



Business Affairs Office

Oregon Tech Procurement Card Training and Reference Manual

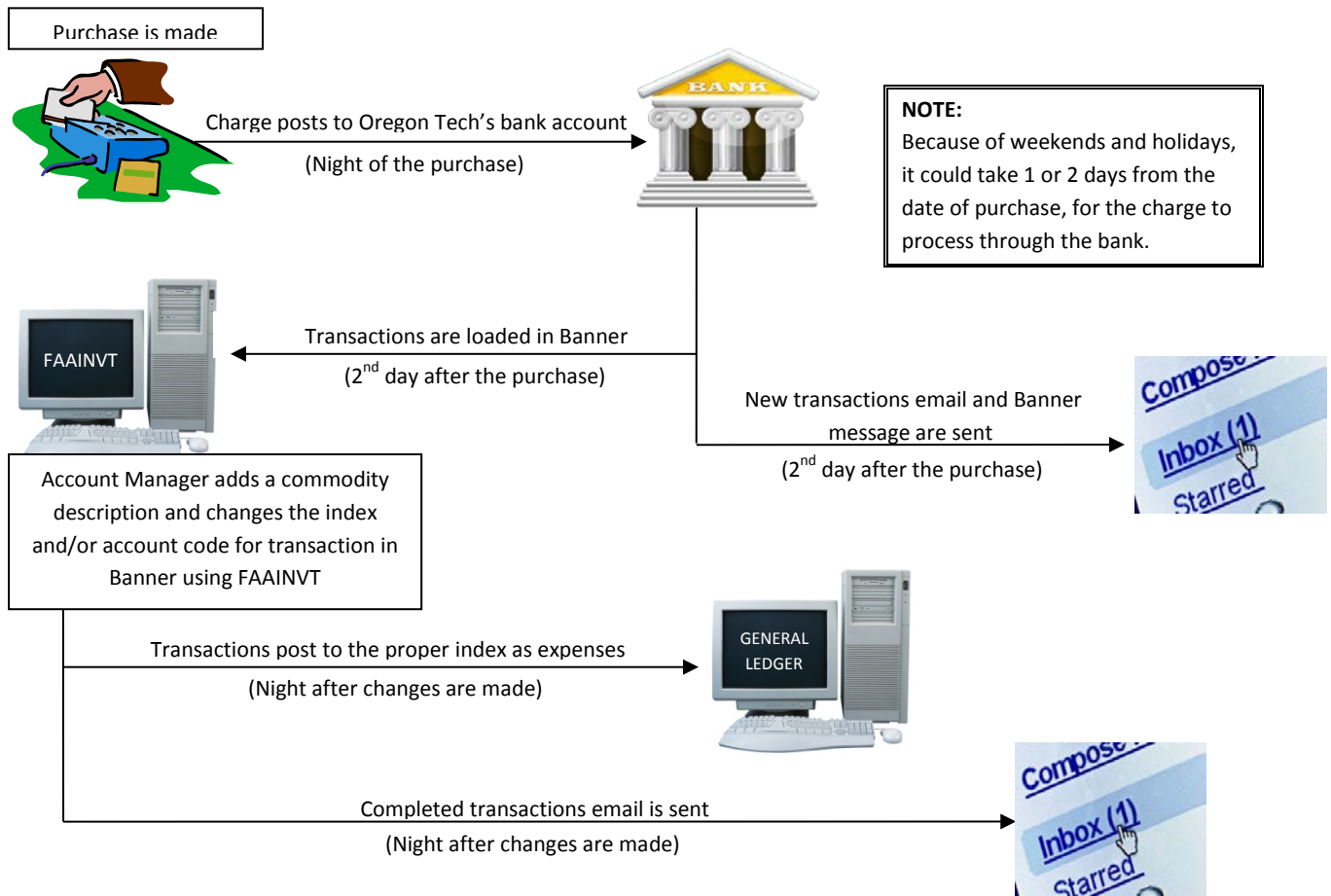
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Process

1. Purchase is made using a procurement card
2. The charge is processed through US Bank the night after the transaction is made
3. The morning after the transaction is processed the account manager receives a new transactions email (see [New Transactions Email](#)) and a Banner message (see [Banner Messages](#))
4. The account manager adds a commodity description and changes the index and/or account code of the transaction in FAAINVT (see [Coding Transactions to Feed Into Banner](#))
5. The feed processes runs each afternoon at 4:15 pm, at which point completed transactions post in Banner as an expense
6. The morning after a transaction has fed the custodian receives a completed transactions email (see [Completed Transactions Email](#)) and a Banner message (see [Banner Messages](#))





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Procedure

Daily

Each day after receiving a new transactions email (see [New Transactions Email](#)) and Banner message (see [Banner Messages](#)), transactions need to have a commodity description and index and/or account changed in Banner using FAAINVT (see [Coding Transactions to Feed Into Banner](#)). If the account manager is out of the office, transactions should be completed as soon as the account manager returns. The account manager should not be waiting until the last day of the month to complete transactions in Banner.

Before completing transactions in Banner using FAAINVT the itemized physical receipt must be in the account manager's possession. All transactions should be broken up appropriately based on the itemized receipt, and detailed descriptions should be entered in the commodity description (it is *very* important that you describe all items purchased *and* their purpose).

Monthly

Each month the card custodian will still receive a notification that the procurement card statement is available on the US Bank website. The card custodian needs to log in to US Bank, and print out the statement each month to compare to the itemized receipts and the procurement card reconciliation report (see [Reconciliation Report](#)). If there are transactions on the reconciliation report, the account manager needs to complete transactions in Banner using FAAINVT (see [Coding Transactions to Feed Into Banner](#)).

All transactions for the current billing statement need to be fed in Banner by the third day of the month.

Attach a copy of the reconciliation report (see [Reconciliation Report](#)) to the procurement card statement, as well as all of the *original* itemized receipts (if receipts are smaller than a full-size sheet of paper, they should be taped to an 8½" by 11" sheet of plain paper), and the procurement card reconciliation sheet (see [Procurement Card Reconciliation Sheet](#)). Have the appropriate budget authority (or authorities) for the index(es) used review and approve the procurement card packet, and send the packet directly to Accounts Payable in Snell 114 by the third day of the month.

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Banner Messages

Each time a new transaction is loaded into Banner from the bank, the account manager will receive a Banner message with the details of the transaction uploaded. The information will be similar to the information provided from the new transactions email (see [New Transactions Email](#)) the account manager will receive.

Recipient	Message	Reference ID	System	Sender	Date	Source	Item
KEELEYABBOTT Keeley Abbott	\$47.15 to JORGENSEN BROS INC (541-3425875)		Finance System	FIMSMGR	14-MAR-2013	FAPCARD	161668
KEELEYABBOTT Keeley Abbott	\$275.00 to COLLEGEBOARD*PRODUCTS (877-349-1550)		Finance System	FIMSMGR	14-MAR-2013	FAPCARD	777542
KEELEYABBOTT Keeley Abbott	\$375.36 to GRANGE CO-OP KLAMATH FALL (KLAMATH FALLS)		Finance System	FIMSMGR	14-MAR-2013	FAPCARD	161668
KEELEYABBOTT Keeley Abbott	\$28.55 to AMSAN #420 (954-247-4300)		Finance System	FIMSMGR	14-MAR-2013	FAPCARD	710378

When the account manager has supplied a commodity description and changed the index and/or account code for a transaction in Banner using FAAINVT (see [Coding Transactions to Feed Into Banner](#)), the transaction will feed through the General Ledger and generate a “Z” document number in Banner. The card custodian will receive a message the day after the transaction has fed with the “Z” document number of the transaction. The information will be similar to the information provided in the completed transactions email (see [Completed Transactions Email](#)) the account manager receives.

