P-CARD USER MANUAL

AGENCY SETTINGS: BUDGET FISCAL YEAR, RESTRICT APPROVER, E-MAIL NOTIFICATION

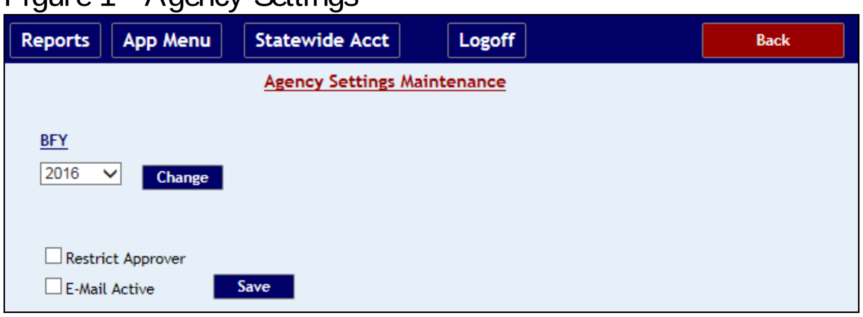
INTRODUCTION

In **Agency Settings**, the you can set the Budget Fiscal Year (BFY), restrict all approvers from approving their own transactions, and enable e-mail notification for the P-Card verifiers. (To set up or change approval levels, you must request the State Controller's Office to create them. Once SCO creates new approval levels, the agency can update their users as approvers - see Maintaining P-Card Users documentation.)

BFY, RESTRICT APPROVERS, AND EMAIL NOTIFICATION

1. On the P-Card main menu, select **Admin**, and then click **Agency Settings**.

Figure 1 - Agency Settings



2. To change the BFY, select the year from the **BFY** menu, and then click **Change**. The BFY affects the look up and validation of PCAs and Indexes. If you do not see PCAs or Indexes that you expect to see, or cannot add PCAs or Indexes to a Verifier or Approver, review this setting.
3. To restrict Approver and Approver All users from approving their own transactions, click the check box next to **Restrict Approver** then click **Save**. Restricted users will still be able to view their transactions in P-Card.
4. To enable email notification for verifiers, click the check box next to **E-Mail Active** then click **Save**. When activated, approvers will see a dialogue box with the names of their first level approvers (including Approver All approvers) after submitting and printing a transmittal. The verifiers can then select who they want to notify regarding the transmittal. NOTE: This will only apply to verifiers. Also, be certain the P-Card approvers have their correct e-mails in the system.

P-CARD USER MANUAL

ADDING A NEW USER

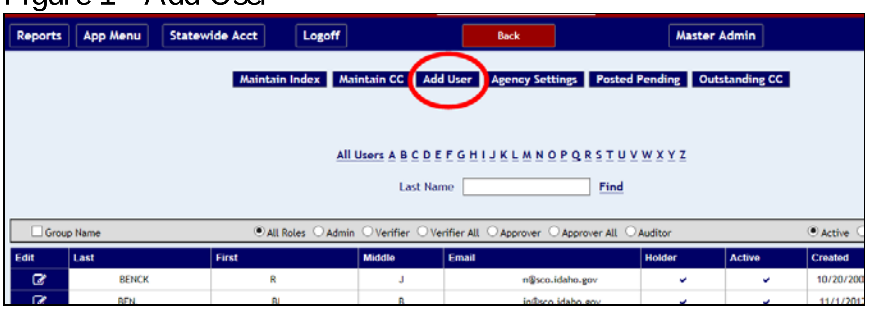
INTRODUCTION

Administrators should add users to the P-Card application and make them active users before actually giving them P-Card. This ensures that transactions they might make with a new card will appear in the P-Card application. To request a card for a new user, contact the Department of Administration, Division of Purchasing at 208.332.1608.

ADD A NEW USER

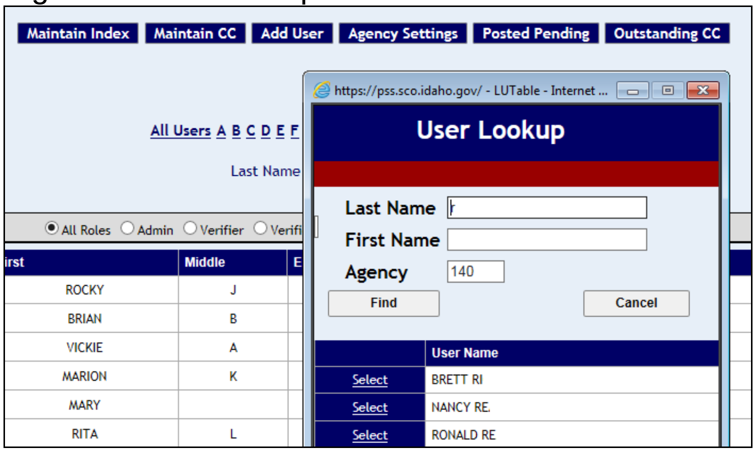
1. On the P-Card main menu, select **Admin**, then select **Add User**.

Figure 1 - Add User



2. The **User Lookup** menu will appear. Type the last name of the new user in the **Last Name** field <u>or</u> the first name in the **First Name** field. (You can type the first few letters of a user's name if you are not sure exactly how it is spelled.)
   a. To add an employee <u>from</u> another agency, type the last and/or first name and enter their agency number in the **Agency** field. Do not add an employee from your agency <u>to</u> another agency number.
   b. To add a user to multiple agencies, log in to each agency, enter the **Last Name** and enter the agency number of the user.
3. Click **Find**. If the user cannot be found, contact your payroll administrator to make sure that the user has been added to state payroll records.
   - Check if the user's actual last name is hyphenated or has apostrophes. P-Card does not recognize these, so try using just the <u>first name</u> in the lookup.
   - Also be sure the user has given you their name as it appears on SCO payroll records, **not** their nickname or middle name and last name.

