

## Procurement Card (PCard) transaction processing – updated Feb 2019

### Card roles:

Banner procurement card (PCard) transaction maintenance is only available to a **card custodian** or a **card business manager**. The **card budget authority** is the individual who reviews the work of the custodian and will approve the monthly card transaction statement verifying that it shows valid charges. The budget authority does not have a role with card transaction processing.

### Banner transaction processing:

#### Cardholder Information section

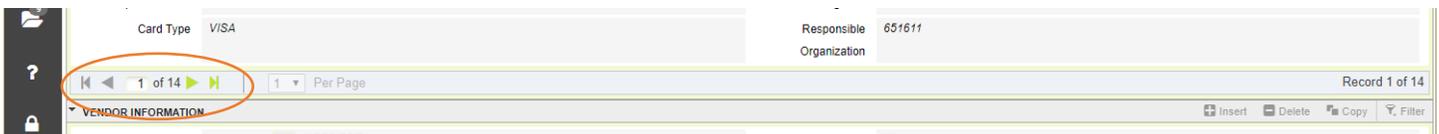
Use page FAAINVT. In the Cardholder Information section, enter your ODIN ID for the card role you hold. Card Custodian would use the Account Manager field. All other fields in that section are left blank. The default view is for “*not fed transactions*” which are those needing to be updated. Other options in this field are:

- “*fed transactions*” which are those that have already been updated and posted as complete transactions, or
- “*all transactions*” which is exactly that, all charges already processed as well as those transactions needing to be updated.

Click the **Go** button to move forward.



If you manage multiple cards, you will now be able to work on a specific card by selecting it using the arrow keys toward the bottom of the cardholder information section.

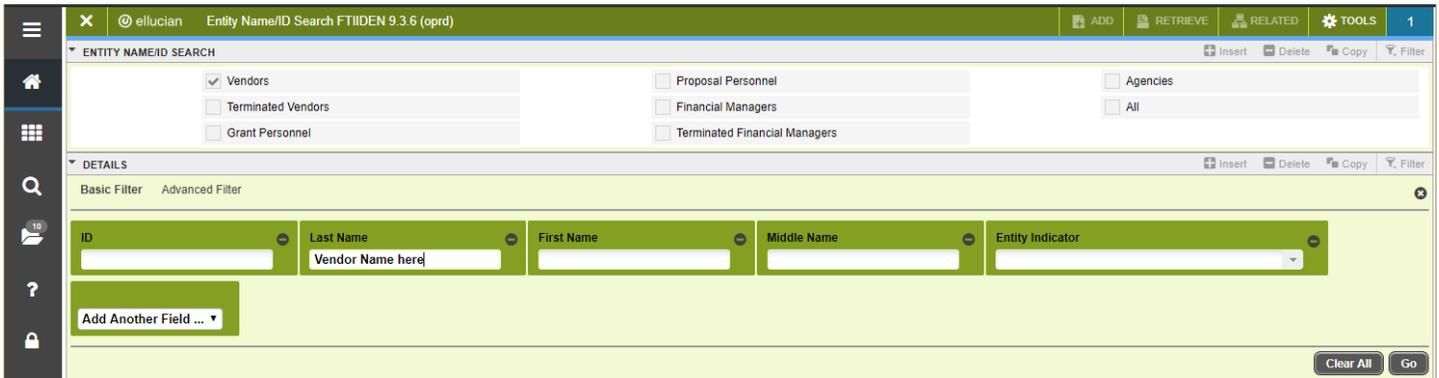


Once you have the card selected, click the **Next Section** icon in the lower right corner of the window or press **ALT – Page Down** on the keyboard to move to the Vendor Information section.

#### Vendor Information Section

Determine if the charge you are about to work on is for a tax reportable service. The **only time** you need to enter a valid vendor number is if the expense is for a service. Click the ellipsis (the ... icon to the right of the Vendor field) to look up the vendor. Use the Last Name field for a business vendor. You can use the % sign in your lookup to represent a data placeholder for any portion of a vendor’s name you are not sure of. It is very important to select the **CORRECT** vendor, and to take the time to validate that the selected vendor record has an address type of “**VP**” already set up. This is the only way Banner can properly post the transaction to that vendor’s history. If you don’t find a valid VP address, contact the vendor setup team in Campus Accounting at [vendset@pdx.edu](mailto:vendset@pdx.edu).

Click **Go** to start the search.



Identify the vendor from the list and double click on the ID number to move that information back to the Vendor field.

Tab to get to the **Feed Date** field. The general rule is that the feed date should match the date you are doing your entry. The exception would be at month end when a transaction may have posted to one card statement but we are now in another card cycle. In that instance the feed date would be the last day of the prior month. Here are some examples.

Assume your card statement cycle on the 25<sup>th</sup> of the month

- A transaction comes in with a bank feed date of May 10. The feed date can be any day between May 10 and May 31 since the transaction would show on the May card statement and should be recorded in Banner as a May transaction.
- A transaction comes in with a bank feed date of May 27. The feed date needs to be June 1 or later date in June since the charge would appear on the June card statement and should be recorded in Banner as a June transaction

Click the **Next Section** icon in the lower right corner of the window or press **ALT – Page Down** on the keyboard to move to the next page and the Default Accounting Distribution section.

### Default Accounting Distribution

Tab to get to the wider field of the Commodity row. Enter a brief description for your expense. This field **must** be completed in order for Banner to post your transaction. If it is left empty, you will be asked later to complete it.



Click the **Next Section** icon in the lower right corner of the window or press **ALT – Page Down** on the keyboard to move to the next page and the Details section

### Details

Tab to the index and change if needed. Tab to the account code field. Delete code 28995 and replace with a valid account code for the expense incurred. Tab and input an activity, location and/or project code if needed. Click **Save** in the lower right corner.

DETAILS													Insert	Delete	Copy	Filter
Sequence *	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Percent	Amount or Percent				
1	D	FAPG05	001078	651652	20101	...	50002			B1		1,606.00				

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If you encountered a message when entering your account code that asked you to provide additional text on your expense, you can now click **Related** from the upper right corner of the screen and select **Document Text**.

GENERAL TEXT ENTRY													Insert	Delete	Copy	Filter
Text	Print *	Line														
enter details about your expense and if you need	<input type="checkbox"/>	10														
more space click Insert off to the right or press	<input type="checkbox"/>	20														
the down arrow key on the keyboard to get a new	<input type="checkbox"/>	30														
blank row. Click Save in lower right corner when	<input type="checkbox"/>	40														
done then click the X in the upper left to close	<input type="checkbox"/>															

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After completing the first row of text, if you need to enter more, click the **Insert** option on the right side of the screen or press the down arrow key on your keyboard. When you have completed your entries, click **Save** in the lower right corner. Click the **X** in the upper left corner to close FOATEXT and return to your PCard transaction.

Press the **Previous Section** icon to return to the previous page of FAAINVT. Your cursor will return to the Vendor field of the Vendor Information section.

1 of 2	1	Per Page	Record 1 of 2
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Click the green arrow, or press the down arrow key your keyboard, to move to the next available transaction. Repeat the steps above to complete all your transaction distributions.

If you have questions, contact [pcard@pdx.edu](mailto:pcard@pdx.edu).