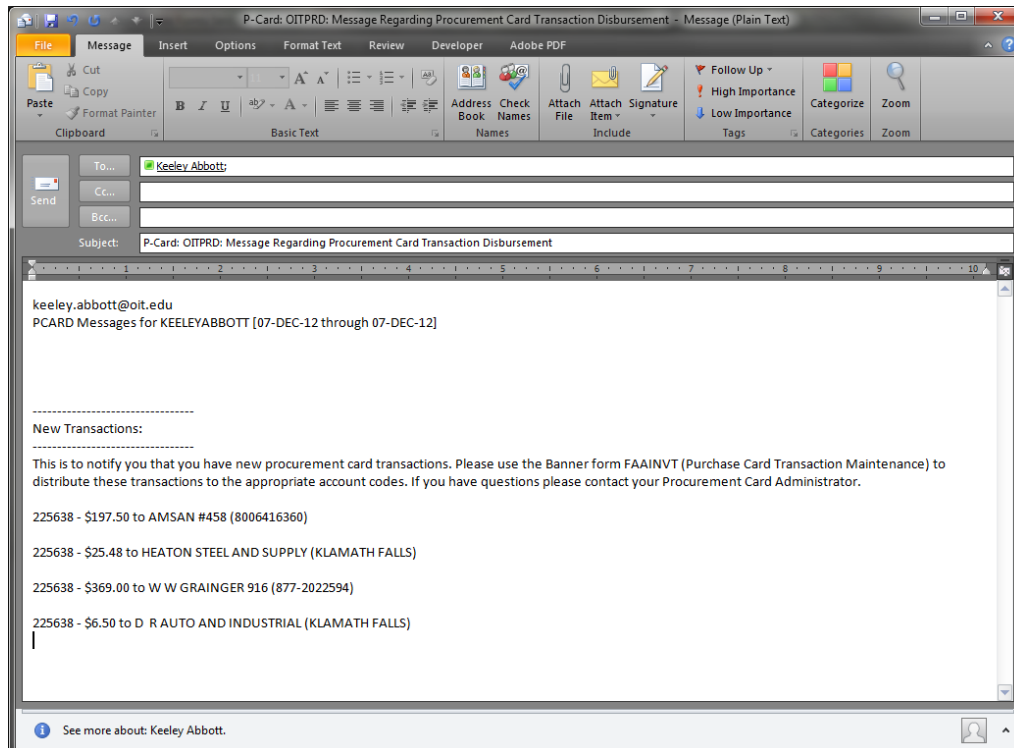
The “Z” document is a document number much like an “I” number from an invoice entered into Banner. If the particular vendor associated with the procurement card transaction exists in Banner and is matched when the transaction is uploaded, the “Z” document will be visible in vendor history (FAINVDPH).

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Email Notifications

New Transactions

The account manager will receive a new transactions email when a purchase is made with the procurement card (emails will only be generated the morning after transactions have uploaded from US Bank).

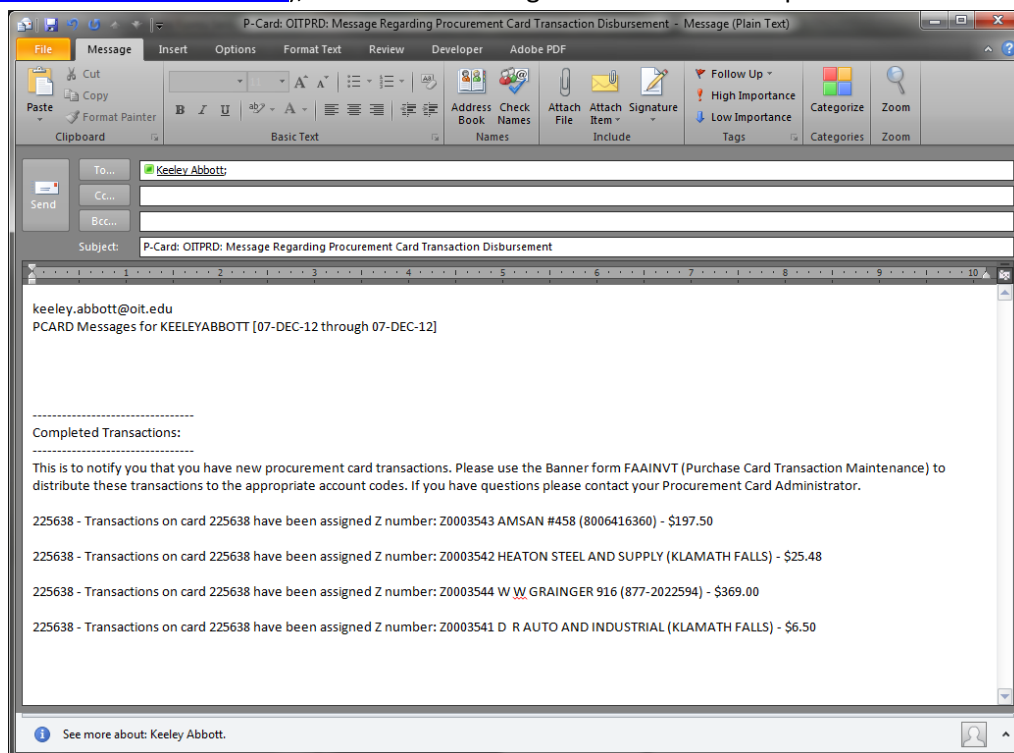


All transactions on this email will be marked as "Not Fed" in Banner until a commodity description has been added, and the index and/or account code have been changed using FAAINVT (see [Coding Transactions to Feed Into Banner](#))

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Completed Transactions

In the afternoon (once the Feed process has completed at 4:15 pm) after the commodity description has been added and the index and/or account code have been changed using FAAINVT (see [Coding Transactions to Feed Into Banner](#)), the account manager will receive a completed transactions email.



All the transactions on this email are now marked as "Fed" in Banner, and have been posted to the General Ledger as expenses. The email shows the "Z" number that was generated for each transaction, which will now be visible in vendor history (FAINVDPH).

