Procurement Job Aid

501 PR349: PCard and ISSP Setup and Administration

Procurement Card (PCard) and ISSP Setup and Administration Overview

The Procurement Card (PCard) is used by assigned employees to procure and pay for small purchases. VDOT uses two 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 sets up 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 entitled **501 PR349 Managing PCard & ISSP Transactions**, located on the Cardinal website in **Course Materials** under **Training**.

Table of Contents

Cardholder Setup 2

PCard User Setup 2

ISSP Card User Setup 11

PCard Admin Reconciliation 16

PCard Correct Errors 16

ProCard Voucher Load Stage Process (PO_CCVSHRSTG) 17

Run the Voucher Load Process 17

PO From P-Card Data Extract 21

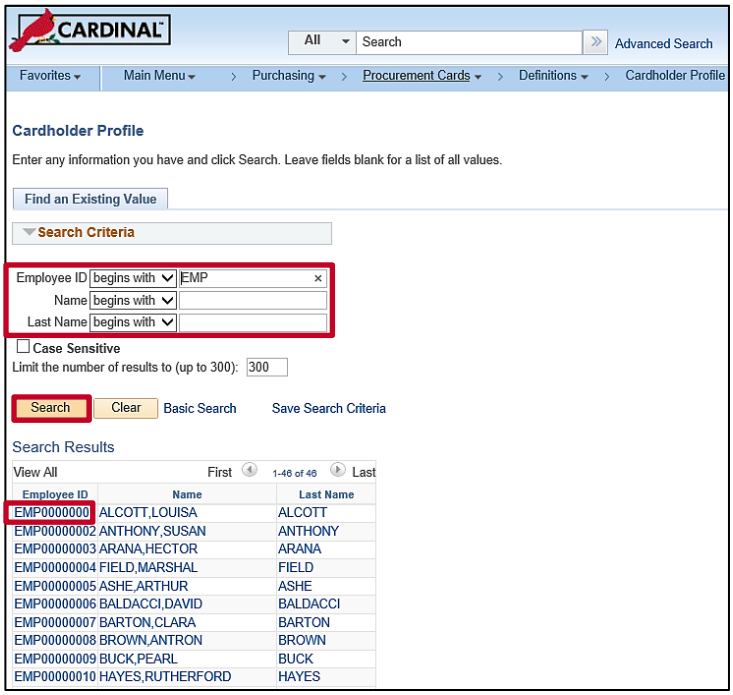
Cardholder Setup

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

PCard User Setup

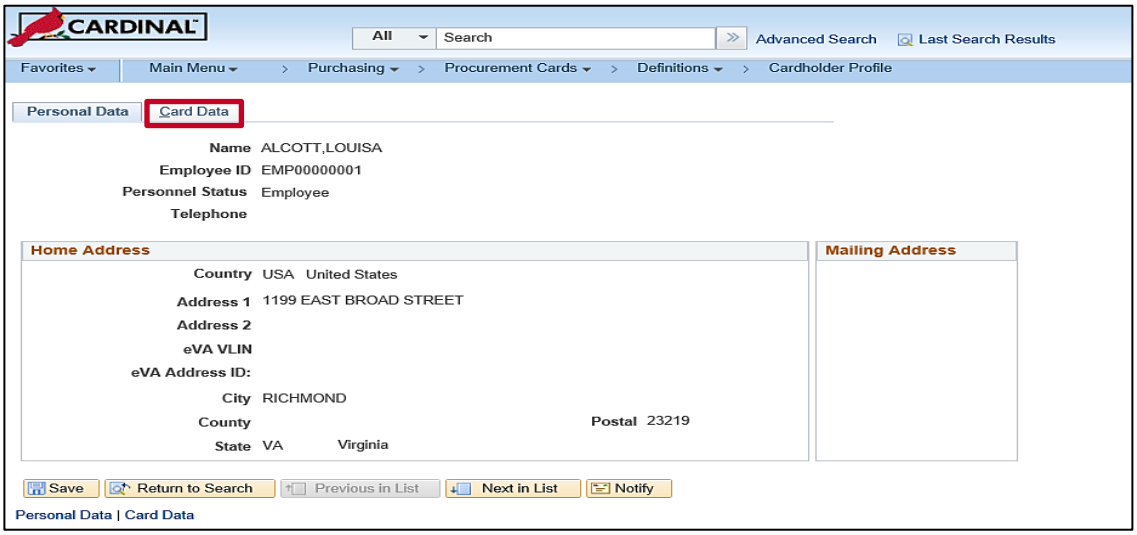
1. To set up PCard users, navigate to the **Cardholder Profile** page using the following path:

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

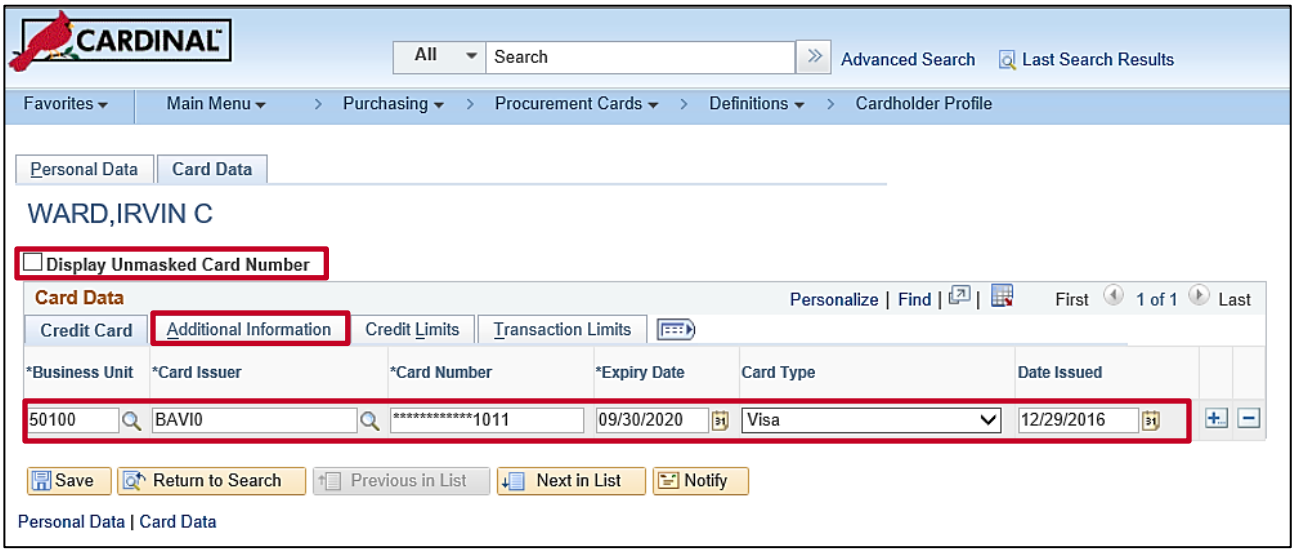


2. Enter the search criteria (**Employee ID**, **Name**, and/or **Last Name**) of the employee you wish to set up as a PCard user. You can also click the **Search** button for a list of all employees.

3. In the **Search Results** section, click the link of the employee you wish to set up as a cardholder/user.



4. The **Personal Data** page displays. It is important to validate the Employee ID and Name are accurate to the Agency. Click the **Card Data** tab.



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** (e.g., **BAVI4** is Richmond, **BAVI5** is Hampton Roads).

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** check-box to view and confirm the entire **Card Number**.

d. **Expiry Date**: Enter the card expiration date.

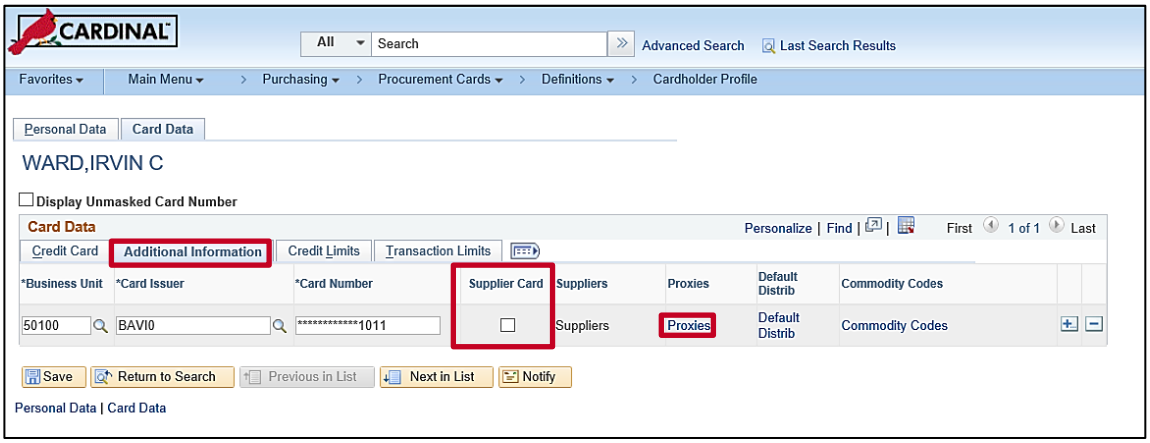
e. **Card Type**: Select a **Card Type** of **American Express**, **Visa**, or **MasterCard**.

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 the (**–**) icon to delete a line.

