

About Procurement Card (PCard) & ISSP Set Up / Administration

The Procurement Card (PCard) is used by assigned employees to procure and pay for small purchases. VDOT uses 2 types of procurement cards: PCards and Integrated Supply Services Program (ISSP - District) Cards. These cards allow users to purchase goods using charge cards which are then paid electronically. PCards are issued to individual users for purchases. ISSP Cards are issued by stock location, and are typically used for purchases related to vehicles, equipment, and maintenance stock. The PCard expedites the accounts payable process.

In Cardinal the PCard Administrator set ups PCard and ISSP cardholders, card limits, and location information, as well as the users' supervisors and individuals approved to manage their transactions, known as proxies.

Cardinal tracks user transactions, account values, approvals, and merchant data. The PCard Administrator can add, delete, and/or edit PCard values at any time. Cardinal loads all PCard transaction data daily from the PCard Issuer, i.e., bank. These transactions are subsequently reconciled.

For additional instructions on reviewing, reconciling, and reporting on PCard and ISSP transactions, refer to the course titled **501 PR349 Managing PCard & ISSP Transactions**.

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Cardholder Set Up

The process to set up a PCard and ISSP are very similar. To follow are the details for each.

PCard User Set Up

- 1 To set up PCard users, use the **Cardholder Profile** page. Navigate to this page using the following path:

Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Cardholder Profile

Enter any information you have and click Search. Leave fields blank

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Employee ID: begins with 0000%5000

Name: begins with

Last Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-12 of 12 Last

Employee ID	Name	Last Name
00000005000	WARD, IRVIN C	WARD
00000375000	KING, GERALDINE	KING
00001485000	BEATTY, CONNIE B	BEATTY
00001705000	LOSH, MAYBELLE	LOSH
00002725000	SNIDER, DONNA	SNIDER
00002850000	SMITH, JAMES	SMITH
00003785000	ANDERSON, DENNIS	ANDERSON
00005000300	HUMMER, Junior, JAMES R	HUMMER
00008050000	LONGLEY, CAROL	LONGLEY
00009635000	TYLER, Junior, DANIEL G	TYLER
00009805000	MILBY, BETTY	MILBY
00009845000	BASS, GARY	BASS

- 2 Enter the search criteria, i.e., **Employee ID**, **Name**, and/or **Last Name** of the employee you wish to set up as a PCard user. You can also click on the **Search** button for a list of all employees.
- 3 In the **Search Results** section, click the link of the employee you wish to set up as a cardholder / user.

Favorites Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data **Card Data**

Name: DOE, JOHN

Employee ID: 00000005000

Personnel Status: Employee

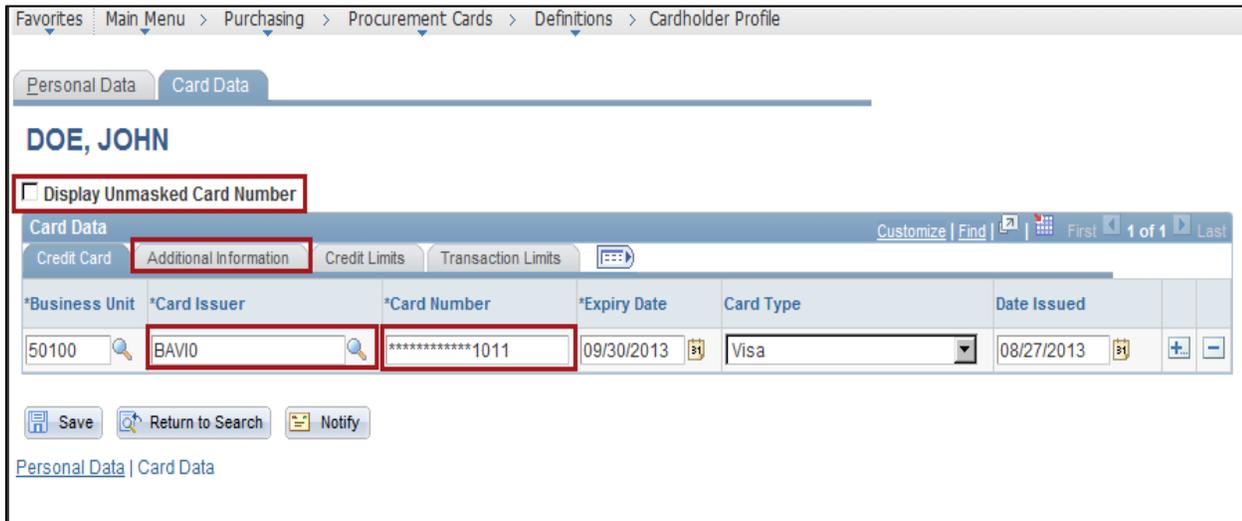
Telephone:

Home Address	Mailing Address
Country: USA United States	
Address 1: 100 MAIN ST	
Address 2:	
Address 3:	
City: RICHMOND	
County: Postal: 99999	
State: VA Virginia	

Save Return to Search Notify

Personal Data | Card Data

- 4 The **Personal Data** page displays. Click on the **Card Data** tab.



[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Definitions](#) > [Cardholder Profile](#)

[Personal Data](#) | [Card Data](#)

DOE, JOHN

Display Unmasked Card Number

[Card Data](#) Customize | Find | First 1 of 1 Last

[Credit Card](#) | [Additional Information](#) | [Credit Limits](#) | [Transaction Limits](#)

*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Card Type	Date Issued
50100	BAVIO	*****1011	09/30/2013	Visa	08/27/2013

[Save](#) | [Return to Search](#) | [Notify](#)

[Personal Data](#) | [Card Data](#)

5 The following fields must be entered:

- a. **Business Unit:** The employee's **Business Unit**.
- b. **Card Issuer:** Each District has an assigned **Card Issuer** (i.e. **BAVI4**=Richmond, **BAVI5**=Hampton Roads, etc).
- c. **Card Number:** Enter the 16 digit **Card Number**.
 - i. Once the 16-digit **Card Number** is entered, the leading 12-digits are encrypted and can be seen only by Cardinal users with the proper security role.
 - ii. PCard Administrators can select the **Display Unmasked Card Number** checkbox to view and confirm the entire **Card Number**.
- d. **Expiry Date:** Enter the card expiration date.
- e. **Card Type:** Select a **Card Type** of **American Express**, **Visa**, or **MasterCard**.
- f. **Date Issued:** This field defaults to the current date and should be changed if appropriate.

6 To add an additional card, click the + icon to add a new line. To remove a card, click on the - icon to delete a line.

- a. Never delete a PCard from Cardinal once a transaction has been processed.

7 Click on the **Additional Information** tab.

Personal Data | Card Data

DOE, JOHN

Display Unmasked Card Number

Card Data

Customize | Find | First 1 of 1 Last

*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes
50100	BAV10	*****1011	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes

Save | Return to Search | Notify

Personal Data | Card Data

8 **Vendor Card** - Do not select. This is for a store card, i.e., Lowe’s or Home Depot.

