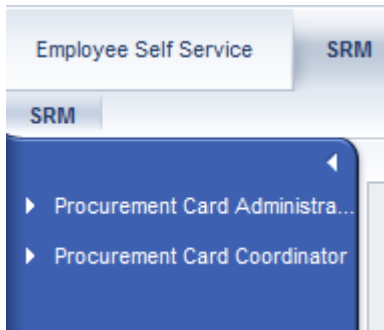# SRM PCARD Instructions for Agency Coordinators

Access the Procurement Card menu by logging onto www.mycomonwealthworkplace and selecting the SRM tab:

Creating PCARD Master Data

Creating master data for a procurement card is a two-step process. Both the real PCARD number and a masked PCARD number must be maintained for each authorized PCARD user. A PCARD can only be assigned to one user; however, a user may have access to more than one PCARD.

Step 1:
Select the Procurement Card Coordinator Role to create the PCARD master record using the masked procurement number.

Select Create Procurement Card Master:
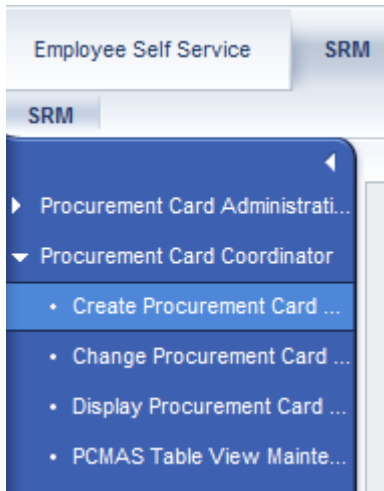
Create Procurement Card Master

Menu | ▶ | Back | Exit | Cancel | System | | List Card Numbers

Card-ID

PCard co.	MC
PCard number	11-457683-0009
Company Code	COPA

Create with Reference to

PCard co.	
PCard number	

1. Type "MC" in the PCARD co. field, or select MC by using the list display icon:

Card-ID

PCard co.	
PCard number	☑

2. Enter the masked PCARD number in the second field. The format for the masked card number is: 2-digit Business Area – employee number - last 4 digits of the actual PCARD number.
3. Enter the Company Code. This will always be "COPA".
4. Hit the Enter key.

Complete the following fields in the Master Record:

Create Procurement Card Master

Menu | ▶ | Save | Back | Exit | Cancel | System | | Message log

Card-ID

PCard co.	MC	Blocking reason		Valid from	07/13/2006
PCard number	11-457683-0009			Valid to	12/31/9999

Card-Parameters

Holder name	Susan SRM-RecMgt				
Holder type	US	AgentType1	US	AgentType2	US
Cardholder ID	P00457683	WF agent 1	P00457683	WF agent 2	P00457683
Authorization	Z11	Approval 1		Approval 2	
Local Currency	USD	TransLimit		TotalLimit	

Application Parameters

Company Code	COPA

Default Accounting Data

Valid From	G/L	Cost Center	Order	WBS element	Cmmt item	Funds center	Fund	Fnds
07/13/2006	6380110	1115070006					1001307000	▲

