

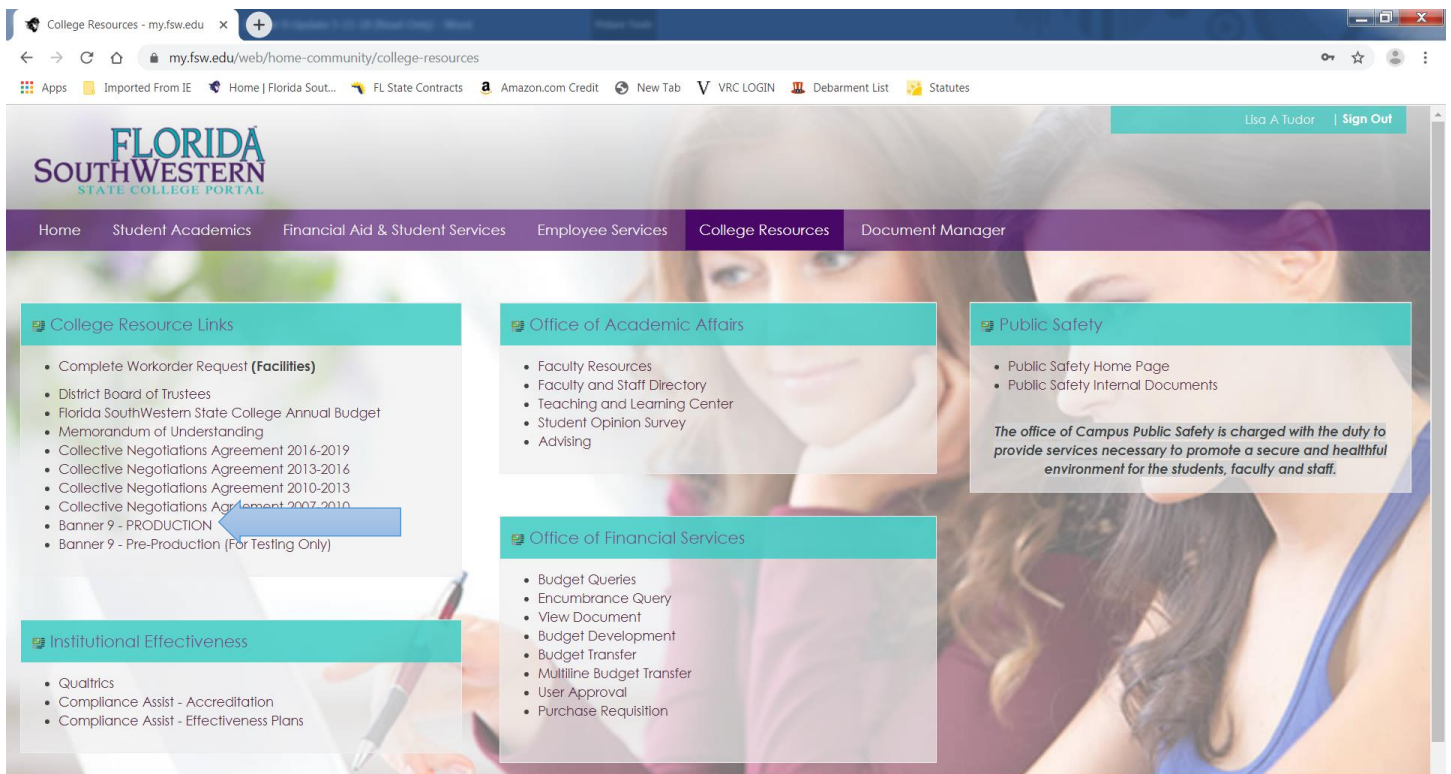
## EXHIBIT A

### PCARD RECONCILIATION VIA BANNER

#### (STEP-BY-STEP INSTRUCTIONS)

Log-in to the FSW Portal. **WARNING:** Use Mozilla Firefox or Google Chrome web browsers as Internet Explorer is NOT supported. If you don't have the correct browser installed, please contact the FSW Help Desk.

Click on the College Resources tab then click on 'BANNER 9 – PRODUCTION' in the College Resource Links block.



**Accessing P-Card Transactions:** In the search bar type “FAAINVT” and press enter. This form allows you to assign a vendor, feed date, description and charge the purchase to the proper Index and Account Code.