9 Click on the **Proxies** hyperlink. The **Assign Proxies** page displays.

Assign Proxies

JONES, JOHN

BAV13 Card Number: *****9000

*User ID	Description	Role	Requester Default	Buyer Default
J.JONES	Jones, J Jones(VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>
BILLY.SMITH	Smith, Billy (VDOT)	SUPERVISOR	<input type="checkbox"/>	<input type="checkbox"/>
MICHELE.THOMPSON	Thompson, Michele M (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>
LISA.CLINE	Cline, Lisa P. (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>
DEBBIE.BAYLES	Bayles, Debra L. (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>
PPS_MIKE.HALL	HALL, MIKE	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>
PPS_TIM.SARTINI	SARTINI, TIM	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>

OK | Cancel

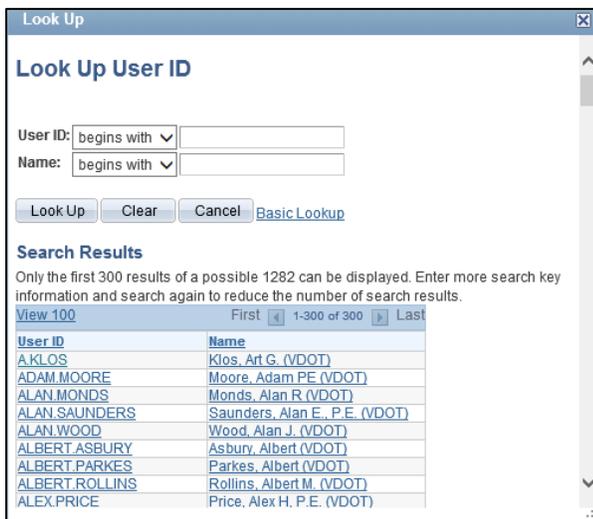
10 Use this page to assign proxies to a PCard user. Proxies can access this procurement card. There can be multiple roles established in Cardinal for a specific individual. Therefore, select only the specific role that the Cardholder Proxy will apply. For example, a particular supervisor can also be a PCard holder. The proxy role selected for this individual is **Agency PCard User**, not supervisor. Proxies could include:

- **Card Holder**
- **Card Holder’s Supervisor**
- **Back-Up to Cardholder’s Supervisor**
- **District PCard Administrator (if District employee)**
- **VDOT PCard Administrator (both District & CO employees)**
- **VDOT System Administrator**
- **PPS (refer to ASD for names)**

11 PCard proxy **Role** standards for each PCard are:

- **Agency PCard User** is required for all Reconcilers (there must be at least one).
- **Supervisor** is required for all Approvers (there must be at least one).
- **PCard Administrator** designation is required for:
 - District Program Administrator
 - Contact Central Office PCard Admin for Specifics
- **PPS PR Configurator** designation is required for the following:
 - PPS_TIM.SARTINI
 - PPS_MIKE.HALL

12 Click on the **Look Up User ID** icon.



Look Up User ID

User ID: begins with

Name: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

Only the first 300 results of a possible 1282 can be displayed. Enter more search key information and search again to reduce the number of search results.

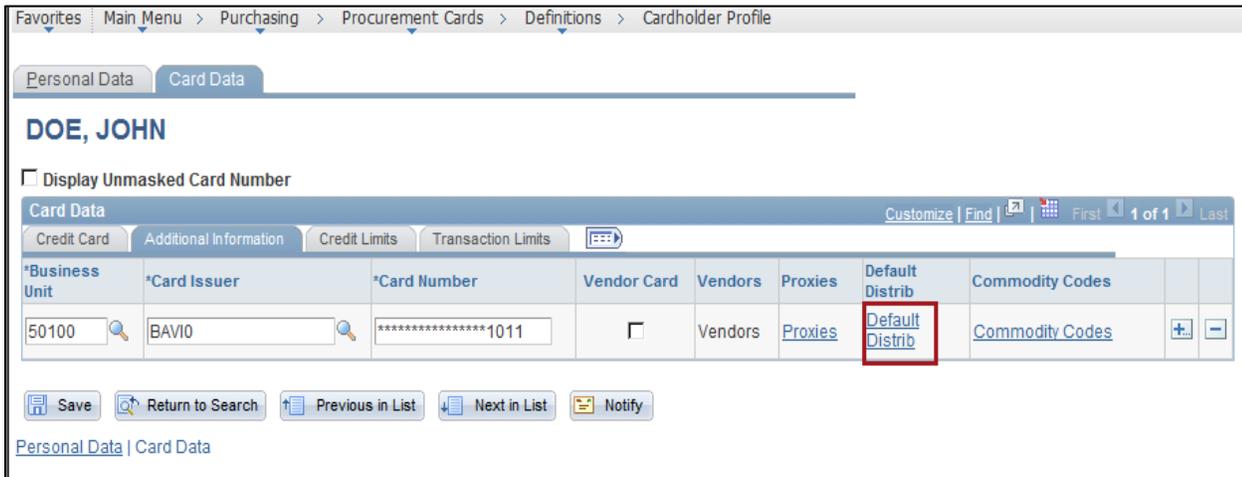
[View 100](#) First 1-300 of 300 Last

User ID	Name
A.KLOS	Klos, Art G. (VDOT)
ADAM.MOORE	Moore, Adam PE (VDOT)
ALAN.MONDS	Monds, Alan R (VDOT)
ALAN.SAUNDERS	Saunders, Alan E., P.E. (VDOT)
ALAN.WOOD	Wood, Alan J. (VDOT)
ALBERT.ASBURY	Asbury, Albert (VDOT)
ALBERT.PARKES	Parkes, Albert (VDOT)
ALBERT.ROLLINS	Rollins, Albert M. (VDOT)
ALEX.PRICE	Price, Alex H. P.E. (VDOT)

13 Select a **User ID** from the **Look Up User Id** drop-down menu. The **Assign Proxies** page displays with the selected **User ID** populated.

14 To assign an additional proxy, click the + icon to add a new line. To remove a proxy, click on the - icon to delete a line.