Figure 2 - User Lookup

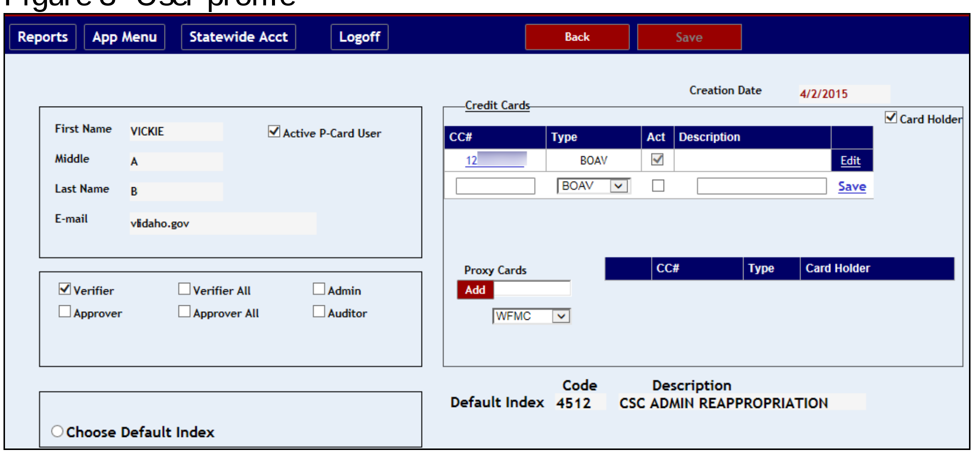


4. Click **Select** next to the user's name to add and then click **OK** to confirm adding the user.

SET UP A NEW USER

After selecting a new user from the **User Lookup**, a configuration screen will be displayed to set up the user. The user configuration screen is essentially made up of four sections: the user information, user roles (or security), P-Card details, and default PCA/Index assignments.

Figure 3- User profile



VERIFY USER INFORMATION

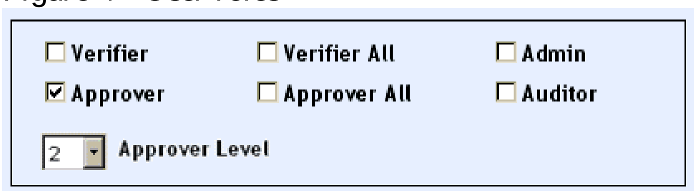
The name and e-mail of the user will be filled in from the **Add User** look up.

1. Verify the user information. If it is not correct, contact your payroll administrator to make sure that the user has been added to state payroll records
2. Select **Active P-Card User** to give the user access and use the P-Card application as a verifier or approver.

ASSIGN USER ROLES

Assign user roles to determine what the user can do in the P-Card application. Only an **Active P-Card User** can access and use the P-Card application as a verifier, approver, or administrator.

Figure 4 - User roles



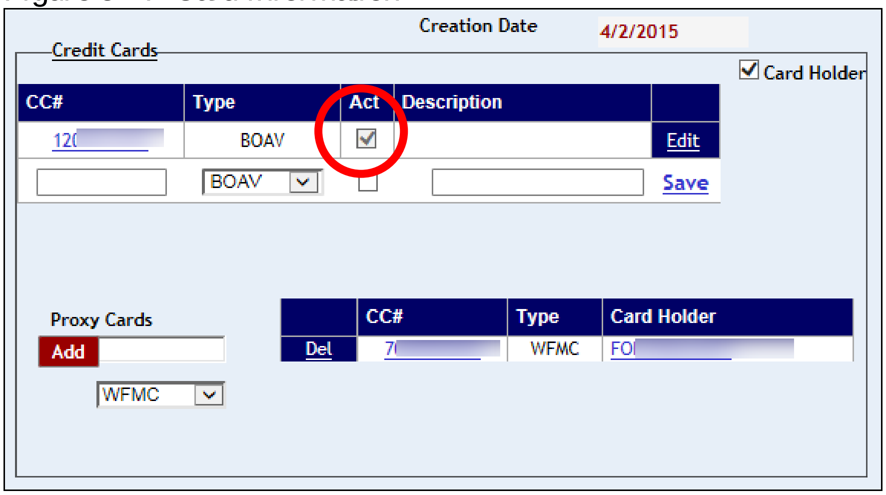
1. Select the approver, verifier, or administrator roles for the user. The options are:
   - **Verifier** - validates that the purchase recorded is valid and correct. For many agencies, the card holder is the Verifier. However, you can designate an alternate employee as a Verifier. Verifiers of multiple cards will be able to select transactions by individual card holder name and card number. Can also be a proxy verifier.
   - **Verifier All –** same functions as a Verifier but the Verifier All can verify transactions from all card holders.
   - **Approver** - approves the transmittal and the attached documentation for appropriateness of the expenditure, accuracy of the fiscal coding, etc. Approvers can approve transmittals for the level they are assigned and below. The final approver is the last approver of the transmittal before it is submitted to STARS. (Agencies must have at least one approval level.) NOTE: To restrict users from approving their own transactions at any approval level, select **Agency Settings** on the main Administrator screen and click **Restrict User** (this affects all users).
   - **Approver All –** same functions as an Approver but the Approver All can approve transmittals from all card holders.
   - **Admin –** gives a user full P-Card application administrator function. It is recommended to have at least two users added for this role so that one can serve as a backup.
   - **Auditor –** auditors can view transactions and transmittals but do not have any capability to verify, approve, add, or make changes to users. Auditors can run all reports.
2. Select the **Approval Level** when you select **Approver** or **Approver All**. (The agency will determine what approval levels are needed and ask the State Controller's Office to create them.)

   Each transmittal must be approved by each approval level. Thus, by assigning different approvers to different approval levels, you can help maintain internal controls for your business process.

ADD AND ACTIVATE A P-CARD

1. Check the **Card Holder** check box if the user is the actual holder of the P-Card you are entering. If they are a proxy verifier, but not a card holder, leave unchecked.

