# PCards @ OSU

The New PCard Module in Banner

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# **Program Purpose**

The Oregon University System (OUS) established the purchasing card program to provide the rapid acquisition of primarily low dollar value items with significant savings in time. Purchasing Cards may be used only to purchase goods for OSU and such purchases must comply with OUS policies governing purchasing and PCard usage.

# **Recent Program Changes**

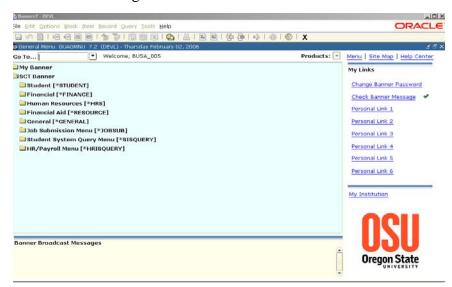
- When there is a change in Budget Authority we will now need to terminate the current card and reissue a new card number to the department.
- Redistribution packets are no longer required copies of invoices do not need to be made and sent to Business Affairs, backup is to remain in the department.
- Only the US Bank Statement with original Budget Authority approving signature is sent to Business Affairs.
- Both the Departmental Agreement and the User Agreement originals will be kept on file in Business Affairs. Updates need to be submitted as they occur.
- Custodians are now able to view their transactions and statements, and dispute transactions online, via the bank's web site.
- Custodians are now able to redistribute their charges in the Banner PCard Module making the redistributing JV unnecessary.
- Banner PCard Module allows the addition of vendor ID numbers to the card transactions
  enabling tax reporting to take place. This will allow the use of previously unallowable tax
  reportable account codes.
- Transactions are loaded daily to the Banner PCard Module, so departments may reallocate their transactions on a daily, weekly or monthly basis. You will receive a Banner message when you have transactions to reallocate.

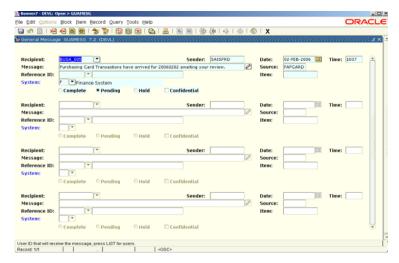
#### **PCard Transaction Notification**

For cards that you are listed as the Account or Business Manager, you will receive a new Banner Message each time transactions are loaded. You will see a green check mark by the "Check Banner Messages" link each time a new message arrives.

Click on 'Check Banner Message' link to view message when the green check mark shows.

\*Note – If you have gone into other Banner forms and back out green check will no longer show.





On the GUAMESG Screen you can delete the message by:

- Select complete
- Save the transaction
- Exit the screen

The next time you return to GUAMESG the message will be gone.



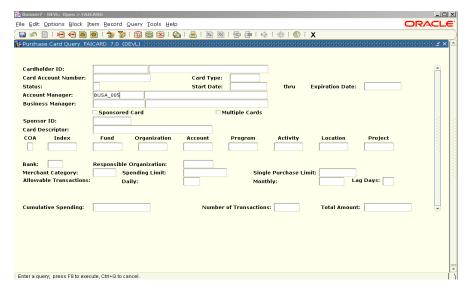
### **PCard Banner Forms**

# FAICARD - Purchase Card Query

#### **FAICARD – Card Information Block**

FAICARD is used to review basic card information. It can also be used to view all transactions associated with the card, however there are other Banner screens and OSU reports that provide transaction detail as well.

To access your card data enter your search criteria in the



appropriate field (Card Holder ID, Account Manager or Business Manager Username) then select F8 to execute query.

\* Note - Scroll Bar on right of screen; if multiple cards belong to this ID, you may scroll or arrow down to next card.

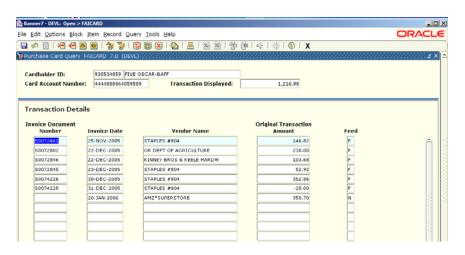
Field	Description
Cardholder ID	OSU Identification Number and name of the Cardholder (Budget
	Authority) They can view transactions but cannot make changes
	in any of the PCard forms.
Card Account Number	Card Number – (First 10 numbers are masked so each card
	number begins with 4444888844)
Card Type	VISA
Status	Card status:
	A = (active)
	I = (inactive)
	E = (expired)
	L = (lost)
	S = (stolen)
	T = (terminated)
Start Date	Card start date
Expiration Date	Card expiration date
Account Manager	Account Manager's Banner login and name (this is usually the
	Card Custodian). May make changes to the FOAPAL elements
	or transaction information in FAAINVT.