15 Click the **OK** button when all the proxies have been entered. The **Personal Data** page displays.



Navigation: Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | **Card Data**

DOE, JOHN

Display Unmasked Card Number

Card Data Customize | Find | First 1 of 1 Last

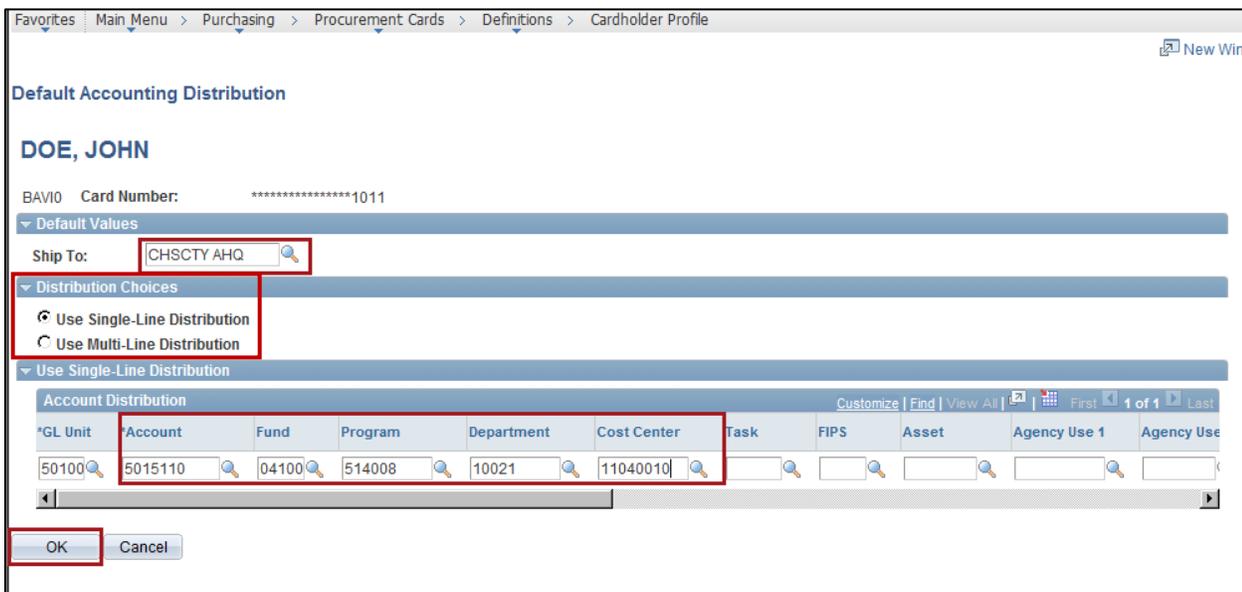
Tabbed interface: Credit Card | **Additional Information** | Credit Limits | Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes
50100	BAV10	*****1011	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes

Buttons: Save | Return to Search | Previous in List | Next in List | Notify

Personal Data | Card Data

16 From the **Additional Information** tab click the **Default Distrib** hyperlink.



Navigation: Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Default Accounting Distribution

DOE, JOHN

BAV10 Card Number: *****1011

Default Values

Ship To:

Distribution Choices

Use Single-Line Distribution

Use Multi-Line Distribution

Use Single-Line Distribution

Account Distribution Customize | Find | View All | First 1 of 1 Last

*GL Unit	*Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
50100	5015110	04100	514008	10021	11040010					

Buttons: OK | Cancel

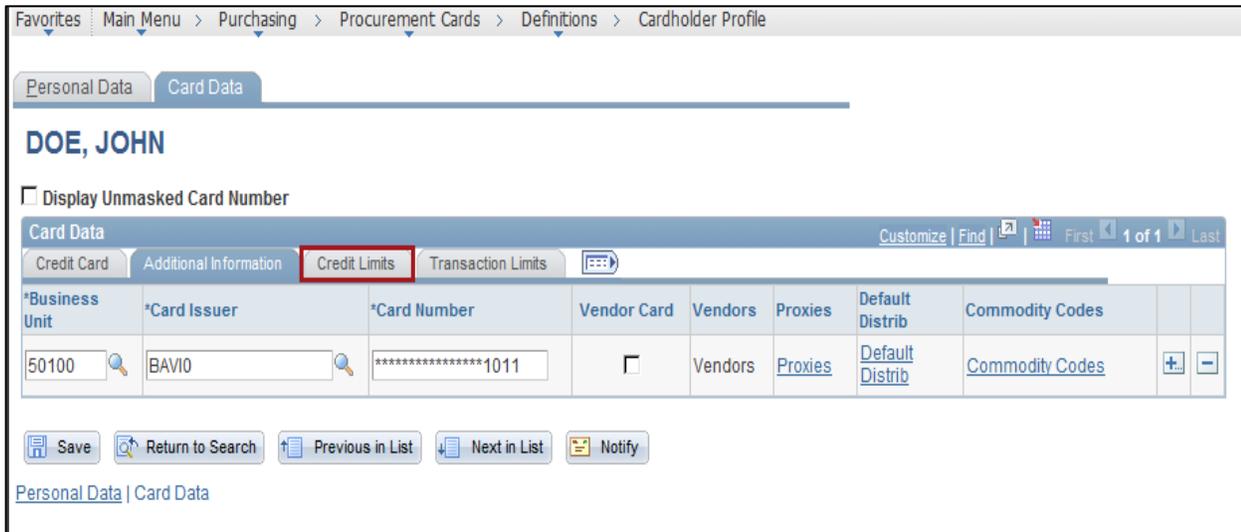
17 Select a **Ship To** from the **Look Up Ship To** drop-down menu.

18 Select one option from the **Distribution Choices** section:

- a. **Use Single-Line Distribution** is most commonly used. When used, in the **Account Distribution** section only the **GL Unit** and **Account** values are required. The necessary fields will be displayed when this option is selected.
 - i. Enter the **Account Distribution** values, i.e., chart of account values. These values default on the transaction distribution and can be changed, if necessary.
 - ii. Other values, such as **Fund**, **Program**, **Department**, and **Cost Center** can be entered.
- b. **Use Multi-Line Distribution** is used to assign **SpeedCharts** for multiple line distributions. The necessary fields will be displayed when this option is selected.

19 Click the **OK** button. The **Personal Data** page **Card Data** tab is displayed.

20 The **Additional Information** tab displays.



Navigation: Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | **Card Data**

DOE, JOHN

Display Unmasked Card Number

Card Data Customize | Find | [A] | [Grid] | First 1 of 1 Last

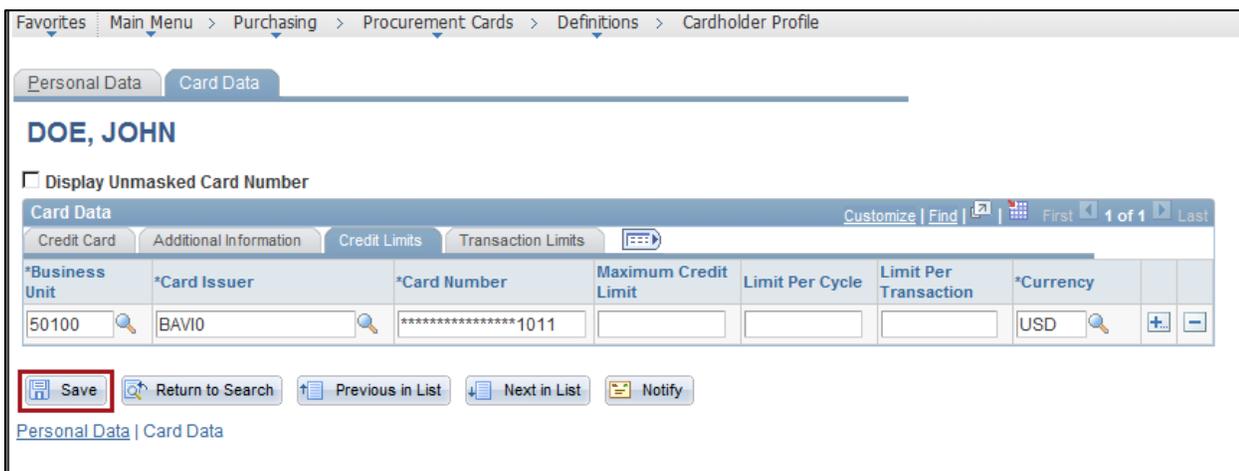
Credit Card | Additional Information | **Credit Limits** | Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes		
50100	BAVIO	*****1011	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes	+	-

