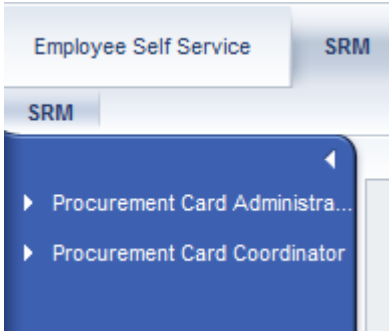
SRM PCARD Instructions for Agency Coordinators

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

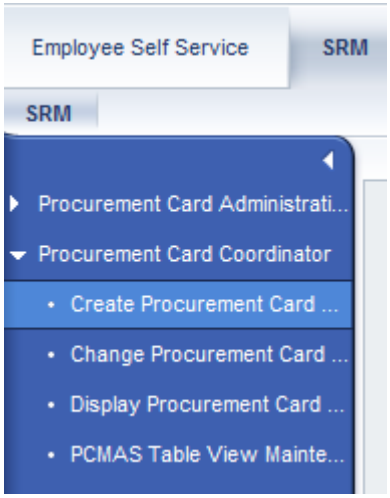


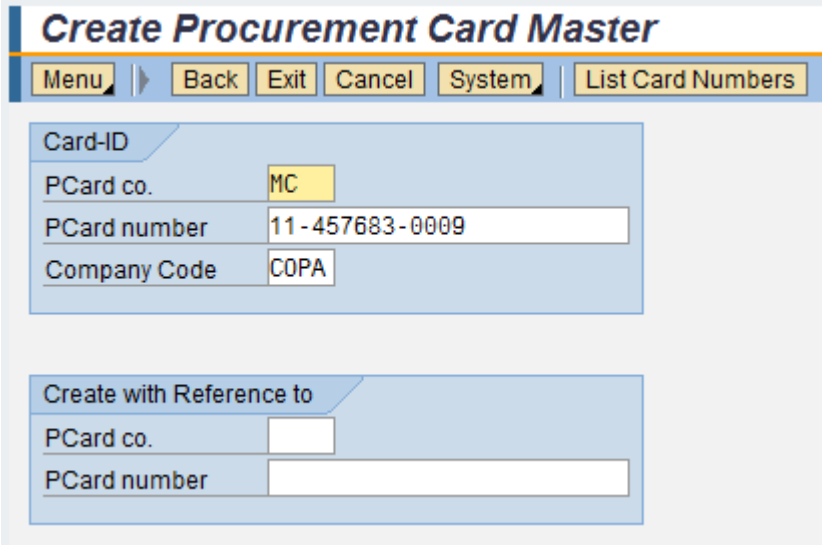
Creating PCARD Master Data

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.

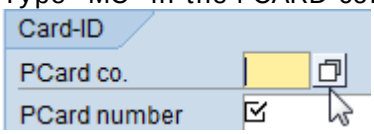
Step 1:
Select the Procurement Card Coordinator Role to create the PCARD master record using the masked procurement number.

Select Create Procurement Card Master:



