P-CARD USER MANUAL

MAINTAINING USERS

INTRODUCTION

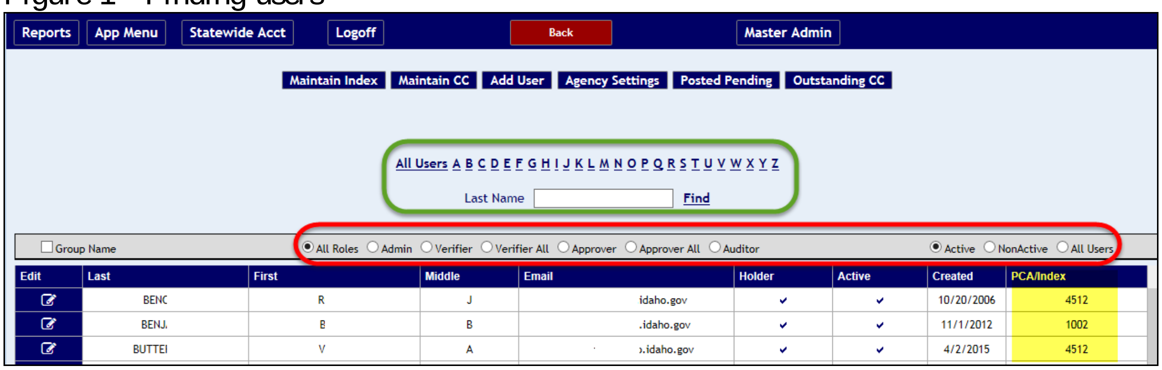
This document will describe how to locate users in P-Card and update their settings, such as their role (or security), credit card information, default PCA/Index, or Approval PCA/Index.

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.

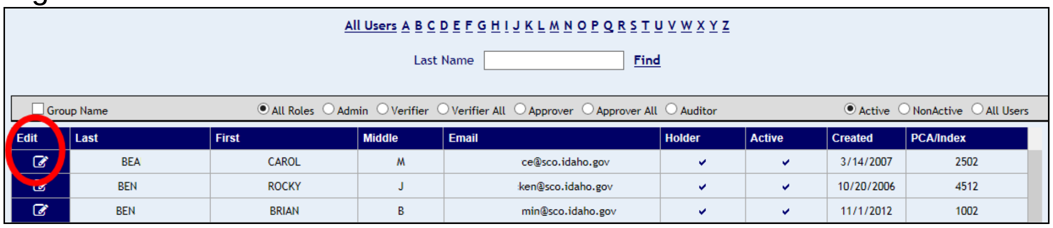
If a user's default PCA or Index is invalid, the PCA/Index will be highlighted in red. This could mean that the PCA or Index is invalid for the current budget fiscal year. Transactions for a user with an invalid PCA will not be assigned fiscal codes in P-Card.

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.