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Coding Transactions to Feed Into Banner

1. From the main Banner screen type FAAINVT in the "Go To..." field

2. Hit [F12] to move cursor to the next section

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- If you are the account manager for multiple procurement card, press [↓] to move between cardholders

- Hit [F12] to move cursor to the next section

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5. Hit [↓] to find the transaction you wish to edit for feed
6. Type the date the entry should feed in the “Feed Date” field
 - a. Default will be two days from the “Bank Post Date” field when they first upload to Banner, which will need to be changed to the current date
 - b. For prior period entries being entered into the system within the first three business days of the new month, use the last day of the previous month
 - c. Date will be in the format DD-MMM-YYYY (i.e. March 13, 2013 will be 13-MAR-2013)
 - d. Transactions need to be posted in Banner by the period in which the Purchasing Card payment was made to US Bank (i.e. transactions made during the current statement billing cycle must be posted to the month in which the statement ended)

Oracle Fusion Middleware Forms Services: Open > FAAINVT

File Edit Options Block Item Record Query Tools Help

Purchase Card Transaction Maintenance FAAINVT 8.4.0.1.E (OITPRD)

Cardholder ID: [918153905] William E Britton Responsible Organization: [005105]
 Account Manager ID: [CARLAMETZ] Business Manager ID: [] Type: Not Fed Transactions

Cardholder ID: 918153905 William E Britton
 Card Account Number: 4444888844583074 Start Date: 01-JUN-2010 Expiration Date: 30-JUN-2013
 Card Type: VISA Card Status Code: A Card Description: []
 Account Manager ID: CARLAMETZ
 Business Manager ID: [] Responsible Organization: 005105

Vendor: [1000BULBS.COM] One Time [X] Credit Memo []
 Check Vendor: []
 Address Type: [] Sequence: []
 Street Line 1: [] City: 800-6244488
 Street Line 2: [] State or Province: TX ZIP or Postal Code: 75041
 Street Line 3: [] Nation: US

Reference Number: 24653003049900016353532 SIC: 5251 Document: []
 Bank Post Date: 19-FEB-2013 Feed Date: 02-MAR-2013 Payment Due Date: 11-MAR-2013
 Invoice Date: 15-FEB-2013 Transaction Amount: 21.03

Feed Sweep Date: Format DD-MON-YYYY
 Record: 1/7 <OSC>

7. Hit [F12] to move cursor to the next section

Commodity Description is required.

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8. Type a description of the transaction and its purpose in the “Commodity” field starting with the last six digits of the card number and a dash and hit [F12] to move cursor to the next section
 - a. “123456-“ (without the “”) and then description of the transaction and its purpose

[illegible]

9. Change the “Index” field if required, and hit [Tab] four times to move cursor to the “Acct” field

11

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10. Change the “Acct” field to the appropriate account code (see [Common Account Codes](#))

- If the charge is being split between multiple Indexes and/or Account codes, enter the first Index and Account as above, then hit [Tab] seven times to move cursor to the “Amount or Percent” field

Oracle Fusion Middleware Forms Services: Open > FAAINVT

File Edit Options Block Item Record Query Tools Help

Purchase Card Transaction: Accounting Information FAAINVT 8.4.0.1.E (OITPRD)

Cardholder ID: 918106991 Brandy Laureen Brown

Card Account Number: 4444888844931059

Vendor: PAYPAL *OREGONASSOC

Transaction Amount: 375.00

Default Accounting Distribution

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Amount or Percent
H	AAA001	001005	001980	28995	30600				B1	375.00
Commodity: 931059-OACTE Conf Reg/Edge/4-10										

Sequence	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Percent	Amount or Percent
1	H	AAA001	001005	001980	28601	30600				B1		375.00

Amount or Percentage: Record: 1/1 | <OSC>

- Change the value in the “Amount or Percent” field to the amount to be charged to this first Index and Account, and hit [↓] to add a line

c. Hit [Tab] twice to move cursor to the second line's "Index" field and enter the appropriate Index

[illegible]

- d. Hit [Tab] four times to move the cursor to the “Acct” field and enter the appropriate account
 - e. Hit [Tab] seven times to move the cursor to the “Amount or Percent” field and enter the appropriate value
 - f. Repeat “b” through “e” for all Index and/or Accounts
11. Hit [F11] to return to the previous screen
12. Repeat steps 5 through 11 until all entries have been completed
13. Hit [F2] to close FAAINVT

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Banner Procurement Card Reports

Reconciliation Report

The reconciliation report shows all transactions on a particular card for a specified time period. This report can be used to identify transactions that have not yet been completed, in addition to showing those transactions that have already had a commodity description added and the index and/or account changed using FAAINVT (see [Coding Transactions to Feed Into Banner](#)).

The “Status” column indicates whether a particular transaction has fed or not. This report can be used in conjunction with the monthly bank statement printed off the US Bank website. When the report is run over the statement period the total of the transactions on the report should match the bank statement total.

1. From the main Banner screen type FWRRCON in the “Go To...” field

The screenshot displays the Oracle Fusion Middleware Forms Services window for the process FWRRCON. The window title is "Oracle Fusion Middleware Forms Services: Open > GIAPCTL". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for file operations and navigation. The main form area is titled "Process Submission Controls" and includes the following sections:

- Process:** A dropdown menu showing "FWRRCON" and a text field containing "pCard Reconciliation Report".
- Parameter Set:** A dropdown menu.
- Printer Control:**
 - Printer:** A dropdown menu.
 - Special Print:** A text field.
 - Lines:** A text field.
 - Submit Time:** A text field.
- Parameter Values:** A table with three columns: "Number", "Parameters", and "Values". The table has six rows, each with a checkbox in the "Number" column and input fields in the "Parameters" and "Values" columns.
- Submission:**
 - ☐ Save Parameter Set as
 - Name:** A text field.
 - Description:** A text field.
 - ☐ Hold
 - ☒ Submit

At the bottom of the window, there is a status bar with the text "Process Name; press SEARCH for valid processes." and "Record: 1/1".

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- Hit [F12] to move cursor to next section

The screenshot shows the 'Process Submission Controls' form for 'FWRRCON' and 'pCard Reconciliation Report'. The form includes sections for 'Printer Control', 'Parameter Values', and 'Submission'.

Printer Control

Printer: **SFTPHOME** Special Print: Lines: **55** Submit Time:

Parameter Values

Number	Parameters	Values
01	From Date	
02	To Date	
03	Credit card Number	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the Beginning Date of the range of this report (DD-MON-YYYY)

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Destination Printer: DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.
Record: 1/1 | List of Valu... | <OSC>

- The "Printer" field will default to "SFTPHOME", which will generate a .lis document that can be opened, formatted and printed from Microsoft Word

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- a. If a printed copy is needed, click the down arrow button next to the "Printer" field

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRRCON pCard Reconciliation Report Parameter Set:

Printer Control

Printer: SFTPHOME Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	From Date	
02	To Date	
03	Credit card Number	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the Beginning Date of the range of this report (DD-MON-YYYY)

Submission

☐ Save Parameter Set as Name: Description:

Printer Validation (GTVPRNT)

Find%

Code	Description
CD_CANIR5K	CO Canon Copier
CD_HP4350_PCL	Controller's Office
CD_HP4350_RED	Controller's Printer Breakroom
DATABASE	Send to database
EMAIL	Email Output
EMAIL_PDF	Email PDF Output
INV1	Reg. Invoices (OT_SN002_3)
INV2	Reg. Invoices (OT_SN002_2)

Find OK Cancel

Choices in list: 48
Record: 1/1 ... List of Valu... <OSC>

- b. Select the appropriate printer from the "Printer Validation" table (starts with "OT_")