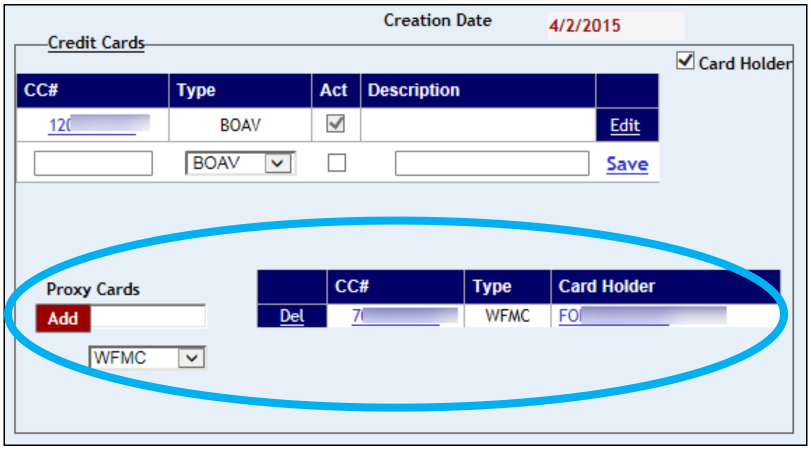
Figure 5 - P-Card information



2. Enter the last ten digits of the card number in the **CC#** field. You must enter an actual credit card number.
3. Select the card **Type – WFMC** for MasterCard or **BOAV** for VISA card.
4. Check the **Act** (Active) check box to make the card active in order to populate bank transactions into the application, and allow verifiers and approvers to process the transactions of that card. Do not uncheck the **Act** check box (making the card inactive) until all transactions have arrived from the bank and are verified and approved.
   - If a card is lost or stolen, leave the lost/stolen card **active** until all the transactions are received from the bank – including any credits - and then change the card to inactive.
   - If a card exists for a proxy user but the proxy user was not set up properly, and the card is then marked **Inactive**, P-Card reports may not accurately report the actual card holder.
   - The **Delete** button is no longer functional, although it appears as if it is. Contact the DSA Helpline to request assistance. However, if you ask for a card to be deleted, you will lose the transaction history for the card because you delete the record.
5. Enter a **Description** if desired. Do not use special characters or symbols, such as **&**, ', **“**, <, and \.
6. Click **Save** next to the card information.

ADD A PROXY CARD

To add a proxy card number, enter the last ten digits of the card number in the **Proxy Cards** field and click **Add**. Do not add the proxy card to the list of card holder Credit Card numbers.



The card number and card holder for whom the new user will be a proxy will be displayed. Adding the card number to the user makes the user a proxy verifier – this person can verify transactions on that card in place of the card holder.

When you add or update a user to be a proxy verifier, you assign a *card* to the *user*. If you want to assign existing P-Card *users* to a *card*, use the **Maintain CC** screen. See Maintaining Credit Cards and Proxy Verifiers for more information.

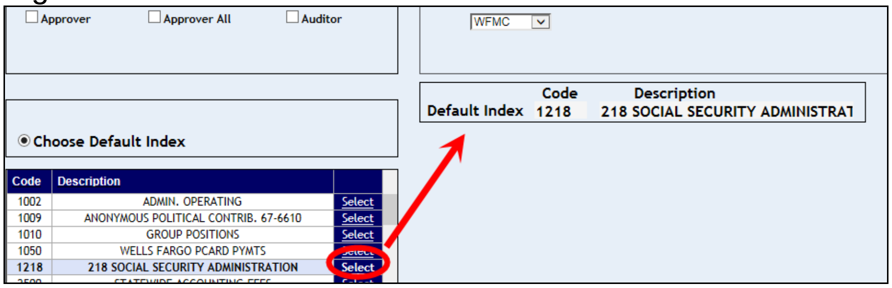
ADD DEFAULT PCA/INDEX AND ASSIGN APPROVAL PCA/INDEX

Choose a Default Index or PCA for the card holder. This will automatically fill in the PCA/Index code for the card in the Verifier's transaction grid. Since PCA/Index codes can look up other fiscal codes, those other fiscal codes will also be automatically filled in when the PCA or Index is entered.

A **Default Index or PCA** is required only for a *card holder*, but you can also assign **Approval Indexes, PCAs,** or **Locations** to Approvers, which restricts their ability to approve only transmittals with those assigned PCAs, Indexes, or Locations.

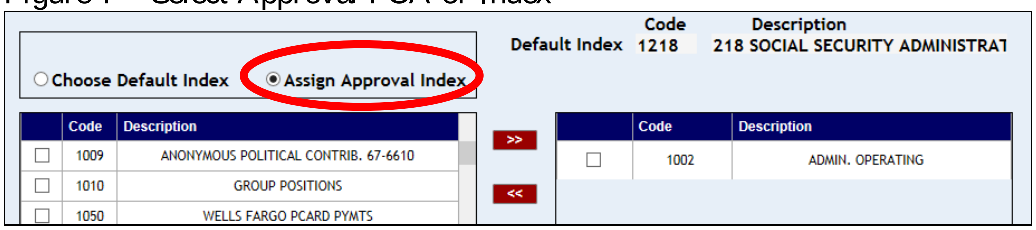
1. If setting up a card holder and card number, select **Choose Default PCA** or **Choose Default Index** (the choice displayed depends on your agency structure) to assign a default PCA or Index to the card holder/card number.
2. Click **Select** next to the Index or PCA needed. The **Default PCA/Index** will be added.

Figure 6 - Default PCA/Index



3. If setting up an Approver/Approver All, you can also select **Assign Approval PCA** or **Assign Approval Index** so that they can only approve transactions that are coded with a specific PCA or Index. Do not assign a PCA or Index if you want the approver to be able to approve all PCAs or Indexes.
4. Check the check box next to the PCAs or Indexes you want to assign to the approver. (If you do not see any PCAs or Indexes, verify the **BFY** is current on the **Agency** screen.)