Field	Description
Business Manager	Business Manager's Banner login and name (this is the
	Custodian's backup person). May make changes to the
	FOAPAL elements or transaction information in FAAINVT.
Sponsored Card	(OSU does not use) If selected, card is sponsored
Multiple Cards	If selected, multiple cards exist for this user ID
Sponsor ID	(OSU does not use) ID and name of card sponsor
Card Descriptor	Card name embossed on the card
Default FOAPAL Elements	
COA	
Index	These elements are used to create the default accounting
Fund	distribution when the PCard transactions are loaded into Banner.
Organization	The account code of 28995 is used for all cards. You can update
Account	this information by notifying the OSU PCard Program Manager
Program	in Accounts Payable.
Activity	
Location	
Project	
Bank	Bank associated with the PCard –" B1"
Responsible Organization	Organization ultimately responsible for payment of expenses charged to this card.
Merchant Category	Merchant Category Code – Chosen by vendor when signing up with VISA – Vendor Type
Spending Limit	Maximum dollar amount permitted for this card monthly.
Single Purchase Limit	Maximum single purchase dollar amount for this card – (all cards are set at \$4,999)
Allowable Transactions	Maximum number of transactions allowed per month – (No
Monthly	limits set)
Lag Days	Number of days in which card transaction is available for review
	and/or edit in FAAINVT
Cumulative Spending	Total dollar figure for card transactions. Display only field.
Number of transactions	Number of transactions waiting to be fed.
Total Amount	Total dollar amount of transactions waiting to be fed.

Selecting 'Options' from the upper Menu Bar will enable you to select 'Transaction History Information' which will take you into the 'Transaction Detail' for the card record displayed on the FAICARD form.



#### FAICARD - Transaction Details Block



Field	Description
Cardholder ID	Cardholder ID and name specified in Cardholder Information
	window (Budget Authority). Display only field.
Card Account Number	Card account number specified in Cardholder Information
	window. Display only field.
Transaction Displayed	Total of transactions displayed. Display only field.
Invoice Document Number	Invoice number assigned by Banner to this transaction. Can
	query in this field.
Invoice Date	Date of purchase. Can query in this field.
Vendor Name	Can query in this field.
Original Transaction	Display only field
Amount	
Feed (Indicator)	Can query in this field.
	F = (Fed to Invoice) which will show an Invoice Number in the
	Invoice Document Number field;
	N = (Not yet Fed to Invoice) which will <i>not</i> show an Invoice
	Number in the Invoice Document Number field.

## **FAAINVT - Purchase Card Transaction Maintenance**

#### **FAAINVT- Key Block**

In this block you will identify which cards you would like to review.

You can review cards and transactions based on a Cardholder ID, Responsible Orgn, Account Manager ID or Business Manager ID. You can use as many of those fields as you need to narrow down the results. You will also need to select the transaction type. To process new transactions you should select 'Not Fed Transactions'. To review transactions that have already been

processed into zero pay invoices select 'Fed Transactions'. The option 'All Transactions' will return both fed and not fed transactions.



Field	Description
Cardholder ID	Identification number and name for the Cardholder
	(Budget Authority) they can view transactions but cannot
	make changes.
Responsible Organization	Orgn code for the responsible organization
Account Manager ID	Account Manager's Banner login (this is usually the Card
	Custodian). May make changes to the transaction
	information.
Business Manager ID	Business Manager's Banner login (this is the Custodians'
	back up person). May make changes to the transaction
	information.
Type	Type of transactions From the drop down menu, you may
	choose either Fed Transactions (changes can no longer be
	made to these), Not Fed Transactions (changes can be
	made to these) and All Transactions which will show both
	of the above types.

#### **FAAINVT- Card Information Block**



This block repeats the information from the Key Block and provides additional info such as Account Number and Expiration Date. Depending on criteria entered in Key Block you may be able to view more than one card. If you selected 'Not Fed Transactions' in the above Key Block, only cards with Not Fed Transactions will appear here.



