

# P-Card Log

In Banner go to form FWRPLOG (PCard Departmental Log Report)

Click on “Go”

The screenshot shows the Banner P-Card Log form interface. At the top, there is a blue navigation bar with the following elements: a close button (X), the user 'ellucian', the current process 'Process Submission Controls GJAPCTL 9.3.19 (WOUPRD)', and several utility icons: 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a notification bell. Below the navigation bar, the form contains two input fields: 'Process:' with the value 'FWRPLOG' and a dropdown arrow, and 'Parameter Set:' with an empty field and a dropdown arrow. To the right of these fields is a blue 'Go' button. Below the form fields is a grey instruction bar that reads: '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.'

Enter the printer name or click on the ... to be able to search for your printer.

ellucian Process Submission Controls GJAPCTL 9.3.19 (WOUPRD) ADD RETRIEVE RELATED TOOLS

Process: FWRPLOG PCard Departmental Log Report Parameter Set: [Start Over](#)

PRINTER CONTROL Insert Delete Copy Filter

Printer	WOU_ALMIRA	Submit Time		PDF Font Size	
Special Print		MIME Type	None	Delete After Days	
Lines	55	PDF Font		Delete After Date	

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Card Number	153379
02	From Date	09/27/2022
03	To Date	10/25/2022

1 of 1 10 Per Page Record 1 of 3

LENGTH: 6 TYPE: Character O/R: Required M/S: Single  
Enter Last 6 digits of card number (accepts wildcards and %)

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as

Hold / Submit  Hold  Submit

Name  Description

SAVE

Press the Next Section button (arrow down located on the bottom left-hand corner on your screen) to get from the PRINTER CONTROL section to the PARAMETER VALUES section.

Confirm the last 6 numbers of your P-Card. If it is wrong, press tab once to the Values box and type in the correct numbers.

Press the arrow down key on your keyboard and change the From Date to the day after your last statement date. The date has to be in a MM/DD/YYYY format.

Press the arrow down key on your keyboard and change the To Date to the statement date. The date has to be in a MM/DD/YYYY format.

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Process: FWRPLOG PCard Departmental Log Report Parameter Set: Start Over

**PRINTER CONTROL** Insert Delete Copy Filter

Printer	WOU_ALMIRA	Submit Time		PDF Font Size	
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**PARAMETER VALUES** Insert Delete Copy Filter

Number *	Parameters	Values
01	Card Number	xxxxxx
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03	To Date	10/25/2022

Record 1 of 3

LENGTH: 6 TYPE: Character O/R: Required M/S: Single  
Enter Last 6 digits of card number (accepts wildcards and %)

**SUBMISSION** Insert Delete Copy Filter

Save Parameter Set as

Name  Description

Hold / Submit  Hold  Submit

Press the Next Section button (arrow down located on the bottom left-hand corner on your screen) to get from the PARAMETER VALUES section to the SUBMISSION section.

Click on the Save Parameter Set as box.

Then click on the SAVE button that is located on the bottom right had corner of your screen.

▼ SUBMISSION + Insert - Delete 📄 Copy 🗎 Filter

Save Parameter Set as Hold / Submit  Hold  Submit

Name  Description

▲ ▼ SAVE

Your log will look something like the picture below. The line items will depend on what you purchased.

Western Oregon University  
Procurement Card Purchasing Log - 27-SEP-2022 to 25-OCT-2022

10-NOV-2022

Card Number (last 6 digits): 153379      Card Index: BAO901  
Card Expiration Date: 30-NOV-2025      Department: BAO Business Office Operation

Bank Tran Date	Banner Tran Date	Vendor Name	Banner Invoice No.	Item Description	Index Code	Account Code	Actv	Account Title	Transaction Amount
10-OCT-202	14-OCT-202	WATER - COFFEE DELIVERY	Z0046845	Water	BAO901	24998		Other Fees & Svcs (Tax re	42.92
11-OCT-202	14-OCT-202	AMZN MKTP US*HT25F6CQ0	Z0046839	Office Supplies	BAO901	20101		Office & Administrative S	35.38
16-OCT-202	19-OCT-202	AMAZON.COM*HT2SE14Y2 AMZN	Z0046950	Office Supplies	BAO901	20101		Office & Administrative S	13.72
19-OCT-202	24-OCT-202	TRAINCEL WEBINAR	Z0047070	1099 Training	BAO901	29030		Online Training	249.00
								TOTAL:	<u>341.02</u>

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 Western Oregon University Purchasing Policy.

You will need the P-Log that you just printed, your statement and all of our receipts for the P-Log time frame.

You will need to number the items in order on your P-Log. **Please use red ink.**

Western Oregon University  
Procurement Card Purchasing Log - 27-SEP-2022 to 25-OCT-2022

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TOTAL:								341.02	

①  
②  
③  
④

Card Custodian	_____	_____	_____
	Printed Name	Signature	Date
Budget Authority	_____	_____	_____
	Printed Name	Signature	Date
P-Card Program Manager	_____	_____	_____
	Printed Name	Signature	Date

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