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRRCON pCard Reconciliation Report Parameter Set:

Printer Control

Printer: SFTPHOME Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	From Date	
02	To Date	
03	Credit card Number	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the Beginning Date of the range of this report (DD-MON-YYYY)

Submission

☐ Save Parameter Set as Name: Description:

Printer Validation (GTVPRNT)

Find%

Code	Description
OT_SN115_1	BAO AR Office
OT_SN116_1	BAO Cashiers Office (cash)
OT_SN116_2	BAO Cashiers Office (reports)
OT_SN116_3	BAO Cashiers Office (reports)
OT_WL139_1	Wilsonville (HP Laserjet 5N)
PDF	SFTP PDF Output
REC4	Bus. Offc Receipts (oit_sn104)
SCH1	Reg. Schedules (oit_sn002_3)

Find OK Cancel

Choices in list: 48
Record: 1/1 ... List of Valu... <OSC>

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c. Click “OK” to select the printer

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRRCON pCard Reconciliation Report Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	From Date	
02	To Date	
03	Credit card Number	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the Beginning Date of the range of this report (DD-MON-YYYY)

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Special Print Instructions; if left blank the default format is Landscape.
Record: 1/1 <OSC>

4. Hit [F12] to move cursor to next section

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRRCON pCard Reconciliation Report Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	From Date	
02	To Date	
03	Credit card Number	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the Beginning Date of the range of this report (DD-MON-YYYY)

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Parameter Number, press SEARCH for valid parameters.
Record: 1/3 <OSC>

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5. Hit [Tab] to move cursor to the “Values” field of the “From Date” parameter

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRRCON pCard Reconciliation Report Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	From Date	
02	To Date	
03	Credit card Number	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the Beginning Date of the range of this report (DD-MON-YYYY)

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 1/3 ... List of Valu... <OSC>

6. Type the date of the start of the billing cycle in the “Values” field for the “From Date” parameter
 - a. Date will be in the format DD-MMM-YYYY (i.e. March 13, 2013 will be 13-MAR-2013)

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRRCON pCard Reconciliation Report Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	From Date	26-JAN-2013
02	To Date	
03	Credit card Number	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the Beginning Date of the range of this report (DD-MON-YYYY)

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 1/3 ... List of Valu... <OSC>

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- Hit [↓] to move cursor to the "Values" field of the "To Date" parameter

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRRCON pCard Reconciliation Report Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	From Date	26-JAN-2013
02	To Date	
03	Credit card Number	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the Ending Date of the range of this report (DD-MON-YYYY)

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 2/3 | ... | List of Valu... | <OSC>

- Type the date of the end of the billing cycle in the "Values" field for the "To Date" parameter

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRRCON pCard Reconciliation Report Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	From Date	26-JAN-2013
02	To Date	25-FEB-2013
03	Credit card Number	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the Ending Date of the range of this report (DD-MON-YYYY)

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 2/3 | ... | List of Valu... | <OSC>

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- Hit [↓] to move cursor to the “Values” field of the “Credit card Number” parameter

The screenshot shows the Oracle Fusion Middleware Forms Services window for the 'pCard Reconciliation Report' process. The 'Parameter Values' section is active, displaying a table with columns for 'Number', 'Parameters', and 'Values'. The 'Credit card Number' parameter is highlighted in the 'Parameters' column, and its corresponding 'Values' field is empty. The 'Submission' section at the bottom shows the 'Save Parameter Set as' checkbox is unchecked, and the 'Submit' button is visible.

Number	Parameters	Values
01	From Date	26-JAN-2013
02	To Date	25-FEB-2013
03	Credit card Number	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter last 6 digits of the credit card number (accepts wildcards or % for all)

Submission
☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 3/3 ... List of Valu... <OSC>

- Type the last six digits of the card number in the “Values” field of the “Credit card Number” parameter

The screenshot shows the same Oracle Fusion Middleware Forms Services window as before, but now the 'Values' field for the 'Credit card Number' parameter contains the text '592222'. The 'Submission' section remains unchanged, with the 'Submit' button still selected.

Number	Parameters	Values
01	From Date	26-JAN-2013
02	To Date	25-FEB-2013
03	Credit card Number	592222

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter last 6 digits of the credit card number (accepts wildcards or % for all)

Submission
☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 3/3 ... List of Valu... <OSC>

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11. Hit [F12] to move cursor to next section

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRRCON pCard Reconciliation Report Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	From Date	26-JAN-2013
02	To Date	25-FEB-2013
03	Credit card Number	592222

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Save Entered Parameters; CHECK to save.

Record: 1/1 <OSC>

12. Hit [F10] to submit

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRRCON pCard Reconciliation Report Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Sequence number is: 325110

Record: 1/1 <OSC>



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13. Once the report has finished running it will print on the printer selected

FWRRCON 8.4.D Oregon Institute of Technology 14-MAR-2013
PCard Reconciliation Report 26-JAN-2013 - 25-FEB-2013

Status	Bank Tran Date	Bank Post Date	Feed Date	Vendor Name	Amount
Card: 592222 OIT PROCUREMENT CARD					
Business Manager:					
Account Manager: CARLAMETZ					
Fed	24-JAN-2013	28-JAN-2013	05-MAR-2013	MT HOOD SKI BOWL LLC	251.00
Fed	30-JAN-2013	31-JAN-2013	05-MAR-2013	USPS.COM CLICK66100611	5.05
Fed	01-FEB-2013	04-FEB-2013	05-MAR-2013	Eagle Web Press	2.00
Fed	13-FEB-2013	14-FEB-2013	05-MAR-2013	Eagle Web Press	18.00
Fed	23-FEB-2013	25-FEB-2013	28-FEB-2013	PAYPAL *OREGONASSOC	75.00
Total for card 592222:					351.05
					=====
Report Total:				351.05	Credits: 0.00
				=====	=====
					Debits: 351.05
					=====

Page 1

REPORT : FWRRCON * * * REPORT CONTROL INFORMATION - FWRRCON - Current Release 8.4.D * * * RUN DATE : 14-MAR-2013
Oregon Institute of Technology
PCard Reconciliation Report 26-JAN-2013 - 25-FEB-2013
From Date: 26-JAN-2013
To Date: 25-FEB-2013
Card Number: 592222

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Undistributed Transactions Report

The undistributed transactions report shows all transactions on a particular card that have not yet been completed. The transactions showing on this report still need to have a commodity description added and the index and/or account changed using FAAINVT (see [Coding Transactions to Feed Into Banner](#)).