Figure 7 – Select Approval PCA or Index



5. Click the right arrow icon to assign the selected PCAs or Indexes. (To remove a PCA/Index, check the check box of an assigned PCA/Index and click the left arrow icon).
6. After the user configuration is complete, click **Save** (on the top menu).

P-CARD USER MANUAL

MAINTAIN P-CARDS OR PROXY VERIFIERS

INTRODUCTION

The **Maintain CC** screen allows you to:

- Add a new P-Card that you have issued to a user.
- Re-assign a P-Card from one user to another.
- Add proxy verifiers to a specific P-Card so they can verify transactions if the card holder is not available to do so.
- Update a card holder's/ user's profile (as you would when you edit an existing P-Card user).

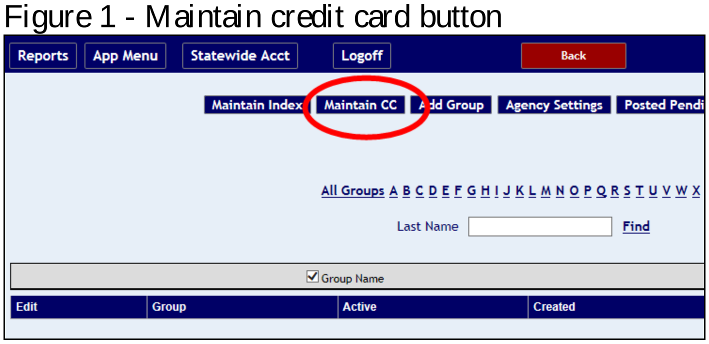
When updating P-Cards and card holders:

- Do not make a card inactive (unchecking the Active check box) until all transactions come from the bank and are processed in the application, even if the card is lost or stolen. The **Active** check box allows bank transactions to populate in the application, and allows verifiers and approvers to process the transactions of that card. Once all transactions have been verified and approved, you can change the card to **Inactive**.
- The Delete button is no longer functional, although it appears as if it is. Contact the DSA Helpline to request assistance. However, if you ask for a card to be deleted, you will lose the transaction history for the card because you delete the record.
- If a card exists for a proxy user but the proxy user was not set up properly, and the card is then marked **Inactive**, P-Card reports may not accurately report the actual card holder.

MAINTAIN CC SCREEN OVERVIEW

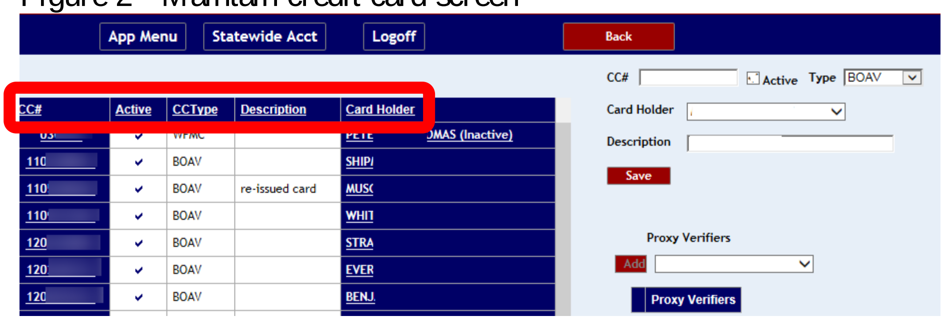
1. On the P-Card main menu, select **Admin**, and then click **Maintain CC**.

Figure 1 - Maintain credit card button



2. A list of your agency's credit cards and the associated card holder will be displayed. The list can be sorted ascending/descending by clicking the column headings (**CC#**, **Card Holder**, etc.) The column headings include:
   - **CC#** – the last ten digits of the P-Card.
   - **CCType** – WFMC (Wells Fargo MasterCard) or BOAV (Bank of America VISA)
   - **Active** – The **Active** check box makes the card active in order to populate bank transactions into the application, and allow verifiers and approvers to process the transactions of that card.
   - **Description** – A description you entered when setting up a new user.
   - **Card Holder** – The name of the card holder. A card holder that is inactive in the application is indicated in red. NOTE: If *both* the card and the card holder are inactive, the card holder name will not be in red.

Figure 2 - Maintain credit card screen



ADD A NEW P-CARD

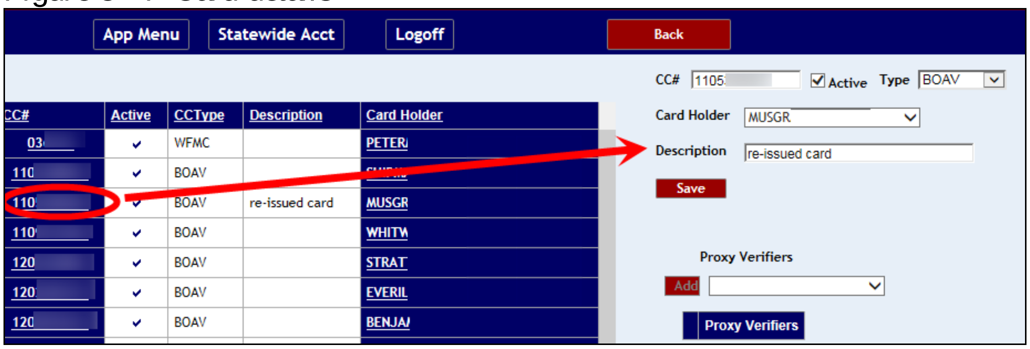
1. Click the card number in the **CC#** column to display the card details.
2. Enter the new card number in the **CC#** field and press ENTER.
3. Check the **Active** check box and make sure there is a check mark after you do so. If the card is not active, users will not see their transactions in the application.
4. Select the card **Type**, and then select the **Card Holder** from the drop down menu.
5. Enter a **Description** as needed (40 alphanumeric characters. Do not use special characters or symbols, including **&**, ', **“**, <, and \).
6. Click **Save**.
7. You can verify that the card saved to the correct user by clicking the **Back** button at the top of the screen, selecting the user's name in the Admin screen, and checking the card information.