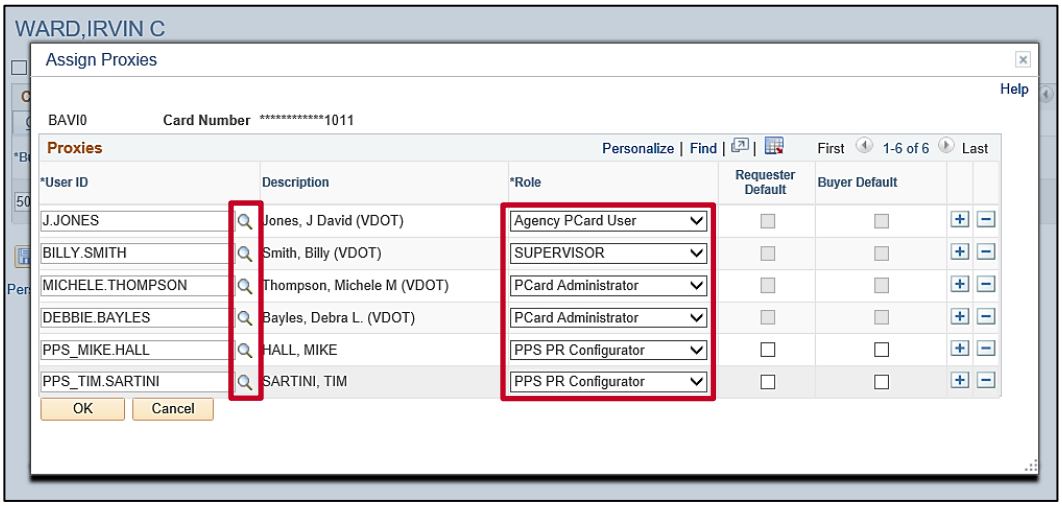
Note: Never delete a PCard from Cardinal once a transaction has been processed.

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



8. **Supplier Card**: Do <u>not</u> select. This is for a store card (e.g., Lowe's or Home Depot).

9. Click the **Proxies** link. The **Assign Proxies** pop-up window displays.



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:

a. **Card Holder**

b. **Card Holder's Supervisor**

c. **Back-Up to Cardholder's Supervisor**

d. **District PCard Administrator (if District employee)**

e. **VDOT PCard Administrator (both District & CO employees)**

f. **VDOT System Administrator**

g. **PPS (refer to ASD for names)**

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

a. **Agency PCard User** is required for <u>all</u> Reconcilers (there must be at least one).

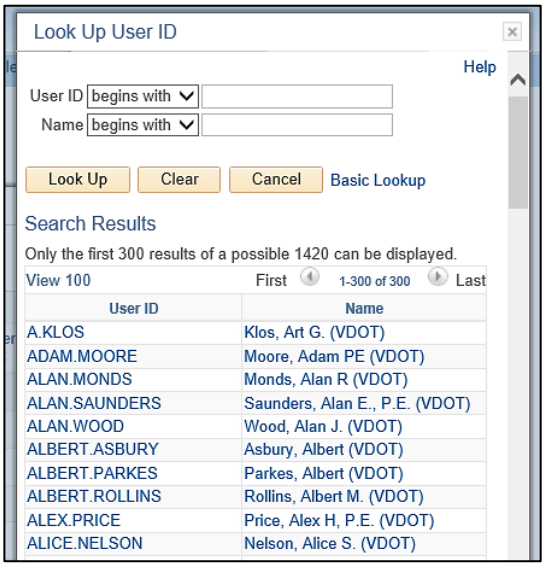
b. **Supervisor** is required for <u>all</u> Approvers (there must be at least one).

c. **PCard Administrator** designation is required for:

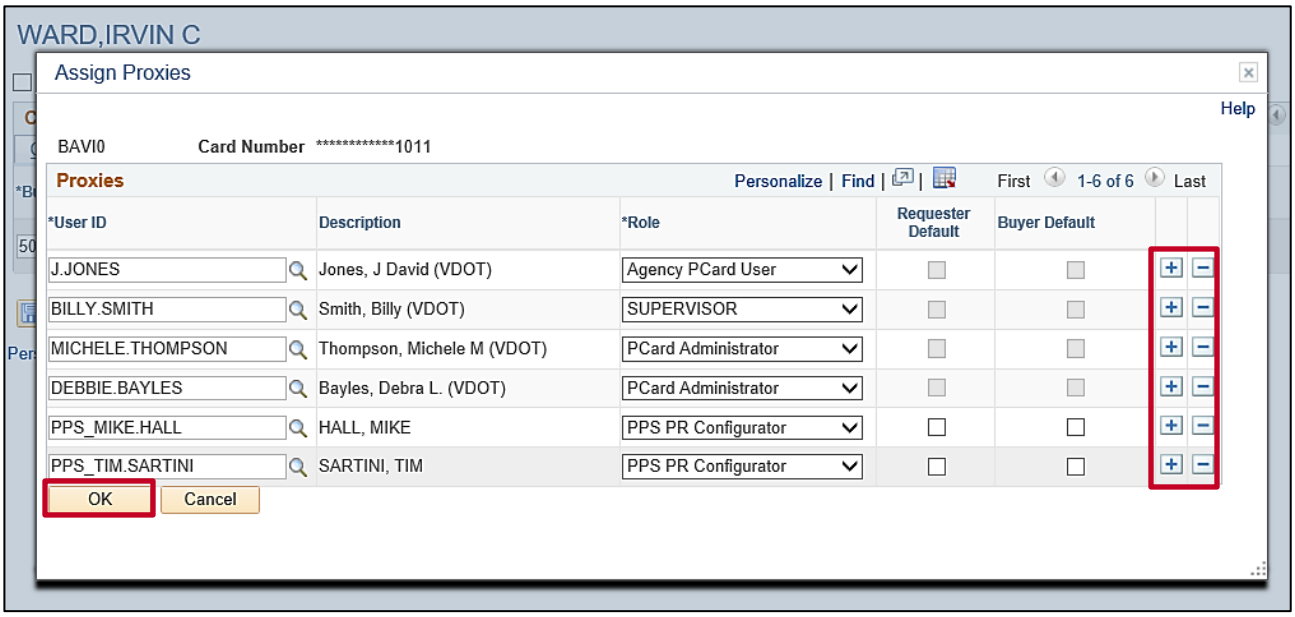
i. District Program Administrator

ii. Contact Central Office PCard Admin for Specifics

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

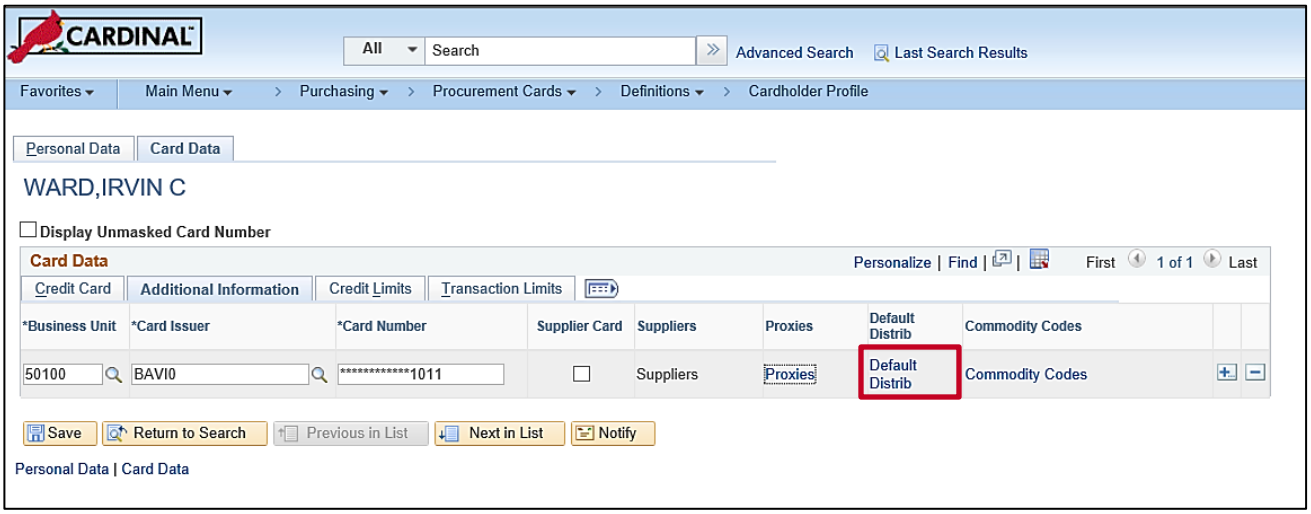


13. Select a **User ID** from the **Look Up User ID** pop-up menu. The **Assign Proxies** page displays with the selected **User ID** populated.