1. From the main Banner screen type FWRUDST in the “Go To...” field

The screenshot shows the Oracle Fusion Middleware Forms Services window titled "Open > GJAPCTL". The window contains the following sections:

- Process:** FWRUDST (selected from a dropdown menu). **Parameter Set:** (empty dropdown menu).
- Printer Control:**
 - Printer:** (empty dropdown menu)
 - Special Print:** (empty text field)
 - Lines:** (empty text field)
 - Submit Time:** (empty text field)
- Parameter Values:**

Number	Parameters	Values
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
- Submission:**
 - ☐ Save Parameter Set as
 - Name:** (empty text field)
 - Description:** (empty text field)
 - ☐ Hold
 - ☒ Submit
- Footer:**
 - Process Name: press SEARCH for valid processes.
 - Record: 1/1
 - <OSC>

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- Hit [F12] to move cursor to next section

The screenshot shows the 'Oracle Fusion Middleware Forms Services: Open > GIAPCTL' window. The title bar indicates the application is 'Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)'. The form contains the following sections:

- Process:** FWRUDST, pCard Undistributed Trans Rep
- Parameter Set:** (empty dropdown)
- Printer Control:**
 - Printer:** SFTPHOME (dropdown)
 - Special Print:** (empty text field)
 - Lines:** 55
 - Submit Time:** (empty text field)
- Parameter Values:**

Number	Parameters	Values
01	Credit Card Number	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the last 6 digits of credit card number (accepts wildcards or % for all)
- Submission:**
 - ☐ Save Parameter Set as
 - Name:** (empty text field)
 - Description:** (empty text field)
 - ☐ Hold
 - ☒ Submit

At the bottom, a status bar shows: 'Destination Printer: DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line. Record: 1/1 | ... | List of Valu... | <OSC>'.

- The "Printer" field will default to "SFTPHOME", which will generate a .lis document that can be opened, formatted and printed from Microsoft Word

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- a. If a printed copy is needed, click the down arrow button next to the "Printer" field

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRUDST pCard Undistributed Trans Rep Parameter Set:

Printer Control

Printer: SFTPHOME Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the last 6 digits of credit card number (accepts wildcards or % for all)

Submission

☐ Save Parameter Set as Name: Description:

Choices in list 48
Record: 1/1 | ... | List of Valu... | <OSC>

Printer Validation (GTVPRNT)

Find%

Code	Description
CD_CANIR5K	CO Canon Copier
CD_HP4350_PCL	Controller's Office
CD_HP4350_RED	Controller's Printer Breakroom
DATABASE	Send to database
EMAIL	Email Output
EMAIL_PDF	Email PDF Output
INV1	Reg. Invoices (OT_SN002_3)
INV2	Reg. Invoices (OT_SN002_2)

Find OK Cancel

- b. Select the appropriate printer from the "Printer Validation" table (starts with "OT_")

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRUDST pCard Undistributed Trans Rep Parameter Set:

Printer Control

Printer: SFTPHOME Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the last 6 digits of credit card number (accepts wildcards or % for all)

Submission

☐ Save Parameter Set as Name: Description:

Choices in list 48
Record: 1/1 | ... | List of Valu... | <OSC>

Printer Validation (GTVPRNT)

Find%

Code	Description
OT_SN115_1	BAO AR Office
OT_SN116_1	BAO Cashiers Office (cash)
OT_SN116_2	BAO Cashiers Office (reports)
OT_SN116_3	BAO Cashiers Office (reports)
OT_WL139_1	Wilsonville (HP Laserjet 5N)
PDF	SFTP PDF Output
REC4	Bus. Offc Receipts (oit_sn104)
SCH1	Reg. Schedules (oit_sn002_3)

Find OK Cancel

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c. Click “OK” to select the printer

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRUDST pCard Undistributed Trans Rep Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the last 6 digits of credit card number (accepts wildcards or % for all)

Submission

☒ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Special Print Instructions: if left blank the default format is Landscape.
Record: 1/1 <OSC>

4. Hit [F12] to move cursor to next section

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRUDST pCard Undistributed Trans Rep Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the last 6 digits of credit card number (accepts wildcards or % for all)

Submission

☒ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Parameter Number, press SEARCH for valid parameters.
Record: 1/1 <OSC>

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- Hit [Tab] to move cursor to the “Values” field of the “Credit Card Number” parameter

The screenshot shows the Oracle Fusion Middleware Forms Services window titled 'Open > GIAPCTL'. The window contains several sections:

- Process:** FWRUDST, pCard Undistributed Trans Rep
- Parameter Set:** (empty dropdown)
- Printer Control:**
 - Printer: OT_SN116_3
 - Special Print: (empty)
 - Lines: 55
 - Submit Time: (empty)
- Parameter Values:**

Number	Parameters	Values
01	Credit Card Number	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the last 6 digits of credit card number (accepts wildcards or % for all)
- Submission:**
 - ☐ Save Parameter Set as
 - Name: (empty)
 - Description: (empty)
 - ☐ Hold
 - ☒ Submit

Record: 1/1 | ... | List of Valu... | <OSC>

- Type the last six digits of the card number in the “Values” field of the “Credit Card Number” parameter

The screenshot shows the same Oracle Fusion Middleware Forms Services window as above, but with the value '592222' entered in the 'Values' field of the 'Credit Card Number' parameter.

Record: 1/1 | ... | List of Valu... | <OSC>

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- Hit [F12] to move cursor to next section

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: **FWRUDST** pCard Undistributed Trans Rep Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	592222

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Save Entered Parameters; CHECK to save.
Record: 1/1 <OSC>

- Hit [F10] to submit

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: **FWRUDST** pCard Undistributed Trans Rep Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Sequence number is: 325119
Record: 1/1 <OSC>



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9. Once the report has finished running it will print on the printer selected

FWRUDST 8.4.F Oregon Institute of Technology 14-MAR-2013
PCard Undistributed Transactions

Index	Fund	Purchase Date	Bank Post Date	Vendor Name	Amount
Card: 592222 OIT PROCUREMENT CARD					
Business Manager:					
Account Manager: CARLAMETZ					
WLV001	001005	26-FEB-2013	27-FEB-2013	EB *SGO ROADMAP EVENT	22.09
Total for card 592222:					22.09
					=====
Report Total:					22.09
					=====

Page 1

REPORT : FWRUDST * * * REPORT CONTROL INFORMATION - FWRUDST - Current Release 8.4.F * * * RUN DATE : 14-MAR-2013
PCard Undistributed Transactions Oregon Institute of Technology
Card #: 592222

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Procurement Card Purchasing Log

This report contains the same essential information that can be found on your hand-written activity log. Do **not** use this report in place of your hand-written log. This report is intended to be used at the end of the banking statement to compare to transaction information.

All purchasing card custodians are required to continue to maintain a hand-written activity log. The hand-written activity log should detail the following information:

- Name of person using the card
- Name of person requesting payment (if different than the card user)
- Date of transaction
- Amount of transaction
- Vendor name
- Index code
- Account code
- Detailed description of the item(s) purchased and the purpose(s) of the purchase

All of the above items should be recorded in the activity log at the time of purchase. If the procurement card is taken off campus, the name of the authorized use who is taking the card should be written on the log when the procurement card is checked out, and the rest of the required information should be written in the log as soon as the card is returned.

Keeping a detailed log of activity will assist the account manager in completing transactions in Banner using FAAINVT (see [Coding Transactions to Feed Into Banner](#)) in a timely manner.