#### **FAAINVT- Transaction Information Block**

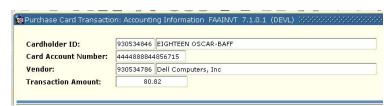
This Block contains specific information relevant to the transaction and the vendor the purchase was made from.



Field	Description
Vendor	There are two fields for Vendor; vendor number and name. This allows for a Banner Vendor Number to be assigned to the transaction. If a vendor number has been selected the name will reflect the current name in Banner associated with the vendor number. If no vendor is selected the name will remain the merchant name supplied by the bank.  **Banner Vendor ID must be entered if using a 1099
	reportable account code
One Time	Check box that indicates if this transaction has been assigned to an existing Banner Vendor. It will be checked if the transaction has not been assigned to a Banner Vendor. Not data enterable.
Check Vendor	Only used if the payment was made to a third party and the transaction should be identified for tax purposes to another Banner Vendor.
Credit Memo	Checkbox that indicates this is a credit to be applied to the card account. Not data enterable.
Address Type / Sequence	A VP address should be selected if a vendor number has been assigned.
City, State, Zip, & Nation	Will be populated based on the address type and sequence selected.
Reference Number	Transaction Reference Number from the bank file. This number is also shown on your monthly Visa statement. Not data enterable.
SIC	Standard Industry Code from the bank file
Document	Invoice number assigned by Banner – this will be blank on the 'Not Fed Transactions' and will be populated on the 'Fed Transactions'. Not data enterable.

Field	Description
Bank Post Date	Date that transaction was posted by the bank. Not data enterable.
Feed Date	Date on or after which the transaction will be processed to create
	a zero pay invoice. This date can be changed but cannot be
	extended beyond the payment due date.
Payment Due Date	This correlates to the invoice payment due date. Not data
	enterable.
Invoice Date	Date the purchase was made; comes from the bank file. Not
	data enterable
Transaction Amount	Purchase or return transaction amount. Not data enterable.

#### **FAAINVT- Accounting Information Key Block**



This block displays information for the card and the transaction you are viewing – no changes can be made to fields in this block they are for information only.

#### **FAAINVT - Default Accounting Distribution Block**

This block displays the default FOAPAL elements that apply to this specific card and transaction. The only change that can be made here is to the Commodity Description.



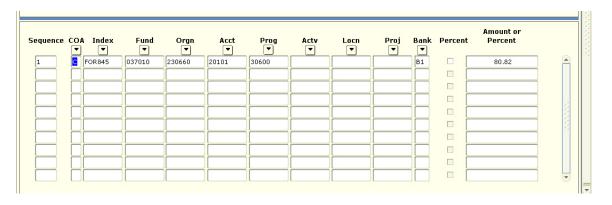
Field	Description
Default FOAPAL Elements	
COA	
Index	These elements are used to create the default accounting
Fund	distribution when the PCard transactions are loaded into Banner.
Organization	The account code of 28995 is used for all cards. You can update
Account	this information by notifying the OSU PCard Program Manager in
Program	Accounts Payable.
Activity	
Location	
Project	
Bank	
Commodity	Commodity has two fields.
	The first is for a commodity code. We do not use this field at



Field	Description
	OSU. It should always be left blank.
	The second field is for a commodity description and it will be populated with the default from the bank file of 'Purchase Card Transaction' followed by the transaction reference number.
	*** This field must be updated to reflect the true nature of the purchase. Just as you would enter a commodity description on a regular invoice. You may leave the transaction reference number if you want and you have space to do so.

#### **FAAINVT – Transaction Accounting Distribution Block**

This block displays the default accounting string for the transaction to be distributed. You can make any needed changes to the distribution here. At a minimum you are required to update the account code to accurately reflect the commodity/service purchased. You can add as many accounting lines as needed to distribute the transaction.



Field	Description
Sequence	Accounting sequence number. This will be automatically assigned. You can create as many additional sequences as needed to split the transaction between Indexes, Accounts or other FOAPAL elements.