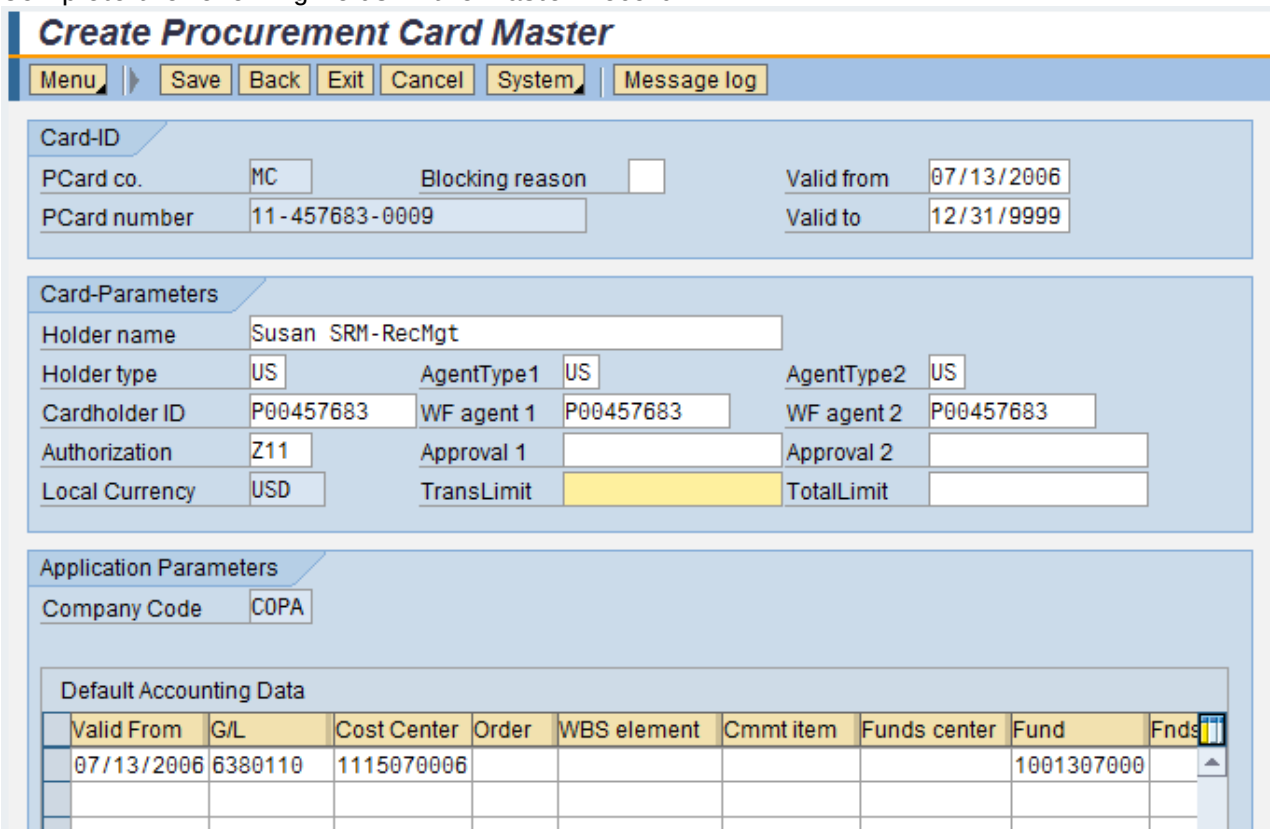


1. Type “MC” in the PCARD co. field, or select MC by using the list display icon:

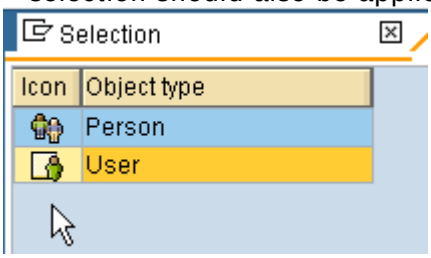


2. Enter the masked PCARD number in the second field. The format for the masked card number is: 2-digit Business Area – employee number - last 4 digits of the actual PCARD number.
3. Enter the Company Code. This will always be “COPA”.
4. Hit the Enter key.

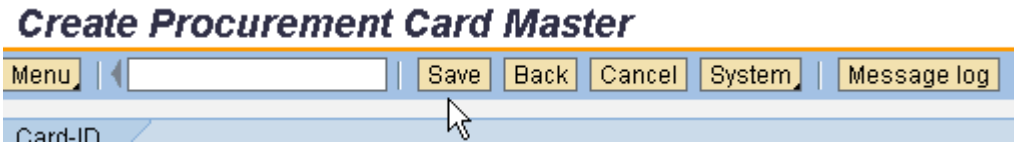
Complete the following fields in the Master Record:

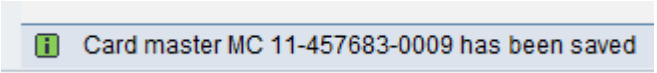


1. The Blocking reason field should not be completed when creating a PCARD master record. Complete this field only when a PCARD has been lost, stolen, compromised, or cancelled.
2. Enter the PCARD effective date in the “Valid from” date field in the format MM/DD/YYYY. Or select the list display icon 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.



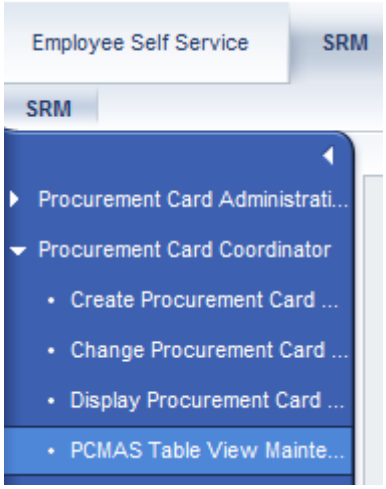
6. In the Cardholder ID field, type in the card holder’s personnel number. This personnel number should also be entered in the WF agent 1 and WF agent 2 fields.
7. Enter the authorization group for the agency of the PCARD holder. This authorization code is important. If this field is not complete, the 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.

