

Purchasing Card Information

Off Campus Transactions

- **The Purchasing Card can be used for buying non-restricted chemicals; please refer to the Purchasing Services website for additional information concerning the purchase of restricted chemicals, bacteria or viruses. Notify the University Safety Office when ordering chemicals with a P-Card and forward any MSDS documentation you receive to their office.**
- **Radioactive materials cannot be ordered with the purchasing card, a requisition must be completed, in advance, for these transactions.**

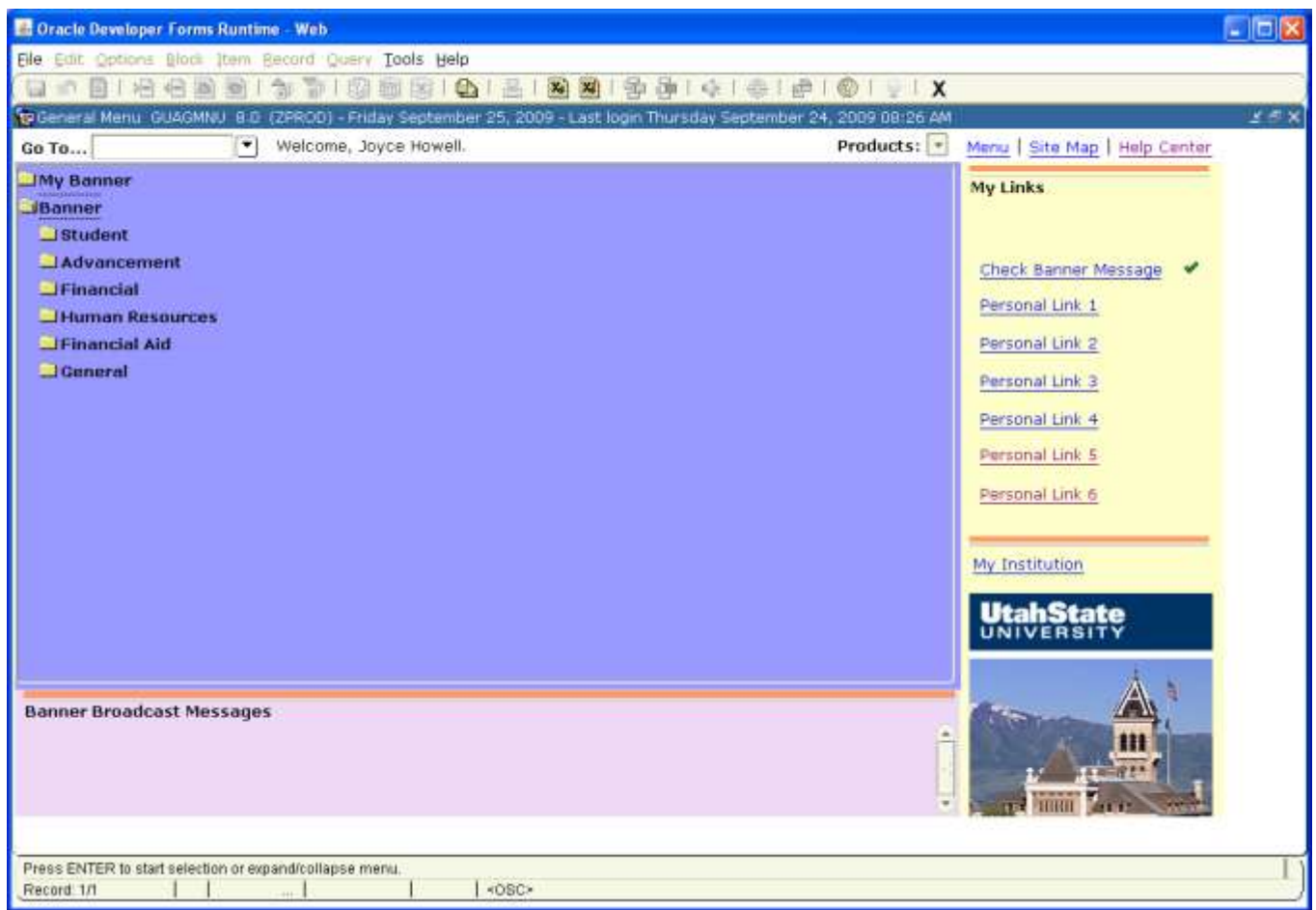
On Campus Transactions

- **A monthly statement of on campus purchasing card transactions will be sent out, via email, to the department card managers. The statements will be sorted by card number and are scheduled to be sent out on the 1st day of each month.**
- **Transactions/charges are posted nightly to the applicable FOAPALs. Use FOIDOCH, FAAINVT, or FAICARD to track the expenditures.**
- **The OCC number assigned to the individual P-Card must be used for all on campus transactions,**