Welcome

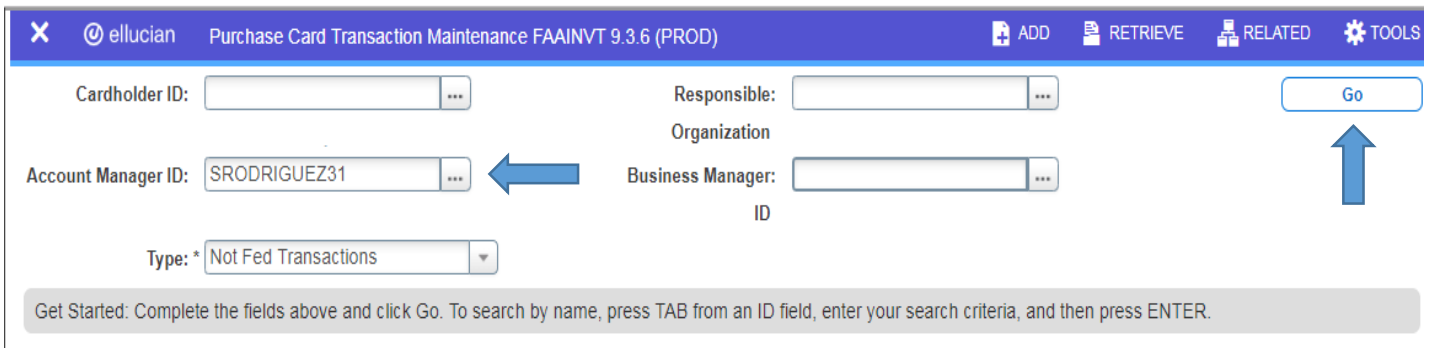
faainvt X

Purchase Card Transaction Maintenance  
(FAAINVT)

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The reconciler will enter their username in the Account Manager ID field (the backup reconciler will enter their username in the Business Manager ID field). Choose 'Not Fed Transactions' from the drop down list in the 'Type' field. Finally, click 'GO'.



ellucian Purchase Card Transaction Maintenance FAAINVT 9.3.6 (PROD)

Cardholder ID:  Responsible:

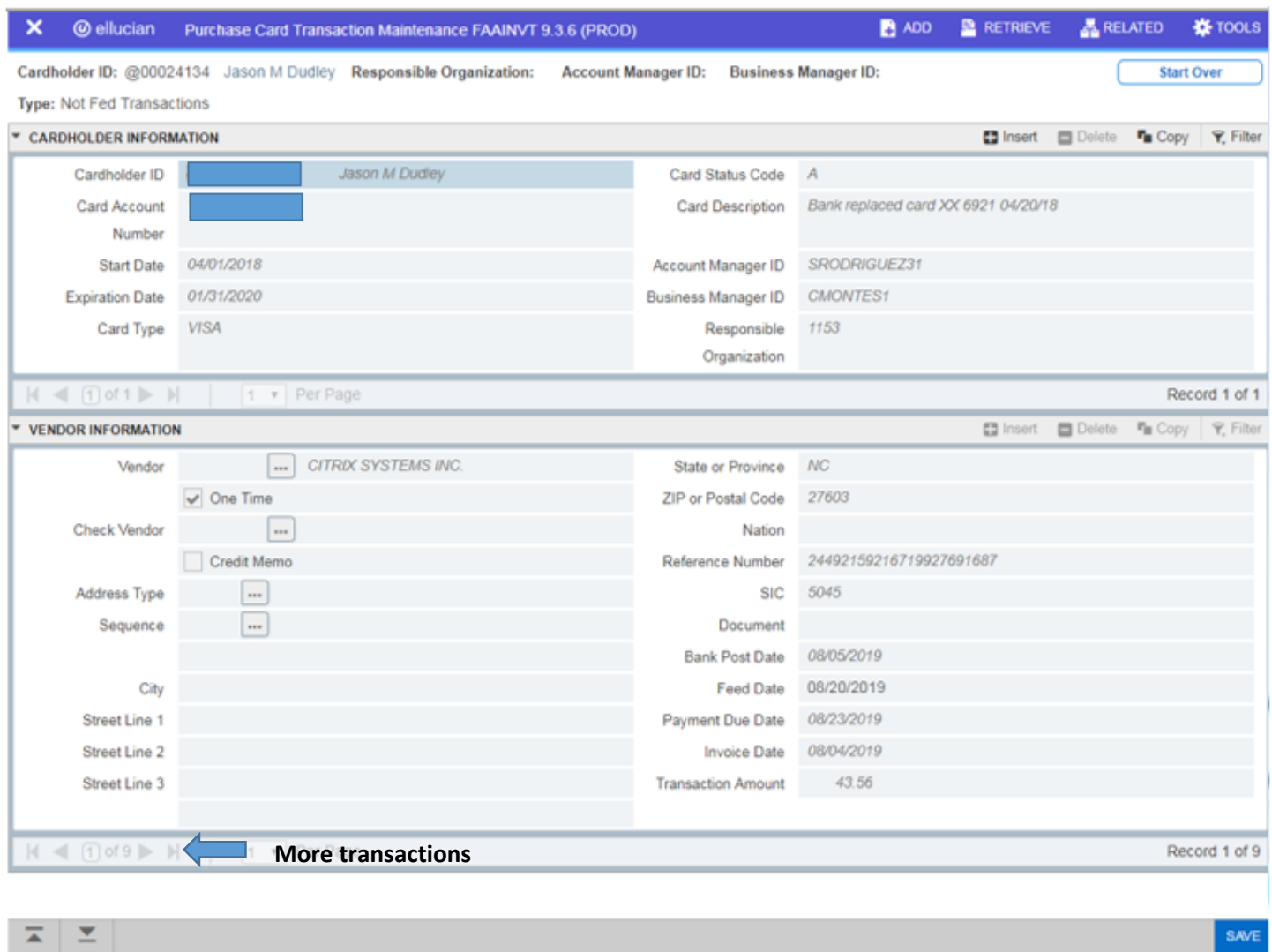
Account Manager ID:  Organization:

