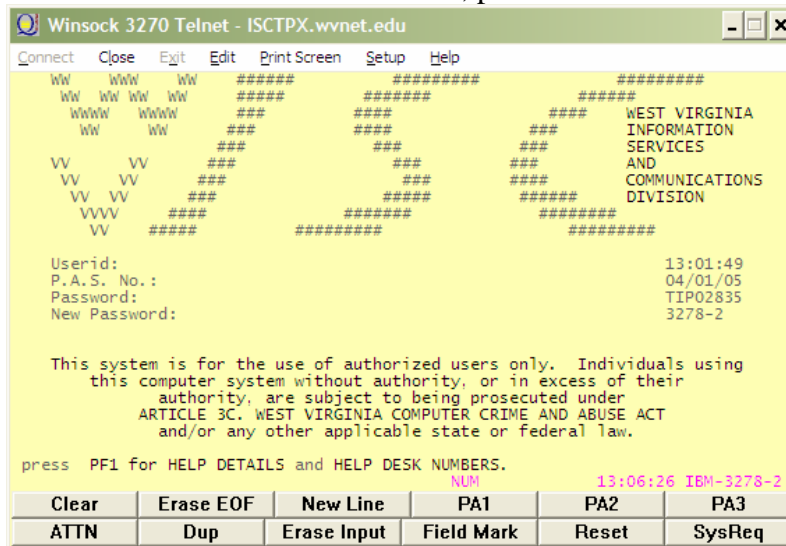


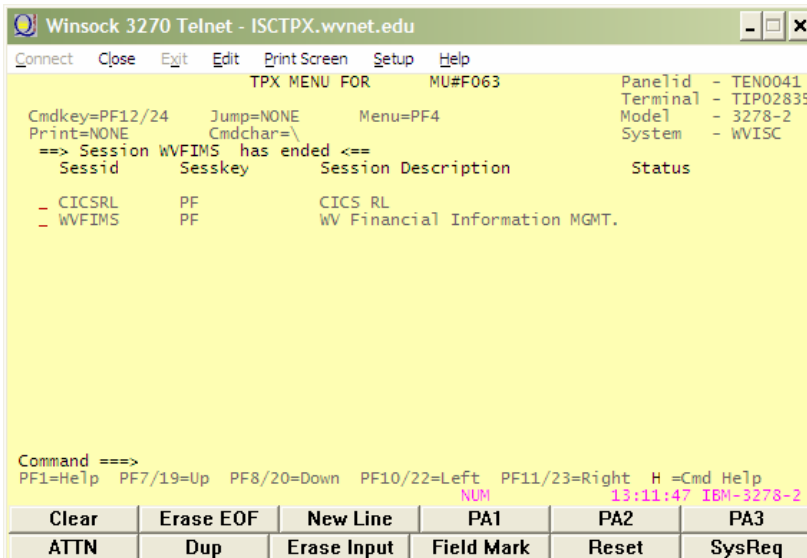
## Section 3: STARS Inquiry (No Data Entry)

### I. INQUIRY OF CARDHOLDER

- 1) Log into FIMS/STARS by entering your User ID, 586pcr as P.A.S. No. for MU cards and 044pcr as P.A.S. No. For MCTC cards, and your Password in the screen shown below. Place your cursor on any part of the screen above User ID, press tab, and you will be taken to the point where your User ID needs to be entered. Pressing tab after entering your ID will take you to the space for your P.A.S. No., and pressing tab again will take you to the space to enter your password. When these three items have been entered, press enter.