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1. From the main Banner screen type FWRPLOG in the "Go To..." field

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GIAPCTL 8.3.0.2.A (OITPRD)

Process: **FWRPLOG** pCard Purchasing Log Parameter Set: []

Printer Control

Printer: [] Special Print: [] Lines: [] Submit Time: []

Parameter Values

Number	Parameters	Values
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Submission

☐ Save Parameter Set as Name: [] Description: [] ☐ Hold ☒ Submit

Process Name; press SEARCH for valid processes.
Record: 1/1 | | | | <OSC>

2. Hit [F12] to move cursor to next section

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GIAPCTL 8.3.0.2.A (OITPRD)

Process: **FWRPLOG** pCard Purchasing Log Parameter Set: []

Printer Control

Printer: **SFTPHONE** Special Print: [] Lines: 55 Submit Time: []

Parameter Values

Number	Parameters	Values
01	Credit Card Number	
02	From Date	
03	To Date	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter last 6 digits of the card number. Also accepts wild cards and %.

Submission

☐ Save Parameter Set as Name: [] Description: [] ☐ Hold ☒ Submit

Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.
Record: 1/1 | | | | List of Valu... | <OSC>

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3. The “Printer” field will default to “SFTPHOME”, which will generate a .lis document that can be opened, formatted and printed from Microsoft Word
 - a. If a printed copy is needed, click the down arrow button next to the “Printer” field

The screenshot displays the Oracle Fusion Middleware Forms Services application window titled 'Open > GIAPCTL'. The main form is titled 'Process Submission Controls: GIAPCTL 8.3.0.2:A (OITPRD)'. It includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The 'Printer Control' section shows the 'Printer' field set to 'SFTPHOME' with a dropdown arrow, 'Special Print' field, 'Lines' set to 55, and 'Submit Time' field. Below this is the 'Parameter Values' section with a table for parameters and values. A 'Submission' section at the bottom has a 'Save Parameter Set as' checkbox and fields for 'Name' and 'Description'. A 'Printer Validation (GTVPRNT)' dialog box is open, showing a list of printer codes and descriptions. The list includes 'CD_CANIR5K' (CO Canon Copier), 'CD_HP4350_PCL' (Controller's Office), 'CD_HP4350_RED' (Controller's Printer Breakroom), 'DATABASE' (Send to database), 'EMAIL' (Email Output), 'EMAIL_PDF' (Email PDF Output), 'INV1' (Reg. Invoices (OT_SN002_3)), and 'INV2' (Reg. Invoices (OT_SN002_2)). The 'Find' field is empty, and the 'Find' button is highlighted.

Number	Parameters	Values
01	Credit Card Number	
02	From Date	
03	To Date	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter last 6 digits of the card number. Also accepts wild cards and %.

Submission

☐ Save Parameter Set as Name: Description:

Choices in list: 48
Record: 1/1 ... List of Valu... <OSC>

Code	Description
CD_CANIR5K	CO Canon Copier
CD_HP4350_PCL	Controller's Office
CD_HP4350_RED	Controller's Printer Breakroom
DATABASE	Send to database
EMAIL	Email Output
EMAIL_PDF	Email PDF Output
INV1	Reg. Invoices (OT_SN002_3)
INV2	Reg. Invoices (OT_SN002_2)

Find % Find OK Cancel

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b. Select the appropriate printer from the "Printer Validation" table (starts with "OT_")

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRPLOG pCard Purchasing Log Parameter Set:

Printer Control

Printer: SFTPHONE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	
02	From Date	
03	To Date	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter last 6 digits of the card number. Also accepts wild cards and %.

Submission

☐ Save Parameter Set as Name: Description:

Printer Validation (GTVPRT)

Find%

Code	Description
OT_SN114_1	BAO AP Office
OT_SN115_1	BAO AR Office
OT_SN116_1	BAO Cashiers Office (cash)
OT_SN116_2	BAO Cashiers Office (reports)
OT_SN116_3	BAO Cashiers Office (reports)
OT_WL139_1	Wilsonville (HP Laserjet 5N)
PDF	SFTP PDF Output
REC4	Bus. Offc Receipts (oit_sn104)

Find OK Cancel

Choices in list 48
Record: 1/1 | ... | List of Valu... | <OSC>

c. Click "OK" to select the printer

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRPLOG pCard Purchasing Log Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	
02	From Date	
03	To Date	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter last 6 digits of the card number. Also accepts wild cards and %.

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Special Print Instructions; if left blank the default format is Landscape.
Record: 1/1 | ... | <OSC>

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- Hit [F12] to move cursor to next section

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRPLOG pCard Purchasing Log Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	
02	From Date	
03	To Date	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter last 6 digits of the card number. Also accepts wild cards and %.

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Parameter Number, press SEARCH for valid parameters.
Record: 1/3 <OSC>

- Hit [Tab] to move cursor to the "Values" field of the "Credit Card Number" parameter

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRPLOG pCard Purchasing Log Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	
02	From Date	
03	To Date	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter last 6 digits of the card number. Also accepts wild cards and %.

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 1/3 List of Valu... <OSC>

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- Type the last six digits of the card number in the “Values” field of the “Credit Card Number” parameter

Oracle Fusion Middleware Forms Services: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2.A (OITPRD)

Process: FWRPLOG pCard Purchasing Log Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	59222
02	From Date	
03	To Date	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter last 6 digits of the card number. Also accepts wild cards and %.

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 1/3 ... List of Valu... <OSC>

- Hit [↓] to move cursor to the “Values” field of the “From Date” parameter

Oracle Fusion Middleware Forms Services: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2.A (OITPRD)

Process: FWRPLOG pCard Purchasing Log Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	59222
02	From Date	
03	To Date	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the Beginning Date of the report date range (DD-MON-YYYY)

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 2/3 ... List of Valu... <OSC>

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8. Type the date of the start of the billing cycle in the “Values” field for the “From Date” parameter

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRPLOG pCard Purchasing Log Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	59222
02	From Date	26-JAN-2013
03	To Date	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the Beginning Date of the report date range (DD-MON-YYYY)

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 2/3 | ... | List of Valu... | <OSC>

9. Hit [↓] to move cursor to the “Values” field of the “To Date” parameter

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRPLOG pCard Purchasing Log Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	59222
02	From Date	26-JAN-2013
03	To Date	

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the Ending Date of the report date range (DD-MON-YYYY)

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 3/3 | ... | List of Valu... | <OSC>

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10. Type the date of the end of the billing cycle in the "Values" field for the "To Date" parameter

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRPLOG pCard Purchasing Log Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	59222
02	From Date	26-JAN-2013
03	To Date	25-FEB-2013

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the Ending Date of the report date range (DD-MON-YYYY)

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 3/3 | ... | List of Valu... | <OSC>

11. Hit [F12] to move cursor to next section

Oracle Fusion Middleware Forms Services: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2.A (OITPRD)

Process: FWRPLOG pCard Purchasing Log Parameter Set:

Printer Control

Printer: OT_SN116_3 Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Credit Card Number	59222
02	From Date	26-JAN-2013
03	To Date	25-FEB-2013

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Save Entered Parameters; CHECK to save.

