

WVFIMS/STARS to BANNER Purchase Card Interface

1. Daily data entry into the STARS database in WVFIMS
2. TSO DFA to create a purchase card transaction file to be sent as a mail attachment to the user. The purchase card transaction file is SHELL_RECORDS.TXT.
3. FTP the file in ASCII mode from the user's pc to the \$DATA_HOME directory of the production database. The file is usually SHELL_RECORDS.TXT.

There are a few BANNER table updates necessary before any purchase card invoice interface processing can begin.

- A. Using the FOASEQN form add the following record.

Type = \$
Prefix = \$
Description = Purchase Card Invoice
Max Seq 7 = 0
Max Seq 8 = 0
Max Seq 15 = 0

- B. In the GXVBANK table the GXVBANK_ACCT_NUM field needs to be unique for every bank code. This field is 17 characters long and the first 14 characters are used by the invoice interface. By using the following sql script the ACCT_NUM field can be unique.

```
update gxvbank
set gxvbank_acct_num =
substr(gxvbank_acct_num,1,14) || substr(dbms_random.value(100,999),1,3)
/
Commit
/
```

The following error occurs in FZPPINV if the GXVBANK_ACCT_NUM field is not unique.

```
ORA-1422: exact fetch returns more than requested number of rows
```

This script must be run after every change to the GXVBANK table in order to keep the GXVBANK_ACCT_NUM field unique.

- c. A FROM_DATE entry must be made in the SPRADDR table for the purchase card vendor. The purchase card vendor for West Virginia is BB&T. The SPRADDR_GST_TAX_ID = 0000379505. Set the SPRADDR_FROM_DATE = 01-JUL-03 where SPRADDR_ATYP_CODE = AP and SPRADDR_SEQNO = 2. The vendor name and vendor address will be blank on the coversheet produced by FZRCOVR if this is not done.

4.FZPPCRD –PCard File Load Process - Loads the purchase card invoices as \$ invoices in BANNER. Run the program through the BANNER job submission form GJAPCTL or through the main menu DIRECT ACCESS. The program FZPPCRD has two parameters. The two parameters are

- 01 NSF Check – Error or Warning
- 02 PCard File Name

The NSF non sufficient funds check value of E will reject invoices without sufficient funds available.

The NSF non sufficient funds check value of W will accept invoices without sufficient funds available.

The PCard File Name sent is usually SHELL_RECORDS.TXT.

The invoices are numbered \$0000001, \$0000002, \$0000003, etc.

Invoices are rejected due to invalid COAS code, invalid fund code, invalid organization code, invalid account code, or insufficient budget.

An invoice previously loaded will receive the error message “This transaction has already been loaded as \$xxxxxxx.” This can be ignored as duplicates do not go into BANNER because of vendor code and vendor invoice restrictions.

An invoice modified in WVFIMS/STARS will cause the error message “This is an update to Banner invoice \$xxxxxxx”. This invoice can be ignored. No changes are made in BANNER but a change was made in WVFIMS/STARS and the two systems are out of sync.

The FWBINVH ancillary table has an entry for each \$ invoice. The fields are

- FWBINVH_COAS_CODE = ‘1’,
- FWBINVH_CODE = \$ invoice number,
- FWBINVH_RCVD_DATE = invoice received date,
- FWBINVH_GOODS_RCVD_DATE = goods received date,
- FWBINVH_INTERFACED_IND = ‘X’,
- FWBINVH_FSYR = fiscal year.

The rest of the FWBINVH ancillary table fields are null.

Invoices which are rejected need to be completed and approved before running the FZPPINV program. Special care is needed when changing the fund code on a rejected invoice. The bank code must be changed to correspond with the changed fund code. This will cause a problem in the FZPPINV program and the invoice will need to be corrected.

To process a negative \$ invoice after it is loaded by FZPPCRD and rejected by BANNER, the following needs to be done.

After finding the invoice in FAAINVE and navigating through to the Balancing Completion form,

click on the Complete button in the Balancing Completion form.

The form will return the error message of

“Invoice net amount must be zero or greater”.

Click on the Options in the top left of the BANNER window.

Inside the Options click on Invoice Header. This will take you to the Invoice/Credit Memo Header form.

Click on the Options in the top left of the BANNER window.

Click on Balancing/Completion.

The following message is received.

“Document \$xxxxxxx is completed and forwarded to the posting process”.

The invoice is completed and approved.

5.FZRPCTL - PCard Purchase Transaction Log - Report of the BANNER \$ invoices to be selected and paid in the current billing cycle. Run the program through the BANNER job submission form GJAPCTL or through the main menu DIRECT ACCESS. The program FZRPCTL has two parameters. The two parameters are

01 Start Date

02 End Date

As an example, Start Date = 03-NOV-2004 and End Date = 02-DEC-2004.

This report lists the purchase card number, invoice date, vendor name, amount, and Banner invoice number. The report is sorted and totaled by purchase card number and a grand total is printed.

Some \$ invoices with a transaction date the same as the End Date parameter may not be selected by FZRPCTL. This is due to the \$ invoice being modified after the transaction date. This causes the time part of the transaction date to be 23:59:59 instead of 00:00:00.

