

**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 **Learning**.

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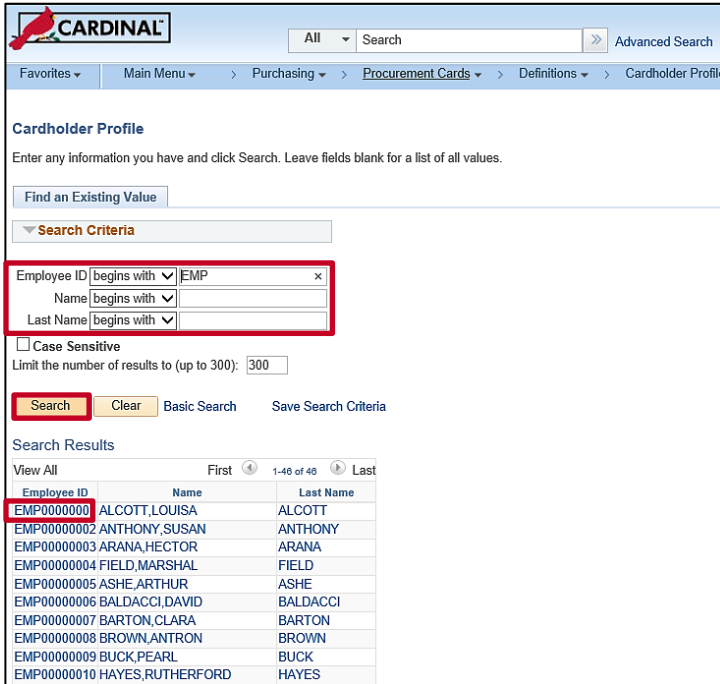
### Cardholder Setup

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

#### PCard User Setup

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

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



**CARDINAL** All Search > Advanced Search

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

**Cardholder Profile**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Employee ID begins with EMP x

Name begins with

Last Name begins with

Case Sensitive

Limit the number of results to (up to 300): 300

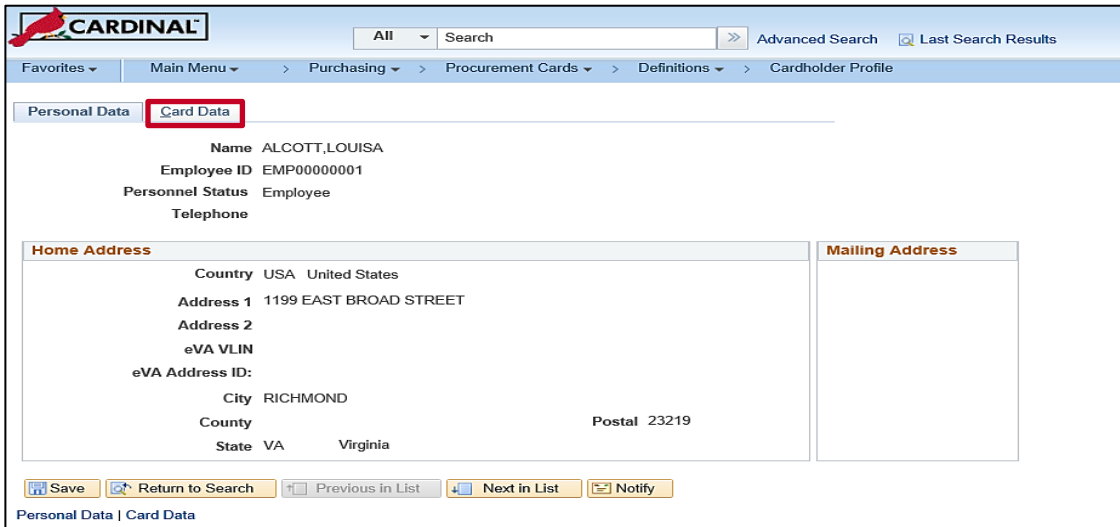
Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-46 of 46 Last

Employee ID	Name	Last Name
EMP00000001	ALCOTT, LOUISA	ALCOTT
EMP00000002	ANTHONY, SUSAN	ANTHONY
EMP00000003	ARANA, HECTOR	ARANA
EMP00000004	FIELD, MARSHAL	FIELD
EMP00000005	ASHE, ARTHUR	ASHE
EMP00000006	BALDACCI, DAVID	BALDACCI
EMP00000007	BARTON, CLARA	BARTON
EMP00000008	BROWN, ANTRON	BROWN
EMP00000009	BUCK, PEARL	BUCK
EMP00000010	HAYES, RUTHERFORD	HAYES