ASSIGN A P-CARD TO A DIFFERENT CARD HOLDER

1. Click the card number in the CC# column.
2. Click the **Card Holder** drop-down and select a new card holder name.

3. Make sure the **Active** check box is checked.
4. To add a description, enter or edit the **Description** field (40 alphanumeric characters. Do not use special characters or symbols, including **&**, ', **“**, <, and \).
5. Click **Save**.

Figure 3 - P-Card details



ADD OR DELETE PROXY VERIFIERS

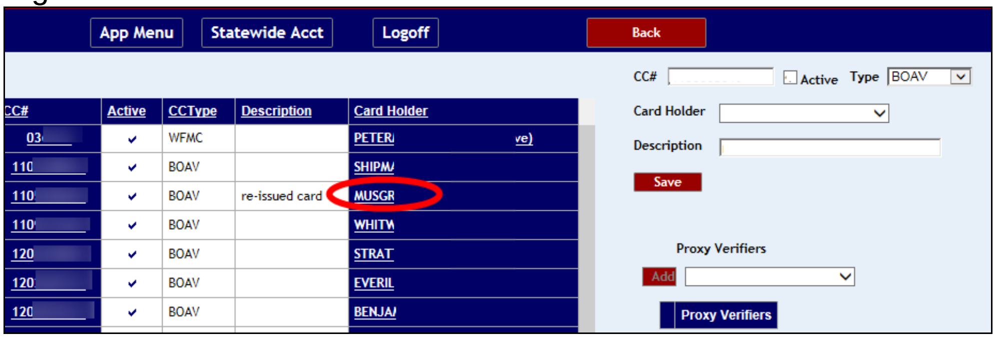
You can view, add, or delete proxy verifiers <u>of a card</u> in the **Proxy Verifiers** section. Click the card number in the **CC#** column to display the card details. [Click here to view the Adding or Deleting a Proxy Verifier documentation]. NOTE: **Maintain CC** assigns proxy verifiers to a *card holder/card number*. When you edit a user’s profile, you add *proxy cards* to that *user*. If an agency is using approval by location, they should take care to assign proxy verifiers from the same location as the person for whom they are verifying.

1. Click the card number in the **CC#** column to display the card details.
2. Click the **Proxy Verifiers** drop down menu and select the name of a Proxy Verifier. (Since any user can be a proxy verifier, all user names will be in this list)
3. Click **Add**.
4. To remove a proxy verifier, click **Del** next to the name.

UPDATE THE CARD HOLDER PROFILE

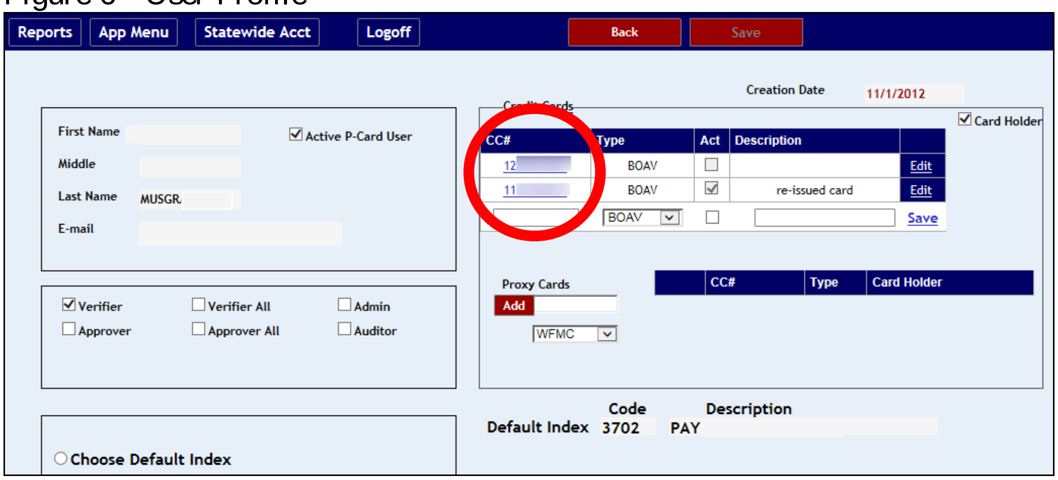
1. To update a card holder’s information (e.g., their default PCA or verifier or approver roles), click the user name in the **Card Holder** column.

Figure 5 - Maintain Card Holder



2. The card holder's profile screen will open just as it would when you edit an existing user or add a new user. Follow the [documentation for setting up a new user] to change a user's configuration.

Figure 6 - User Profile



3. Click a card number to return to the **Maintain CC** screen.

P-CARD USER MANUAL

MAINTAINING USERS

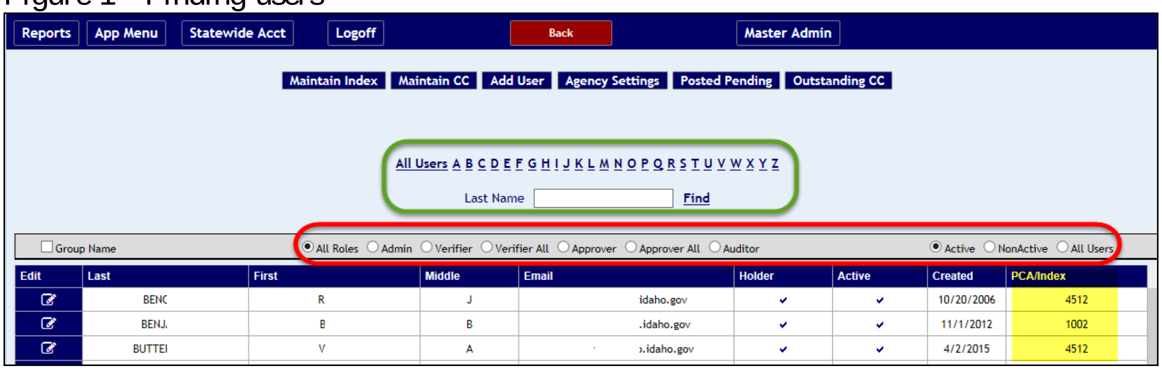
INTRODUCTION

This document will describe how to locate users in P-Card and update their settings, such as their role (or security), credit card information, default PCA/Index, or Approval PCA/Index. To request a card or cancel a card, contact the Department of Administration, Division of Purchasing at 208.332.1612.

