Purchasing Card Budget Administrator & Coordinator Training
DSU Purchasing Cards

The DSU Purchasing Card program is set up so that purchase cards default to the 725001 expense account code (Purchasing Card). It is the Coordinator’s responsibility to review the purchases made on their assigned cards weekly. Each new purchase must be reviewed and the description and account code updated to reflect the correct expense code for the purchase. If you cannot find an account description that fits the purchase please call the purchasing office for instructions. **Do not** leave it in the default account code.

FYI - Banner refers to a Coordinator as an Account Manager, and the Budget Administrator as a Business Manager.
# P-Card Account Codes

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>710010</td>
<td>Advertising &amp; Recruiting</td>
<td>710500</td>
<td>Maintenance Agreements</td>
</tr>
<tr>
<td>710020</td>
<td>Awards/Gifts/Floral</td>
<td>710520</td>
<td>Maintenance Vehicle</td>
</tr>
<tr>
<td>710030</td>
<td>Luncheons/Meals (local)</td>
<td>710550</td>
<td>Supplies</td>
</tr>
<tr>
<td>710040</td>
<td>Dues, Memberships, &amp; Subscriptions</td>
<td>710560</td>
<td>Office Equipment/Furnishings</td>
</tr>
<tr>
<td>710050</td>
<td>Books and Publications</td>
<td>710650</td>
<td>Uniforms and Wearing Apparel</td>
</tr>
<tr>
<td>710051</td>
<td>Electronic Books &amp; Publications</td>
<td>710660</td>
<td>Laundry and Linen Service</td>
</tr>
<tr>
<td>710060</td>
<td>Magazines</td>
<td>710700</td>
<td>Conference Expense (local)</td>
</tr>
<tr>
<td>710070</td>
<td>Newspapers</td>
<td>710710</td>
<td>Vehicle Gas (Local)</td>
</tr>
<tr>
<td>710110</td>
<td>Copying Costs</td>
<td>710720</td>
<td>Freight and Delivery</td>
</tr>
<tr>
<td>710120</td>
<td>Printing</td>
<td>710730</td>
<td>Postage and Mailing</td>
</tr>
<tr>
<td>710150</td>
<td>Computer Software</td>
<td>750110</td>
<td>In-State Transportation</td>
</tr>
<tr>
<td>710210</td>
<td>Athletic Gear</td>
<td></td>
<td>Travel</td>
</tr>
<tr>
<td>710310</td>
<td>Professional Service</td>
<td>750130</td>
<td>In-State Meals for Events Only</td>
</tr>
<tr>
<td>710320</td>
<td>Oxygen and Gases</td>
<td>750140</td>
<td>In-State Lodging</td>
</tr>
<tr>
<td>710360</td>
<td>Water Coolers</td>
<td>750160</td>
<td>In-State Vehicle Gas</td>
</tr>
<tr>
<td>710380</td>
<td>Insurance</td>
<td>750190</td>
<td>In-State Conference Fees/Other</td>
</tr>
<tr>
<td>710400</td>
<td>Licenses and Royalties</td>
<td>750210</td>
<td>Out-Of-State Transportation</td>
</tr>
<tr>
<td>710450</td>
<td>Rental of Equipment</td>
<td></td>
<td>Travel</td>
</tr>
<tr>
<td>710455</td>
<td>Lease of Equipment</td>
<td>750230</td>
<td>Out-Of-State Meals for Events Only</td>
</tr>
<tr>
<td>710460</td>
<td>Rental of Space</td>
<td>750240</td>
<td>Out-Of-State Lodging</td>
</tr>
<tr>
<td>710461</td>
<td>Lodging (Local)</td>
<td>750260</td>
<td>Out-Of-State Vehicle Gas</td>
</tr>
<tr>
<td>710462</td>
<td>Lodging Sales Tax (Local)</td>
<td>750290</td>
<td>Out-Of-State Conference Fees/Other</td>
</tr>
<tr>
<td>710470</td>
<td>Repairs and Maintenance</td>
<td></td>
<td>Travel</td>
</tr>
</tbody>
</table>

Travel: Airfare, rental cars, taxis, shuttles, trains, luggage fee, etc.