Field	Description
Default FOAPAL Elements	
COA	'C' is always used for OSU Chart of Accounts
Index	
Fund	
Organization	
Account	You must update the account from '28995' If a 1099 reportable account code is used you must identify the vendor with a Banner Vendor ID in the Transaction Information Block.
Program	
Activity	
Location	
Project	
Bank	'B1' is always used for these invoices. Be sure to add it to additional accounting lines created.
Percent	Checkbox that indicates that this sequence represents a percentage of total transaction amount shown in key block. You can use this to split the transaction using percentages rather than specific dollar amounts.
Amount or Percent	Dollar amount or percentage associated with this distribution line. The total must equal either 100% or the total dollar amount shown in the key block for this transaction. If you selected percent the calculations will be performed when you 'save' this transaction.

# **Reporting Options**

#### **FAR0450 – PCard Undistributed Transactions**

This report provides a listing of all of the transactions that have not been processed into zero pay invoices. Changes can still be made to these transactions.

You can use the three parameters to select the cards you would like to view. Each parameter is optional but you must select at least one.

rocess: rinter	FAR0450 PCard Undistributed Trans  Control	Parameter Set:
rinter:	EMAIL_as_PC_attachment  Special Print:	Lines: Submit Time: 14-FEB-2006 18:00:00
arame umber	eter Values Parameters ▼	Values [▼]
01	Card Number	
02	Account Manager Username Business Manager Username	
	Dusiness Hariager Osername	
H		
:NGTH: 6	6 TYPE: Character O/R: Optional M/S: Single	
nter last	six digits of procurement card.	
ubmis	sion	
	arameter Set as Name: Description:	O Hold Submit

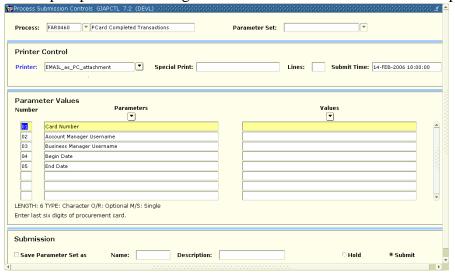


Parameter Number	Description	Details
01	Card Number	Use this to select a single card's transactions. Enter only the last six digits of the card number.
02	Account Manager Username	Use this to select all the cards associated with a single Account Manager. The report will be sorted by card number.
03	Business Manager Username	Use this to select all the cards associated with a single Business Manager. The report will be sorted by card number.

See appendix A for report samples.

### **FAR0460 – PCard Completed Transactions**

This report provides a listing of all of the transactions that have been processed into zero pay



invoices for a particular time frame. Changes can no longer be made to these transactions.

You can use the first three parameters to select the cards you would like to view. Each parameter is optional but you must select at least one.

Parameter Number	Description	Details
01	Card Number	Use this to select a single card's transactions. Enter only the last six digits of the card number.
02	Account Manager Username	Use this to select all the cards associated with a single Account Manager. The report will be sorted by card number.
03	Business Manager Username	Use this to select all the cards associated with a single Business Manager. The report will be sorted by card number.

Parameter Number	Description	Details
04	Begin Date	The beginning date of transactions you wish to review. This date is compared to the date the zero-pay invoice was created.
05	End Date	The end date of transactions you wish to review. This date is compared to the date the zero-pay invoice was created.

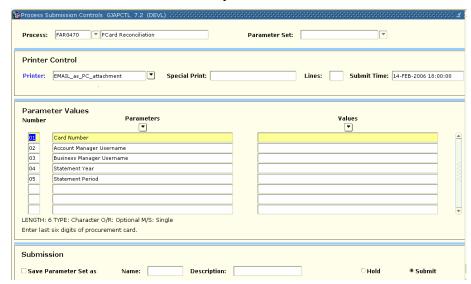
See appendix A for report samples.

#### FAR0470 - PCard Reconciliation

This report provides a listing of all of the transactions for a Visa statement period. It will allow you to reconcile the transactions in Banner with those on your official statement.

You can use the first three parameters to select the cards you would like to view. Each parameter is optional but you must select at least one. The output will provide an individual reconciliation report for each card.

See appendix A for report samples.



Parameter		
Number	Description	Details
01	Card Number	Use this to select a single card's report. Enter
		only the last six digits of the card number.
02	Account Manager	Use this to select all the cards associated with a
	Username	single Account Manager.
03	Business Manager	Use this to select all the cards associated with a
	Username	single Business Manager.
04	Statement Year	This matches the fiscal year not the calendar
		year. e.g. Your July 2005 statement will have
		a 2006 statement year. Based on the
		FTMPCSH validation table.