Business Manager ID:

Type: \*

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



ellucian Purchase Card Transaction Maintenance FAAINVT 9.3.6 (PROD)

Cardholder ID: @00024134 Jason M Dudley Responsible Organization: Account Manager ID: Business Manager ID:

Type: Not Fed Transactions

Start Over

**CARDHOLDER INFORMATION**

Cardholder ID	Jason M Dudley	Card Status Code	A
Card Account Number		Card Description	Bank replaced card XXX 6921 04/20/18
Start Date	04/01/2018	Account Manager ID	SRODRIGUEZ31
Expiration Date	01/31/2020	Business Manager ID	CMONTES1
Card Type	VISA	Responsible	1153
		Organization	

Record 1 of 1

**VENDOR INFORMATION**

Vendor	CITRIX SYSTEMS INC.	State or Province	NC
<input checked="" type="checkbox"/> One Time		ZIP or Postal Code	27603
Check Vendor		Nation	
<input type="checkbox"/> Credit Memo		Reference Number	24492159216719927691687
Address Type		SIC	5045
Sequence		Document	
City		Bank Post Date	08/05/2019
Street Line 1		Feed Date	08/20/2019
Street Line 2		Payment Due Date	08/23/2019
Street Line 3		Invoice Date	08/04/2019
		Transaction Amount	43.56

Record 1 of 9

More transactions

SAVE

The cardholder information will then populate. Note: if the reconciler has more than one cardholder, use the left and right arrow key to select your cardholder. Once the correct cardholder is selected, click 'next section' located at the bottom of the page to access the invoices associated with the selected cardholder.

The four (4) step transaction reconciling process can now begin:

**1. Assign a vendor:**

The vendor from the PCard transaction receipt may already exist in banner. To search for the vendor's associated Banner ID number, click the search tab.

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Purchase Card Transaction Maintenance

FAAINVT 9.3.6 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Cardholder ID: Jason M Dudley

Responsible Organization:

Account Manager ID: SRODRIGUEZ31

Business Manager ID:

Start Over

Type: Not Fed Transactions

CARDHOLDER INFORMATION

Insert

Delete

Copy

Filter

Cardholder ID	Jason M Dudley	Card Status Code	A
Card Account Number		Card Description	Bank replaced card XX 6921 04/20/18
Start Date	04/01/2018	Account Manager ID	SRODRIGUEZ31
Expiration Date	01/31/2020	Business Manager ID	CMONTES1
Card Type	VISA	Responsible Organization	1153

1 of 3

1 Per Page

Record 1 of 3

INFORMATION

Insert

Delete

Copy

Filter

Vendor	CITRIX SYSTEMS INC.	State or Province	NC
<input checked="" type="checkbox"/> One Time		ZIP or Postal Code	27603
Check Vendor		Nation	
<input type="checkbox"/> Credit Memo		Reference Number	24492159216719927691687
Address Type		SIC	5045
Sequence		Document	
		Bank Post Date	08/05/2019
City		Feed Date	08/20/2019
Street Line 1		Payment Due Date	08/23/2019
Street Line 2		Invoice Date	08/04/2019
Street Line 3		Transaction Amount	43.56

1 of 9

1 Per Page

Record 1 of 9

SAVE

Enter the vendor name into the last name field with the % sign in front of and at the end of the vendor name and click GO. Please note the search function is case sensitive.