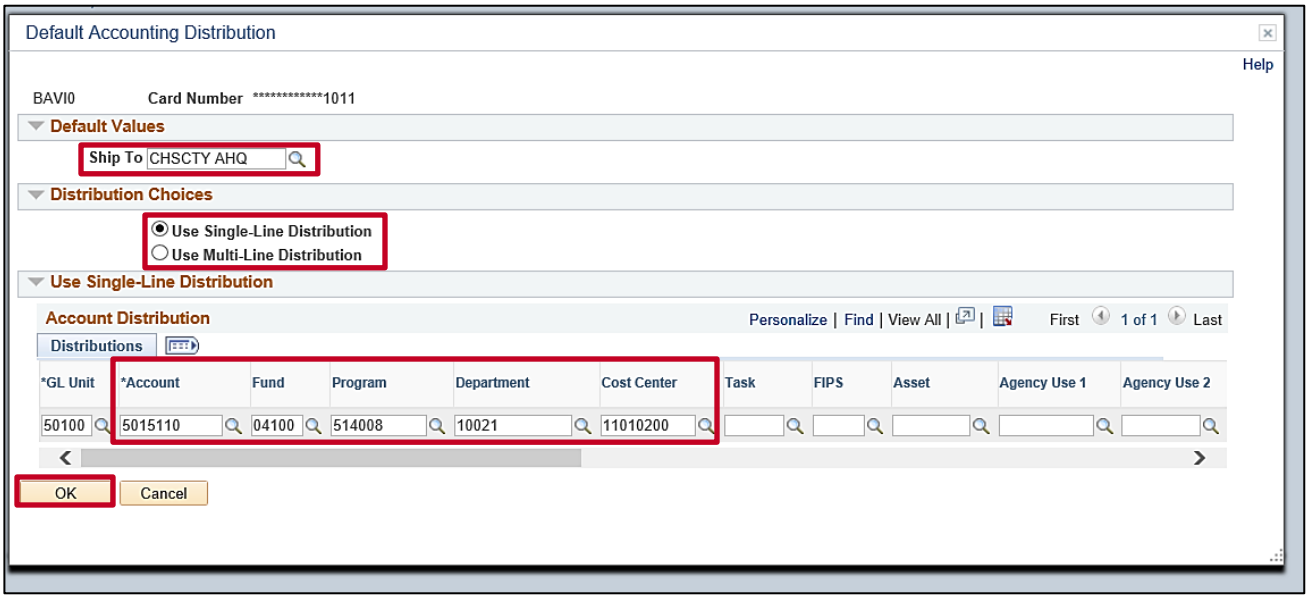


14. To assign an additional proxy, click the (**+**) icon to add a new line. To remove a proxy, click the (**–**) icon to delete a line.

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



16. From the **Additional Information** tab click the **Default Distrib** link. The **Default Accounting Distribution** pop-up window displays.



17. Select a **Ship To** from the **Look Up Ship To** pop-up 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 display when this option is selected.

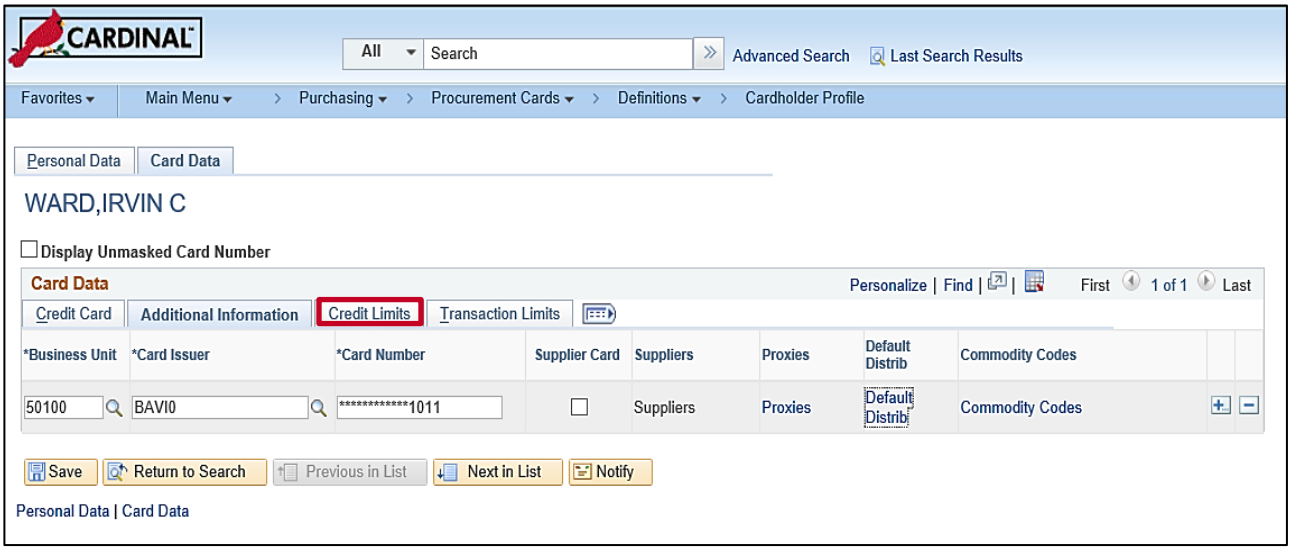
i. Enter the **Account Distribution** values (i.e., chart of accounts values). These values default on the transaction distribution and can be changed, if necessary.

ii. Other values, such as **Fund**, **Program**, **Department**, and **Cost Center** can be entered.

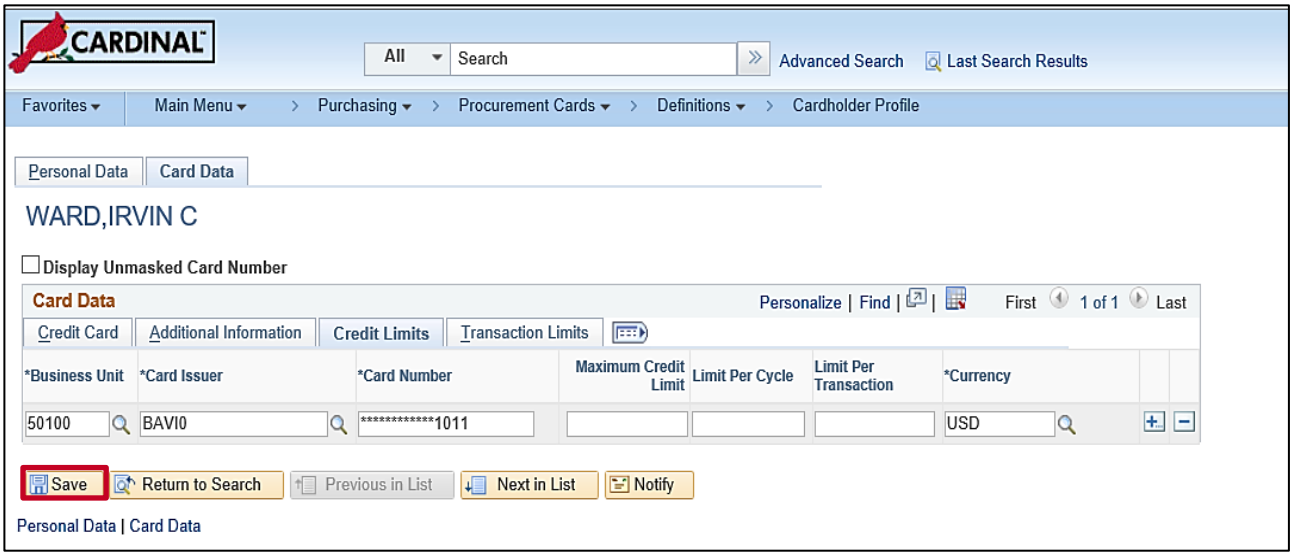
b. **Use Multi-Line Distribution** is used to assign **SpeedCharts** for multiple line distributions. The necessary fields display when this option is selected.

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

20. The **Additional Information** tab displays.



21. Click the **Credit Limits** tab.



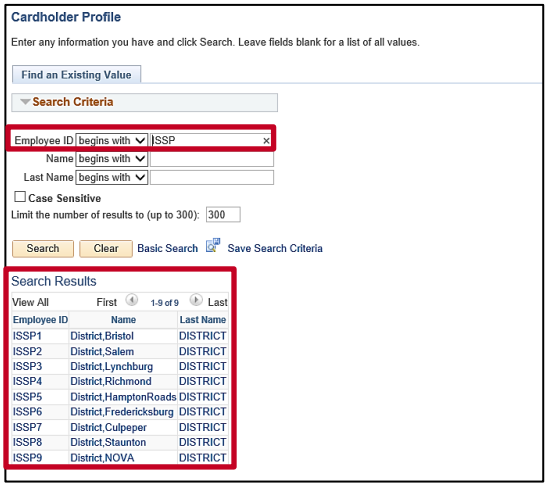
22. Enter system credit limit values as applicable. These fields are not required since credit limits are managed by the Card Issuer in their external system.