UPDATE USERS

On the Admin screen, you can sort or find current P-Card users by name or by their role (such as Verifier, Approver, etc.) to add or update their settings.

Figure 1 - Finding users



To view a specific user or group of users you can do any of the following:

- Next to **All Users**, click the letter of the last name to view only those users. By default, all users are shown in alphabetical order of the last name.
- Type the **Last Name**, or part of the last name, of a user, and click **Find**.
- Select the role/security. E.g., select **Approver** to view all users who are approvers.
- Select **Active** or **NonActive** to view all users who are either active not active in the application. You can select both a role and a status. For example, select **Verifier** and **Non Active** to view all non-active users who were verifiers.

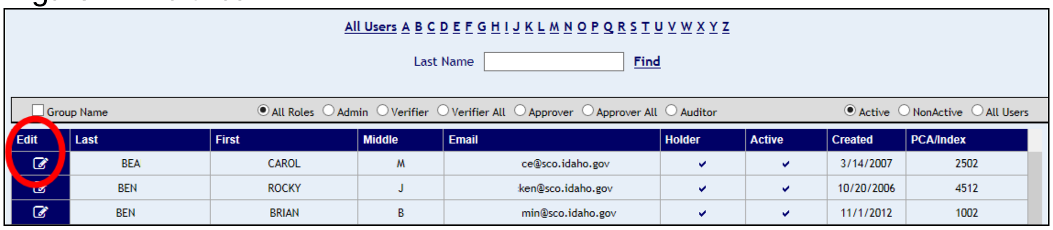
If a user's default PCA or Index is invalid, the PCA/Index will be highlighted in red. This could mean that the PCA or Index is invalid for the current budget fiscal year. Transactions for a user with an invalid PCA will not be assigned fiscal codes in P-Card.

To find out which users are verifiers, which are approvers, and what their approval levels are, etc., select **Admin**, and then **Reports**, on the P-Card main menu. Then select the **User Report**, See the User Report documentation for more details.

Once you have located the user:

1. Click the edit icon next to a user's name to modify their settings.

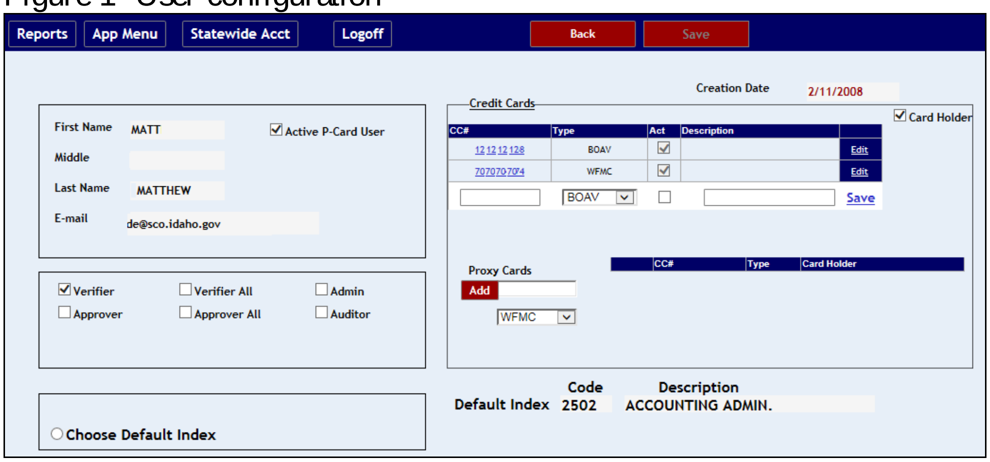
Figure 2 - Edit icon



2. The user's configuration screen will open.

The user configuration screen is made up of four sections: the user information, user roles (or security), P-Card details, and default PCA/Index assignments. Each section is described below

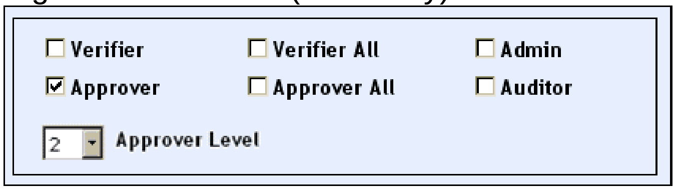
Figure 1- User configuration



ADD OR CHANGE THE USER ROLES (OR SECURITY)

User roles define what the user can do in the P-Card application. Select **Admin**, **Reports**, and then the **User Report** to find out which users are verifiers, which are approvers, etc. (See the User Report documentation for more details.)

Figure 2 - User roles (or security)



1. Select the approver, verifier, or administrator roles for the user. The options are:
   - **Verifier** - validates that the purchase recorded is valid and correct. For many agencies, the card holder is the Verifier. However, you can designate an alternate employee as a Verifier. Verifiers of multiple cards will be able to select transactions either by individual cardholder or group.
   - **Verifier All** – same functions as a Verifier but the Verifier All can verify transactions from all card holders.
   - **Approver** - approves the transmittal and the attached documentation for appropriateness of the expenditure, accuracy of the fiscal coding, etc. Approvers can approve transmittals for the **level** (see below) they are assigned and below. The final approver is the last approver of the transmittal before it is submitted to STARS. (Agencies must have at least one approval level.) NOTE: To restrict users from approving their own transactions at any approval level, select **Agency Settings** on the main Administrator screen and click **Restrict User** (this affects all users).
   - **Approver All** – same functions as an Approver but the Approver All can approve transmittals from all card holders.
   - **Admin** – gives a user full P-Card application administrator access.
   - **Auditor –** auditors can view transactions and transmittals but do not have any capability to verify, approve, add, or make changes to users. Auditors can run all reports.
2. Select the **Approval Level** when you select **Approver** or **Approver All**. (The agency will determine what approval levels are needed and ask the State Controller's Office to create them.)