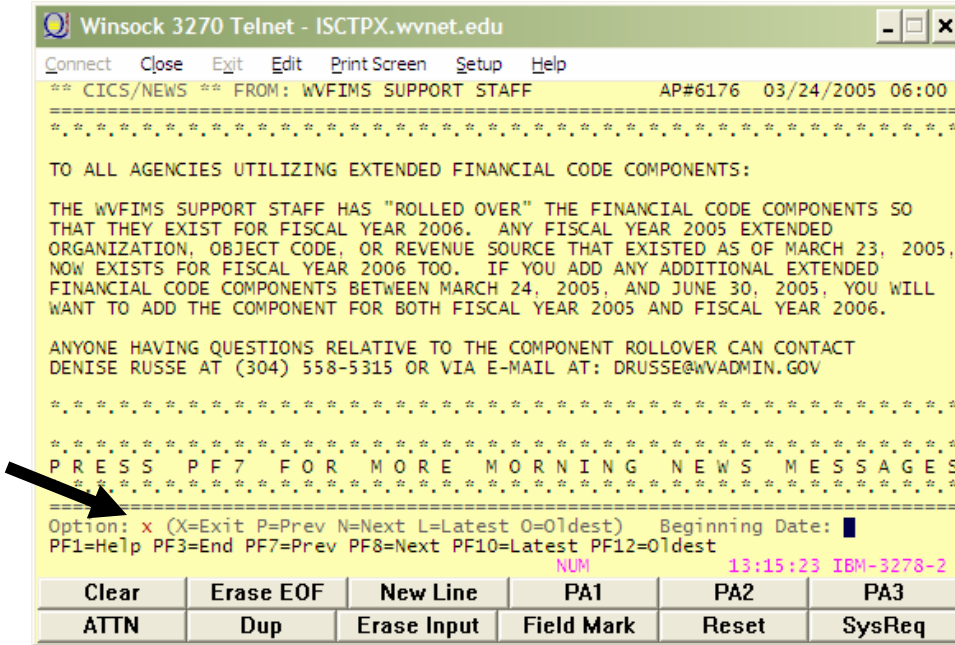


- 2) You will next be taken to the screen shown below. You will need to enter an "S" on the line next to WVFIMS and press enter.

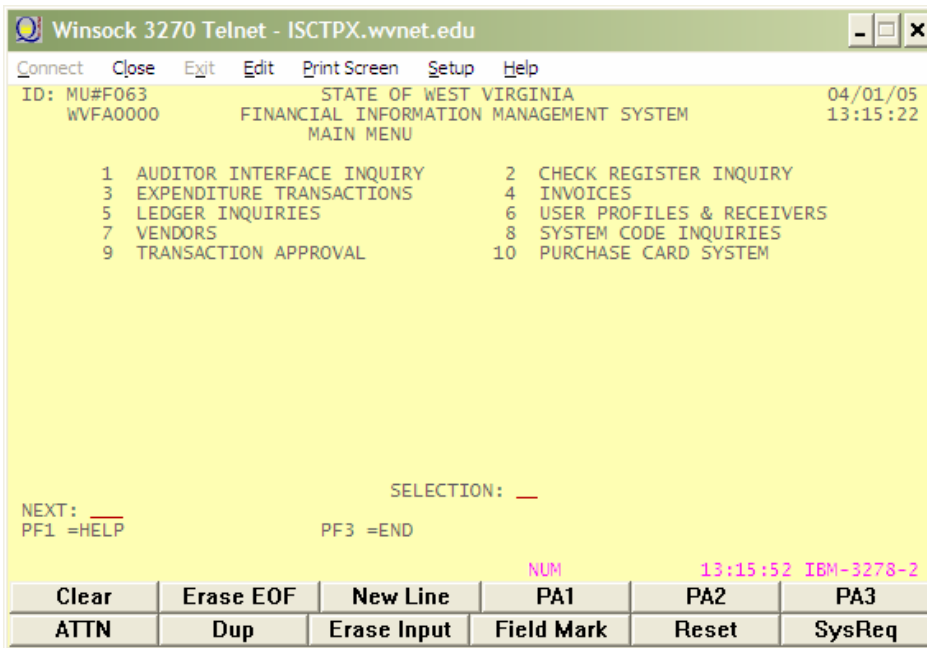


Section 3: STARS Inquiry (No Data Entry)

- 3) You will then be taken to the screen for FIMS news, shown below. Typing “X” next to option, and pressing enter will take you to the main FIMS screen.