Save | Return to Search | Previous in List | Next in List | Notify

[Personal Data](#) | [Card Data](#)

21 Click the **Credit Limits** tab.



Navigation: Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | **Card Data**

DOE, JOHN

Display Unmasked Card Number

Card Data Customize | Find | [A] | [Grid] | First 1 of 1 Last

Credit Card | Additional Information | **Credit Limits** | Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Maximum Credit Limit	Limit Per Cycle	Limit Per Transaction	*Currency		
50100	BAVIO	*****1011				USD	+	-

Save | Return to Search | Previous in List | Next in List | Notify

[Personal Data](#) | [Card Data](#)

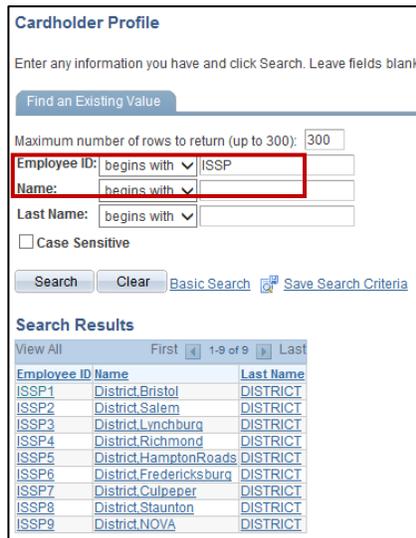
22 Enter system credit limit values as applicable. These fields are not required as they are managed in the Card Issuer system, i.e., BOA "WORKS".

23 Click on the **Save** button.

ISSP Card User Set Up

- 1 To set up ISSP users, you use the **Cardholder Profile** page just as you did with PCard set up. Navigate to this page using the following path:

Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile



Cardholder Profile

Enter any information you have and click Search. Leave fields blank

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Employee ID: begins with | ISSP

Name: begins with

Last Name: begins with

Case Sensitive

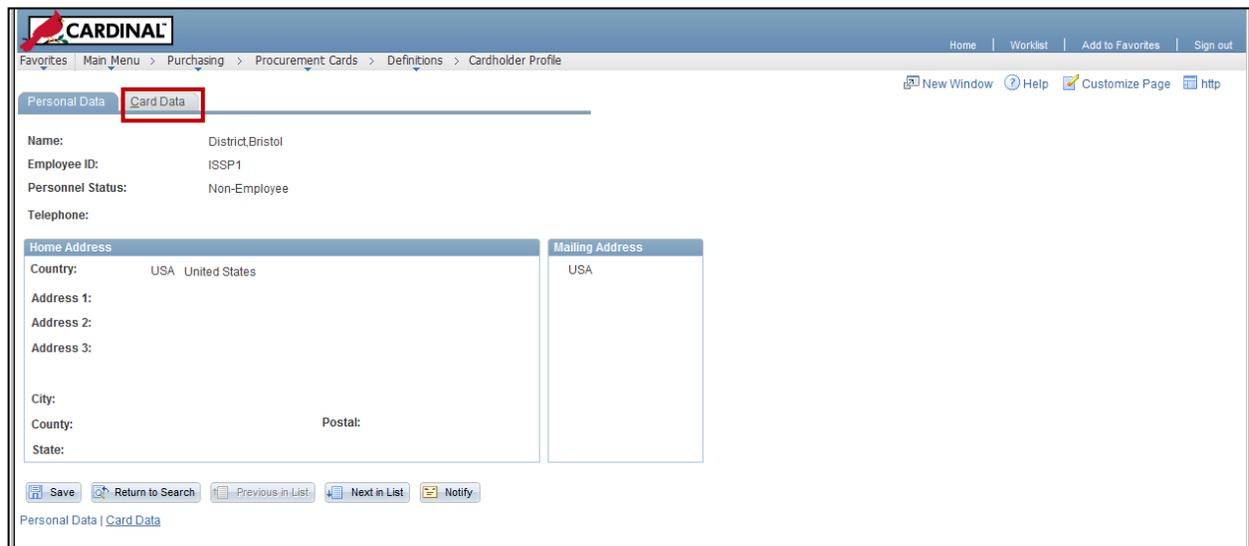
Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-9 of 9 Last

Employee ID	Name	Last Name
ISSP1	District Bristol	DISTRICT
ISSP2	District Salem	DISTRICT
ISSP3	District Lynchburg	DISTRICT
ISSP4	District Richmond	DISTRICT
ISSP5	District Hampton Roads	DISTRICT
ISSP6	District Fredericksburg	DISTRICT
ISSP7	District Culpeper	DISTRICT
ISSP8	District Staunton	DISTRICT
ISSP9	District NOVA	DISTRICT

- 2 Set the **Employee ID = ISSP**.
- 3 Click **Search**.
- 4 In the **Search Results** section, click the link of the ISSP District you wish to set up as a cardholder / user.
- 5 The **Personal Data** page displays.



CARDINAL

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

New Window | Help | Customize Page | http

Personal Data | **Card Data**

Name: District Bristol

Employee ID: ISSP1

Personnel Status: Non-Employee

Telephone:

Home Address

Country: USA United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

Mailing Address

USA

Save | Return to Search | Previous in List | Next in List | Notify

Personal Data | Card Data

- 6 Click on the **Card Data** tab.

*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Card Type	Date Issued
50100	ISSP0	*****150L	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****100V	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****160N	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****100L	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****160R	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****140L	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****160O	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****120N	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****140N	12/31/2099	Visa	01/01/1901

7 There are 5 different types of ISSP accounts. The last character in the **Card Number** indicates the ISSP account type:

- **L = Other Agency**
- **N = Non-Rental**
- **O = Non-Equipment** (work order)
- **R = Rental**
- **V = Non-Equipment** (supplies)

8 Click on the **Additional Information** tab.

*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****150L	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****100V	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****160N	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****100L	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****160R	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****140L	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****160O	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****120N	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****140N	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****140R	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****150O	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****160L	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****150V	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****131V	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****140V	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes

9 Click on the **Default Distrib** hyperlink to enter a chart of accounts for each account ending in **L, N, O,** and **R**.

- a. There is no need to enter a default chart of accounts for V.
- b. Details on entering the accounting distributions can be found in the PCard set up instructions above.

