

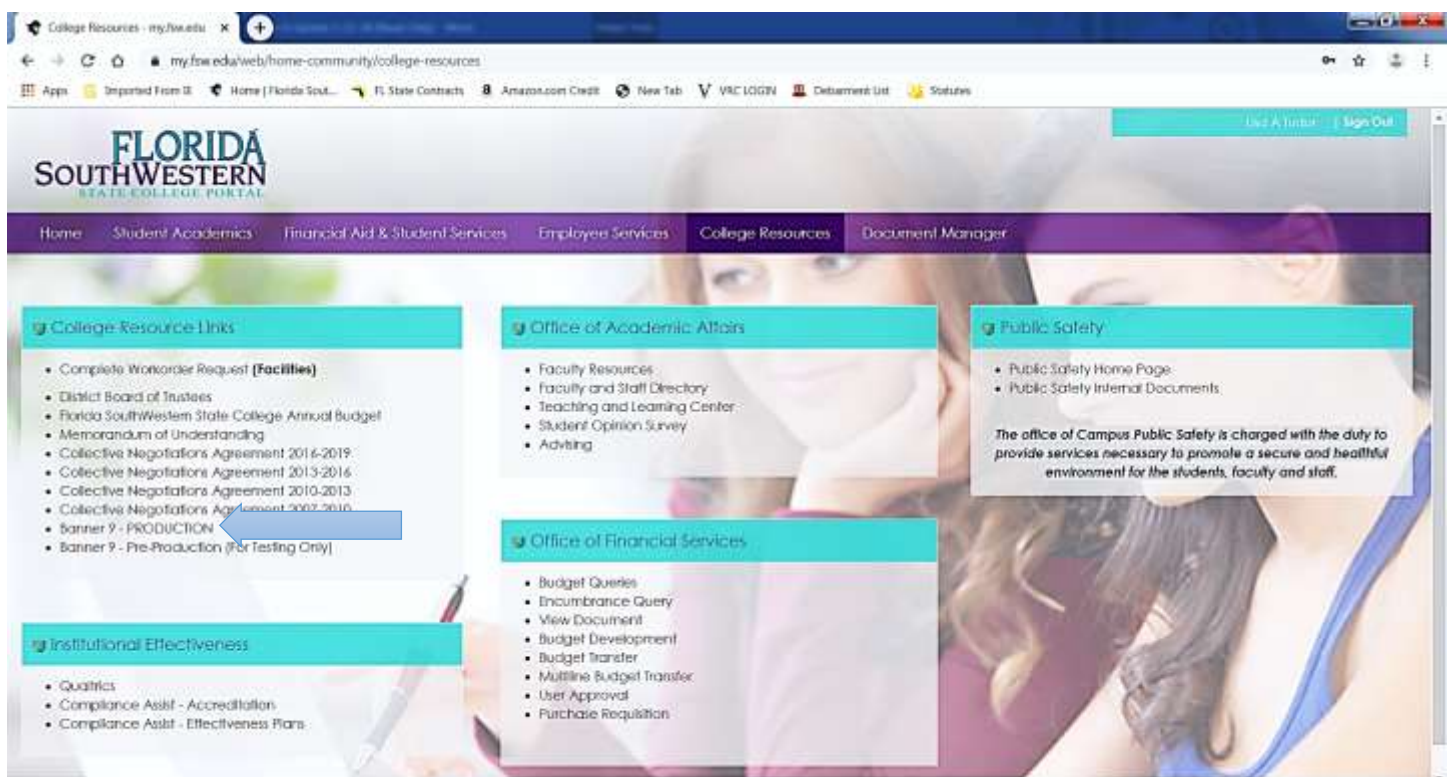
EXHIBIT A

PCARD RECONCILIATION VIA BANNER