23. Click the **Save** button.

ISSP Card User Setup

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

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

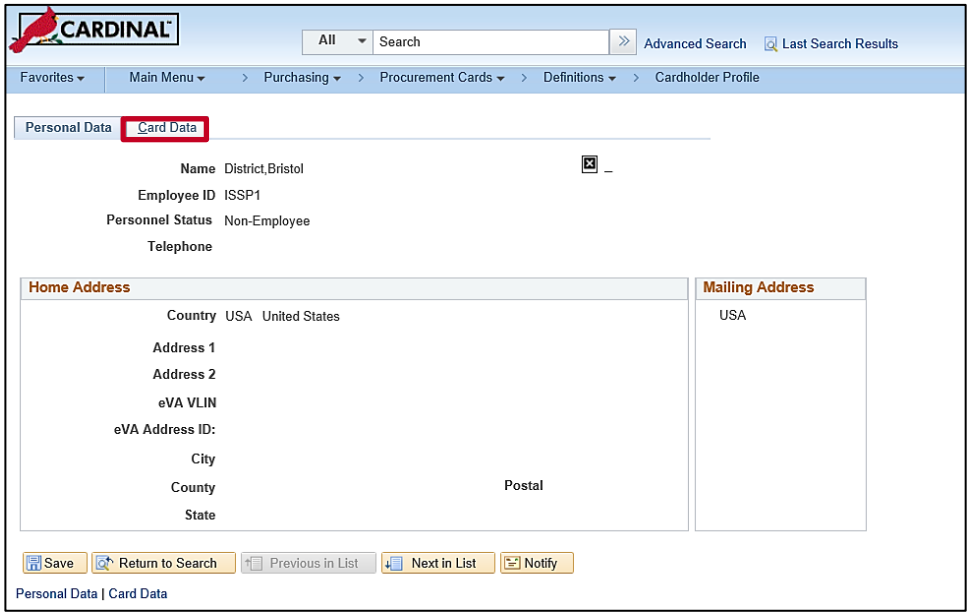


2. Set the **Employee ID**: **ISSP**.

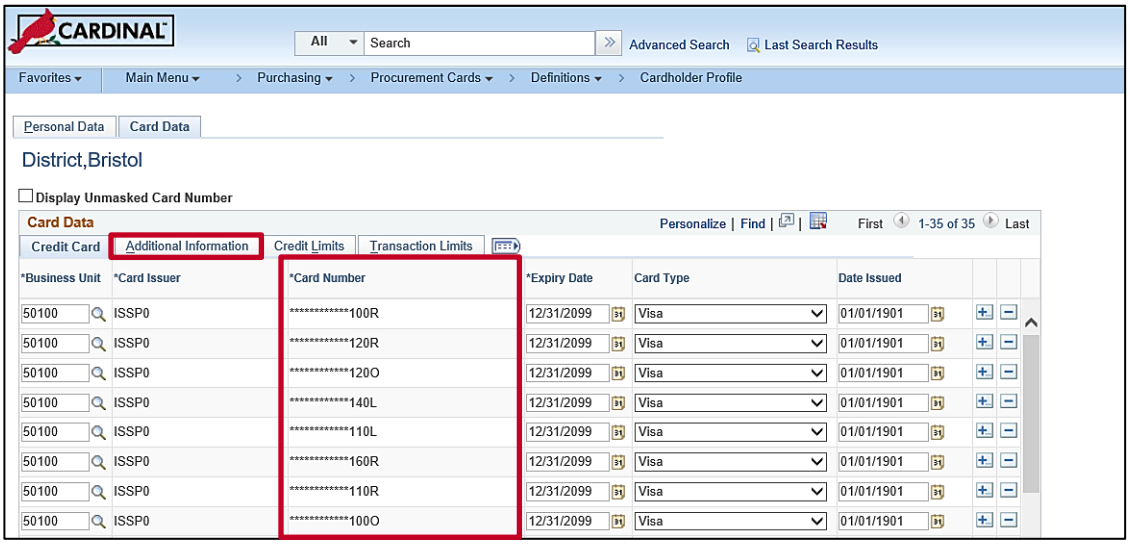
3. Click the **Search** button.

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.



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



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

a. **L**: **Other Agency**

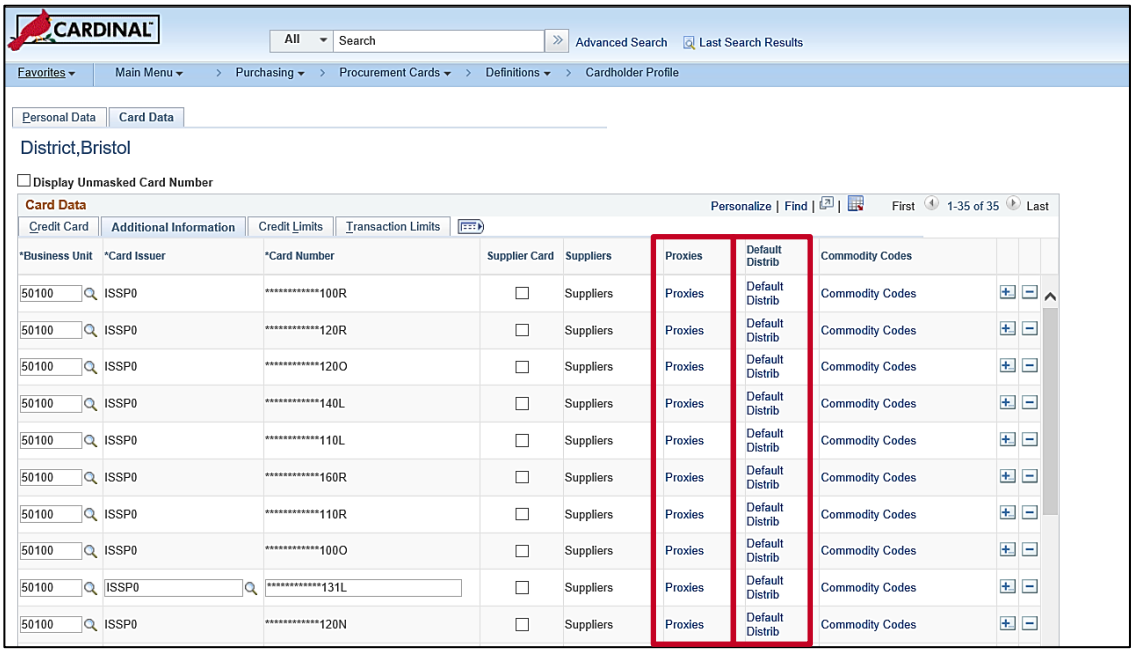
b. **N**: **Non-Rental**

c. **O**: **Non-Equipment (work order)**

d. **R**: **Rental**

e. **V**: **Non-Equipment (supplies)**

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

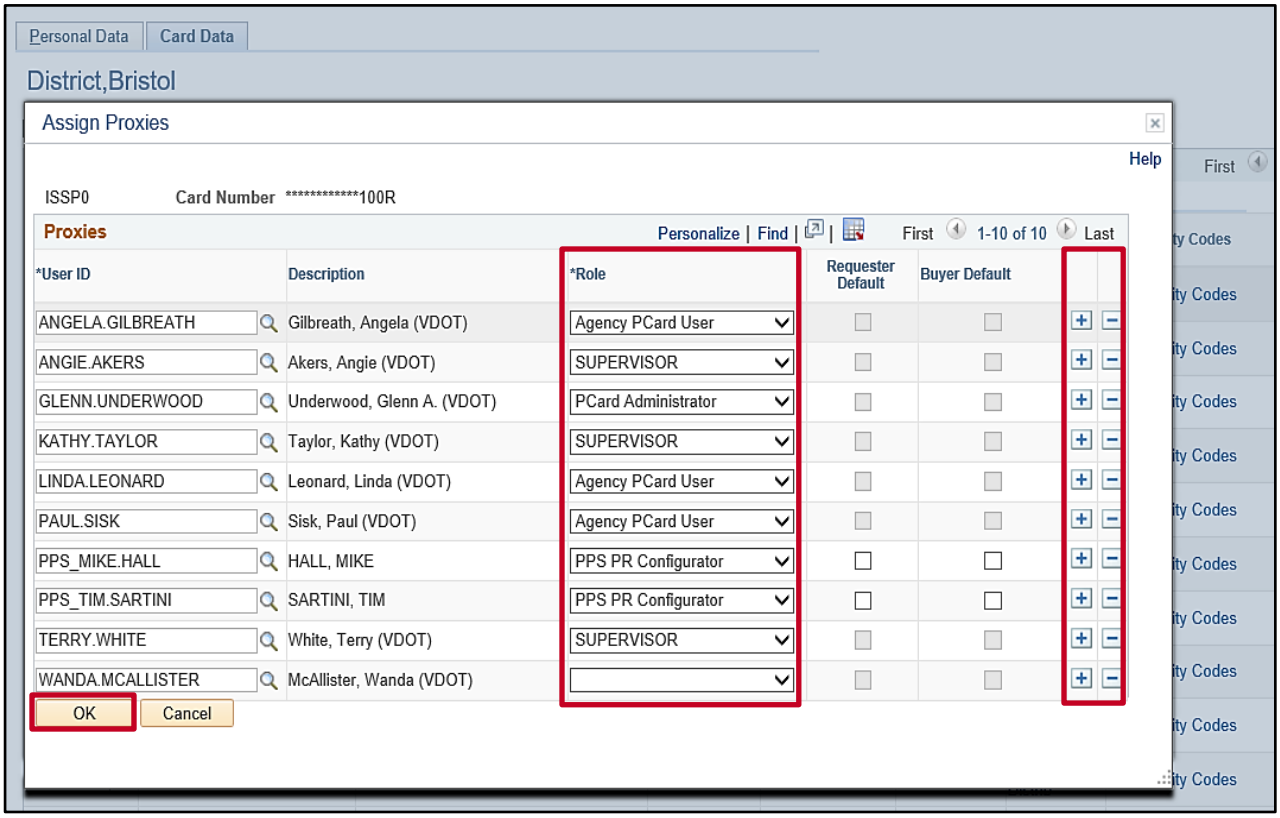


9. Click the **Default Distrib** link to enter a chart of accounts for each account ending in **L**, **N**, **O**, and **R**.

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 User Setup** instructions above in steps 16-18.

10. Click the **Proxies** link for each account. The **Assign Proxies** pop-up window 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:

a. **Agency PCard User** is required for all Reconcilers (there must be at least one).

b. **Supervisor** is required for all Approvers (there must be at least one).

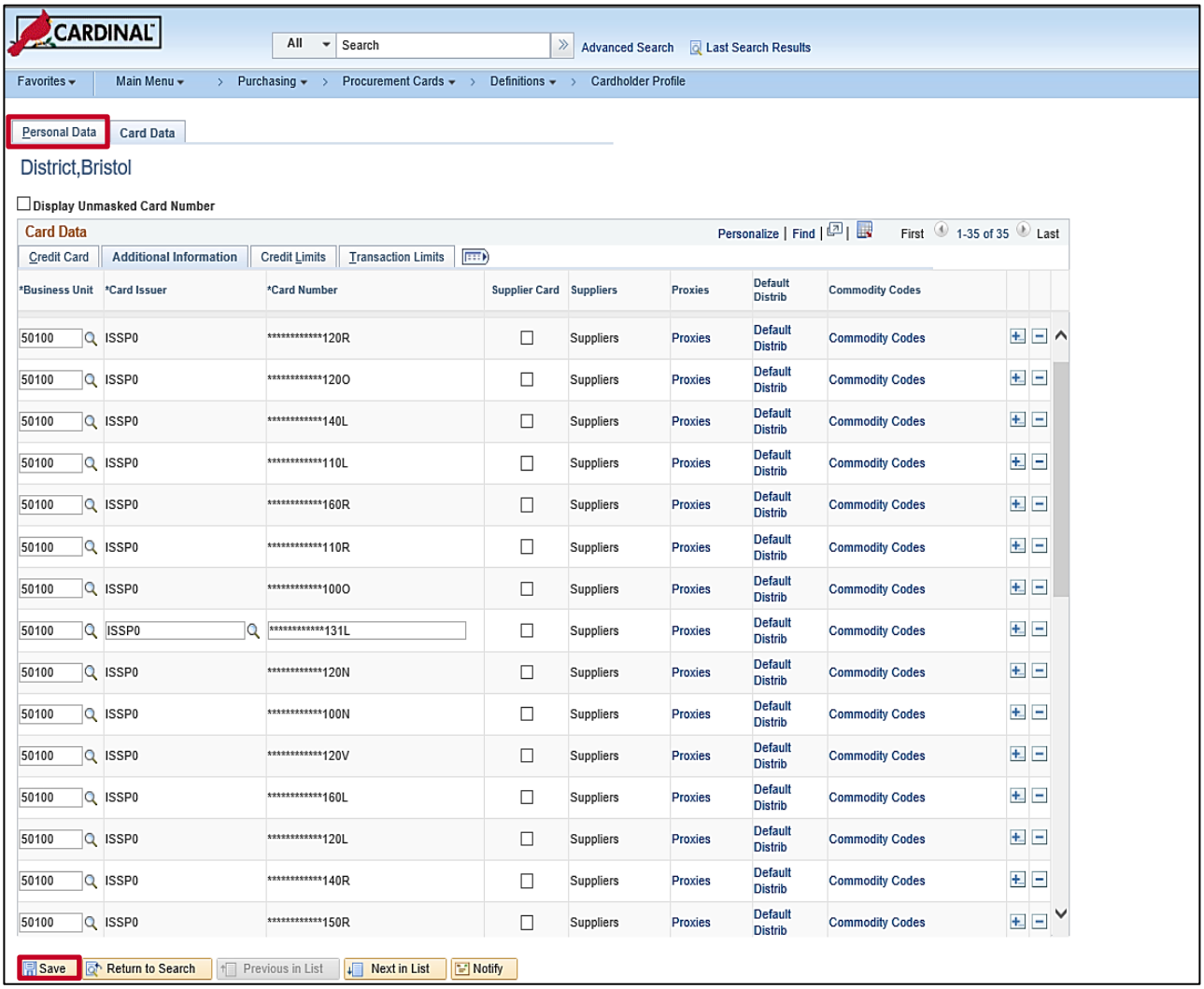
c. **PCard Administrator** designation is required for the following:

- Contact Central Office ISSP Coordinator for Specifics

13. To assign an additional proxy, click the (**+**) icon to add a new line. To remove a proxy, click 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.



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

PCard Admin Reconciliation

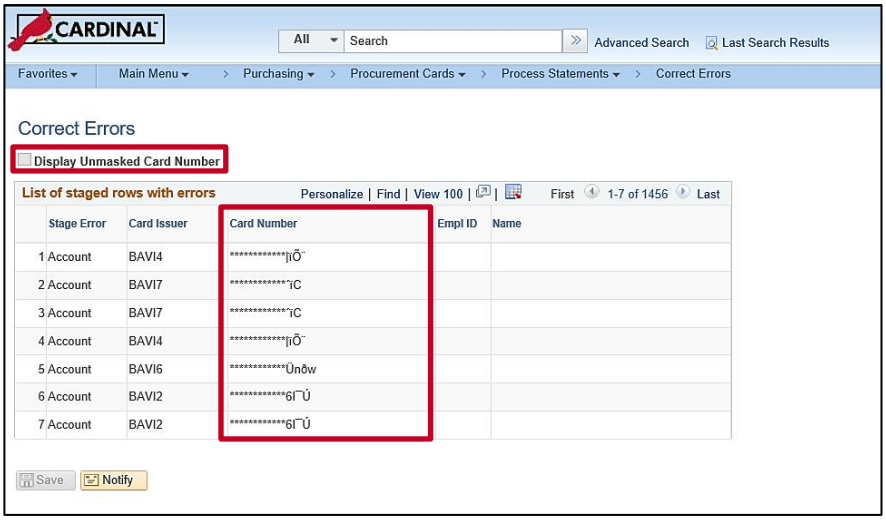
PCard Correct Errors

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 run 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 Setup** 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 to the **Correct Errors** page 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 setup.

ProCard Voucher Load Stage Process (PO_CCVSHRSTG)

Agencies must make full payment to the **Card Issuer** for all transactions in the billing cycle, including those which have not yet been approved. 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. Strict adherence to the schedule is essential, otherwise the Agency Suspense Account is charged a penalty which is a violation of policy. All **Approved** transaction data for the specific billing period is loaded onto tables that populate and create the voucher, using the Voucher Build Program.

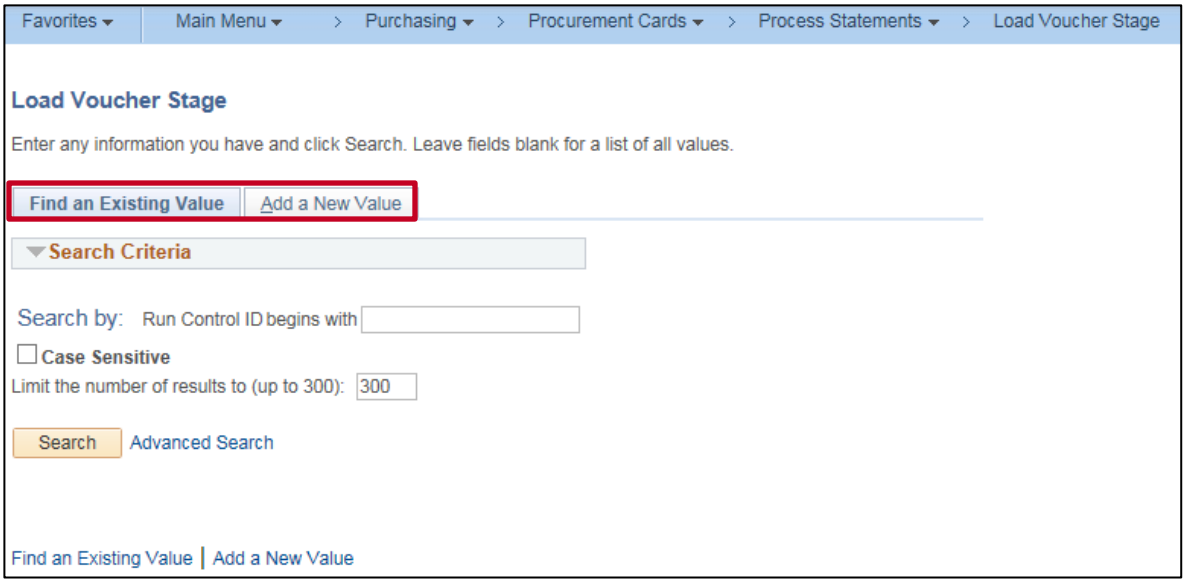
To avoid delays, use the **PCard Transaction by Transaction Date** query to review transactions by District/CO for a billing cycle. For additional instructions on reviewing, reconciling, and reporting on PCard and ISSP transactions, refer to the course entitled **501 PR349 Managing PCard & ISSP Transactions**, located on the Cardinal website in **Course Materials** under **Training**.

If errors occur from the initial **ProCard Load Voucher Stage** process, the process will need to be run again. Notify the Procurement System Administrator, Agency PCard Administrator, ASD/ADA, Fiscal/ADA, and affected Accounting Manager. 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 then processes the Voucher per AP/Fiscal policy.