Assign Proxies

District, Bristol

ISSP0 Card Number: *****1200

*User ID	Description	*Role	Requester Default	Buyer Default		
ANGELA.GILBREATH	Gilbreath, Angela (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANGIE.AKERS	Akers, Angie (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAVID.MORGAN	Morgan, David E. (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GLENN.UNDERWOOD	Underwood, Glenn A. (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KATHY.TAYLOR	Taylor, Kathy (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LINDA.LEONARD	Leonard, Linda (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPS_TIM.SARTINI	SARTINI, TIM	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT.BARNS	Barns, Robert T. (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPS_MIKE.HALL	HALL, MIKE	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TERRY.WHITE	White, Terry (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WANDA.MCALLISTER	McAllister, Wanda (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel

10 Click on the **Proxies** hyperlink for each account. The **Assign Proxies** page displays.

11 Use this page to assign proxies to an ISSP card.

There can be multiple roles established in Cardinal for a specific individual. Therefore, select only the specific role that the Cardholder Proxy will apply. For example, a particular supervisor can also be a PCard holder. The proxy role selected for this individual is **Agency PCard User**, not supervisor.

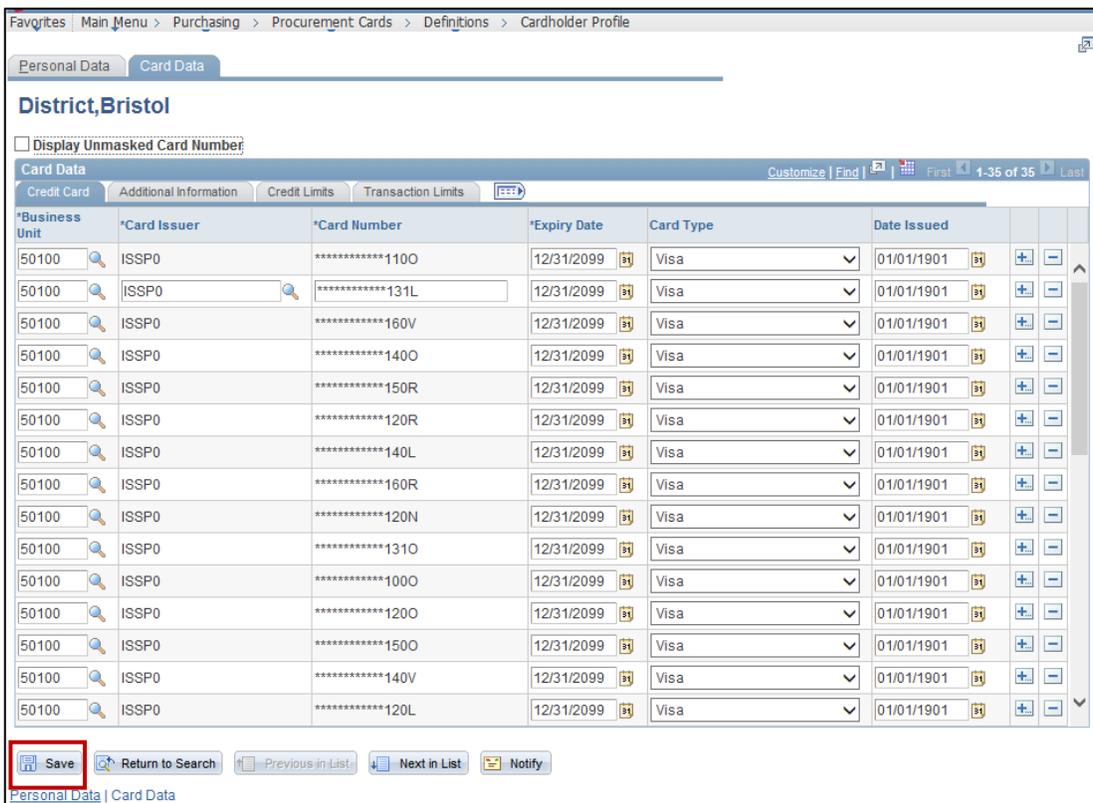
12 ISSP proxy **Role** standards for each location (card) are:

- **Agency PCard User** is required for all Reconcilers (there must be at least one).
- **Supervisor** is required for all Approvers (there must be at least one).
- **PCard Administrator** designation is required for the following:
 - Contact Central Office ISSP Coordinator for Specifics
- **PPS PR Configurator** designation is required for all:
 - PPS_TIM.SARTINI.
 - PPS_MIKE.HALL

13 To assign an additional proxy, click the + icon to add a new line. To remove a proxy, click on the - icon to delete a line.

14 Click the **OK** button when all the proxies have been entered. The **Personal Data** page displays.

15 Repeat the process for each card you wish to update.



Personal Data | Card Data

District, Bristol

Display Unmasked Card Number

Card Data Customize | Find | First 1-35 of 36 Last

Credit Card | Additional Information | Credit Limits | Transaction Limits | **ISSP**

*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Card Type	Date Issued
50100	ISSP0	*****110O	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****131L	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****160V	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****140O	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****150R	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****120R	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****140L	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****160R	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****120N	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****131O	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****100O	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****120O	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****150O	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****140V	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****120L	12/31/2099	Visa	01/01/1901

Save | Return to Search | Previous in List | Next in List | Notify

Personal Data | Card Data

16 When all updates for the **District** are complete, from the **Personal Data** page, click on the **Save** button.

PCard Admin Reconciliation

PCard Correct Errors

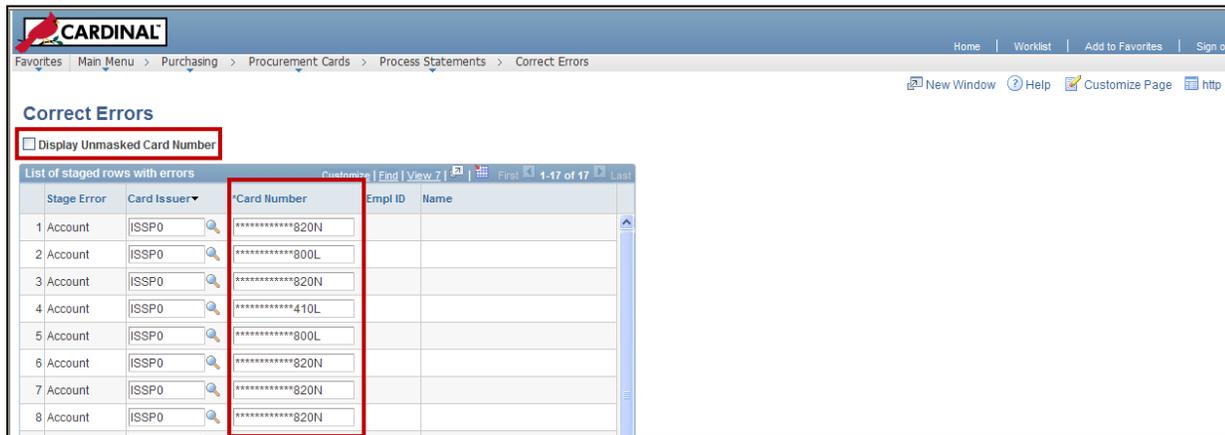
The PCard Inbound file is staged and loaded into Cardinal as a batch process daily and does not need to be manually processed. However, if the process is interrupted due to errors, the PCard Administrator will need to find and correct the errors. Once the errors are resolved the PCard Administrator will kick off the batch process again.