The department Card Manager's name and email address, for each cardholder in their area, must be on file with Purchasing Services in order for access to the FAAINVT and FAICARD screens to be set up correctly.

BANNER FINANCE

When you log on to Banner this is the first screen you will see and is where you select the portion of the Banner System you need. The screen serves as the Banner Message Center and is where you change your user password, and set your user options.



FAAINVT: Purchasing Card Transaction Management

- 1) At the "Go To" box, type in FAAINVT and hit enter. This will take you to the first FAAINVT screen.

FAAINVT: Purchasing Card Transaction Reallocation

Oracle Developer Forms Runtime - Web: Open > FAAINVT

File Edit Options Block Item Record Query Tools Help

Purchase Card Transaction Maintenance FAAINVT 8.0 (ZPROD)

Cardholder ID: Responsible Organization:

Account Manager ID: JOYCE_HOWELL Business Manager ID: Type: Not Fed Transactions

Cardholder ID:

Card Account Number: Start Date: Expiration Date:

Card Type: Card Status Code: Card Description:

Account Manager ID:

Business Manager ID: Responsible Organization:

Vendor: One Time

Check Vendor: Credit Memo

Address Type: Sequence:

Street Line 1: City:

Street Line 2: State or Province: ZIP or Postal Code:

Street Line 3: Nation:

Reference Number: SIC: Document:

Bank Post Date: Feed Date: Payment Due Date:

Invoice Date: Transaction Amount:

Enter Account Manager User Id. LIST is Available.

Record: 1/1 | ... | List of Valu... | <OSC>

- 2) If you know the cardholder ID, enter it in the Cardholder ID box, if not click on the drop down menu arrow to enter the search or query screen. Type in the name and % (wildcard) then hit F8 or Execute Query (on the toolbar) to query the available records. Double click on the correct name. This will fill in the Cardholder ID and Name. If you want to view all of the cards in your area of responsibility, leave this area blank.
- 3) Enter your name, exactly as you do when logging onto Banner, in either the Account Manager ID or Business Manager ID Blocks.

- 4) To reallocate or move current charges to a different FOAPAL or Account select “Non Fed Transactions” from the drop down menu by the Type box. To query or view past transactions select “All Transactions” from the same menu.
- 5) Click on Next Box (on the toolbar) or Control + Page Down to move to the Cardholder information block. The cardholder name and information will be automatically populated in this area. Use the scroll bar on the right to select the cardholder and/or card number.

Scroll down to select the correct card number

Scroll down to select the vendor or transaction

- 6) Click on Next Block or Control + Page Down to move to the Vendor area. Use the scroll bar on the right to select the vendor and/or transaction.
- 7) Click on Next Block or Control + Page Down to move to the next block. This will take you to the default FOAPAL information for the selected card.

FAICARD: Purchasing Card Transaction Tracking

Step One: Enter the cardholder ID, or your name in either Account Manager or Business Manager Field. Press the F8 key or select Execute Query on the Banner Tool Bar and the cardholder information will be filled in.

Oracle Developer Forms Runtime - Web: Open > FAICARD

File Edit Options Block Item Record Query Tools Help

Purchase Card Query FAICARD 7.2 (ZPROD)

Cardholder ID:

Card Account Number: Card Type:

Status: Start Date: thru Expiration Date:

Account Manager:

Business Manager:

Sponsored Card Multiple Cards

Sponsor ID:

Card Descriptor:

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bank: Responsible Organization:

Merchant Category: Spending Limit: Single Purchase Limit:

Allowable Transactions: Daily: Monthly: Lag Days:

Cumulative Spending: Number of Transactions: Total Amount:

Enter a query; press F8 to execute, Ctrl+Q to cancel.

Record: 1/1 | Enter-Qu... | <OSC>