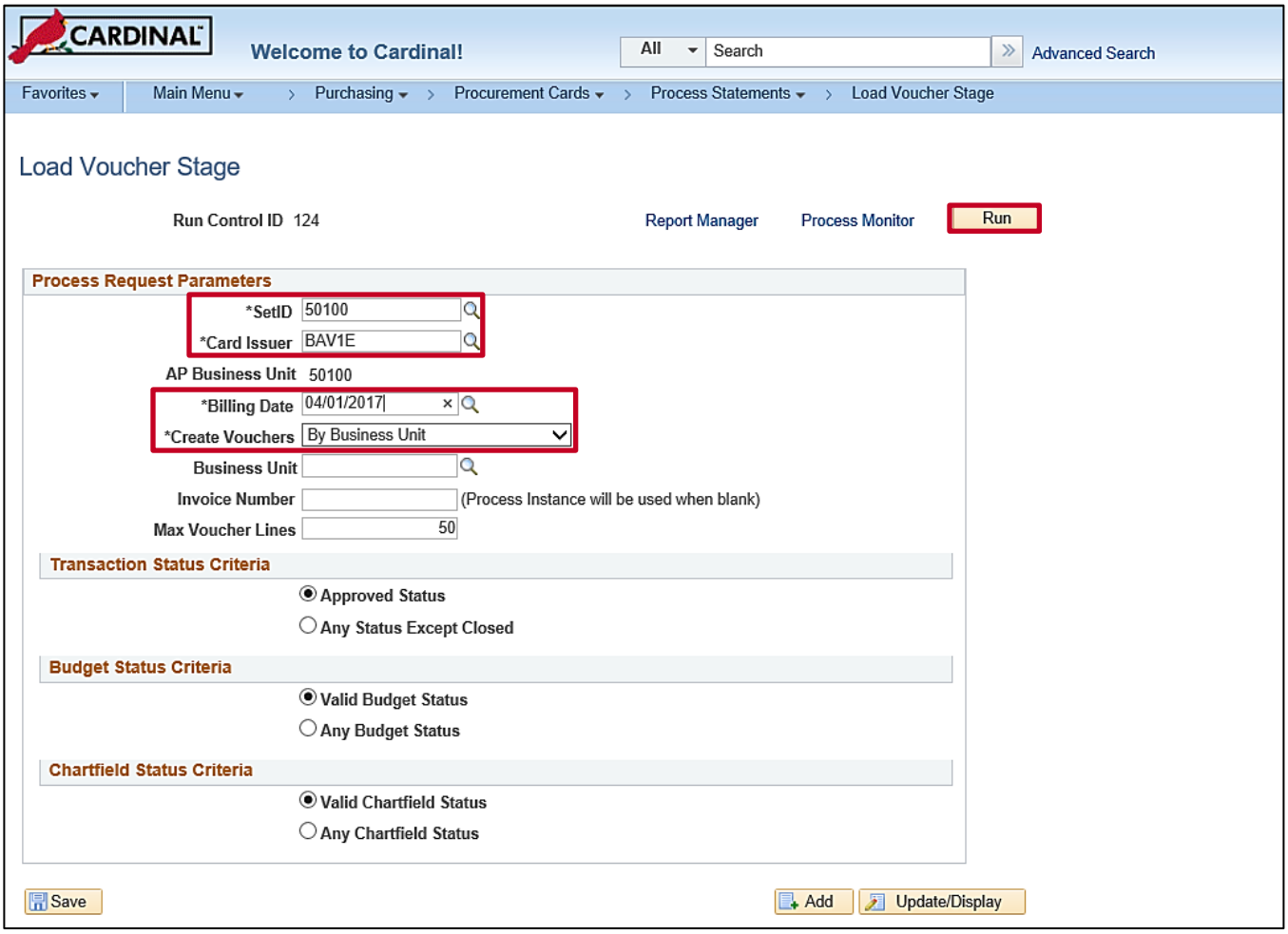
Run the Voucher Load Process

1. Navigate using the following path:

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



2. The **Find an Existing Value** tab displays.
3. Find an existing run control or use the **Add a New Value** tab to set up a new run control.
4. The **Load Voucher Stage** page displays.



5. At a minimum, enter values in the required fields:

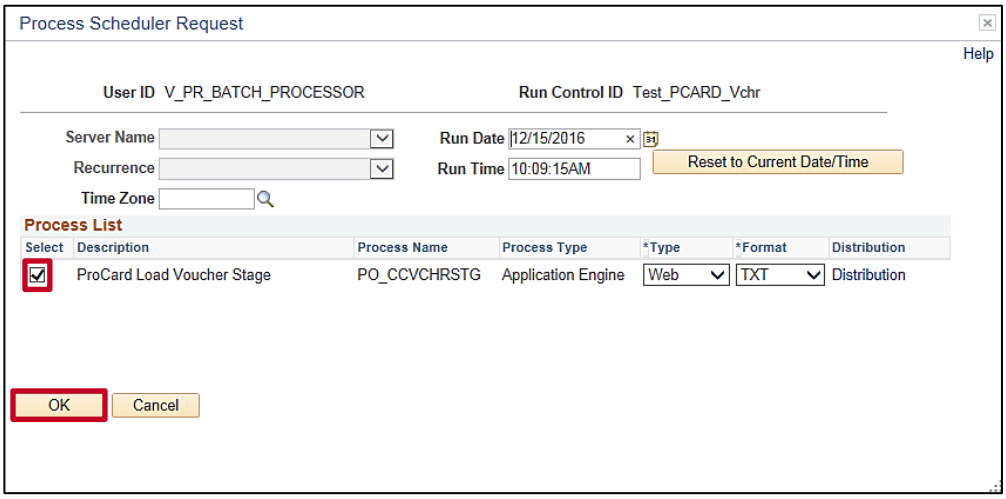
a. **SetID**

b. **Card Issuer**

c. **Billing Date**

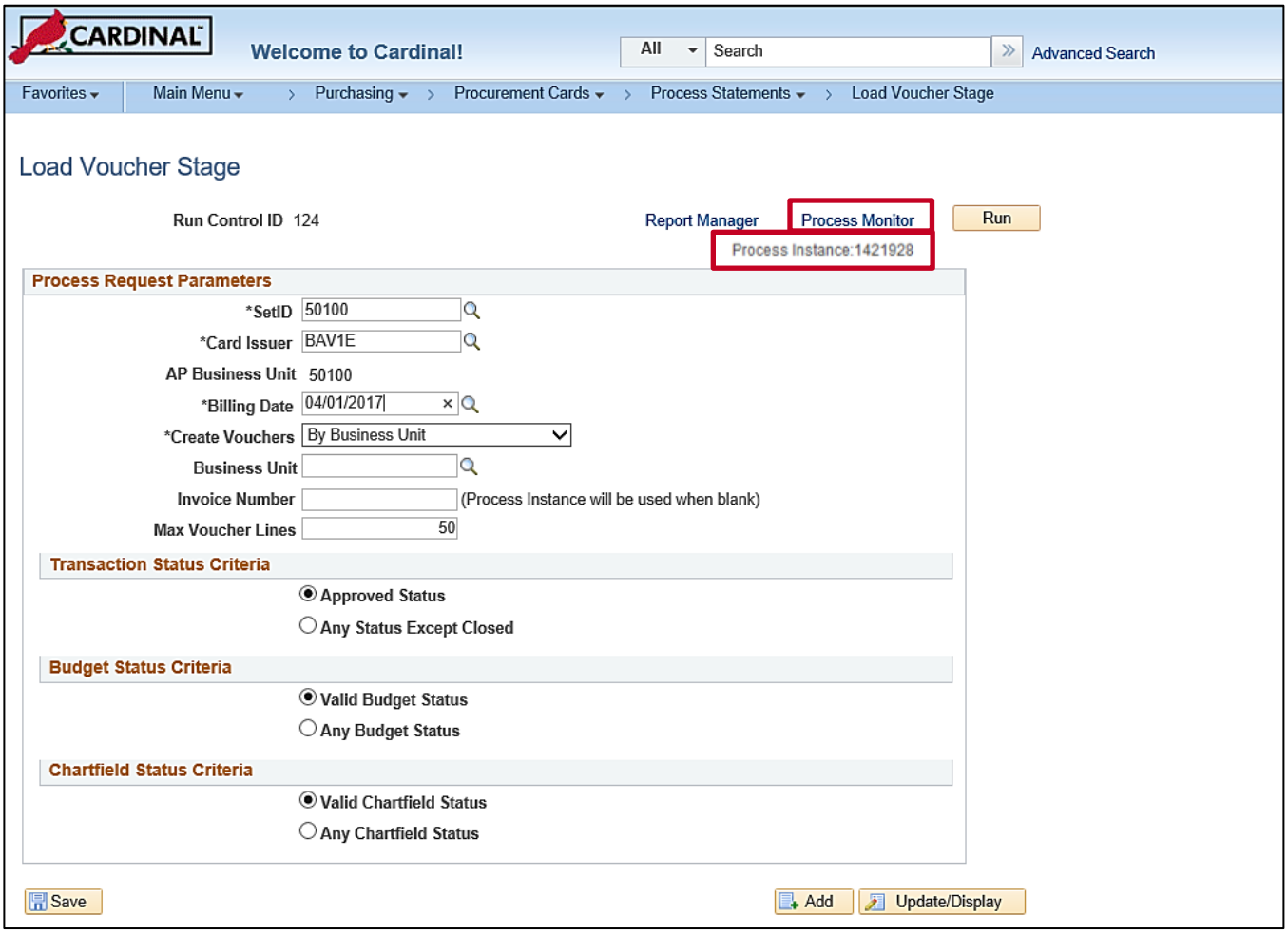
d. **Create Vouchers**

6. Click the **Run** button. The **Process Scheduler Request** pop-up window displays.



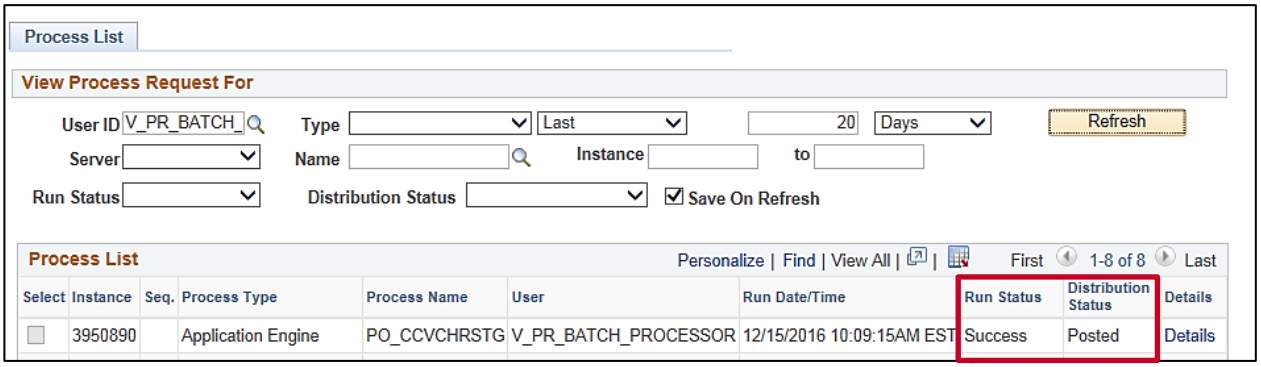
7. Ensure the **ProCard Load Voucher Stage** process is selected.

8. Click the **OK** button. The **Load Voucher Stage** page displays. A **Process Instance** number generates and displays.



9. Write down the **Process Instance** number. This number is typically included in the notification email.

10. Click the **Process Monitor** link.



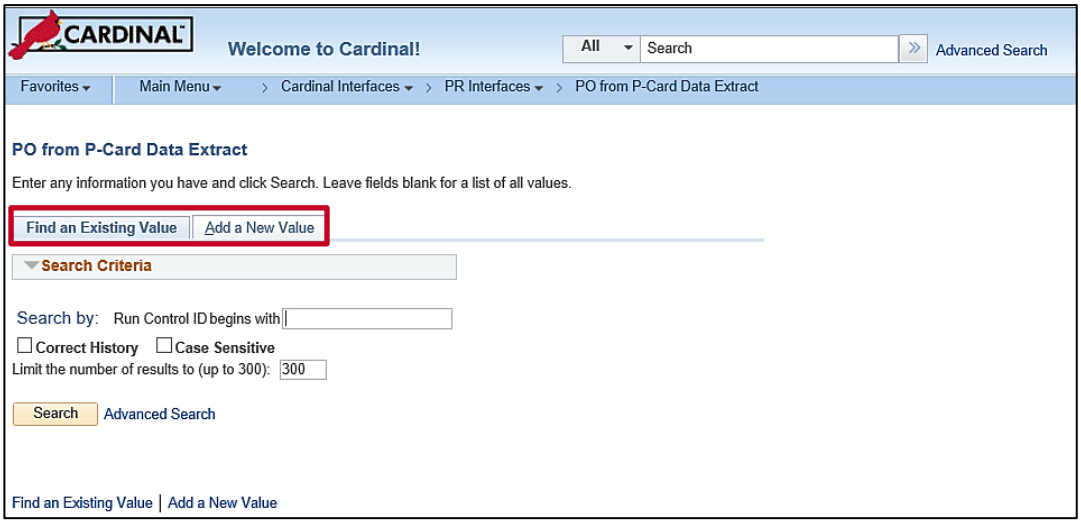
11. The process is complete when the **Run Status** is **Success** and **Distribution Status** is **Posted**.

PO From P-Card Data Extract

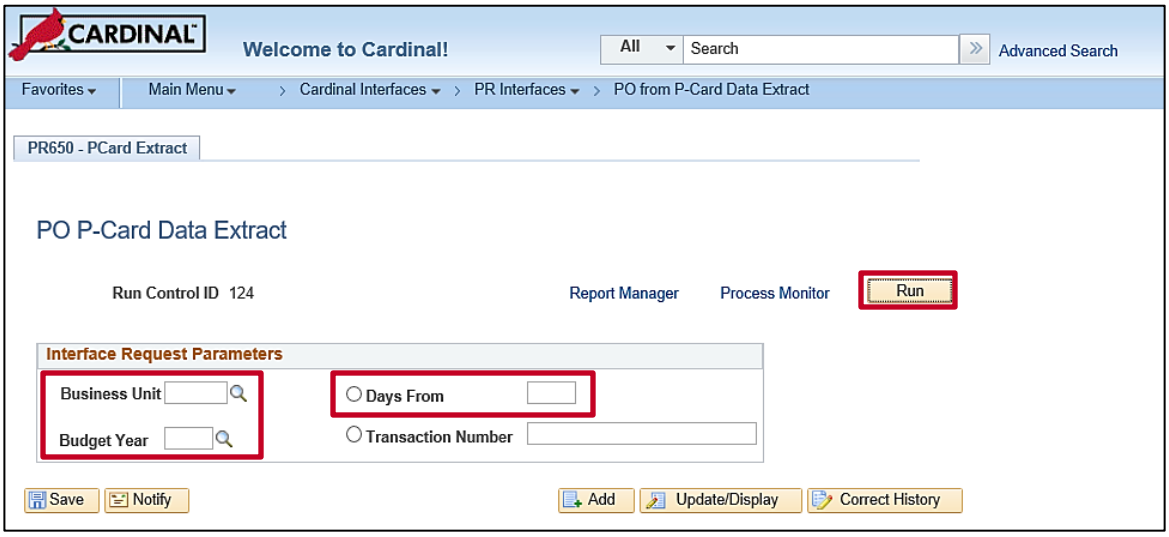
This **PO from P-Card Data Extract** process sends PCard transaction data to Virginia's online electronic procurement system (eVA) for purchase order (PO) processing (i.e., **eVA PO Type**: **RO1**). The extract runs as an automated batch process and does not need to be manually processed. If the extract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

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 displays. Find an existing run control or use the **Add a New Value** tab to set up a new run control.



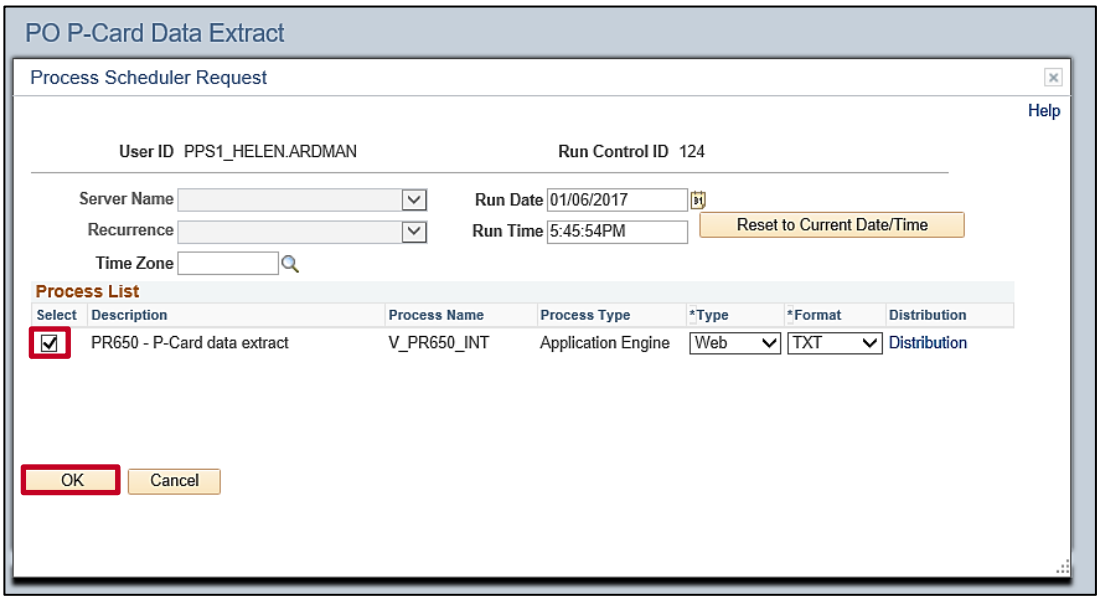
3. On the **PO P-Card Data Extract** run control page, enter values for:

   a. **Business Unit**

   b. **Budget Year**

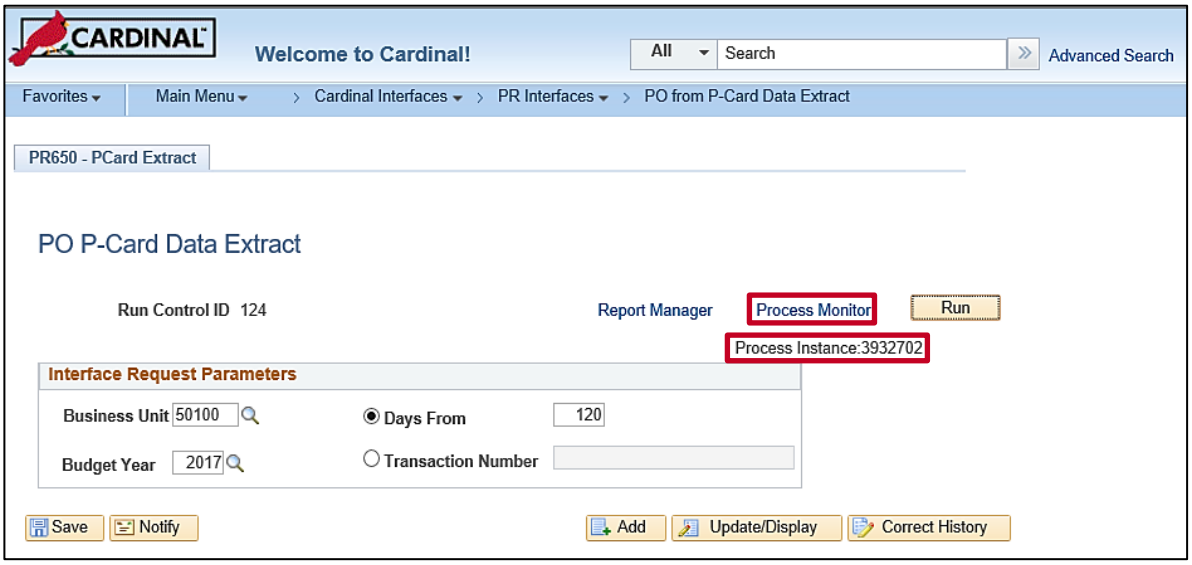
   c. **Days From**: days from last extract – ensures items not in previous extract are picked up in this extract.