*Not allowed for most cards*

Motel, hotels, hostels

Only allowed for rental vehicles

Conference Fees and other

*Not allowed for most cards*
Signing on to INB Banner

Select Faculty & Staff then Banner Links
Click on “Connect to Banner (PROD)”

Select any of the Banner Production System Links
User Login Screen

When this warning comes up click “Don’t Block”.

Type in your Username and Password. (Given to you by IT.)
Main Menu

Type in FAICARD or FAAINVT
The FAICARD screen is used to view cardholder total amount and number of transactions that have not yet been fed. It also shows the lag days (Number of days the Account Manager has to make changes.) *No changes can be made on the FAICARD screen.

Type in cardholder’s ID # then press F8
Enter or search for cardholder’s ID# or Ctrl + Page Down (Next Block). Leave Type set to “Not Fed Transactions”.

Ctrl + Page Down or Next block 2-3 times to get to Accounting Information.
To see all cards you are responsible for enter your Banner username (not ID#) then Ctrl + Page Down (Next Block).

To see other cards you can use the arrow keys to go down ↓ or up ↑. If the scroll bar has two colors it indicates more than one card has transactions.

To see other transactions you can use the arrow keys to go down ↓ or up ↑. If the scroll bar has two colors it indicates more than one transaction per card.
Accounting Information

- Ctrl + Page Down or Next block change the description to what was purchased.
- Then Ctrl + Page Down or Next block and change the account code & save by clicking the disk or F10.
Accounting Information

**Purchase Card Transaction: Accounting Information**

**Cardholder ID:**

**Card Account Number:** 741018

**Vendor:** SMITHS FOOD #4189

**Transaction Amount:** 26.32

**Default Accounting Distribution**

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
<th>Bank</th>
<th>Percent</th>
<th>Amount or Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPP635</td>
<td>222535</td>
<td>245335</td>
<td>725001</td>
<td>300100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01</td>
<td></td>
<td>26.32</td>
</tr>
</tbody>
</table>

- Change the description here
- Change the account code here
- You can enter multiple index and/or account codes to reallocate the transaction. Always use amount not percent.
Descriptions

When changing the description on a PCard transaction, remember that you have only 30 characters. Be as specific as you can using this limited number of characters. You do not need the name of the vendor in your description!

Non-Travel transactions could be similar to this:
• Supplies for Biology Lab
• Office Supplies Chem Dept
• Calculator for Dennis Jones
• Flowers for D-Week
• Snacks for Freshman Fri

Prospective faculty candidates travel transactions use the following sequence:
• Jones B Asst Prof Biology
• Green A Prof Communication

When providing a description for travel-related expenditures for employees, please be very careful to use the following sequence exactly. The TA number must be first, then last name and first initial. With whatever spaces you have left, try to describe the expense. Abbreviate if necessary. Again, the vendor name should not be included.
• TA1234 Johnson C Hotel
• TA4321 Haskins D Airfare
• TA6566 Green A Rental Car
Important Notes

You can split transactions by amount or percentage on the Accounting Information screen. If you need help or training on splitting transactions, please contact Scott Jensen ext. 4603.

On a weekly basis, the prior transactions will be automatically processed, “fed”, and the new transactions from the prior week will be posted for review.

Once a transaction has “fed”, changes can only be made through an expenditure transfer form, available here → P-Card.

Each Account Manager should automatically receive an email to notify them that there are new transactions that need to be reviewed.
Banner Shortcuts

Ctrl + Page Down = Next Block
Shift + F7 = Previous Block
F7 = Enter Query Mode
F8 = Execute Query
F10 = Save
The End