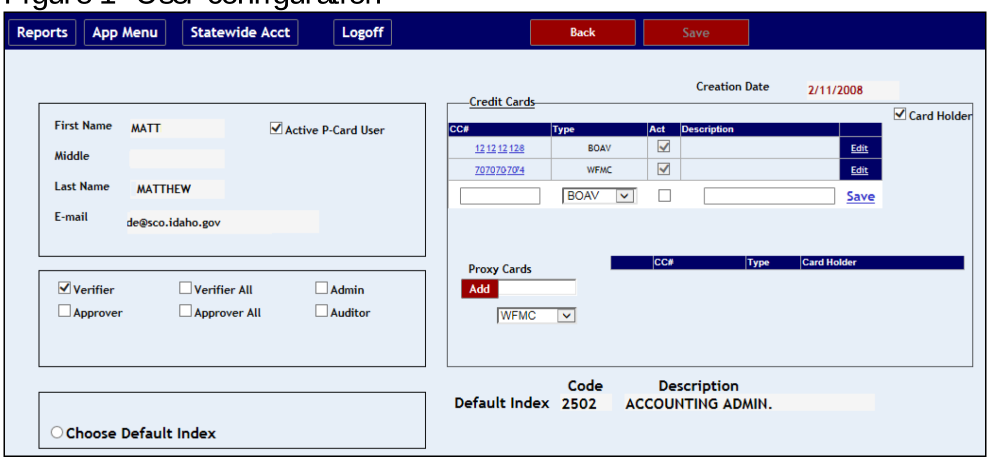
Figure 2 - Edit icon



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

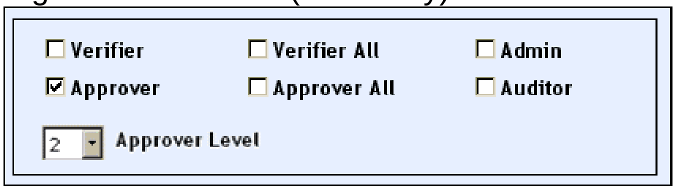
Figure 1- User configuration



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. To restrict users from approving their own transactions at any approval level, select **Agency Settings** on the main Administrator screen and click **Restrict User**.
   - **Approver All** – same functions as an Approver but the Approver All can approve transmittals from all card holders.
   - **Admin** – gives a user 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

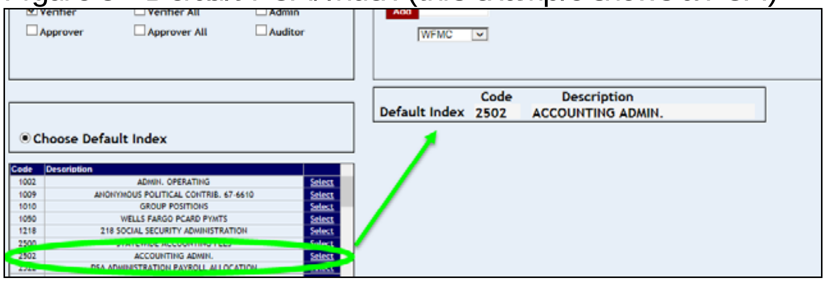
To make changes to the default PCA/Index or Assigned Approval PCA/Index for multiple users, use the **Maintain PCA/Index/Location** screen – you do not have to edit each individual user. See the Maintaining Default or Assigned PCA, Index, Location Codes documentation.

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)

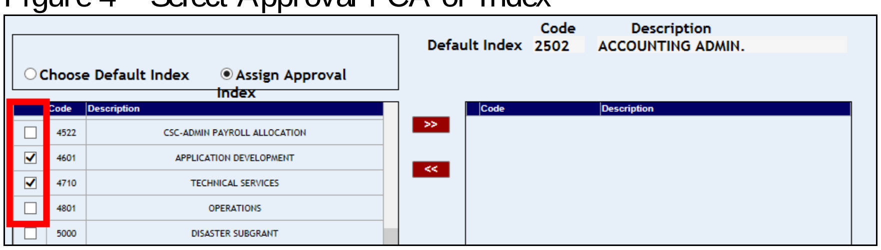


ASSIGN USER'S APPROVAL PCA/INDEX

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.

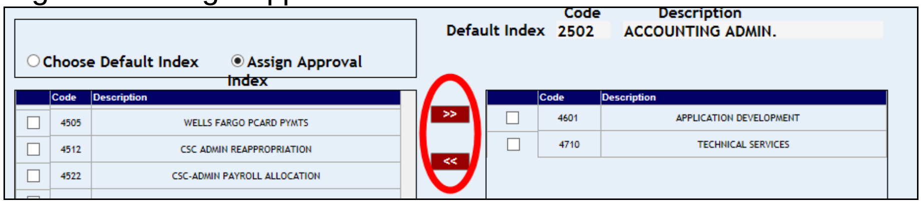
1. On the P-Card main menu, select **Admin** and then click the edit icon next to a user's name
2. If setting up an Approver/Approver All, select **Assign Approval PCA** or **Assign Approval Index**..
3. Check the check box next to the PCAs or Indexes you want to assign to the approver.