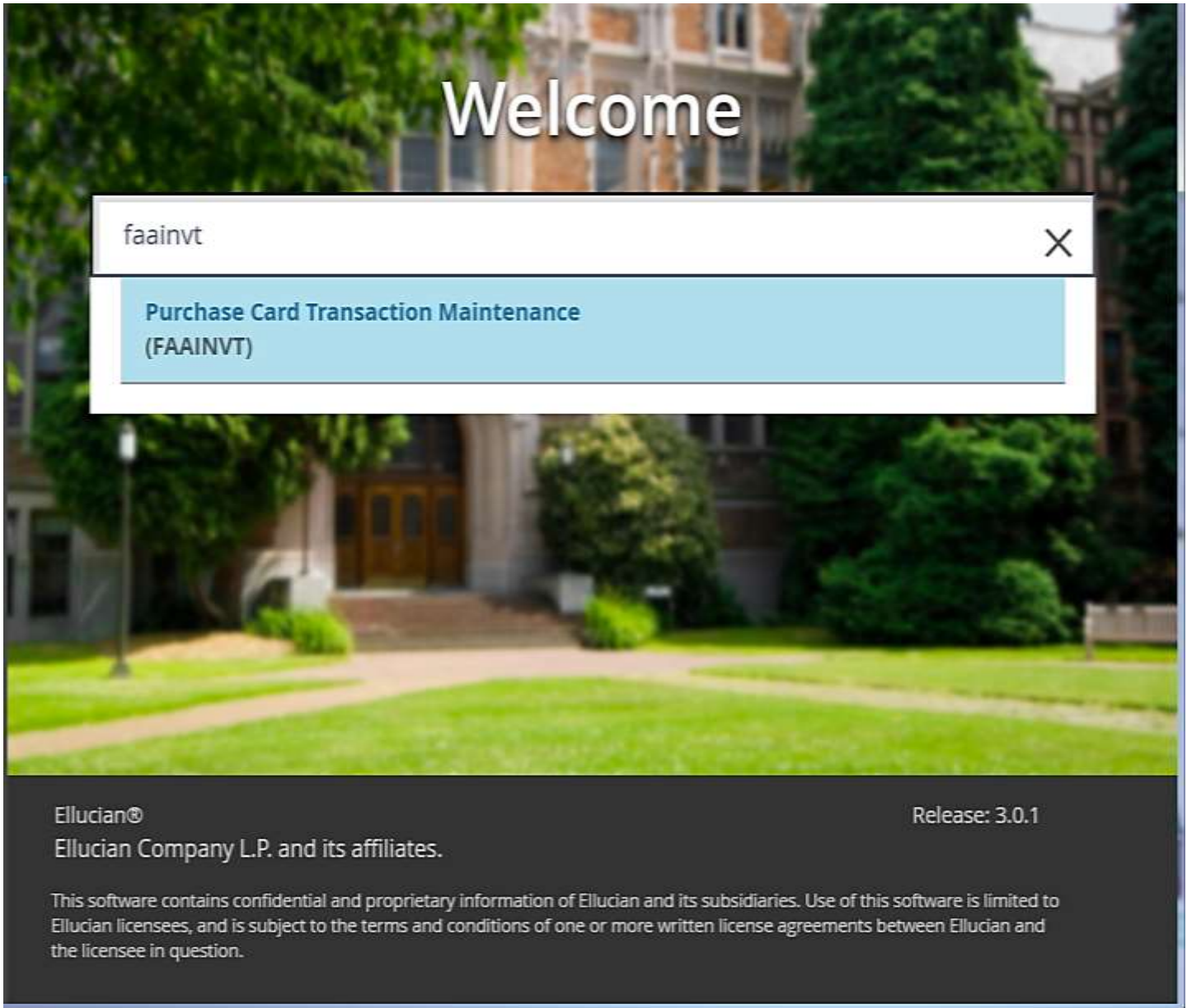
(STEP-BY-STEP INSTRUCTIONS)

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.

