PCard PA Processes

HOW TO CREATE A NEW PCARD PA – PROCUREMENT AUTHORIZATION

- Sign into BASIS> UPS> Command: PA (Procurement Authorization)> Action: A (meaning to add)> Enter
- Fill out the *Employee ID> Vendor ID>* and *Effective Date* fields
  - To look up an employee ID, click in the *Employee ID* field> F1> type employee's last name, comma, employee's first name> Enter
  - Then you can choose from the list of names> double click the blank to the left of employee's name> then a window will pop up> double click the PF10 (Select This Emp) box> Enter
  - To find the Vendor ID, click in the *Vendor ID* field>F1>Enter>Choose US Bank (PCard) > double click the blank to the left, or click once and hit enter
  - Effective date should be today's date (date you are adding them)

- Next you will fill in the *Tracking BU> Cost Center> Category>* and lastly the *PA Status*
- Check the Tracking BU to make sure it is the BU/Departmental code that you want the PCard charges to route to for review and approval; it may be different than the employee's BU for payroll
- Enter the default Cost Center and Category for charges to be expensed to
- After the information is entered correctly and you have doubled checked that the *Effective Date* is today, change the *PA status* to "A">Enter>F10 (to save)

- After you have finished the steps above, PA will route to the department for approval, and once it is approved it will automatically route to the eBusiness/PCard Administrator to be set up

- Once the eBusiness/PCard Administrator completes their process, the employee will receive an automated email with instructions to register for training

*Please note – this entire process takes a <u>minimum</u> of 10 business days after the ebusiness/PCard Administrator receives the BASIS request (weekends do not count)

HOW TO CANCEL A PCARD PA

- Follow the steps above to pull up an employee's PCard PA
- Be sure to double check that the *Effective Date* field has today's date (the date you are updating it)
- For this process, update the *PA Status* field to an "X" for cancelled
- If the Monthly Credit Limit is over $5,000, you will also need to update this field to be $5,000 at most
- Once you have changed the PA Status and double checked that the *Effective Date* is today, you may press Enter> F10
- After you have finished the steps above, PA change will route to the department for approval, and once it is approved it will automatically route to the eBusiness/PCard Administrator to be cancelled

HOW TO UPDATE DEPARTMENT/BU CODE ON A PCARD PA

- Follow the steps above to pull up an employee's PCard PA
- Be sure to double check that the *Effective Date* field has today's date (the date you are updating it)
- For this process, the only field you need to update is the *Tracking BU* field with the correct Departmental/BU code you want the purchases to route to
- Once you have changed the Tracking BU and double checked that the Effective Date is today, you may press Enter> F10
- After you have finished the steps above, PA change will route to the department for approval, and once it is approved it will automatically route to the eBusiness/PCard Administrator to be updated

HOW TO ADD ADDITIONAL COST CENTERS TO A PA

- Follow the steps previously listed in this document to pull up an employee's PA
- Once you have the PA pulled up, go to Command: PAPC> Action: A> Employee ID: (follow previous instruction to look up employee ID)> Enter
- Click in the *Co Cost Center #* field and type the Cost Center you want to add> Enter> F10
- You cannot expense the PCard charge to the newly added Cost Center until the change is approved by the department and the eBusiness/PCard Administrator.

*You do not add Categories to PA's because any active Category tied to a Cost Center can be used