The screenshot shows the 'Entity Name/ID Search' interface. The 'DETAILS' section is active, showing search criteria. The 'Last Name' field is populated with 'Citrix%'. The 'Entity Indicator' dropdown is empty. The interface includes tabs for 'Basic Filter' and 'Advanced Filter', and buttons for 'Clear All' and 'Go'.

Choose the correct Banner vendor ID number by double clicking on it or click the 'select' option at the bottom of the page. Always make sure the selected vendor is active. Active vendors are marked as 'Yes' in the 'Vendor' column. Vendors who are not active show as 'Terminated' in the 'Vendor' column.

The screenshot shows the 'Entity Name/ID Search' interface with search results. The 'Active filters' section shows 'Last Name: Citrix%'. The results table is as follows:

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	P
@000423E	Citrix Online			Corporation	Name	Yes	No	No	No	
@00042...	Citrix Systems Inc			Corporation		Yes	No	No	No	

**Note:** PCard transactions have to be reconciled using an already established Banner vendor ID number. If a vendor cannot be located, the following Banner Vendor ID numbers have been established for your convenience. Use as applicable:

- @00407964 Pcard Airlines – use for all airline reconciliations (i.e. United Airlines, Cheap Tickets, Delta, etc.)
- @00385827 Pcard Gas – use for all gasoline reconciliations (i.e. 7-11, Mobil, Shell, etc.)
- @00385828 Pcard Hotel – use for all hotel accommodations related to travel (i.e. Holiday Inn Hilton, etc.)
- @00355884 Pcard Vendor – use for all transactions whereby purchases made from a particular vendor will generally be one-time only

Contact [Purchasing@fsw.edu](mailto:Purchasing@fsw.edu) to request a vendor be set up when the vendor will be used more than once AND when a purchase order is not accepted by the vendor. Provide the following information to Purchasing:

- Request vendor be set up for present and future PCard transactions
- Indicate vendor does NOT accept Purchase Orders
- Provide complete vendor name and complete address
- Provide email and/or website address or a telephone # to assist in vendor verification
- Vendor application and W9 are NOT applicable

## 2. Assign a Feed Date:

To assign a 'Feed Date', click on the calendar icon or highlight the 'Feed Date' field. See below for an explanation of what date should appear in the 'Feed Date' field based on the 'sweep' process.

The screenshot displays the Banner PCard Transaction Maintenance interface. At the top, the title bar reads "ellucian Purchase Card Transaction Maintenance FAAINVT 9.3.6 (PROD)" with buttons for ADD, RETRIEVE, RELATED, and TOOLS. Below the title bar, fields for Cardholder ID, Responsible Organization, Account Manager ID (SRODRIGUEZ31), Business Manager ID, and Type (Not Fed Transactions) are visible, along with a "Start Over" button.

The "CARDHOLDER INFORMATION" section contains the following data:

Cardholder ID	Jason M Dudley	Card Status Code	A
Card Account Number		Card Description	Bank replaced card XX 6921 04/20/18
Start Date	04/01/2018	Account Manager ID	SRODRIGUEZ31
Expiration Date	01/31/2020	Business Manager ID	CMONTES1
Card Type	VISA	Responsible Organization	1153

The "VENDOR INFORMATION" section contains the following data:

Vendor	CITRIX SYSTEMS INC.	State or Province	NC
<input checked="" type="checkbox"/> One Time		ZIP or Postal Code	27603
Check Vendor		Nation	
<input type="checkbox"/> Credit Memo		Reference Number	24492159216719927691687
Address Type		SIC	5045
Sequence		Document	
City		Bank Post Date	08/03/2019
Street Line 1		Feed Date	08/20/2019
Street Line 2		Payment Due Date	09/28/2019
Street Line 3		Invoice Date	08/04/2019
		Transaction Amount	43.56

The "Feed Date" field is highlighted with a blue oval. The bottom of the screen shows a "SAVE" button.

A 'sweep' function is an automated process in Banner that runs daily, and it accommodates the actual accounting of the affected PCard transactions based on the 'Feed Date'. All loaded PCard transactions 'sweep' on the date indicated in the 'Feed Date' field. The default time frame a reconciler has to reconcile is ten (10) days after appearing in Banner. Please note the 'Feed Date' may not be changed to a date beyond the 'Payment Due Date' field. The 'sweep process' occurs between 3pm-4pm on weekdays. It is advised to stay out of FAAINVT during the 'sweep process' to avoid any interference. *If you reconcile a charge after that time, you must change the date to the following business day.*

If the reconciler has not received a receipt from the cardholder, the reconciler can then go that transaction and change the 'Feed Date' to a later date but no later than the 'Payment Due Date'.