1. The Blocking reason field should not be completed when creating a PCARD master record. Complete this field only when a PCARD has been lost, stolen, compromised, or cancelled.
2. Enter the PCARD effective date in the "Valid from" date field in the format MM/DD/YYYY. Or select the list display icon and select the date from the calendar.
3. Select the "Valid to" date field. Enter the PCARD expiration date in this field in the format MM/DD/YYYY.
4. Enter the card holder's name as it appears on the PCARD.
5. Enter the Holder Type field – Type in "US", or select it from the list display icon . This selection should also be applied to AgentType1 and AgentType2.
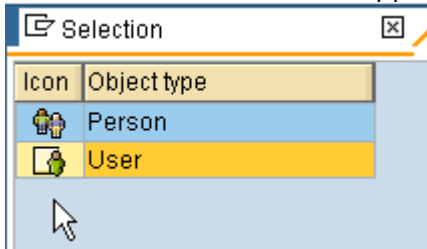
6. In the Cardholder ID field, type in the card holder's personnel number. This personnel number should also be entered in the WF agent 1 and WF agent 2 fields.
7. Enter the authorization group for the agency of the PCARD holder. This authorization code is important. If this field is not complete, the enduser will not be able to use the PCARD. The code is three digits: a "Z" followed by the two-digit Agency Business Area. Example for the Department of Corrections is: Z11.
8. If the transaction limit for the PCARD is **NOT** $10,000.00, select the TransLimit and enter the agency-determined PCARD transaction limit. This will prevent the user from ordering any shopping carts greater than the identified amount.
9. The Valid From Date, default G/L, Cost Center, and Fund data for the PCARD is entered in the Application Parameter section of the screen. **Note: the Accounting Data's Valid From date must match the Valid From date of the Record being created.
10. Validate your entries, and select Save to process the entry.

11. The system responds with the message:
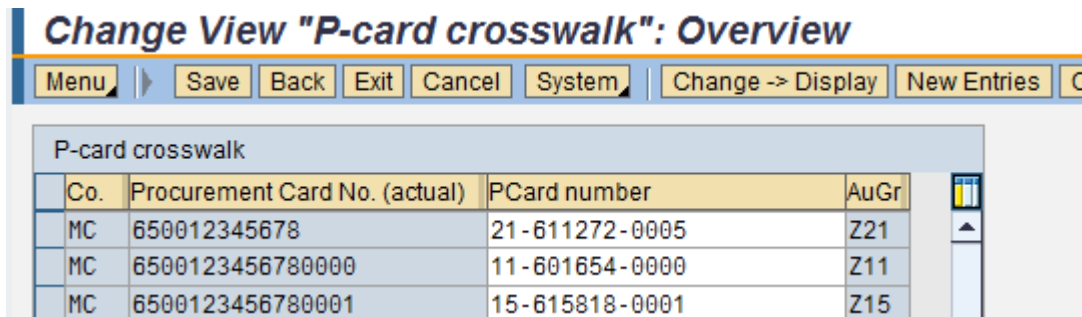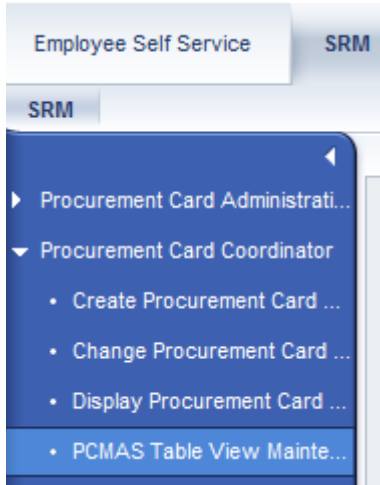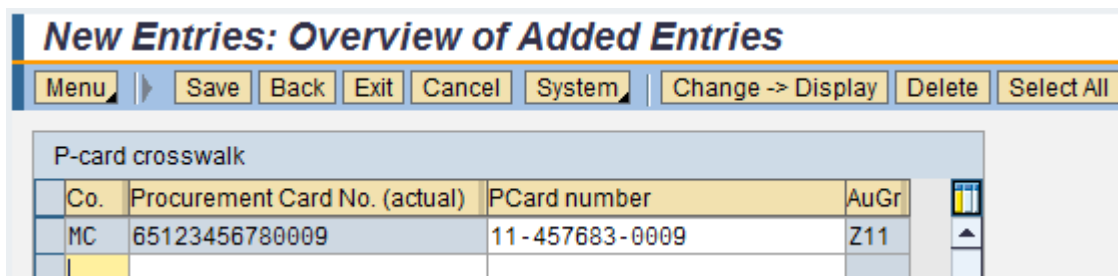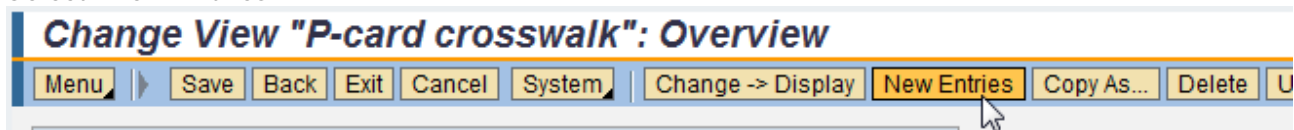
Step 2:
The PCMAS table is used as a crosswalk to associate the actual PCARD number with the masked PCARD number for each user.