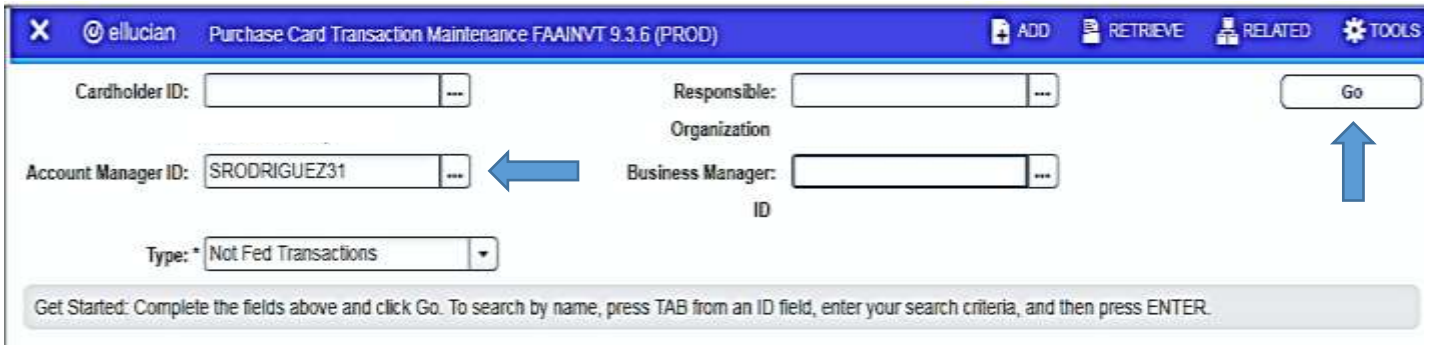
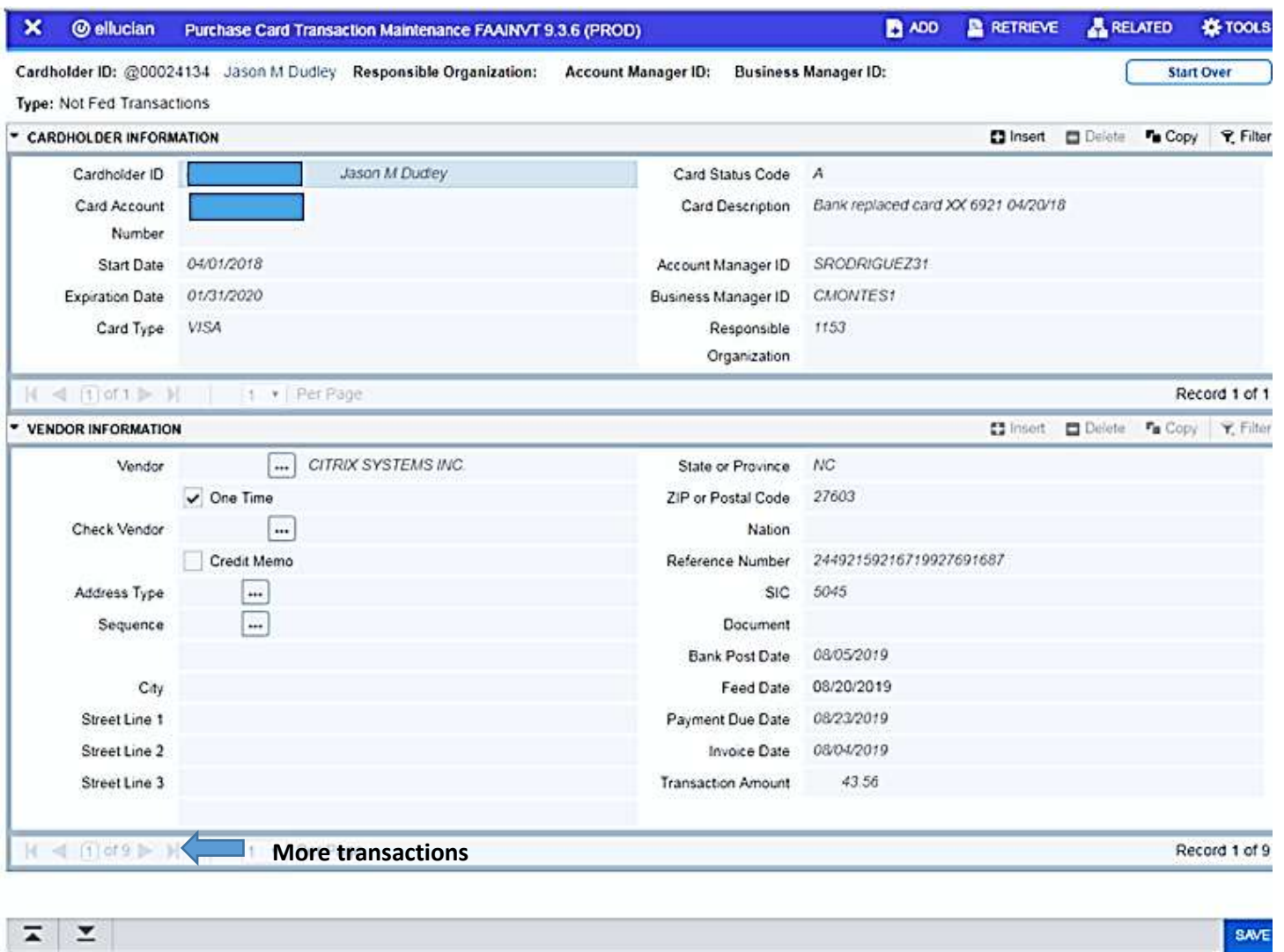
Click on the College Resources tab then click on 'BANNER 9 – PRODUCTION' in the College Resource Links block.