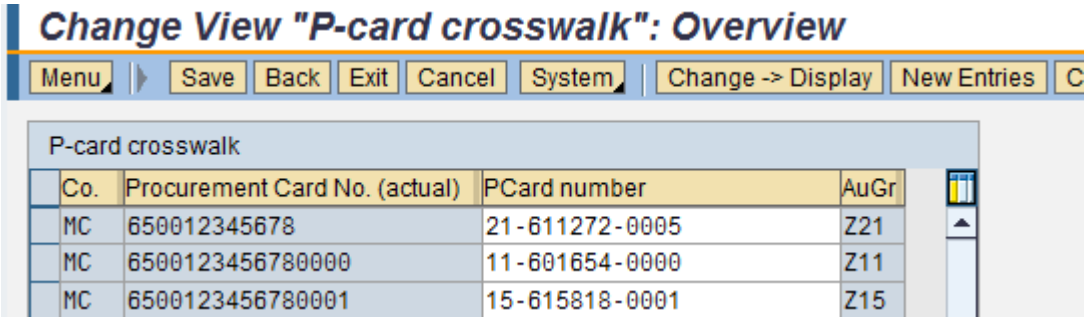


11. The system responds with the message: 

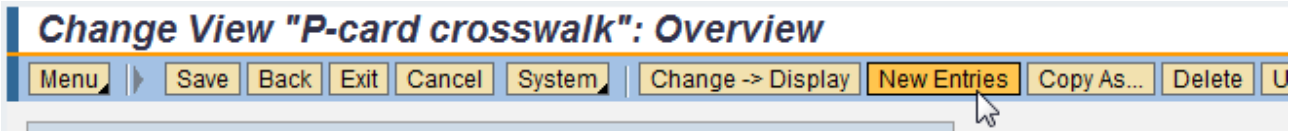
Step 2:
The PCMAS table is used as a crosswalk to associate the actual PCARD number with the masked PCARD number for each user.

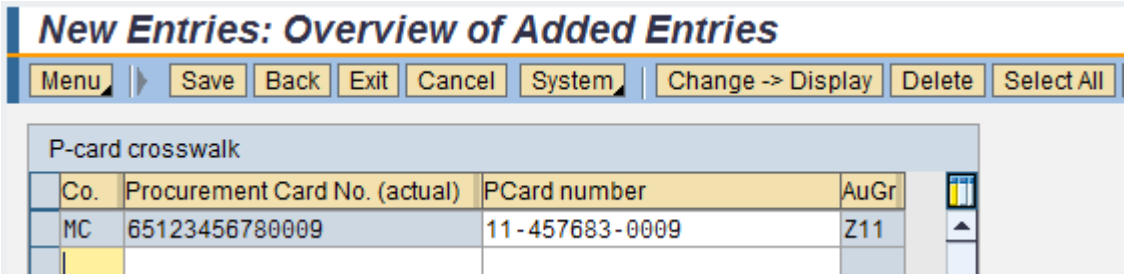
Select PCMAS Table View Maintenance:





Select “New Entries”:





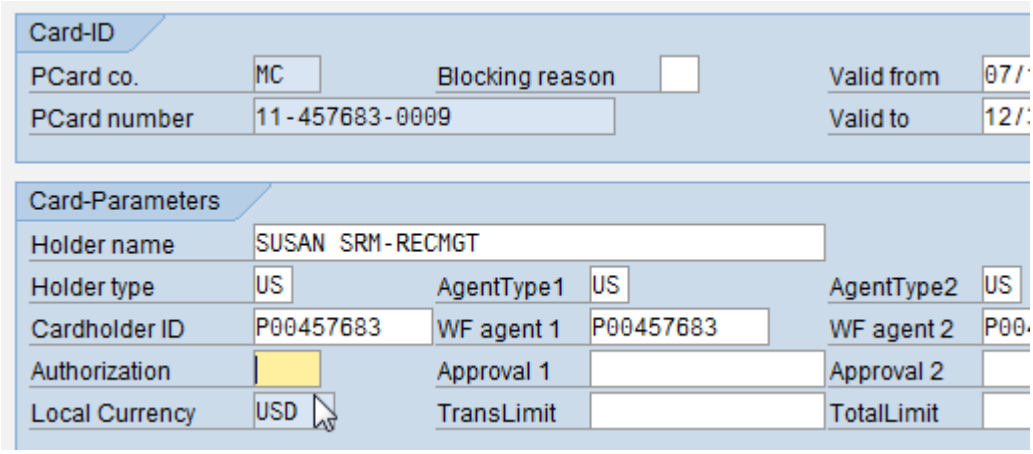
1. Enter “MC” as the Company.
2. Enter the ACTUAL PCARD number.
3. Enter the masked PCARD number (same as entered on the master record). After entering the masked PCARD number, hit the “Enter” key and the Authorization Group field will populate. If this field does not populate, than the master record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