To correct this the following sql script has to be run.

```
update fabinvh
  set fabinvh_trans_date = '02-DEC-04'
  where fabinvh_code = '$xxxxxxx'
```

6.FZPPINV - PCard Banner Invoice to State – Creates the purchase card invoice to be sent to WVFIMS. Run the program through the BANNER job submission form GJAPCTL or through the main menu DIRECT ACCESS. The program FZPPINV has 14 parameters. The 14 parameters are

01 Title of Contact User Name	Robert O Hardman II
02 P Card Master Account	4712345678901234
03 Billing Date, format MMY	1204
04 FIMS Vendor ID for P Card	0000379505
05 Contact Name for Coversheet	Carolyn Jack
06 Phone Num for Coversheet	3044627361
07 Organization Contact Person	Richard Accord
08 Billing Cycle Begin Date	03-NOV-2004
09 Billing Cycle End Date	02-DEC-2004
10 Date Invoice was Received	10-DEC-2004
11 Agency Code	66
12 Coas Code	1
13 State Orgn	0485
14 State Orgn Name	Glenville State College

FZPPINV will not create the purchase card invoice if there are errors. Some errors and solutions follow.

Banner Invoice \$0000032 not completed

This invoice needs to be completed and approved.

Banner Invoice \$0000150 has a bad Bank Code

This invoice needs the fund code to correspond to the bank code. This can happen when changing the fund code on a rejected invoice and not changing the bank code to match.

FIMS Invoice lines cannot be negative

Negative invoice lines are not to be sent through the interface to WVFIMS. The \$ invoice causing this is a negative Banner invoice without any other invoice available to offset the negative line. The \$ invoice needs modified or the line needs changed to another fund and account combination.

SPECIAL AUTHORIZATION: 4
OPEN END CONTRACT NUMBER:
ORIGINAL DUE DATE: 01/12/05
REVISED DUE DATE: 01/12/05
SPECIAL HANDLING: N
VENDOR NUMBER: 0000379505
VENDOR NAME: BB & T - REVOLVING CREDIT DEPT

VENDOR ADDRESS: ATTN TAMMY WHITLEY
PO BOX 200
WILSON, NC 278940200

CONTACT PERSON - PHONE: Carolyn Jack 304-462-7361 EXT:

CASH ADVANCE: N BEGIN TRAVEL DATE: END TRAVEL DATE:

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: Richard Accord DATE: 01/10/05
CONTROLLER

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
4496	2005	0485	099	002		64.01
4496	2005	0485	099	024		319.44
4496	2005	0485	099	026		3685.55
4496	2005	0485	099	034		2935.70
4496	2005	0485	099	036		401.00
4497	2005	0485	099	063		812.71
4497	2005	0485	099	058		731.85
8770	2005	0485	099	035		145.88

INVOICE COVER SHEET

AUDITOR ENTRY ID: I 660500821
WVFIMS DOCUMENT ID: I 660500821

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FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
4497	2005	0485	099	025		238.50
4497	2005	0485	099	064		903.09
4497	2005	0485	099	068		48.15
4498	2005	0485	099	023		430.56
4498	2005	0485	099	034		49.28
4498	2005	0485	099	063		4099.44
4498	2005	0485	099	064		66.70
4499	2005	0485	099	037		378.52
4499	2005	0485	099	042		81.39
4496	2005	0485	099	031		534.00
4496	2005	0485	099	035		2195.00
4496	2005	0485	099	037		1491.16
4496	2005	0485	099	038		715.00
4496	2005	0485	099	040		1864.13
4496	2005	0485	099	042		4810.93
4496	2005	0485	099	051		1984.62
4496	2005	0485	099	053		280.54
4496	2005	0485	099	054		1372.36
4496	2005	0485	099	020		3112.51
4496	2005	0485	099	023		1051.22
4496	2005	0485	099	025		99.19
4496	2005	0485	099	058		2839.71
4496	2005	0485	099	061		74.28
4496	2005	0485	099	063		782.95
4496	2005	0485	099	064		377.49
4496	2005	0485	099	066		1281.37
4496	2005	0485	099	077		2597.89
4497	2005	0485	099	020		1309.69
4497	2005	0485	099	023		2954.98
4497	2005	0485	099	053		107.06
4497	2005	0485	099	051		1533.67
4497	2005	0485	099	042		87.35
4497	2005	0485	099	036		20.00
4497	2005	0485	099	034		3662.76
4497	2005	0485	099	029		2183.00
4497	2005	0485	099	026		2148.00

TOTAL INVOICE AMOUNT: 56,862.63

Report Control Information

Process Time: 1.000000 seconds
Sequence Number: 714996
File Name Selection: GSCWV.PCARD.DAT
Number Returned: 45
Lines Per Page: 55

```
***** ***          ***          ***** ***** ***          ***  
***** ***** ***          ***** ***          *** ***** ***  
***          ***** ***          ***          ***          *** ***** ***  
***          ***** ***          ***          ***          *** ***** ***  
***** ***** ***          ***          ***          ***          *****  
***** ***** ***          ***          ***          ***          ***  
***          ***          ***** ***          ***          ***          ***  
***          ***          ***** ***          *****          ***          ***  
***** *****          *****          ***          ***          ***  
***** *****          *****          *****          *****          ***
```

The output file GSCWV.PCARD.DAT is created in the \$DATA_HOME directory.

8.FWPTRAN – FIMS Purchase Card Invoice File Transfer – Send purchase card invoice file created by FZRCOVR to WVFIMS. Run the program through the BANNER job submission form GJAPCTL or through the main menu DIRECT ACCESS. The file is created in the \$DATA_HOME directory. The file name should be in the format of \$ORACLE_SID.PCARD.DAT, which for GSCWV would be GSCWV.PCARD.DAT.

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