipts not on Bank Statement (Current Month)  

(Transactions on Banner list of transactions [PA/CARD] for current month not on Bank statement for current month; these transactions will probably be listed on following month Bank Statement)

### LESS: Receipts carried forward (Previous Month)  

(Transactions listed on Bank Statement for current month not on Banner list of transactions for current month; these transactions were probably listed on previous month Banner list of transactions)

### Balance per Report  

(A + B - C = D; this total [D] must equal the total on Banner list of transactions for current month)

### Explanation for any discrepancy:

### The following documentation must be attached to this reconciliation sheet (please check if included):

- [ ] Banner List of Transactions Statement  
- [ ] SunTrust Bank On-Line Statement
- [ ] Receipts for Purchase (originals)  
- [ ] Any Justification Statement
- [ ] Copies of Travel Forms  
- [ ] Copy of any receipts reimbursing UNF

### Cardholder:  

Date:  

### Account Manager or Business Manager:  

Date:  

### Financial Manager:  

Date:  

### UNF P-Card Auditor(s):  

Date:  

[Print Form]
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