Each PCard Administrator should regularly view files to ensure that there are no errors and avoid delays in voucher processing at the end of the monthly billing cycle.

If errors are found, the District PCard District/Division Administrator will make the adjustment. The most common error is no employee name listed for a PCard number. Complete the steps above, under the Cardholder Set Up section, to fix the error. The error will be corrected in Cardinal when the Batch Processor runs the Daily Statement Load process.

1 To view errors in the PCard Inbound file navigate using the following:

Main Menu > Purchasing > Procurement Cards > Process Statements > Correct Errors



- 2 The **Correct Errors** page displays. Using the numbers displayed you can review and correct the employee's PCard set up.

ProCard Voucher Load Stage Process (PO_CCVSHRSTG)

Agencies must make full payment to the **Card Issuer** for all transactions in the billing cycle, to include those which have not yet been approved. Failure to meet the timeline will result in a charge to the Agency Suspense Account and is not permissible. Strict adherence to the schedule is essential. All transactions must be processed prior to the **ProCard Load Voucher Stage** process. This process is run on the last business day of each month by the Procurement System Administrator for all Districts and Central Office. All **Approved** transaction data for the specific billing period is loaded onto tables that populate and create the voucher, using the Voucher Build Program.

To avoid delays, the **PCard Transaction by Transaction Date** query is an excellent tool to review transactions by District/CO for a billing cycle. For additional instructions on reviewing, reconciling, and reporting on PCard and ISSP transactions, refer to the course titled **501 PR349 Managing PCard & ISSP Transactions**.

If errors occur from the initial **ProCard Load Voucher Stage** process, the process will need to be run again. Notification to the Procurement System Administrator, Agency PCard Administrator, ASD / ADA, Fiscal / ADA and affected Accounting Manager is necessary. Once the process runs successfully, the Procurement System Administrator notifies the Procurement System Administrator, Agency PCard Administrator, ASD / ADA, Fiscal / ADA, and affected Accounting Manager. The AP Voucher Accountant processes the Voucher per AP / Fiscal policy.

Run the Voucher Load Process:

- 1 Navigate using the following path:
Main Menu > Purchasing > Procurement Cards > Process Statements > Load Voucher Stage
- 3 The **Find an Existing Value** tab is displayed.
- 4 Find an existing run control or set up a new one.
- 5 Click on the **OK** button. The **Load Voucher Stage** page displays.

Favorites | Main Menu > Purchasing > Procurement Cards > Process Statements > Load Voucher Stage

Load Voucher Stage

Run Control ID: VISADist1 [Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameters

*SetID:	50100	
*Card Issuer:	BAV11	
AP Business Unit:	50100	
*Billing Date:	07/15/2011	
*Create Vouchers:	By Business Unit	
Business Unit:		
Invoice Number:		(Process Instance will be used when blank)
Max Voucher Lines:	500	

Transaction Status Criteria

Approved Status Any Status Except Closed

Budget Status Criteria

Valid Budget Status Any Budget Status

Chartfield Status Criteria

Valid Chartfield Status Any Chartfield Status

- 6 At a minimum, enter values in the required fields:
 - a. **SetID**
 - b. **Card Issuer**
 - c. **Billing Date**
- 7 Click on the **Run** button. The **Process Scheduler Request** page displays.

Favorites | Main Menu > Purchasing > Procurement Cards > Process Statements > Load Voucher Stage

Process Scheduler Request

User ID: V_SUPER_PR Run Control ID: 07PR0701M

Server Name: Run Date: 09/19/2011

Recurrence: Run Time: 9:20:40AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	ProCard Load Voucher Stage	PO_CCVCHRSTG	Application Engine	Web	TXT	Distribution

- 8 Ensure the **ProCard Load Voucher Stage** process is selected.
- 9 Click on the **OK** button. The **Load Voucher Stage** page displays. A **Process Instance** number is generated and displayed.

Favorites | Main Menu > Purchasing > Procurement Cards > Process Statements > Load Voucher Stage

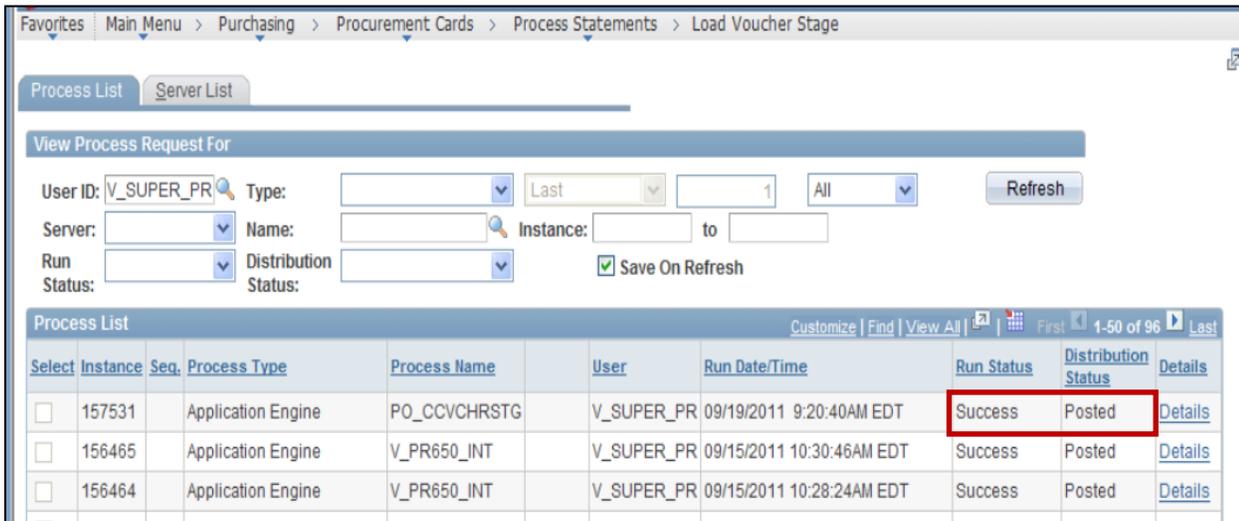
Load Voucher Stage

Run Control ID: Pro_Card [Report Manager](#) [Process Monitor](#)

Process Instance:1421928

Process Request Parameters	
*SetID:	50100
*Card Issuer:	BAV1
AP Business Unit:	50100
*Billing Date:	07/15/2013
*Create Vouchers:	By Business Unit
Business Unit:	<input type="text"/>
Invoice Number:	<input type="text"/> (Process Instance will be used when blank)
Max Voucher Lines:	50
Transaction Status Criteria	
<input checked="" type="radio"/> Approved Status	<input type="radio"/> Any Status Except Closed
Budget Status Criteria	
<input checked="" type="radio"/> Valid Budget Status	<input type="radio"/> Any Budget Status
Chartfield Status Criteria	
<input checked="" type="radio"/> Valid Chartfield Status	<input type="radio"/> Any Chartfield Status

- 10 Write down the **Process Instance** number. This number is typically included in the notification email.
- 11 Click on the **Process Monitor** hyperlink.