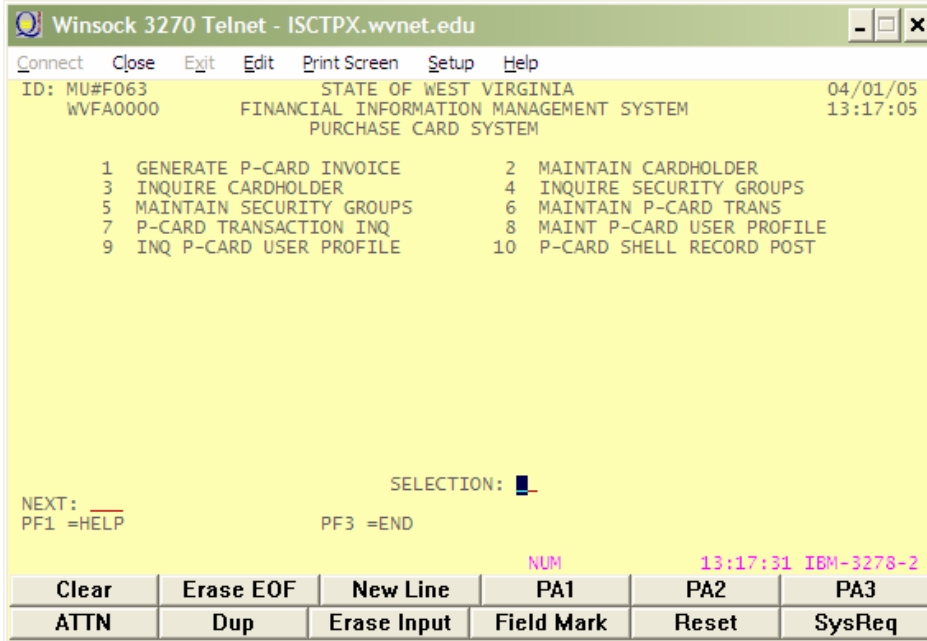


- 4) On the FIMS main menu (Form WVFA0000) shown below, select “Purchase Card System” by typing its number identification next to selection and pressing enter. Depending on your status in WVFIMS, you will probably have fewer options than shown below, and the identification number of the Purchase Card System can vary.

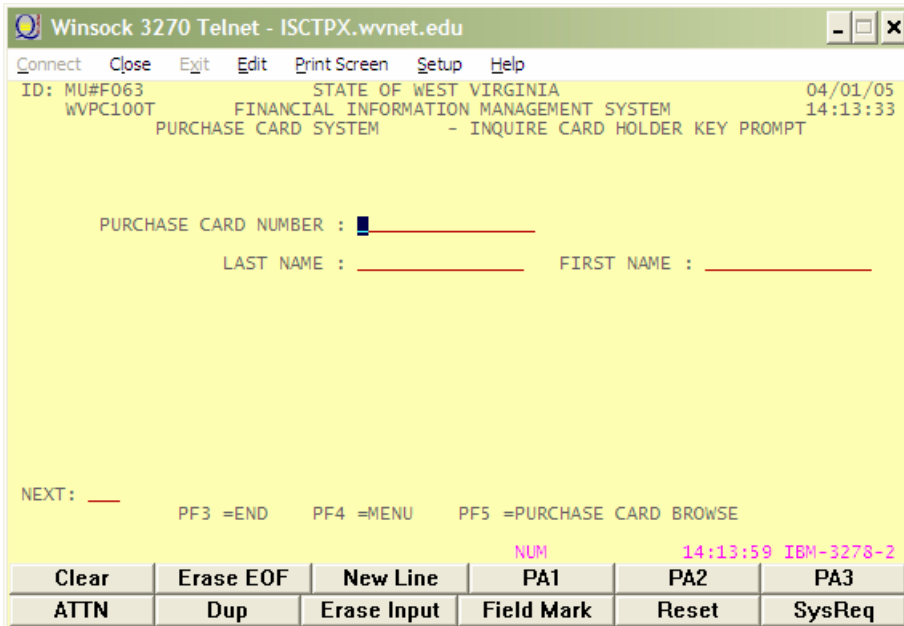


Section 3: STARS Inquiry (No Data Entry)