4. SAVE.

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

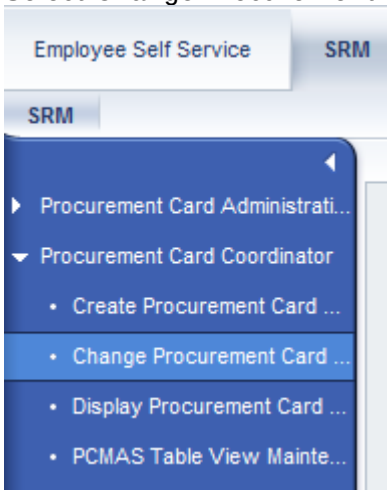
Not identifying an Authorization Group when the PCARD master record is created will prohibit the PCMAS crosswalk table from being maintained, which prevents a user from creating a PCARD shopping cart. <u>If an authorization code is forgotten, the master record cannot be fixed—the card must be blocked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

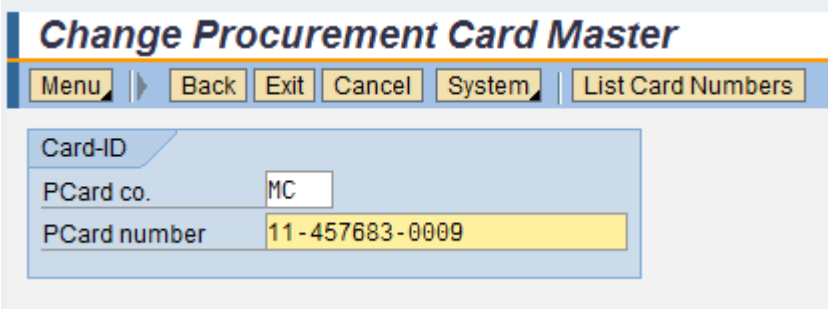
Example of an incomplete PCARD master record:



<u>Changing PCARD Master Data</u>

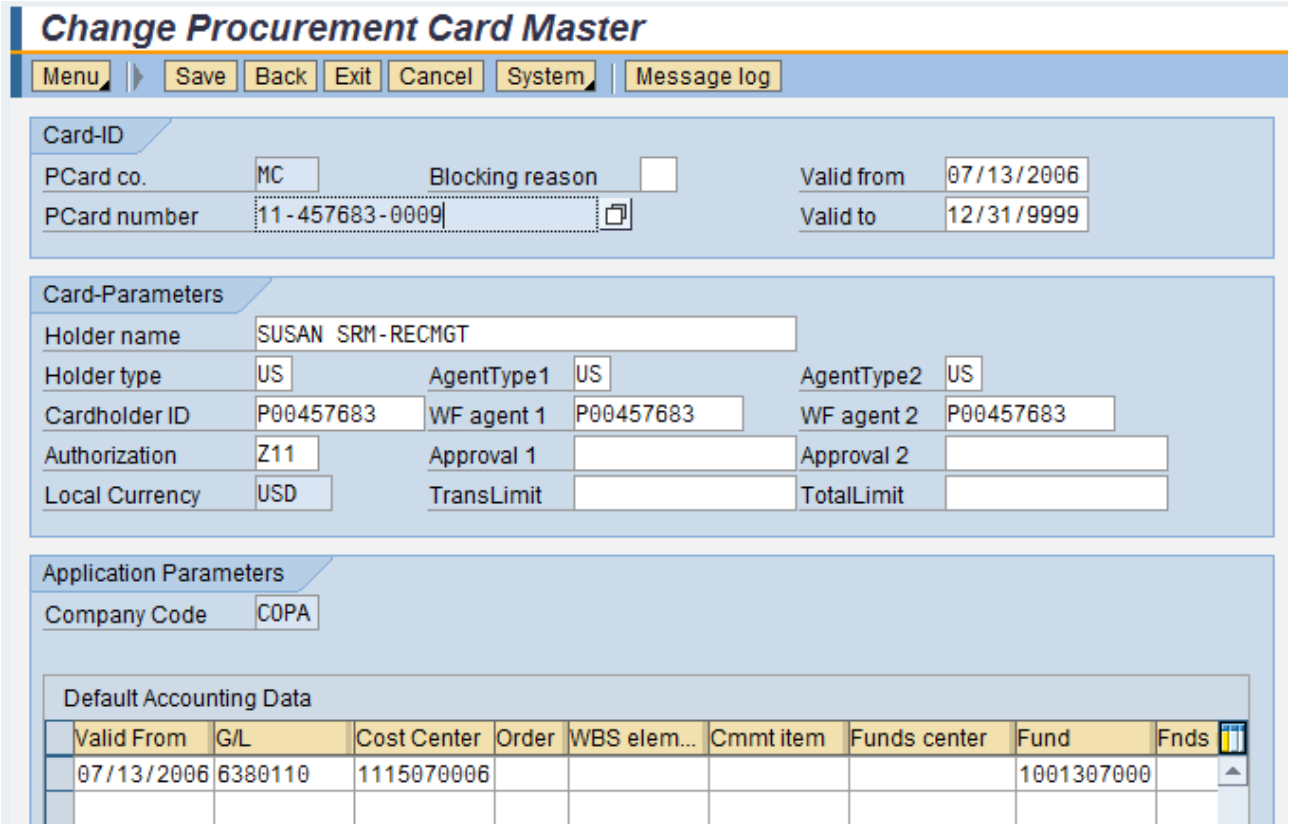
Select Change Procurement Card Master:





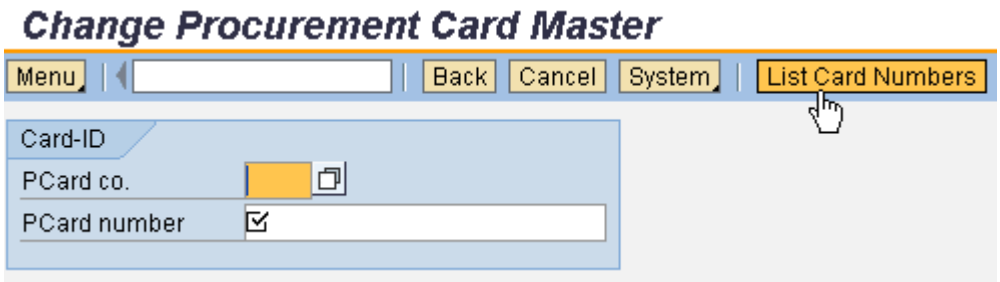
1. Select the PCARD Co. field and enter the PCARD company.
2. Select the PCARD Number field and enter the PCARD number.
3. Enter.