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)

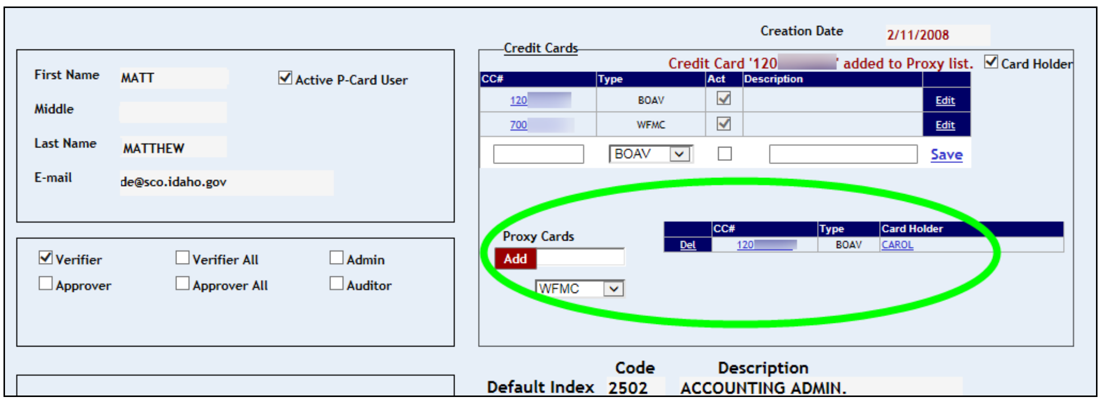
Figure 5 - Assign Approval PCA or Index



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.

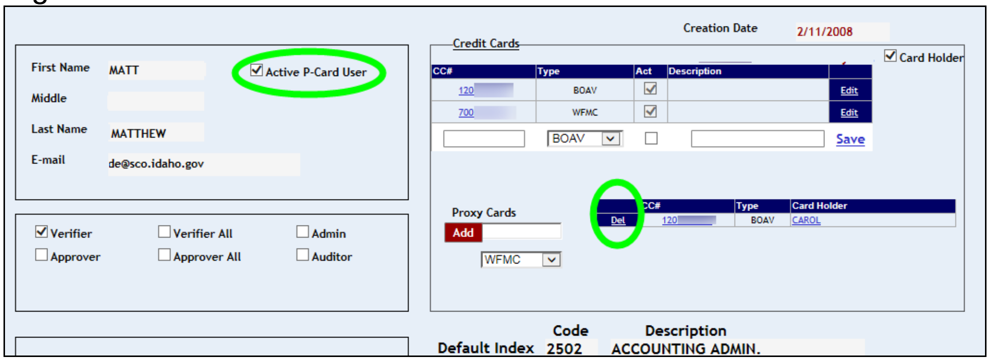
When you add or update a user to be a proxy verifier, you assign a *card* to the *user*. If you want to assign existing P-Card *users* to a *card*, use the **Maintain CC** screen. See Maintaining Credit Cards and Proxy Verifiers for more information.

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



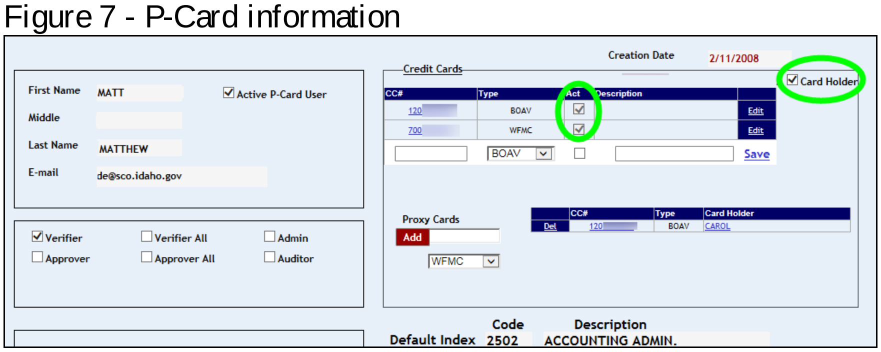
4. Leave the **Active** check box next to the card number (**CC#**) checked until all transactions for the user have come from the bank and are processed in the application. Afterwards you can inactivate the card.
5. Click **Del** next to any proxy cards. If proxy cards are not deleted, the user's name 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.)

2. To add a new card to a Card Holder, enter the last ten digits of the P-Card number in the **CC#** field. Actual P-Cards must be used.
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.
5. Enter a **Description** if desired. Do not use special characters or symbols, including **&**, **'**, **“**, <, and \.
6. Click **Save** next to the card information.