

Verification of Purchasing Card Transactions

If you have Purchasing Card transactions to verify,
you will receive a message when you sign in to Banner

A. Read and Remove the Message

1. go to GUAMESG
Note... the statement date is included in the message as *yyyymmdd* (for example 20041125)
2. select Complete by clicking the radio button below the message
3. Save
4. Exit

B. Verify the Purchasing Card Transactions

1. go to FAAINVT
2. enter the Banner ID (ie. SSN) in Cardholder ID
3. verify that Type contains *Not Fed Transactions* and change it if it does not
4. navigate to the next block (CTRL/PageDown is one method)
Note... this will display the *Cardholder Information*
5. navigate to the next block (CTRL/PageDown is one method)
Note... this will display the *Vendor Information* for each charge
Note... if there is only one charge, the scroll bar will be dim
6. navigate to the next block (CTRL/PageDown is one method)
Note... this will display the *Default Accounting Information*
7. enter PCARD in *Commodity*
8. tab to the next field
9. enter a description of what was purchased
10. review the Default Accounting Distribution
 - if the accounting information is **OK**
proceed to step B.11
 - if a **change** to the accounting information is needed
 - a) navigate to *Accounting Information* (CTRL/PageDown is one method)
 - b) correct the accounting information
11. Save
Note... you will not receive an indication that the save was successful - if *PCARD*, your description and any accounting changes are still displayed, you can assume that the *Save* was successful
12. navigate back to *Vendor Information* for the next charge (CTRL/PageUp is one method)
13. scroll to the next transaction
14. return to step B.6