- 5) On the purchase card screen (Form WVFA0000) you will need to choose “Inquire Cardholder”. Again, depending on your use of WVFIMS, you will probably have fewer options than shown below, and the number identification of each option may vary.



- 6) On Form WVPC100T enter either the credit card number or cardholder name and press enter to locate the cardholder.



Section 3: STARS Inquiry (No Data Entry)

- 7) On Form WVPC100Y enter S on the line next to the cardholder you are wishing to inquire about.

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Connect Close Exit Edit Print Screen Setup Help

ID: MU#F063 STATE OF WEST VIRGINIA 04/01/05  
 WVPC100Y FINANCIAL INFORMATION MANAGEMENT SYSTEM 14:15:29  
 PURCHASE CARD SYSTEM - CARD HOLDER BROWSE BY NAME PAGE: 01

NAME : ALLMAN CHARLOTTE

CARD HOLDER LAST NAME	CARD HOLDER FIRST NAME	CARD NUMBER
- ALLMAN	CHARLOTTE	[REDACTED]

NEXT: \_

PF7 =BKWD PF8 =FWD PF3 =END PF4 =MENU PF6 =TOP

NUM 14:15:58 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- 8) Form WVPC100U will display information related to whether card is active, contact information for the cardholder, card issue date, and card expiration date. Entering F9 from this form will display the default funding information for this cardholder.

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Connect Close Exit Edit Print Screen Setup Help

ID : MU#F063 STATE OF WEST VIRGINIA 04/01/05  
 WVPC100U FINANCIAL INFORMATION MANAGEMENT SYSTEM 14:16:41  
 PURCHASE CARD SYSTEM - INQUIRE CARD HOLDER DETAIL

PURCHASE CARD NUMBER : [REDACTED]

USER ID :

FIRST NAME : CHARLOTTE LAST NAME : ALLMAN

ISSUING ORG : 0471

MASTER ACCOUNT NUMBER [REDACTED] ACTIVE : Y

CARD ISSUE DATE : 08/07/00 DEFAULT SPLIT : Y

CARD EXPIRATION DATE : 08/31/06 INTERFACE IND : BAN

TELEPHONE NUMBER : 304 696 2221 EXT :