Record: 1/1 | ... | <OSC>

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12. Hit [F10] to submit

The screenshot shows the 'Oracle Fusion Middleware Forms Services: Open > GJAPCTL' window. The title bar indicates the application is 'Process Submission Controls GJAPCTL 8.3.0.2.A (OITPRD)'. The form contains the following sections:

- Process:** A dropdown menu showing 'FWRPLOG' and a text field containing 'pCard Purchasing Log'.
- Parameter Set:** A dropdown menu.
- Printer Control:**
 - Printer:** A dropdown menu.
 - Special Print:** A text field.
 - Lines:** A checkbox.
 - Submit Time:** A text field.
- Parameter Values:** A table with three columns: 'Number', 'Parameters', and 'Values'. Each column has a dropdown menu. The table contains 8 rows of empty input fields.
- Submission:**
 - ☐ Save Parameter Set as
 - Name:** A text field.
 - Description:** A text field.
 - ☐ Hold
 - ☒ Submit

The status bar at the bottom shows: 'Log file: KEELEYABBOTT_FWRPLOG_325175.log List file: KEELEYABBOTT_FWRPLOG_325175.lis' and 'Record: 1/1'.



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13. Once the report has finished running it will print on the printer selected

Oregon Institute of Technology

Procurement Card Purchasing Log - 27-NOV-2012 to 26-DEC-2012

04-JAN-2013

Card Number (last 6 digits): 282436

Card Index: BOE052

Card Expiration Date: 30-JUN-15

Department: Office of Business Affairs

Bank Tran Date	Banner Tran Date	Vendor Name	Banner Invoice No.	Item Description	Account Code	Account Title	Transaction Amount
27-NOV-12		AMAZON.COM			28995	Procurement Card Purchase	163.04
27-NOV-12		AMAZON.COM			28995	Procurement Card Purchase	199.28
28-NOV-12		CTS*FRONTIER PHONE PAY			28995	Procurement Card Purchase	131.78
30-NOV-12		TARGET 00022905			28995	Procurement Card Purchase	50.69
30-NOV-12		Staples			28995	Procurement Card Purchase	239.26
07-DEC-12		THE UPS STORE 6046			28995	Procurement Card Purchase	33.36
14-DEC-12		THE UPS STORE 6046			28995	Procurement Card Purchase	9.61
15-DEC-12		AMAZON.COM			28995	Procurement Card Purchase	96.34
15-DEC-12		AMAZON.COM			28995	Procurement Card Purchase	247.07
17-DEC-12		CADCIM TECHNOLOGIES			28995	Procurement Card Purchase	65.95
17-DEC-12		MUKILTEO SCHOOL DISTRICT			28995	Procurement Card Purchase	1,226.32
18-DEC-12		THE UPS STORE 6046			28995	Procurement Card Purchase	19.22
20-DEC-12		THE UPS STORE 6046			28995	Procurement Card Purchase	50.42
23-DEC-12		AMAZON.COM LLC			28995	Procurement Card Purchase	64.00
21-DEC-12		AMAZON.COM LLC			28995	Procurement Card Purchase	96.98
22-DEC-12		AMAZON.COM LLC			28995	Procurement Card Purchase	97.01
TOTAL:							2,790.33
							=====

Card Custodian

Printed Name

Signature

Date

Budget Authority

Printed Name

Signature

Date

P-Card Program Manager

Printed Name

Signature

Date

By signing this document, all parties certify that the monthly statement has been reconciled and that all purchases were authorized and made in accordance with the applicable procedures and the Chancellors Office Purchasing Policy.

Page 1 of 0

REPORT : FWRPLOG

* * * REPORT CONTROL INFORMATION - FWRPLOG - Current Release 8.4.A * * *

Oregon Institute of Technology

RUN DATE : 04-JAN-2013

Procurement Card Purchasing Log - 27-NOV-2012 to 26-DEC-2012

Run Sequence Number: 315240

Card Number: 282436

From Date: 27-NOV-2012

To Date: 26-DEC-2012

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Appendices

Common Account Codes (with Descriptions)

Below is a list of commonly used account codes with their OUS Account descriptions.

Account Code	Description
20101	Office & Administrative Supplies – materials for office use, such as paper, pens, ink cartridges, machine tapes, staplers, binders, wastebaskets, paper clips, etc.
20102	General Operating Supplies – materials consumed in the conduct of an activity identified by a program name, but for which a separate, specific account code has not been established. This code does not cover supplies for which separate codes are designated.
20103	Laboratory Supplies – materials used in scientific and professional laboratories for instructional or research purposes. This code covers test tubes, glass beakers, printer paper, litmus paper, pens, light bulbs, batteries, etc used in a lab. This code does not cover alcohol, bulk chemicals, drugs and pharmaceutical supplies, insecticides, small tools, etc for which there are separate, specific account codes.
20106	Books, Periodicals, & Other Reference Materials – purchases of books, periodicals and reference materials made by instructional or administrative departments, except for materials that will be used either as a part of an established reference library or used as a reference for at least three years.
20108	Subscriptions – periodic publications purchased on a subscription basis for use in the normal course of business for reference or administrative purposes.
20110	Student Project Supplies – expenditures for student project supplies.
20111	Instructional Supplies – expenditures for materials used for instructional purposes.
20113	Photocopy Supplies – expenditures for photocopy supplies such as paper and toner.
20166	Athletic Supplies – expenditures for athletic supplies such as balls, mats, baseball bats and gloves, etc.
20168	Awards – expenditures for athletic and other awards to students, staff and others. Includes gift certificates, plaques and engraved awards. It does not cover scholarships, etc.
20180	Linen & Bedding – expenditures for linens used in patient care areas. Excludes laundry services.
20185	Uniforms – expenditures for uniforms, such as worn by athletic teams, band members, choirs, judging teams etc where the uniform is purchased and owned by the university and is not personal attire.
20187	Employee Safety Apparel – costs of employee wearing apparel furnished by the department when special safety apparel is required. Includes shoes, safety glasses and other “required” safety apparel. This code does not cover disposable wearing apparel.
20188	Employee Clothing – expenditures for clothing furnished by the department when special clothing is required.
20190	Testing Group Incentives – expenditures for items to be given as incentives for volunteers who serve on a test panel or survey group. Includes gift certificates and other non-cash items.

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Account Code	Description
20200	Minor Equipment – expenditures for tangible personal property that has a unit value less than \$5,000 but no less than \$100, is not consumed in the normal course of business, and whose useful life exceeds two years. REQUIRES LOCATION CODE.
20201	Computer (Non-Capitalized) – expenditures for computer hardware that meets the criteria for minor equipment. Includes monitors, CPU's, etc. REQUIRES LOCATION CODE (ITS ONLY).
20202	Software – expenditures for computer software that meets the criteria for minor equipment. REQUIRES LOCATION CODE (ITS ONLY).
20204	Other IT Related Peripherals – expenditures for Information Technology related peripherals not otherwise specified that meet the criteria for minor equipment. Includes routers, switches, hard drives, DVD burners, memory, etc. REQUIRES LOCATION CODE.
20210	Office Equipment & Furniture (Non-Capitalized) – expenditures for office equipment and furniture that meet the criteria for minor equipment. REQUIRES LOCATION CODE.
20215	Specialized Equipment (Non-Capitalized) – expenditures for specialized equipment that meet the criteria for minor equipment. REQUIRES LOCATION CODE.
20250	Parts-Auto & Equipment – expenditures for parts used to repair vehicles and equipment
20252	Automotive Fuels & Lubricants – expenditures for gasoline and diesel fuels and automotive lubricants.
22012	Telecommunications One-Time Charges – charges applied on a one-time basis. This includes pass through charges from vendors, installation charges, service charges, programming fees, and equipment sales.
22016	Communications Network Access Charges – data networks, internet access, and related computer communications charges.
22502	Postage – includes postage meter charges, purchase of postage stamps and payments made to the U.S. Post Office for the receipt or forwarding of mail.
22505	Express Mail (Tax Reportable) – expenses for special courier and express mail services.
22511	Freight/Moving-Non Employee Related (Tax Reportable) – expenses incurred for shipping or receiving materials, supplies and equipment. This code covers all expenses incurred for moving owned and non-owned equipment between locations.
23520	Physical Plant Supplies – expenditures for supplies used in daily physical plant operations. This code does not cover items purchased for storerooms or inventories for resale or redistribution.
23522	Maintenance Materials – expenditures for materials used in maintenance.
23523	Data Processing/Electrical Equipment Parts – expenditures for data processing and electrical equipment parts for repair and maintenance.
24101	Equipment Rentals (Tax Reportable) – expenditures for the use/rental of non-data processing equipment. This code does not cover vehicle rentals for employees on travel assignments.