*It is very important that all transactions be reconciled before the sweep process or 'Feed Date'.*

The 'Bank Post Date' is the date of transaction posted in the bank. The invoice date is the date the transaction occurred.

The 'Payment Due Date' is the date the transaction is paid to Bank of America.

To receive a more accurate budget report, transaction(s) should be reconciled daily if possible.



### 3. Assign a Purchase Description:

Once you have assigned the 'Feed Date', click 'next section' located at the bottom of the page. This will take you to the accounting information screen. Tab once to enter a brief description of the purchase.

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Purchase Card Transaction Maintenance FAAINVT 9.3.6 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Cardholder ID:

Responsible Organization:

Account Manager ID: SRODRIGUEZ31

Business Manager ID:

Type: Not Fed Transactions

Start Over

PURCHASE CARD TRANSACTION: ACCOUNTING INFORMATION

Insert

Delete

Copy

Filter

Cardholder ID

@00024134

Jason M Dudley

Card Account Number

\*\*\*\*\*9781

Vendor

CITRIX SYSTEMS INC.

Transaction Amount

43.56

DEFAULT ACCOUNTING DISTRIBUTION

Insert

Delete

Copy

Filter

COA

1

Actv

Index

OIT

Locn

Fund

10

Proj

Orgn

1153

Bank

06

Acct

69700

Commodity

Prog

63111

Purchase Card Transaction 2449215921671992761

DETAILS

Insert

Delete

Copy

Filter

Sequence \*

COA \*

Index

Fund

Orgn

Acct

Prog

Actv

Locn

Proj

Bank

Percent

Amount or Percent

1

1

OIT

10

1153

69700

63111

06

43.56

1 of 1

10

Per Page

Record 1 of 1

SAVE

#### 4. Assign an Index and Account Code:

Once the description is entered, click 'next section' at the bottom of the page. Verify the default Index is the correct Index to charge the transaction to. If not, change the index and also enter the appropriate account code.

✕
ellucian
Purchase Card Transaction Maintenance FAAINVT 9.3.6 (PROD)
ADD
RETRIEVE
RELATED
TOOLS

Cardholder ID:    Responsible Organization:    Account Manager ID: SRODRIGUEZ31    Business Manager ID:    Type: Not Fed Transactions    Start Over

**PURCHASE CARD TRANSACTION: ACCOUNTING INFORMATION**
Insert Delete Copy Filter

Cardholder ID	@00024134	Jason M Dudley	Vendor	CITRIX SYSTEMS INC.
Card Account Number	*****9781		Transaction Amount	43.56

**DEFAULT ACCOUNTING DISTRIBUTION**
Insert Delete Copy Filter

COA	1	Actv	
Index	OIT	Locn	
Fund	10	Proj	
Orgn	1153	Bank	06
Acct	69700	Commodity	Purchase Card Transaction 244921592167199276
Prog	63111		

**DETAILS**
Insert Delete Copy Filter

Sequence *	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Percent	Amount or Percent
1	1	OIT	10	1153	69700	63111				06		43.56

1 of 1
10 Per Page
 Record 1 of 1

SAVE



If there are multiple line items that require more than one Index or Account Code, use the arrow down button to reconcile the remaining funds to the correct Index and Account Code. The total should match the transaction dollar amount. Click 'Save'. If there are more transactions, click 'previous section' located at the bottom of the page to continue reconciling additional PCard charges. If done, exit.

✕
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Purchase Card Transaction Maintenance FAAINVT 9.3.6 (PROD)
ADD
RETRIEVE
RELATED
TOOLS

Cardholder ID:
Responsible Organization:
Account Manager ID: SRODRIGUEZ31
Business Manager ID:
Type: Not Fed Transactions
Start Over

PURCHASE CARD TRANSACTION: ACCOUNTING INFORMATION
Insert
Delete
Copy
Filter

Cardholder ID
@00024134
Jason M Dudley

Card Account Number
\*\*\*\*\*9781

Vendor
CITRIX SYSTEMS INC.

Transaction Amount
43.56

DEFAULT ACCOUNTING DISTRIBUTION
Insert
Delete
Copy
Filter

COA
1

Index
OIT

Fund
10

Orgn
1153

Acct
69700

Prog
63111

Actv

Locn

Proj

Bank
06

Commodity

Purchase Card Transaction 244921592167199276

DETAILS
Insert
Delete
Copy
Filter

Sequence *	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Percent	Amount or Percent
1	1	OIT	10	1153	69700	63111				06	<input type="checkbox"/>	43.56
2	1	EOLLAB	1401	123001		100001					<input type="checkbox"/>	0.00

1 of 1
10 Per Page
Record 2 of 2

SAVE