Select PCMAS Table View Maintenance:

Select "New Entries":

1. Enter "MC" as the Company.
2. Enter the ACTUAL PCARD number.
3. Enter the masked PCARD number (same as entered on the master record). After entering the masked PCARD number, hit the "Enter" key and the Authorization Group field will populate. If this field does not populate, than the master record was created incorrectly.

4. SAVE.

If the Authorization Code is not maintained when a PCARD master record is created…

Not identifying an Authorization Group when the PCARD master record is created will prohibit the PCMAS crosswalk table from being maintained, which prevents a user from creating a PCARD shopping cart. If an authorization code is forgotten, the master record cannot be fixed—the card must be blocked and a new master record created.

Example of an incomplete PCARD master record:

Changing PCARD Master Data

Select Change Procurement Card Master:

Change Procurement Card Master

Menu | ▶ | Back | Exit | Cancel | System | | List Card Numbers

Card-ID

| PCard co. | MC |
| PCard number | 11-457683-0009 |

1. Select the PCARD Co. field and enter the PCARD company.
2. Select the PCARD Number field and enter the PCARD number.
3. Enter.

Make the necessary changes and Save the record:

Change Procurement Card Master

Menu | ▶ | Save | Back | Exit | Cancel | System | | Message log

Card-ID

| PCard co. | MC | Blocking reason | | Valid from | 07/13/2006 |
| PCard number | 11-457683-0009 | | | Valid to | 12/31/9999 |

Card-Parameters

Holder name	SUSAN SRM-RECMGT				
Holder type	US	AgentType1	US	AgentType2	US
Cardholder ID	P00457683	WF agent 1	P00457683	WF agent 2	P00457683
Authorization	Z11	Approval 1		Approval 2	
Local Currency	USD	TransLimit		TotalLimit	

Application Parameters

| Company Code | COPA |

Default Accounting Data

Valid From	G/L	Cost Center	Order	WBS elem...	Cmmt item	Funds center	Fund	Fnds
07/13/2006	6380110	1115070006					1001307000	

ADDITIONAL SEARCH OPTION – List Card Numbers

1. In Change Procurement Card Master, select List Card Numbers:

Change Procurement Card Master

Menu | | | Back | Cancel | System | | List Card Numbers

Card-ID
PCard co. | |
PCard number | ☑

List of Procurement Cards

Menu | | | Save as Variant... | Back | Cancel | System | | Execute

P-Card Institute		to		➡
P-Card number		to		➡
Holder name		to		➡
Card valid from date		to		➡
Card valid to date		to		➡
Blocking reason		to		➡
Authorization group		to		➡
Carholder type		to		➡
Cardholder ID		to		➡
Agent type 1		to		➡
WF agent 1		to		➡
Agent type 2		to		➡
WF agent 2		to		➡
Transaction limit		to		➡