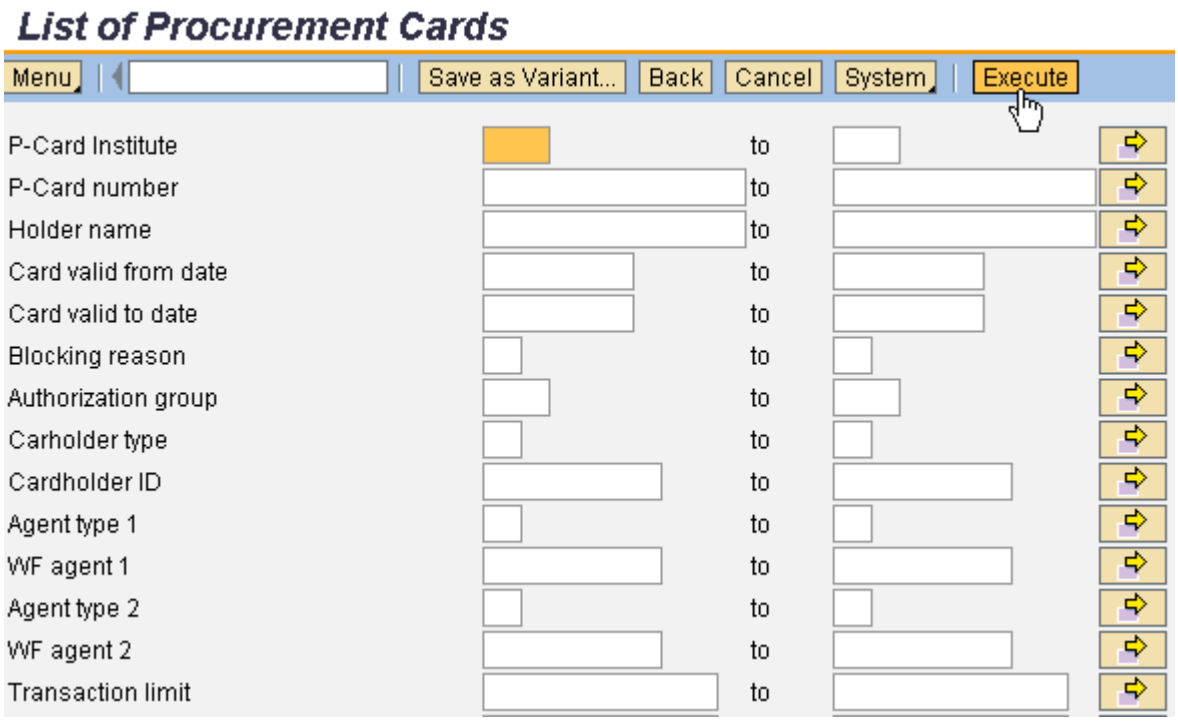
Make the necessary changes and Save the record:



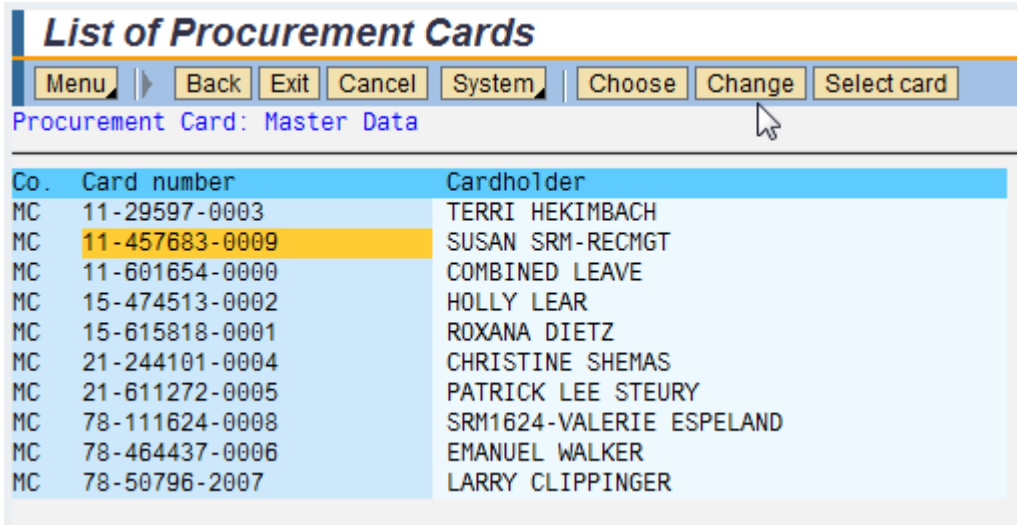
ADDITIONAL SEARCH OPTION – List Card Numbers

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



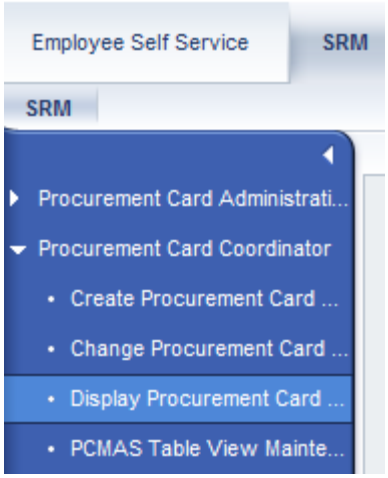


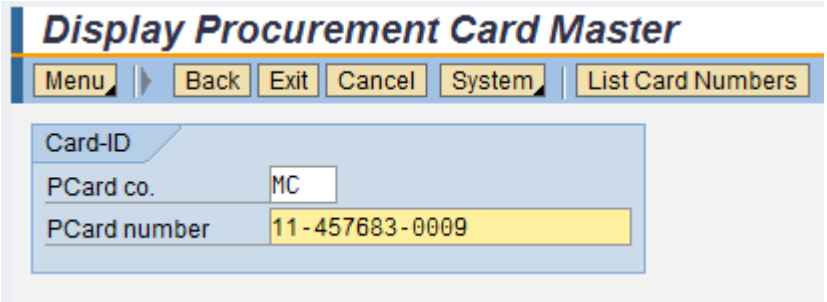
2. Complete a specific field as the search criteria, or select “Execute”.
3. Highlight the desired card, and select “Change”. Do not double click on the card number as that will only allow Display of a master record—no change is available from here.



