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
  o To look up an employee ID, click in the Employee ID field> F1> type employee’s last name, comma, employee’s first name> Enter
  o 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
  o 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
  o Effective date should be today’s date (date you are adding them)

```
UPOPA  1 PROD  Procurement Authorization – PA  12/21/15 14:39
Command:  Action:  A  Req:  PO:  TA:  
Employee ID: 190948  Vendor ID: 169138-01-001  Effective Date: 12/21/2015

Action:  A  Employee: 190948 Charlotte Bailey Gibson Beapain  
BU:  AVCB  Asso Vice Chan Busin  
Title:  (Hourly Employee)
```

- 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)

```
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Tracking BU:  
Monthly Credit Limit:  
Single Transaction Limit:  
Number of Transactions per day:  
-------------------------  -------------------------
Company Cost Center: 000000000-00-0000  Category:  
PA Status:  
Project:  
```

- 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

Last Update: 01.05.16 HF/CB
- 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 minimum 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