Parameter Number	Description	Details
05	Statement Period	The statement period matches the fiscal year period. e.g. Your July 2005 statement will have an '01' statement period. Based on the FTMPCSH validation table.

#### **Additional Resources**

US Bank Access Online @ <a href="https://access.usbank.com/">https://access.usbank.com/</a>

- To view transactions
- To see account status, credit limit & available credit
- View and/or print your statement
- View Account history
- Dispute Transactions and/ or request sales receipt

#### OSU Purchasing Card Policy

http://oregonstate.edu/fa/businessaffairs/accountspayable/purchasingcard.php

OUS FASOM – Account Codes

http://www1.ous.edu/owfp/plsql/fpm.index\_list

OUS FASOM – Purchasing Card Policy

http://www.ous.edu/cont-div/fasom/sec13/sec1311.php

#### Campus PCard Program Administrators:

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• Cindy Ashforth Phone - 541-737-0653

Email – <u>cindy.ashforth@oregonstte.edu</u>

# Appendix A

Sample Reports

Sample Email Notifications

# Sample Undistributed Transactions Report FAR0450 PCard Undistributed Transactions

Page 1

5				
Card Number:	221892 Business Manager:	Account Manager: Scarpetta	a Katherine J	
Invoice Date	Vendor Name	Commodity Description Fee	ed Sweep Date	Amount
		Purchase Card Transaction 24493986035206714600034		
Card Number:	221918 Business Manager: OSCAR-	BAFF TWENTY-FIVE Account Manager: Scarpetta	a Katherine J	
Invoice Date	Vendor Name	Commodity Description Fee	ed Sweep Date	Amount
03-FEB-2006	AT&T INTERNET	Purchase Card Transaction 24418006034034072959408		
Card Number:	222106 Business Manager:	Account Manager: Scarpetta	a Katherine J	
Invoice Date	Vendor Name	Commodity Description Fee	ed Sweep Date	Amount
31TAN_2006	MICHAELS #8503	Purchase Card Transaction 24387756032004046730010		
	MICHAELS #8503	Purchase Card Transaction 24387756032004046729541	21-FEB-2006	8 99
	AT&T INTERNET	Purchase Card Transaction 24418006034034073205603		12.95
	FRED-MEYER #0242 SFJ	Purchase Card Transaction 24445006039371472273937		
Card Number:	222114 Business Manager:	Account Manager: Scarpetta	a Katherine J	
Invoice Date	Vendor Name	Commodity Description Fee	ed Sweep Date	Amount
26-JAN-2006	PURDUE MEDIA CENTER T1	Purchase Card Transaction 24326846027357026010088	16-FEB-2006	41.50
	FRED-MEYER #0355 SFJ	Purchase Card Transaction 24445006028361877105811	16-FEB-2006	80.05
30-JAN-2006	DOLRTREE 1837 00018374	Purchase Card Transaction 24164076031868064100006	20-FEB-2006	4.00
07-FEB-2006	AMZ*SUPERSTORE	Purchase Card Transaction 24692166038000251887806	28-FEB-2006	10.36
08-FEB-2006	AMZ*SUPERSTORE	Purchase Card Transaction 24692166039000365579025	28-FEB-2006	15.45
08-FEB-2006	AMZ*SUPERSTORE	Purchase Card Transaction 24692166039000369047292	28-FEB-2006	18.62
08-FEB-2006	AMZ*SUPERSTORE	Purchase Card Transaction 24692166039000367031330	28-FEB-2006	26.40
08-FEB-2006	LEARNING ZONE	Purchase Card Transaction 24455016039080003121905	28-FEB-2006	111.87

10-Feb-2006 15:22

# Sample Completed Transactions Report

FAR0460 PCard Completed Transactions	09-Feb-2006 18:13	Page 1
Card Number: 187490 Business Manager:	Account Manager: Scarpetta Katherine J	
Invoice Date Invoice# Vendor ID Name	Commodity Description	Amount
23-DEC-2005 Z0074049 930199125 ISHS 28-DEC-2005 Z0074108 THE POTATO ASSOCIATION OF	Software & Computer Cables 74008895358198000012526	60.00
Card Number: 221918 Business Manager: OSCAR-BAFF TWENTY-FIVE	Account Manager: Scarpetta Katherine J	
Invoice Date Invoice# Vendor ID Name	Commodity Description	Amount
21-DEC-2005 Z0074051 AM SOCIETY OF AGR01 OF 01		
Card Number: 222148 Business Manager:	Account Manager: Scarpetta Katherine J	
Invoice Date Invoice# Vendor ID Name	Commodity Description Classified Ad for Pos #103104	Amount
29-DEC-2005 Z0074162 930259567 CAPITAL PRESS	Classified Ad for Pos #103104	42.00
Card Number: 222627 Business Manager:	Account Manager: Scarpetta Katherine J	
Invoice Date Invoice# Vendor ID Name	Commodity Description	Amount
27-DEC-2005 Z0074114 NASULGC LOCKBOX 28-DEC-2005 Z0074173 NASULGC LOCKBOX	Computer/Monitor/Printer 24323005362133200050037 Computer/Monitor/Printer 24323005363133200050101	275.00 275.00
Card Number: 224722 Business Manager:	Account Manager: Scarpetta Katherine J	
Invoice Date Invoice# Vendor ID Name	Commodity Description	Amount
28-DEC-2005 Z0074190 931259685 DR *SUSTEEN	Environmental Testing 24610435363004096236842	34.95

### Sample PCard Reconciliation Report

FAR0470 PCard Reconciliation 10-Feb-2006 10:19 Page 1 For Statement Period 27-DEC-2005 - 26-JAN-2006 Card Number: 187490 Processed Transactions Commodity Description Invoice Date Invoice# Vendor ID Name Amount 28-DEC-2005 Z0074108 THE POTATO ASSOCIATION OF 06-JAN-2006 Z0074710 J.C. VAN LENTEREN WAL-MART #1817 Various new seed samples 24717055362733622645790 Judge & Jury Conf Reg Amy Brennaman 05/12/06 32.52 Nylon Flagging Tape 24455016006140004729749 89.66 Subtotal of Processed Transactions 222.18 Transactions to be distributed Commodity Description Invoice Date Invoice# Vendor ID Name Amount OFFICE DEPOT #962 Purchase Card Transaction 24445746021356171082268 20-JAN-2006 99.99 WAL-MART #1817 24-JAN-2006 Purchase Card Transaction 24226386024360433480978 103.94 Subtotal of Transactions to be distributed 203.93 Statement Total 426.11

#### Sample email notification of transaction errors.

This message was sent with High importance.

From: Accounts Payable [Accounts.Payable@oregonstate.edu]

To: Scarpetta, Kay

Cc:

Subject: PCard Transaction Errors

Date: 02-15-2006

As of today, the following PCard transactions would have been picked up for processing, except they have the errors noted.

Your help is much appreciated. If you have questions, please call Accounts Payable at 737-4262.

\*DISTRIB\* - Transaction has not been distributed through FAAINVT.

Please make the appropriate distribution so it can be posted
in the next posting run. You will receive this message daily
until the transaction has been updated.

\*VENDOR\* - Transaction uses a 1099 reportable account code and does not have a Banner Vendor number assigned. Please attach the correct Banner Vendor number to the transaction in FAAINVT.

Once the vendor number is attached the transaction will be posted in the next posting run. You will receive this message daily until the transaction has been updated.

Card # Trans Date	Amount	
Vendor		Reference Number
222213 26-Jan-2006 NATIONAL 4H COOPERATIVE		*DISTRIB* 24418006027027065484003
223138 26-Jan-2006 STAPLES #990	182.70	*VENDOR* 24610436027004074188821
223138 04-Feb-2006 PITNEY BOWES SUPPLY	206.56	*VENDOR* 24138296035911159115282
429285 25-Jan-2006 ZEECRAFT TECH	488.95	*VENDOR* 24270746032308179810213

### Sample email notification of completed transactions.

From: Accounts Payable [Accounts.Payable@oregonstate.edu]

To: Scarpetta, Kay

Cc:

Subject: PCard Invoice Number Assignment

Date: 02-15-2006

The following PCard transactions have been processed today and zero-pay

invoices created.

If you have any questions, please call Accounts Payable at 737-4262.

Card # Invoice# Trans Date Amount

Vendor ID Name / Commodity

\_\_\_\_\_

222627 Z0001038 03-Feb-2006 15.95

930337856 03 Water Systems LLC

Purchase Card Transaction 24418006034034075353005