

FAST FIS
PURCHASE CARD QUERY - FAICARD

Purchase Card Query Form (FAICARD) can be used to view Procurement Card information, undistributed and distributed card transactions.

Access Type **FAICARD** in the Go To field

This form includes bank information for the procurement card as well as transaction details such as Banner invoice number, invoice date, vendor name, and amount and whether the transaction has been fed or not fed in Banner. You may view the data by selecting ANY criteria below.

Cardholder ID: The Budget Authority V#, select Query, Execute Query. Press the down arrow (↓) key to view all cards under the Budget Authority: press Page Down to view transactions in the Transaction Details block for a specific card. Select options, Invoice/Credit Memo form to view data in the invoice form **FAIINVE** or procurement card form **FAAINVT**.

Page Up, press the down arrow (↓) key to view the next card.

Card Account Number: Enter % and the last six digits of the card number to view a specific card; select Query, Execute Query. Page Down to view transactions in the Transaction Details block. Select Options, Invoice/credit Memo form to view data in the invoice form **FAIINVE** or procurement card form **FAAINVT**.

Page Up to return the main window.

Account Manager: The Account Manager or Card Custodian Banner user ID. This lists all cards under the Account Manager; press page Down to view transactions Details block for a specific card. Select Options, Invoice/Credit Memo form to view data in the invoice form FAIINVE or procurement card **FAAINVT**.

Page Up, press the down arrow (↓) key to view the next card.

Business manager: The back-up for the Card Custodian Banner user ID. This lists all cards under the Business Manager; press Page Down to view transactions in the Details block for a specific card. Select Options, Invoice/Credit Memo form to view data in the invoice form **FAIINVE** or procurement card form **FAAINVT**.

Page Up, press the down arrow (↓) key to view the next card.

Note: In the Transaction Details Block

- The Invoice Document number will be populated with a “Z” prefix if the transaction has been fed to Banner, otherwise this field will be blank. If the field has a “Zxxxxx” document number, you may view this transaction in the invoice form FAIINVE. Fed and unfed transactions may be viewed in the Procurement Card Form **FAAINVT**.
- Invoice Date is the purchase date.
- The F denotes fed and N unfed transactions in the Feed Column.