   Each transmittal must be approved by each approval level. Thus, by assigning different approvers to different approval levels, you can help maintain internal controls for your business process.

CHANGE THE USER'S DEFAULT PCA/INDEX

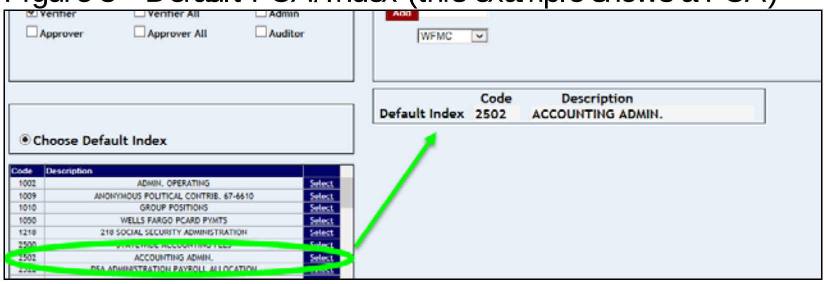
To make changes to the default PCA/Index or Assigned Approval PCA/Index for multiple users, use the **Maintain PCA/Index/Location** screen – you do not have to edit each individual user. See the Maintaining Default or Assigned PCA, Index, Location Codes documentation.

By changing a default PCA/Index/Location, any user currently assigned a given default PCA/Index/Location can be updated with a new default PCA/Index/Location. You can also view which users are currently assigned a given default PCA/Index or approval PCA/Index.

To update an individual user:

1. On the P-Card main menu, select **Admin** and then click the edit icon next to a user's name.
2. Select **Choose Default PCA** or **Choose Default Index** (the choice displayed depends on your agency structure) to assign a default PCA or Index to the card holder/card number.
3. Click **Select** next to the Index or PCA needed. The **Default PCA/Index** will be replaced. (If you do not see any PCAs or Indexes, verify the **BFY** is current on the **Agency** screen.)

Figure 3 - Default PCA/Index (this example shows a PCA)

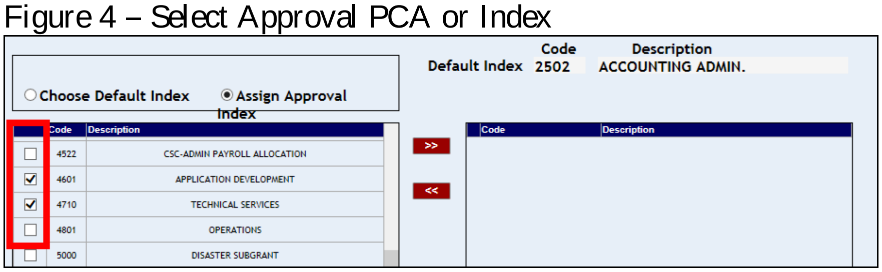


ASSIGN USER'S APPROVAL PCA/INDEX

The Administrator can set up Approvers so that they can approve only those transactions that are coded with a specific PCA or Index. Do not assign any PCA or Index if you want the approver to be able to approve all PCAs or Indexes.

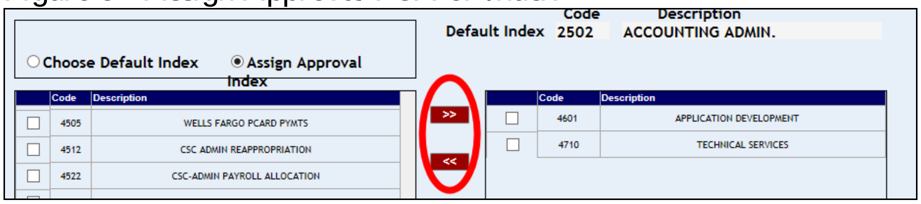
1. On the P-Card main menu, select **Admin** and then click the edit icon next to a user's name
2. If setting up an Approver/Approver All, select **Assign Approval PCA** or **Assign Approval Index**..
3. Check the check box next to the PCAs or Indexes you want to assign to the approver.

Figure 4 – Select Approval PCA or Index



4. Click the right arrow icon to assign the selected PCAs or Indexes. (To remove a PCA/Index, check the check box of an assigned PCA/Index and click the left arrow icon)

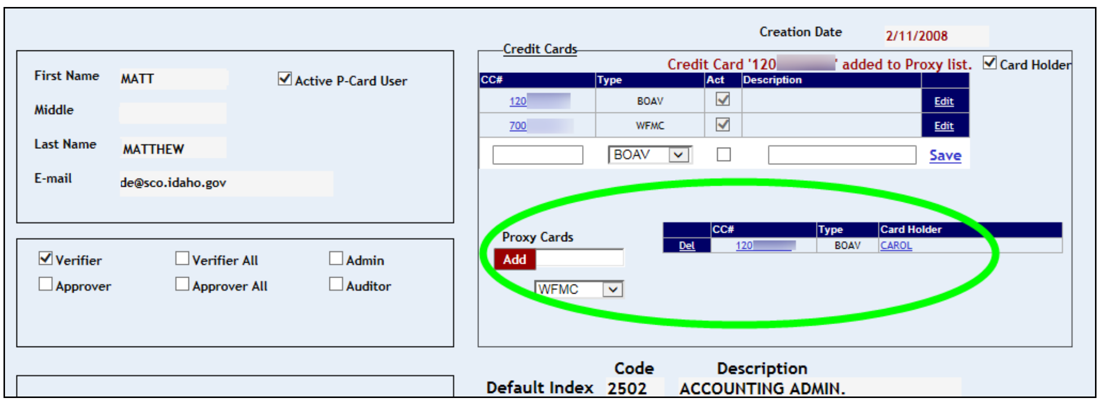
Figure 5 - Assign Approval PCA or Index



5. After the user configuration is complete, click **Save** (on the top menu).

ADD A PROXY CARD

To add a proxy card number, enter the last ten digits of the card number in the **Proxy Cards** field and click **Add**. <u>Do not add the proxy card to the list of card holder Credit Card numbers</u>.