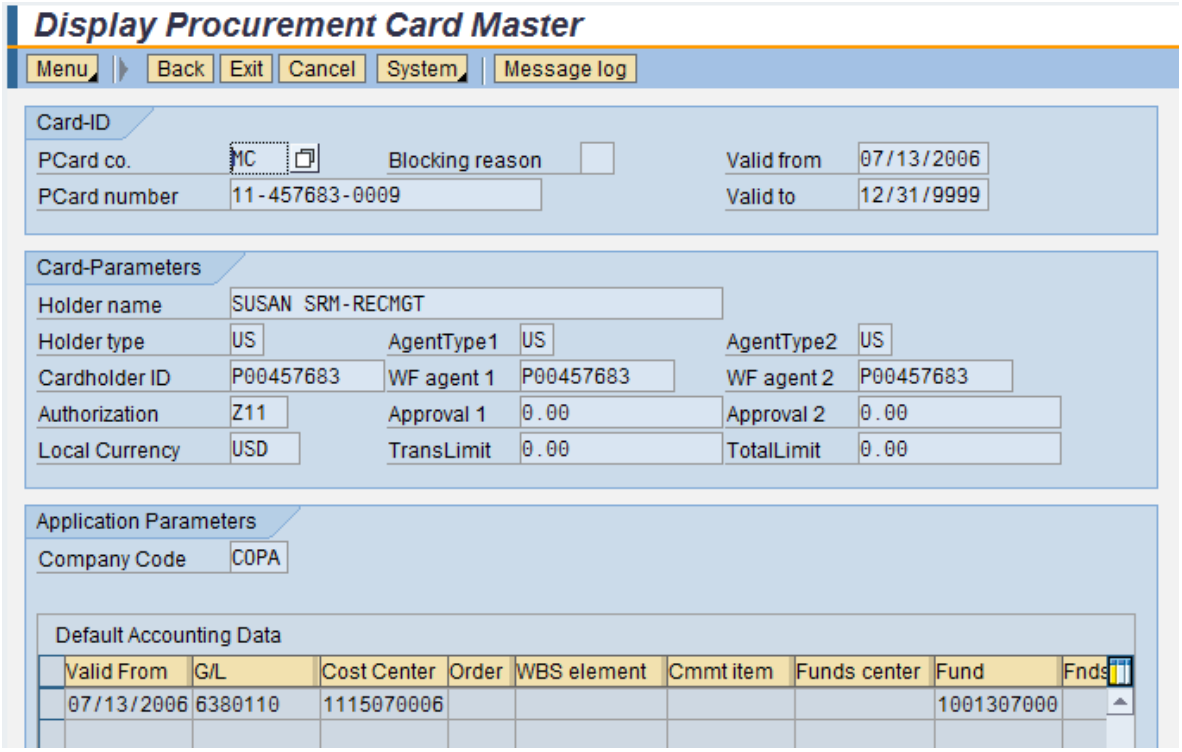
Displaying PCARD Master Data

Select Display Procurement Card Master:



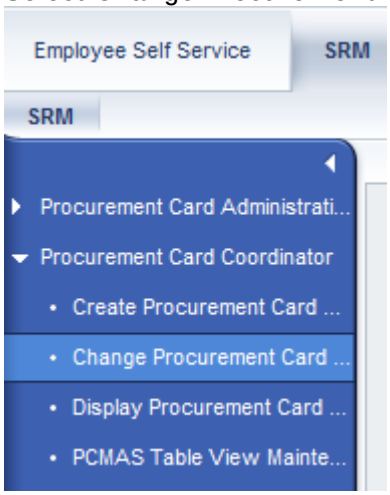


1. Select the PCARD Co field and enter the PCARD company.
2. Select the PCARD Number field and enter the PCARD number.
3. Enter.
4. In Display mode, no changes can be made to the master record.