E-MAIL ADDRESS : ALLMANC@MARSHALL.EDU

NEXT: █

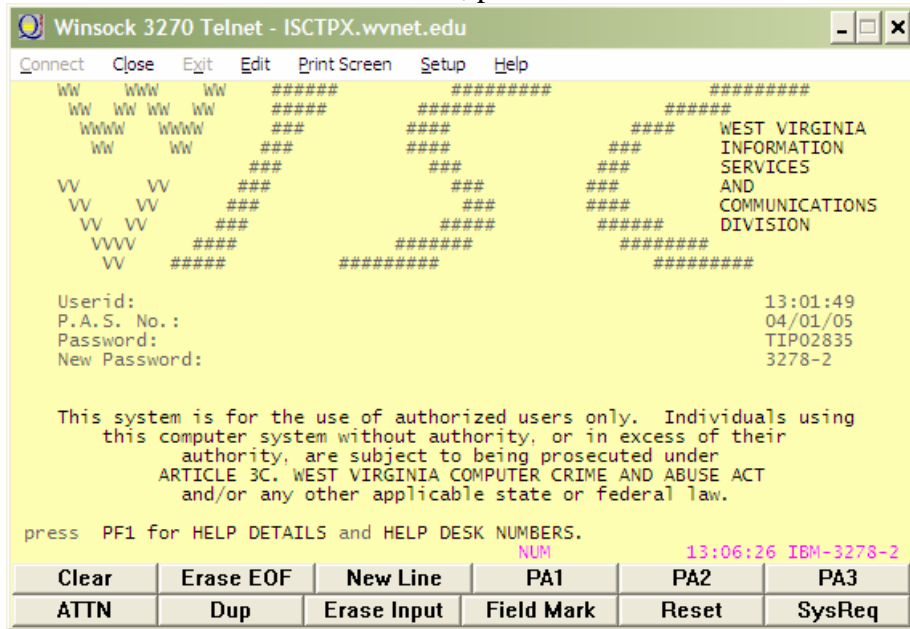
PF3 =END PF4 =MENU PF9 =DEFAULT SPLIT

NUM 14:17:22 IBM-3278-2

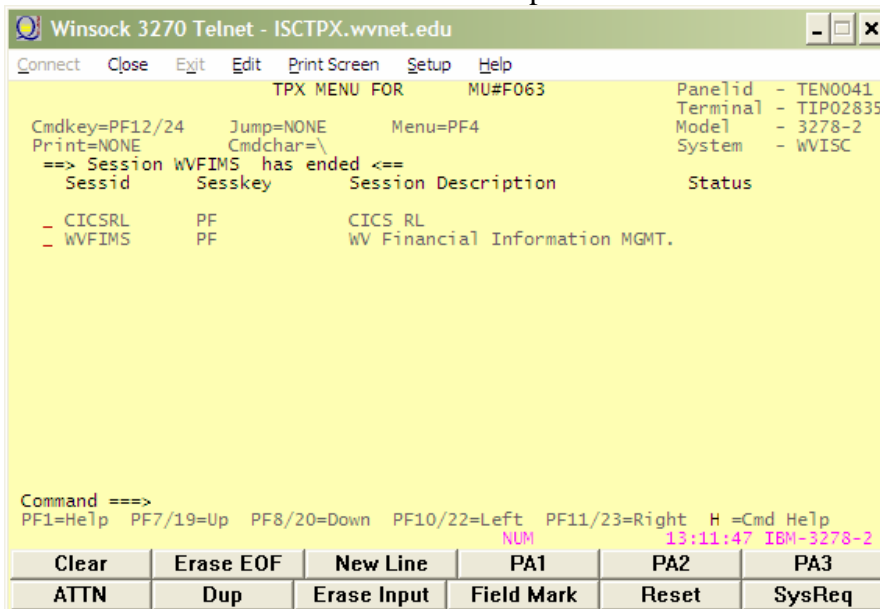
Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

## II. INQUIRY OF CARDHOLDER DAILY ACTIVITY

- 1) Log into FIMS/STARS by entering your User ID, 586pcr as P.A.S. No. for MU cards and 044pcr as P.A.S. No. For MCTC cards, and Password in the screen shown below. Place your cursor on any part of the screen above User ID, press tab, and you will be taken to the point where your User ID needs to be entered. Pressing tab after entering your ID will take you to the space for your PAS No., and pressing tab again will take you to the space to enter your password. When these three items have been entered, press enter.