The card number and card holder for whom the new user will be a proxy will be displayed. Adding the card number to the user makes the user a proxy verifier – this person can verify transactions on that card in place of the card holder.

When you add or update a user to be a proxy verifier, you assign a *card* to the *user*. If you want to assign existing P-Card *users* to a *card*, use the **Maintain CC** screen. See Maintaining Credit Cards and Proxy Verifiers for more information.

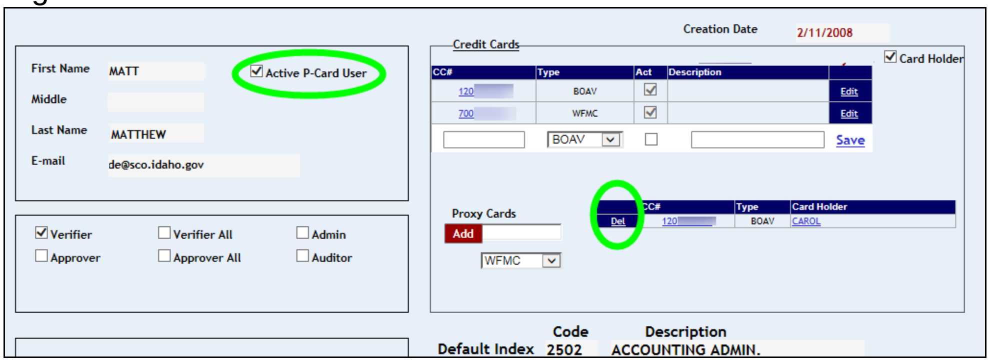
INACTIVATE A USER

If a P-Card user leaves your agency or is no longer a P-Card user, inactivate the user from the application.

1. Click the edit icon next to a user's name.
2. Uncheck the check box next to **Active P-Card User**.

3. Uncheck the **Card Holder** check box. (Assign a new card holder either on another user's profile or use the Maintain CC menu to assign a new card holder.)

Figure 6 - Active P-Card User check box



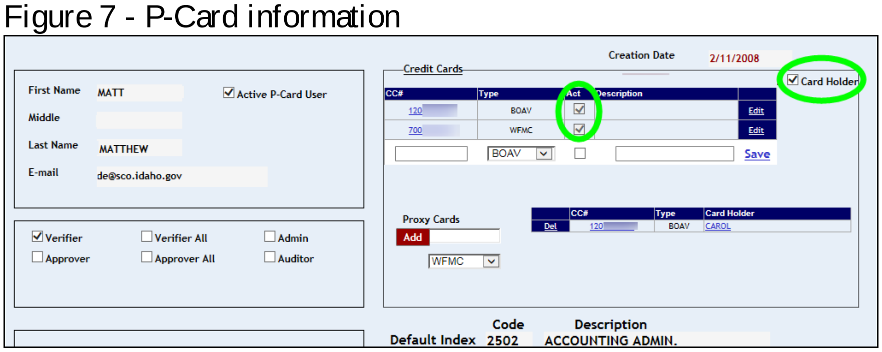
4. Leave the **Active** check box next to the card number (**CC#**) checked until all transactions for the user have come from the bank and are processed in the application. Afterwards you can inactivate the card.
5. Click **Del** next to any proxy cards. If proxy cards are not deleted, the user's name may still appear on the Verifier screens.)
6. Click **Save** (on the top menu bar). When an employee leaves the state payroll and EIS updates their records to reflect this, the user will no longer be able to access *any* of the Statewide Accounting System applications even if they are still able to log on to the SCO Web site.

On the P-Card Admin screen, you can verify or locate inactive ("Nonactive") card holders by clicking the **NonActive** radio button.

ADD OR INACTIVATE A USER'S P-CARD

This section sets up the card holder, the P-Card, and proxy cards (if applicable). NOTE: The **Maintain CC** menu can perform some of the same functions. See the Maintaining Credit Card and Proxy Verifier documentation.

Figure 7 - P-Card information



1. Check the **Card Holder** check box if the user is the actual holder of the P-Card you are entering. (Leave unchecked if the user is a verifier, proxy verifier, or approver, and not the actual card holder. Do not enter any cards.)
2. To add a new card to a current user, enter the last ten digits of the P-Card number in the **CC#** field. Actual credit card numbers must be entered into the application.
3. Select the card **Type – WFMC** for MasterCard or **BOAV** for VISA card.
4. Do not make a card **inactive** (unchecking the **Act** check box) until all transactions come from the bank and are processed in the application. The **Active** (**Act**) check box allows bank transactions to populate in the application, and allows verifiers and approvers to process the transactions of that card.
   - If a card is lost or stolen, leave the lost/stolen card **active** until all the transactions are received from the bank – including any credits. Then change the card to inactive. Click here for specific instructions.
   - If a card exists for a proxy user but the proxy user was not set up properly, and the card is then marked **Inactive**, P-Card reports may not accurately report the actual card holder.
   - The **Delete** button is no longer functional, although it appears as if it is. Contact the DSA Helpline to request assistance. However, if you ask for a card to be deleted, you will lose the transaction history for the card because you delete the record.
5. Enter a **Description** if desired. Do not use special characters or symbols, including **&**, **'**, **“**, <, and \.
6. Click **Save** next to the card information.