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	157531		Application Engine	PO_CCVCHRSTG	V_SUPER_PR	09/19/2011 9:20:40AM EDT	Success	Posted	Details
<input type="checkbox"/>	156465		Application Engine	V_PR650_INT	V_SUPER_PR	09/15/2011 10:30:46AM EDT	Success	Posted	Details
<input type="checkbox"/>	156464		Application Engine	V_PR650_INT	V_SUPER_PR	09/15/2011 10:28:24AM EDT	Success	Posted	Details

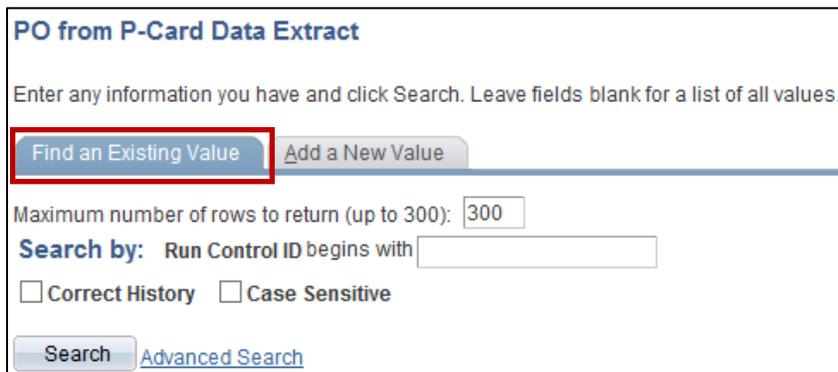
12 The process is complete when the **Run Status = Success** and **Distribution Status = Posted**.

PO From P-Card Extract

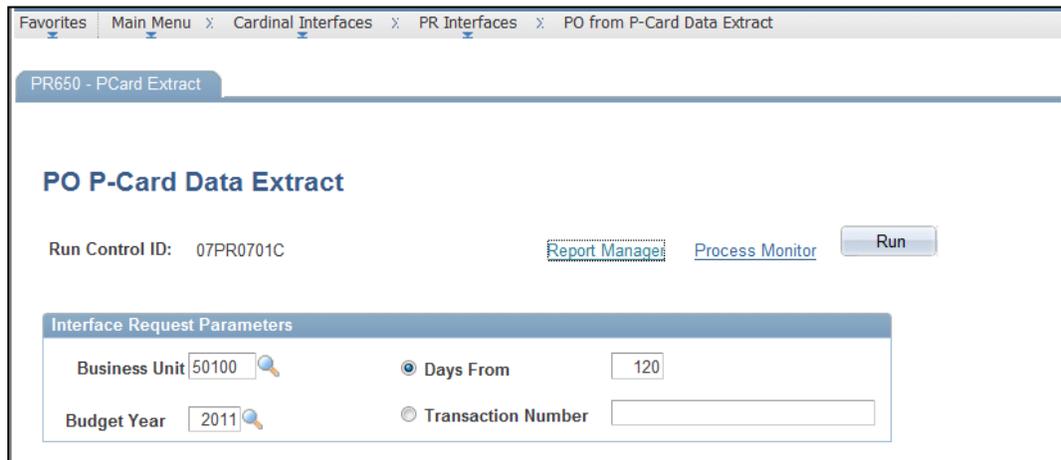
This **PO from P-Card Data Extract** process sends PCard transaction data to eVA for PO processing, i.e., **eVA PO Type = RO1**. The extract runs as an automated batch process and does not need to be manually processed. If the extract were to be processed manually the user would need to have the Batch Processor Role. The following steps show the process if manually performed:

1 To run the **PO from P-Card Data Extract** process navigate using the following path:

Main Menu > Cardinal Interfaces > PR Interfaces > PO from P-Card Data Extract



2 The **Find an Existing Value** tab is displayed. Find an existing run control or use the **Add a New Value** tab to set up a new run control.



PR650 - PCard Extract

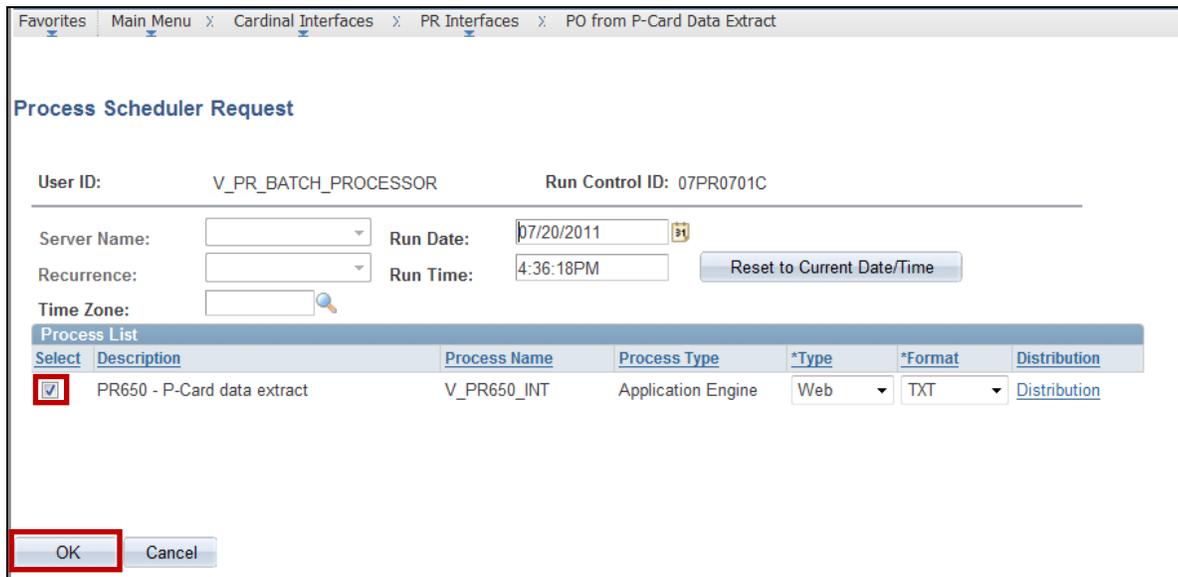
PO P-Card Data Extract

Run Control ID: 07PR0701C [Report Manager](#) [Process Monitor](#)

Interface Request Parameters

Business Unit: 50100 Days From: 120
 Budget Year: 2011 Transaction Number:

- 3 On the **PO P-Card Data Extract** run control page, enter values for:
 - a. **Business Unit**
 - b. **Budget Year**
 - c. **Days From:** days from last extract – ensures items not in previous extract are picked up in this extract.
- 4 Click on the **Run** button. The **Process Scheduler Request** page displays.