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Account Code	Description
24103	Software Maintenance Contracts/Services (Tax Reportable) – expenditures for the use of data processing software obtained from a vendor through a rental license agreement. In a license agreement, if the vendor replaces software due to a catastrophic event, title to the software does not pass to the purchaser, and the software does not become a capitalized item.
24503	Data Processing Service (Tax Reportable) – expenditures for data processing services purchased from others.
24606	Printing & Publishing (Tax Reportable) – printing and publishing service performed by others. This code excludes duplicating and copying.
24611	Advertising-Personnel Recruitment/Bid Solicitation/Public Notices (Tax Reportable) – services provided by others, for advertising designed to recruit faculty/staff personnel to the institution, request bids for the procurement of goods and services, or furnish public notices regarding contract/grant awards, sponsored agreements, and financial matters.
24612	Advertising-Institutional Promotion/Public Relations (Tax Reportable) – services provided by others, for advertising, institutional promotion, and public or community relations to promote the image of the institution. This code includes costs associated with media expenses directed toward: recruiting students, promoting student services and opportunities offered by the institution, announcing public service and sporting events, encouraging donations to the institution, and activities promoting the institution in general. Costs recorded under this code also include displays, exhibits, special events, promotional items, and memorabilia (models, gifts, and souvenirs)
25011	Cryogenics – expenditures for substances that are used to produce or maintain very low temperature environments, such as liquid nitrogen and liquid helium.
25030	Dressing Materials – expenditures for bandages, adhesive tape, cotton and other materials used in hospitals and clinics for applying dressings.
28601	Conference Registration Fees – expenditures for conference, convention and other meeting registration fees for attendance. This code may be used for the total registration fee including any meals, lodging or incidental expenses that are part of the fee. Meals and lodging expenses incurred during travel when not included in the conference fee should be recorded in the appropriate travel account.
28650	Trade Show/Event Fees – expenditures related to participation in trade shows and similar events. Expenses include booth registration fees and associated costs.
28703	Taxes & Licenses – payments made for taxes and licenses. Sales and excise taxes that are part of the purchase of materials or services are not segregated and charged to this code.
28901	Dues & Membership-Program – expenses for dues and memberships of administrative units or positions within organizations related to program operations.
28902	Membership in Civic/Community Organizations – costs for membership in civic or community organizations such as Chamber of Commerce, Kiwanis, etc.
28910	Fines & Penalties – costs resulting from violations of, or failure to comply with, federal, state, local or foreign laws and regulations.

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Account Code	Description
28931	Selling & Marketing Costs – costs of selling or marketing products or services related to intellectual property or generating unrelated business income.
28935	Mailing List Purchase – cost of purchase of mailing lists that target specific populations.
29001	Training-Books – costs of books used for employee training.
29002	Training-Publications – costs of publications and other printed material, other than books, used for employee training.
29040	Training-Tuition/Registration-Employee – tuition and registration fees incurred for employee training.
39415	In-State Employee Program Travel – travel expenses incurred when an employee travels in-state for the benefit of the department or institution.
39416	In-State Employee Training Travel – travel expenses incurred when an employee travels in-state to receive training.
39445	In-State Non-Employee Program Travel – travel expenses incurred when a non-employee travels in-state for the benefit of the department or institution.
39446	In-State Group Travel – travel expenses incurred when an academic class takes a field trip or an athletic team travels to a sports event for competition. Use for all expenses for the group including any employee sponsors (instructors, academic advisors, or coaches) and students (class members, participants, or players). Note: this account cannot be used when all participants are employees.
39515	Out-of-State Employee Program Travel – travel expenses incurred when an employee travels out-of-state for the benefit of the department or institution.
39516	Out-of-State Employee Training Travel – travel expenses incurred when an employee travels out-of-state to receive training.
39545	Out-of-State Non-Employee Program Travel – travel expenses incurred when a non-employee travels out-of-state for the benefit of the department or institution.
39546	Out-of-State Group Travel – travel expenses incurred when an academic class takes a field trip out-of-state or an athletic team travels out-of-state to a sports event for competition. Use for all trip expenses for the group including any employee sponsors (instructors, academic advisors, or coaches) and students (class members, participants, or players). Note: this account cannot be used when all participants are employees.
40190	Library Purchases – purchases by institutional libraries, of books, periodicals, films, tapes, slides and reference materials.



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Procurement Card Reconciliation Sheet

The procurement card reconciliation sheet should be attached to the US Bank procurement card statement, along with the reconciliation report (see [Reconciliation Report](#)), and the *original* itemized receipts (if receipts are smaller than a full-size sheet of paper, they should be taped to an 8½" by 11" sheet of plain paper).

US Bank Visa Statement			Statement Date:			
Date	Vendor	Amount	Index	Account	Location	Purpose/Purchase Description
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
TOTAL		\$0.00	This amount must equal the US Bank statement amount.			
Card Name:			Card Custodian:		(SIGNATURE, remove before printing)	
			Designated Reconciler:		(SIGNATURE, remove before printing)	
Signature:			Budget Authority:			
(SIGNATURE, remove before printing)						
(SIGNATURE, remove before printing)						
(SIGNATURE, remove before printing)						
(SIGNATURE, remove before printing)						
(SIGNATURE, remove before printing)						



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Each transaction should have its own line item that includes all necessary information for that transaction (an additional line may be inserted between transactions for those transactions with multiple index and/or account code combinations). The “Location” field is only required for equipment account purchases (see [Common Account Codes](#)). Each budget authority for the index(es) indicated on the reconciliation sheet should be listed with the index(es) they are responsible for in the “Budget Authority” section. Signatures for each of the budget authorities indicated should be placed in the “Signature” section (remove “SIGNATURE, remove before printing” before having budget authorities sign).

General procurement card notes:

Not Allowed:

- *Alcohol is never allowed*
- **No restaurants (should normally be processed on personal reimbursements)**
- **No items of a personal nature**
- **No computers or software (should normally be processed on a PO through ITS)**