

Disburse P-Card Charges

In Banner go to form FAAINVT (Purchase Card Transaction Maintenance)

Enter the Cardholder's ID #

Click on "Go"

The screenshot shows the Banner interface for the 'Purchase Card Transaction Maintenance FAAINVT 9.3.16.A (WOUPRD)' form. The header bar is blue and contains the ellucian logo, the form title, and navigation icons for ADD, RETRIEVE, RELATED, TOOLS, and a notification bell. The main form area has a white background with several input fields: 'Cardholder ID' and 'Account Manager ID' are on the left; 'Responsible Organization' and 'Business Manager ID' are on the right. A 'Type' dropdown menu is located below the Account Manager ID field, currently set to 'Not Fed Transactions'. A 'Go' button is positioned to the right of the Responsible Organization field. A grey banner at the bottom of the form area contains the text: 'Get Started: Fill out the fields above and press Go.'

The cardholder V#, name and the card information will show in the top section (CARDHOLDER INFORMATION). If you have one card it will show 1 of 1 at the bottom of this section. If you have more than one card it will show 1 of (the total number of cards). You can change cards by pressing the arrow down on your keyboard.

The next section is the VENDOR INFORMATION. This section is like the CARDHOLDER INFORMATION section. If you have one transaction it will show 1 of 1 at the bottom of the VENDOR INFORMATION section. If you have more than one transaction it will show 1 of (the total number of transactions). You can change transactions by pressing the arrow down on your keyboard.

ellucian Purchase Card Transaction Maintenance FAAINVT 9.3.16.A (WOUPRD) ADD RETRIEVE RELATED TOOLS

Cardholder ID: V00046583 Shadron C Lehman Responsible Organization: Account Manager ID: Business Manager ID: Type: Not Fed Transactions [Start Over](#)

▼ CARDHOLDER INFORMATION Insert Delete Copy Filter

Cardholder ID	V00046583 Shadron C Lehman	Card Status Code	A
Card Account Number	4444888844153379	Card Description	Accounting & Business Services
Start Date	11/01/2021	Account Manager ID	DARBYC
Expiration Date	11/30/2025	Business Manager ID	
Card Type	VISA	Responsible Organization	303100

1 of 1 Per Page Record 1 of 1

▼ VENDOR INFORMATION Insert Delete Copy Filter

Vendor	WATER - COFFEE DELIVERY	State or Province	GA
<input checked="" type="checkbox"/> One Time		ZIP or Postal Code	30339
Check Vendor		Nation	US
<input type="checkbox"/> Credit Memo		Reference Number	24717052283262837105096
Address Type		SIC	5199
Sequence		Document	
City	800-4928377	Bank Post Date	10/11/2022
Street Line 1		Feed Date	10/14/2022
Street Line 2		Payment Due Date	12/09/2022
Street Line 3		Invoice Date	10/10/2022
		Transaction Amount	42.92

1 of 2 Per Page Record 1 of 2

SAVE

Press the Next Section button (arrow down located on the bottom left-hand corner on your screen) to get from the CARDHOLDER INFORMATION section to the VENDOR INFORMATION section.

Confirm the vendor name and amount with what you have on your Procurement Card Log. If it matches, press the Next Section button (arrow down located on the bottom left-hand corner on your screen). This will take you to the DEFAULT ACCOUNTING DISTRIBUTION section.

Press tab on your keyboard to go to the right hand box next to the "Commodity". Type in the commodity description. This is required!

Click on the Next Section button (arrow down located on the bottom left-hand corner on your screen). This will take you to the DETAILS section. If the Index is correct just leave it, if not change it to the correct one. Tab over to the Acct box. This account number has to be changed. You can not leave it as what the default is.

If you want to split the charge between two or more indexes, you will need to change the dollar amount on the first accounting line to the correct amount. Then press the arrow down on your keyboard. This will give you an additional accounting line. Press tab, then type in the next index. Press tab until you get to Acct and then type in the account number. Add another line if you have more indexes to add. If not press the SAVE button that is located on the top right hand corner of your screen. If you have additional transactions, you will need to continue with the instructions.

If you only have one transaction, you will need to press the SAVE button that is located on the bottom right hand corner of your screen. You can then click on the Start Over button that is located on the top right hand corner of your screen. If you have additional transactions, you will need to continue with the instructions.

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 ADD RETRIEVE RELATED TOOLS 🔔

Cardholder ID: V00046583 **Shadron C Lehman** **Responsible Organization:** **Account Manager ID:** **Business Manager ID:** **Type:** Not Fed Transactions
 Start Over

▼ PURCHASE CARD TRANSACTION: ACCOUNTING INFORMATION
Insert Delete Copy Filter

Cardholder ID	V00046583	Shadron C Lehman	Vendor	WATER - COFFEE DELIVERY
Card Account Number	4444888844153379		Transaction Amount	42.92

▼ DEFAULT ACCOUNTING DISTRIBUTION
Insert Delete Copy Filter

COA	E	Actv	
Index	BAO901	Locn	
Fund	001001	Proj	
Orgn	303100	Bank	B1
Acct	28995	Commodity	Water
Prog	61050		

▼ DETAILS
Insert Delete Copy Filter

Sequence *	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Percent	Amount or Percent
1	E	BAO901	001001	303100	24998	61050		***		B1	<input type="checkbox"/>	42.92

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Click on the Previous Section button (arrow up located on the bottom left-hand corner on your screen). This will take you back to the VENDOR INFORMATION section.

Press the arrow down button on your keyboard. This will take you to the next transaction.

ellucian Purchase Card Transaction Maintenance FAAINVT 9.3.16.A (WOUPRD) ADD RETRIEVE RELATED TOOLS

Cardholder ID: V00046583 Shadron C Lehman Responsible Organization: Account Manager ID: Business Manager ID: Type: Not Fed Transactions [Start Over](#)

▼ CARDHOLDER INFORMATION Insert Delete Copy Filter

Cardholder ID	V00046583	Shadron C Lehman	Card Status Code	A
Card Account Number	4444888844153379		Card Description	Accounting & Business Services
Start Date	11/01/2021		Account Manager ID	DARBYC
Expiration Date	11/30/2025		Business Manager ID	
Card Type	VISA		Responsible Organization	303100

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▼ VENDOR INFORMATION Insert Delete Copy Filter

Vendor	AMZN MKTP US*HT25F6CQ0	State or Province	WA
<input checked="" type="checkbox"/> One Time		ZIP or Postal Code	98109
Check Vendor		Nation	US
<input type="checkbox"/> Credit Memo		Reference Number	24692162284102364212524
Address Type		SIC	5942
Sequence		Document	
City	AMZN.COM/BILL	Bank Post Date	10/12/2022
Street Line 1		Feed Date	10/14/2022
Street Line 2		Payment Due Date	12/09/2022
Street Line 3		Invoice Date	10/11/2022
		Transaction Amount	35.38

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You will then repeat the process that is on page 3.