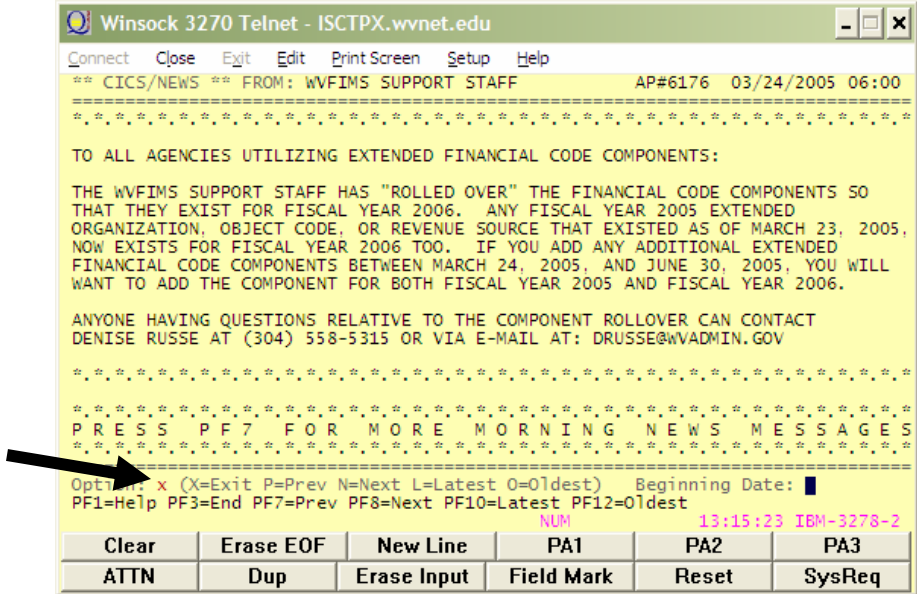


- 2) You will next be taken to the screen shown below. You will need to enter an “S” on the line next to WVFIMS and press enter.

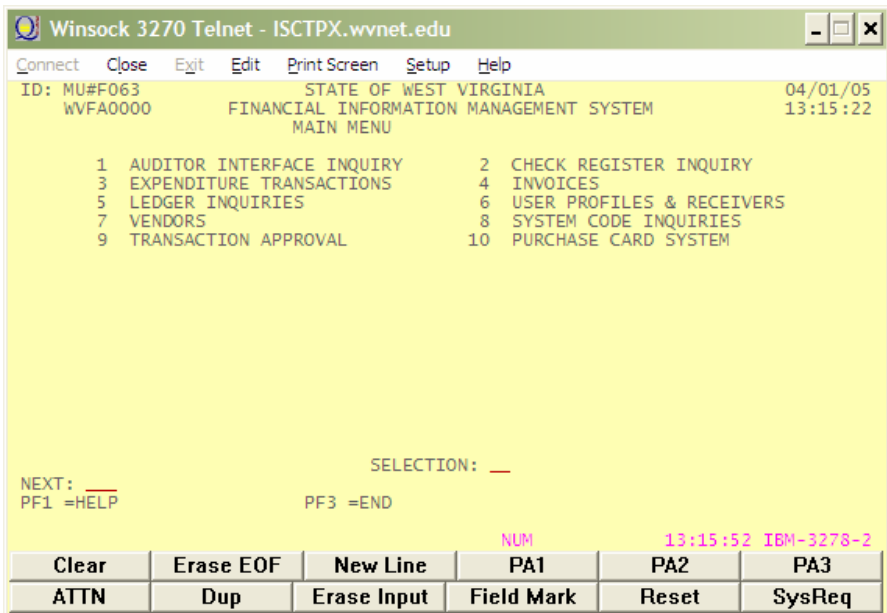


Section 3: STARS Inquiry (No Data Entry)

- 3) You will then be taken to the screen for FIMS news, shown below. Typing “X” next to option, and pressing enter will take you to the main FIMS screen.