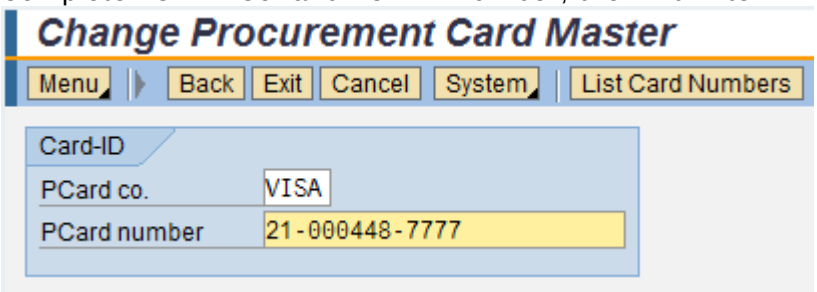


<u>Blocking a PCARD Master Record:</u>

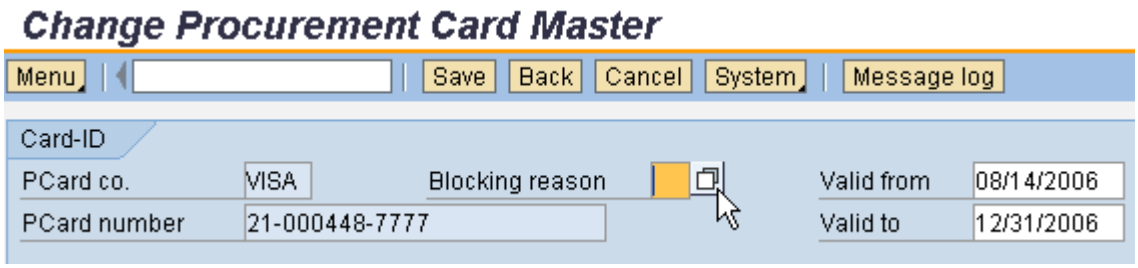
Select Change Procurement Card Master:

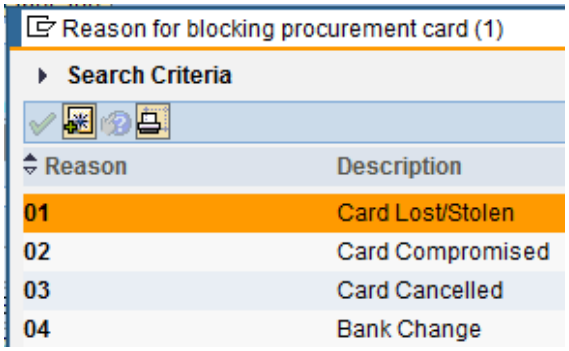


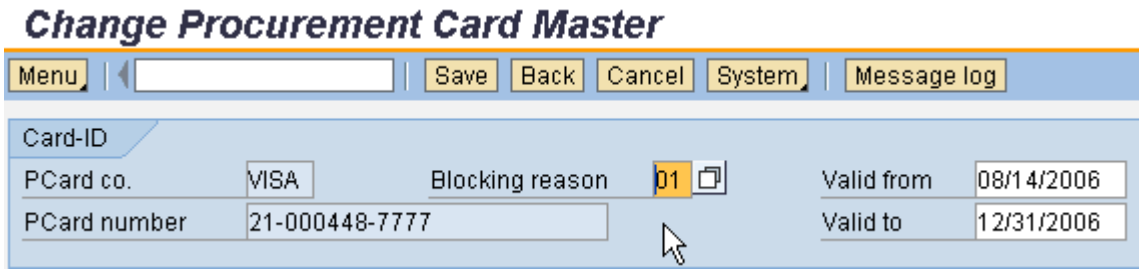
Complete PCARD Co. and PCARD Number, then hit Enter:

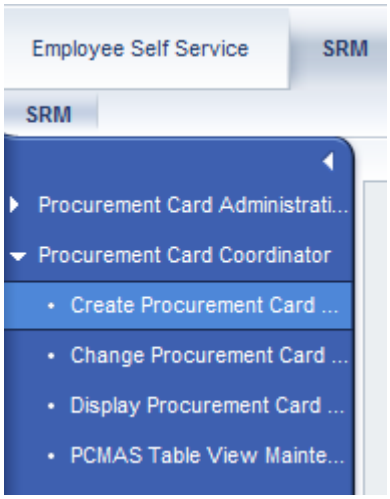


Assign a Blocking Reason by using the drop down menu. Double click (do not use save) on appropriate selection:







SAVE.

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