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.



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'.

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

Type: Not Fed Transactions

CARDHOLDER INFORMATION

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

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 three (3) step transaction reconciling process can now begin:

1. 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 shows the Banner PCard Transaction Maintenance interface. The top navigation bar includes 'ellucian', 'Purchase Card Transaction Maintenance FAAINVT 9.3.6 (PROD)', and buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the navigation bar, there are fields for 'Cardholder ID', 'Responsible Organization', 'Account Manager ID: SRODRIGUEZ31', 'Business Manager ID', and 'Type: Not Fed Transactions'. A 'Start Over' button is also present.

The 'CARDHOLDER INFORMATION' section displays 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 displays the following data:

Vendor	CITRIX SYSTEMS INC.	State or Province	NC
Check Vendor		ZIP or Postal Code	27603
Address Type		Nation	
Sequence		Reference Number	24492159216719927691687
City		SIC	5045
Street Line 1		Document	
Street Line 2		Bank Post Date	08/02/2019
Street Line 3		Payment Due Date	08/09/2019
		Invoice Date	08/04/2019
		Transaction Amount	43.56

The 'Feed Date' field is highlighted with a blue circle and a blue arrow pointing to it from the text 'Leave Blank'. The 'Feed Date' field contains the value '08/20/2019'.

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.

2. 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.

The screenshot shows the Banner 'Purchase Card Transaction Maintenance' screen. The top header includes the user 'ellucian' and the application 'Purchase Card Transaction Maintenance FAA/INVT 9.3.6 (PROD)'. Below the header, there are fields for Cardholder ID, Responsible Organization, Account Manager ID (SRODRIGUEZ31), Business Manager ID, and Type (Not Fed Transactions). A 'Start Over' button is also present.

The main section is titled 'PURCHASE CARD TRANSACTION: ACCOUNTING INFORMATION'. It contains fields for Cardholder ID (@00024134), Card Account Number (*****9781), Vendor (CITRIX SYSTEMS INC.), and Transaction Amount (43.56). The name 'Jason M Dudley' is associated with the cardholder ID.

Below this is the 'DEFAULT ACCOUNTING DISTRIBUTION' section. It lists various accounting codes: COA (1), Index (OIT), Fund (10), Orgn (1153), Acct (69700), and Prog (63111). On the right side, there are fields for Actv, Locn, Proj, Bank (06), and Commodity. The Commodity field is currently empty, and the text 'Purchase Card Transaction 244921592167199276' is circled in blue.

The 'DETAILS' section at the bottom shows a table with columns for Sequence, COA, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Proj, Bank, Percent, and Amount or Percent. The table contains one row with the following values: Sequence 1, COA 1, Index OIT, Fund 10, Orgn 1153, Acct 69700, Prog 63111, Bank 06, and Amount or Percent 43.56. The Percent field has an unchecked checkbox.

At the bottom right of the screen, there is a 'SAVE' button.

3. 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.

✕ elucian 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	<input type="checkbox"/>	43.56

⏪ ⏩ (1) of 1 ⏪ ⏩ Per Page Record 1 of 1

⏪ ⏩ SAVE

If there are multiple line items that require more than one Index or Account Code, click 'Insert' 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.

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 *****9781 Transaction Amount 43.56
 Number

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	<input type="checkbox"/>	43.56
2	1	EOLLAB	1401	123001		100001					<input type="checkbox"/>	0.00

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SAVE