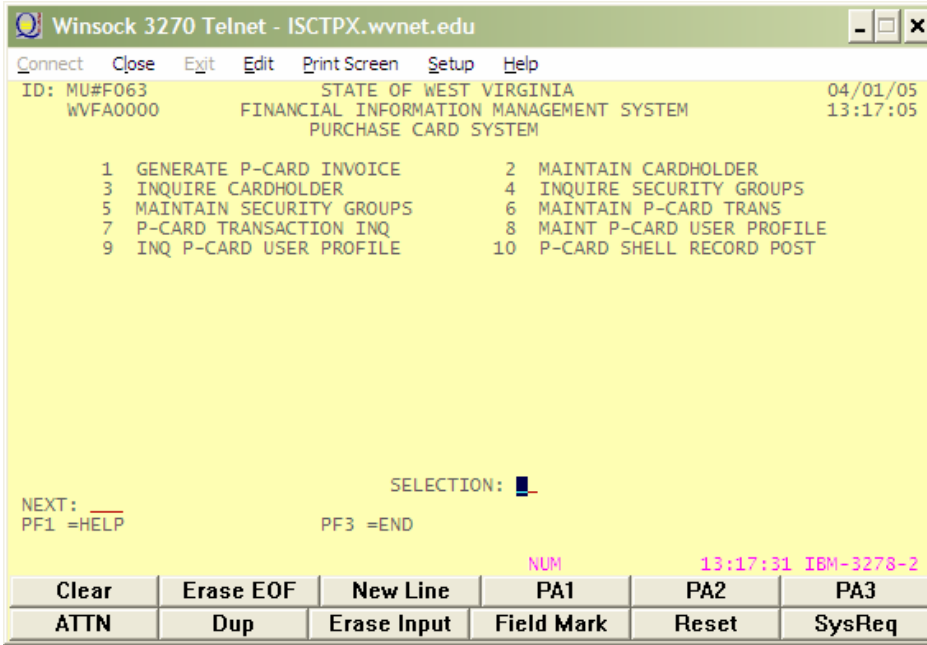


- 4) On the FIMS main menu (Form WVFA0000) shown below, select “Purchase Card System” by typing its number identification next to selection and pressing enter. Depending on your status in WVFIMS, you will probably have fewer options than shown below, and the identification number of the Purchase card system can vary.

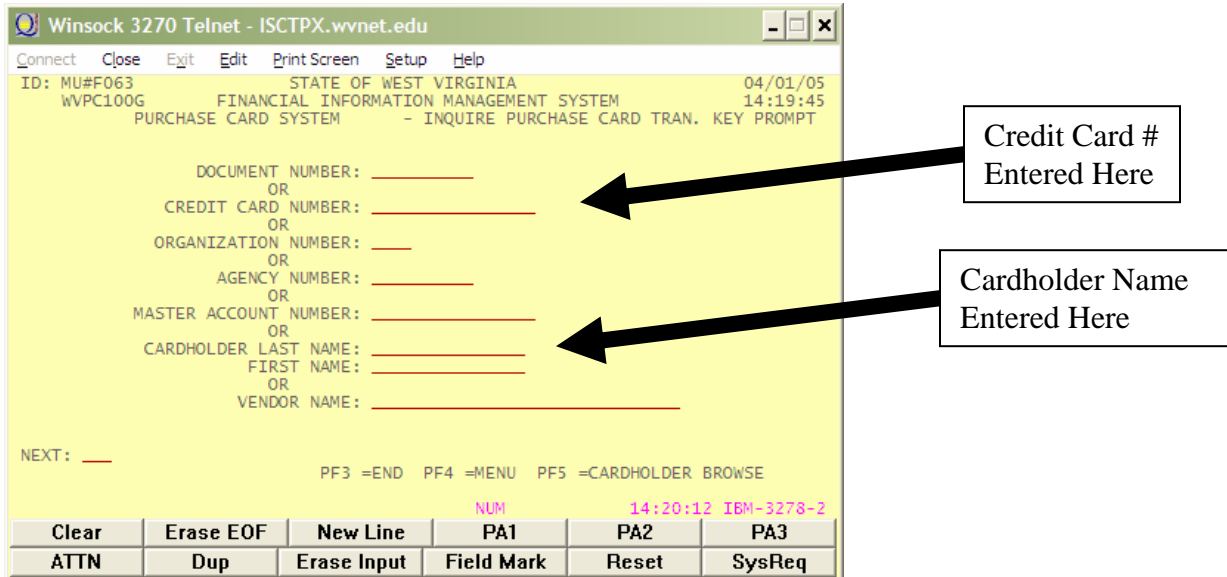


Section 3: STARS Inquiry (No Data Entry)

- 5) On the purchase card screen (Form WVFA0000) you will need to choose “P-Card Transaction Inq” or “Inquire P-Card Trans”, depending on which option is shown on your menu. Again, depending on your use of WVFIMS, you will probably have fewer options than shown below, and the number identification of each option may vary.