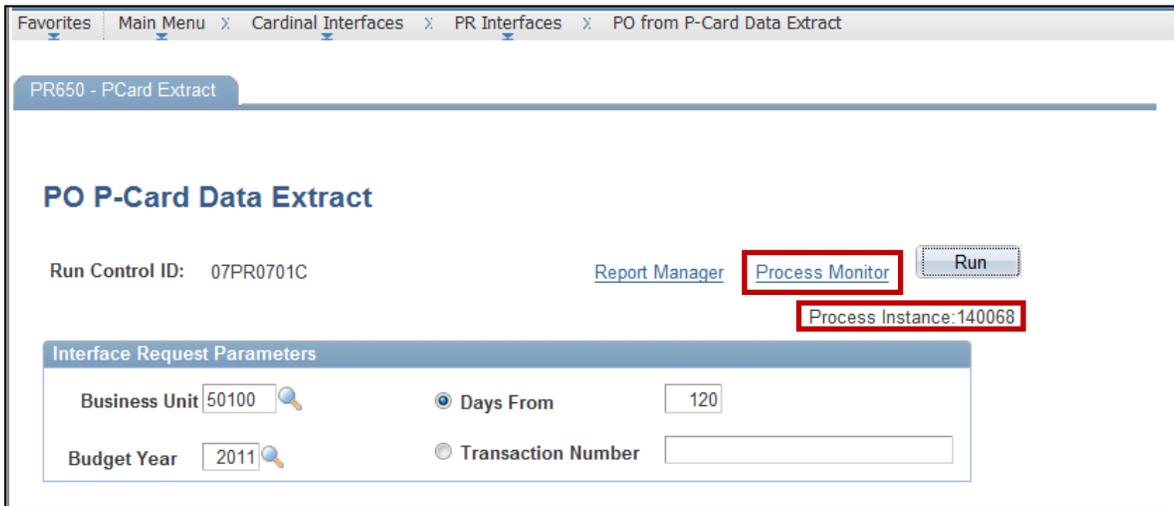
Process Scheduler Request

User ID: V_PR_BATCH_PROCESSOR Run Control ID: 07PR0701C

Server Name: Run Date: 07/20/2011
 Recurrence: Run Time: 4:36:18PM
 Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PR650 - P-Card data extract	V_PR650_INT	Application Engine	Web	TXT	Distribution

- 5 Ensure the **PR650 – P-Card data extract** process is selected.
- 6 Click the **OK** button. The **PO P-Card Data Extract** page displays. A **Process Instance** number is generated and displayed.



PR650 - PCard Extract

PO P-Card Data Extract

Run Control ID: 07PR0701C [Report Manager](#) [Process Monitor](#)

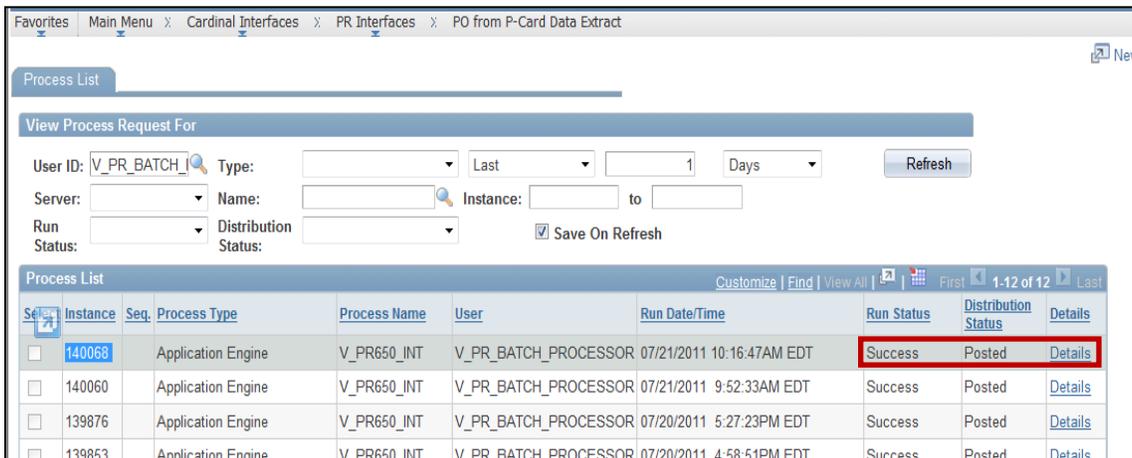
Process Instance: 140068

Interface Request Parameters

Business Unit: Days From:

Budget Year: Transaction Number:

- 7 Write down the **Process Instance** number.
- 8 Click on the **Process Monitor** hyperlink.



Process List

View Process Request For

User ID: Type: Last Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	140068		Application Engine	V_PR650_INT	V_PR_BATCH_PROCESSOR	07/21/2011 10:16:47AM EDT	Success	Posted	Details
<input type="checkbox"/>	140060		Application Engine	V_PR650_INT	V_PR_BATCH_PROCESSOR	07/21/2011 9:52:33AM EDT	Success	Posted	Details
<input type="checkbox"/>	139876		Application Engine	V_PR650_INT	V_PR_BATCH_PROCESSOR	07/20/2011 5:27:23PM EDT	Success	Posted	Details
<input type="checkbox"/>	139853		Application Engine	V_PR650_INT	V_PR_BATCH_PROCESSOR	07/20/2011 4:58:51PM EDT	Success	Posted	Details

- 9 The process is complete when the **Run Status = Success** and **Distribution Status = Posted**.
- 10 To review the .DAT file click on the **Details** hyperlink. The **Process Detail** page displays.

Process Detail

Process	
Instance: 3917820	Type: Application Engine
Name: V_PR650_INT	Description: PR650 - P-Card data extract
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: POPR	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX3	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 09/27/2016 3:43:21PM EDT	Parameters Transfer
Run Anytime After: 09/27/2016 3:40:24PM EDT	Message Log View Locks
Began Process At: 09/27/2016 3:43:42PM EDT	Batch Timings
Ended Process At: 09/27/2016 3:44:10PM EDT	View Log/Trace

OK Cancel

11 Click on the **View Log/Trace** hyperlink.

Favorites Main Menu x Cardinal Interfaces x PR Interfaces x PO from P-Card Data Extract

View Log/Trace

Report

Report ID: 79858 Process Instance: 140068 [Message Log](#)

Name: V_PR650_INT Process Type: Application Engine

Run Status: Success

PR650 - P-Card data extract

Distribution Details

Distribution Node: finsit Expiration Date: 07/28/2011

Name	File Size (bytes)	Datetime Created
V_PR650_INT_140068.log	157	07/21/2011 10:17:15.714276AM EDT
PR650.DAT	921	07/21/2011 10:17:15.714276AM EDT
PR650.log	214	07/21/2011 10:17:15.714276AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	V_PR_BATCH_PROCESSOR

12 The .DAT file is complete and available to view. The file is sent to eVA via an automated process.