4. Click the **Run** button. The **Process Scheduler Request** pop-up window displays.



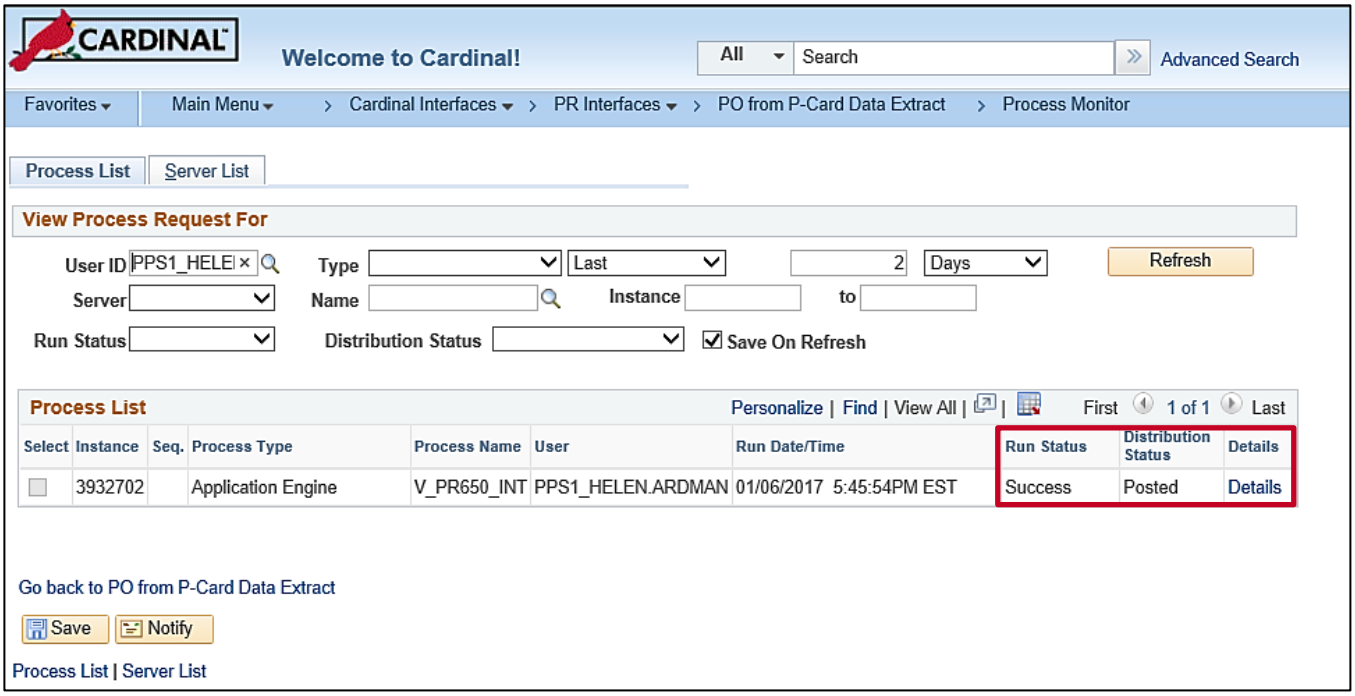
5. Ensure the **PR650 – P-Card data extract** process is selected.

6. Click the **OK** button. The **PO P-Card Data Extract** page displays. A **Process Instance** number generates and displays.



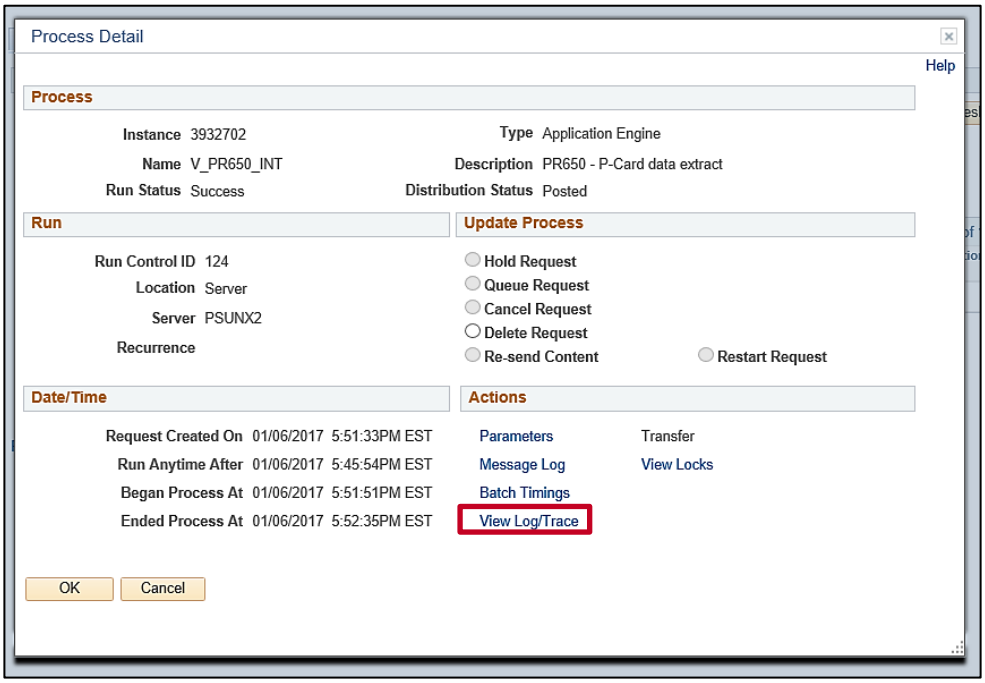
7. Write down the **Process Instance** number.

8. Click the **Process Monitor** link.

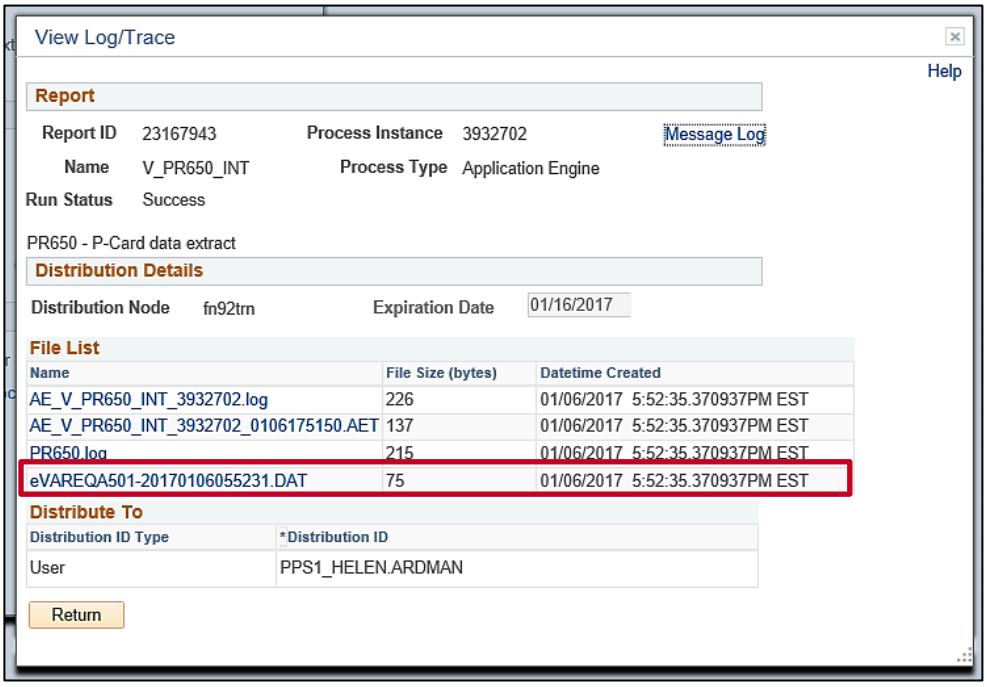


9. The process is complete when the **Run Status** is **Success** and **Distribution Status** is **Posted**.

10. To review the **.DAT** file, click the **Details** link. The **Process Detail** page displays.



11. Click the **View Log/Trace** link.



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