- 6) Next, locate the transaction you are wishing to view on the following forms by entering either the credit card number or cardholder last and first name and pressing enter:



Section 3: STARS Inquiry (No Data Entry)

- 7) Enter "S" on the line next to vendor name and press enter to select the purchase whose detailed information you wish to view.

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Connect Close Exit Edit Print Screen Setup Help

MU#A420 STATE OF WEST VIRGINIA 01/13/05  
 WVPC100E FINANCIAL INFORMATION MANAGEMENT SYSTEM 16:49:04  
 PURCHASE CARD SYSTEM - PURCHASE CARD BROWSE BY ORG PAGE 01

ORGANIZATION NUMBER: 0471

VENDOR NAME	AGENCY ID	TRAN DATE	POST DATE	TRAN AMOUNT	STATUS
- DBC DICK BLICK ART M		2005-01-12	2005-01-12	27.38	N
- LAWTER ELECTRIC MOTO		2005-01-11	2005-01-12	50.00	N
- FIVE STAR SUPPLY		2005-01-11	2005-01-12	219.26	N
- N C S P P		2005-01-11	2005-01-12	350.00	N
- N C S P P		2005-01-11	2005-01-12	350.00	N
- US TOY/COSTR PLAYTHI		2005-01-11	2005-01-12	68.86	N
- NEEDLE DOCTOR INC		2005-01-11	2005-01-12	219.86	N
- STERICYCLE CENTRAL		2005-01-11	2005-01-12	26.44	N
- J W PEPPER		2005-01-11	2005-01-12	186.00	N
- SYX TIGERDIRECT.COM		2005-01-11	2005-01-12	29.03	N

\* MORE PAGES

NEXT: \_\_\_\_\_

PF7 =BKWD PF8 =FWD PF3 =END PF4 =MENU PF6 =TOP

Clear	Erase EOF	New Line	NUM	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq	

16:49:11 IBM-3278-2

- 8) A general description of the transaction should appear.

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Connect Close Exit Edit Print Screen Setup Help

ID: MU#A420 STATE OF WEST VIRGINIA 01/13/05  
 WVPC100C FINANCIAL INFORMATION MANAGEMENT SYSTEM 16:49:29  
 PURCHASE CARD SYSTEM - PURCHASE CARD TRAN MAINTENANCE

TRANSACTION ID: S002948232 STATUS: INC  
 CARD HOLDER NUMBER: [REDACTED] NAME [REDACTED]  
 VENDOR NAME: DBC DICK BLICK ART MAT

STREET:  
 CITY: 800-723-2787 STATE: IL ZIP: 614010000 COUNTRY: US

REFERENCE NUMBER: 24692165012000661336461 FIMS INVOICE ID:  
 AGENCY IDENTIFIER: [REDACTED] TRANSACTION DATE: 2005-01-12  
 RECONCILED: N 0001-01-01 POSTED DATE: 2005-01-12  
 WARRANT RANGE: INTERFACE IND: BAN  
 WARRANT DATE: INVOICE AMOUNT: 27.38  
 ALLOCATION NUMBER: \_\_\_\_\_  
 COMMENT: \_\_\_\_\_

NEXT: \_\_\_\_\_

PF3 =END PF4 =MENU  
 PF9 =ACCOUNTING SPLIT PF10=ITEM SPLIT

Clear	Erase EOF	New Line	NUM	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq	

16:49:33 IBM-3278-2