2. Complete a specific field as the search criteria, or select "Execute".
3. Highlight the desired card, and select "Change". Do not double click on the card number as that will only allow Display of a master record—no change is available from here.
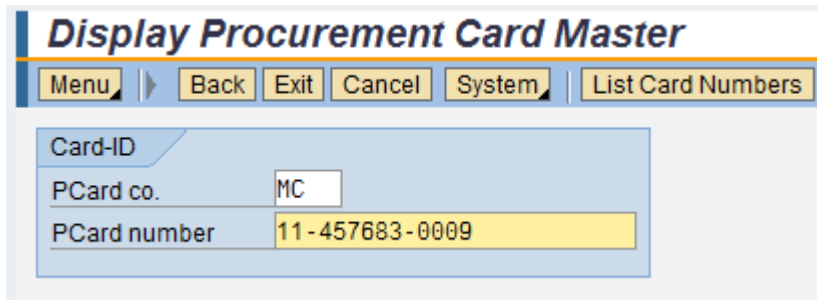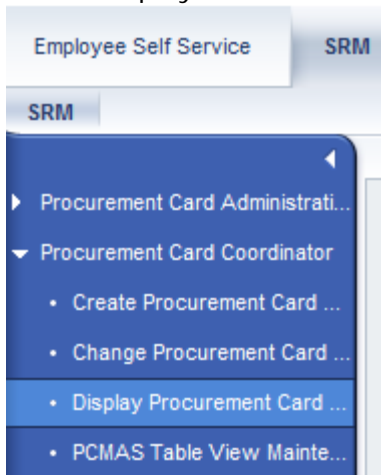
List of Procurement Cards

Menu | ▶ | Back | Exit | Cancel | System | | Choose | Change | Select card

Procurement Card: Master Data

Co.	Card number	Cardholder
MC	11-29597-0003	TERRI HEKIMBACH
MC	11-457683-0009	SUSAN SRM-RECMGT
MC	11-601654-0000	COMBINED LEAVE
MC	15-474513-0002	HOLLY LEAR
MC	15-615818-0001	ROXANA DIETZ
MC	21-244101-0004	CHRISTINE SHEMAS
MC	21-611272-0005	PATRICK LEE STEURY
MC	78-111624-0008	SRM1624-VALERIE ESPELAND
MC	78-464437-0006	EMANUEL WALKER
MC	78-50796-2007	LARRY CLIPPINGER

Displaying PCARD Master Data

Select Display Procurement Card Master:

1. Select the PCARD Co field and enter the PCARD company.
2. Select the PCARD Number field and enter the PCARD number.
3. Enter.
4. In Display mode, no changes can be made to the master record.

Display Procurement Card Master

Menu | ▶ | Back | Exit | Cancel | System | | Message log

Card-ID

PCard co.	MC ▢	Blocking reason	Valid from	07/13/2006
PCard number	11-457683-0009		Valid to	12/31/9999

Card-Parameters

Holder name	SUSAN SRM-RECMGT			
Holder type	US	AgentType1	US	AgentType2	US
Cardholder ID	P00457683	WF agent 1	P00457683	WF agent 2	P00457683
Authorization	Z11	Approval 1	0.00	Approval 2	0.00
Local Currency	USD	TransLimit	0.00	TotalLimit	0.00

Application Parameters

Company Code	COPA

Default Accounting Data

	Valid From	G/L	Cost Center	Order	WBS element	Cmmt item	Funds center	Fund	Fnds
	07/13/2006	6380110	1115070006					1001307000	

Blocking a PCARD Master Record:

Select Change Procurement Card Master:

Employee Self Service | SRM

SRM

◀

▶ Procurement Card Administrati...

▼ Procurement Card Coordinator

• Create Procurement Card ...

• Change Procurement Card ...

• Display Procurement Card ...

• PCMAS Table View Mainte...

Complete PCARD Co. and PCARD Number, then hit Enter:

Change Procurement Card Master

Menu | ▶ | Back | Exit | Cancel | System | | List Card Numbers

Card-ID

PCard co.	VISA
PCard number	21-000448-7777

Assign a Blocking Reason by using the drop down menu. Double click (do not use save) on appropriate selection:

SAVE.

Create a new PCARD master record for the user by following the instructions for Create Procurement Card Master: