**FAICARD – FAST FIS**

**Purpose & Use:** To verify distributions have been completed and view the history of all purchases made on a specific P-card.

Type **FAICARD** in the Search box, press [**Enter**].

**The Purchase Card**

The Purchase Card Query screen will appear, enter a % and the last four digits of your Pcard in the Card Account Number box:



Enter % and last 4 digits of Pcard number here.

Click [**Go**] or press [**Enter**].

The card information will appear with card details. Click the down arrow. 

**Transaction Details:**

All transaction purchase history of the card will appear.



**Invoice Document Number:** If a Z number appears, the transaction for the line has been distributed and reflects in your budget. If a Z number is absent, the transaction has not been distributed or pending distribution (distributions made during the day will feed into banner at 4:30 P.M.).

**Invoice Date:** is the purchase date.

**Feed:** The F denotes fed and N unfed transactions in the Feed Column.