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



**CARDINAL** All Search >> Advanced Search Last Search Results

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

Personal Data **Card Data**

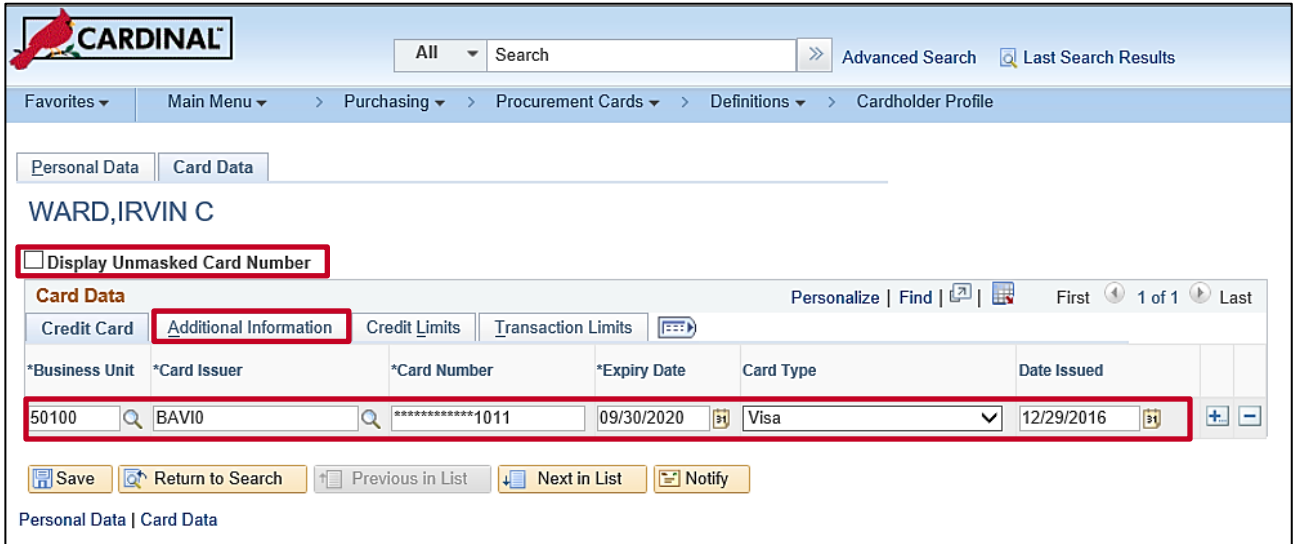
Name ALCOTT, LOUISA  
Employee ID EMP00000001  
Personnel Status Employee  
Telephone

Home Address	Mailing Address
Country USA United States Address 1 1199 EAST BROAD STREET Address 2 eVA VLIN eVA Address ID: City RICHMOND County Postal 23219 State VA Virginia	

Save Return to Search Previous in List Next in List Notify

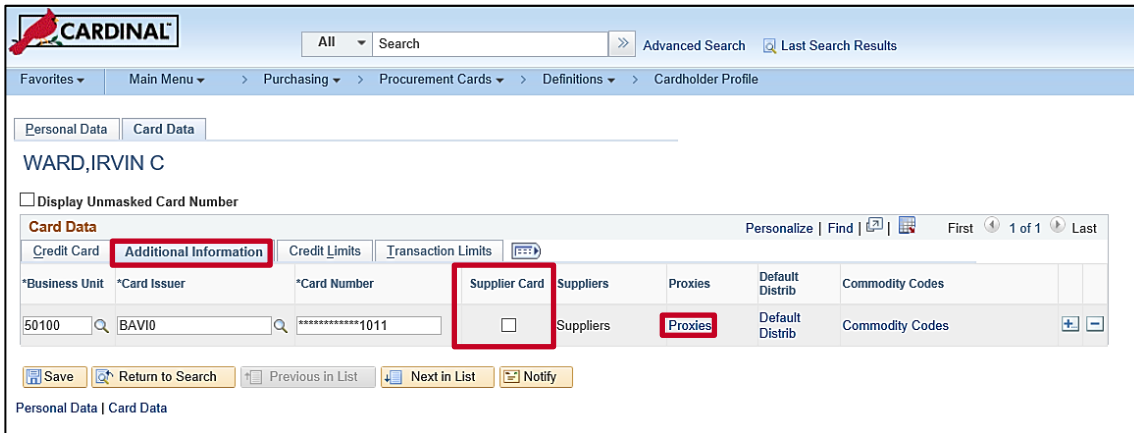
Personal Data | Card Data

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.



Personal Data | Card Data

WARD, IRVIN C

Display Unmasked Card Number

**Card Data** Personalize | Find | First 1 of 1 Last

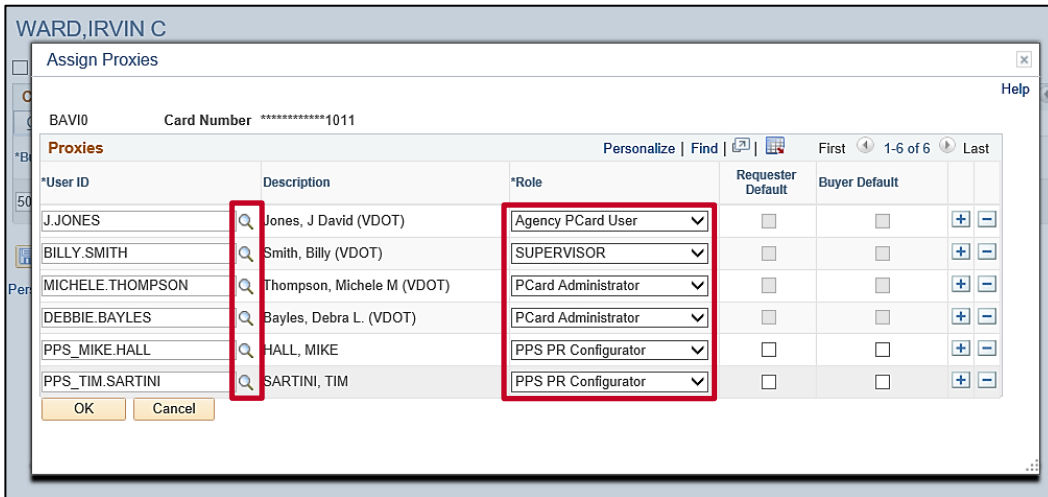
Credit Card **Additional Information** Credit Limits Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	BAVI0	*****1011	<input type="checkbox"/>	Suppliers	<b>Proxies</b>	Default Distrib	Commodity Codes

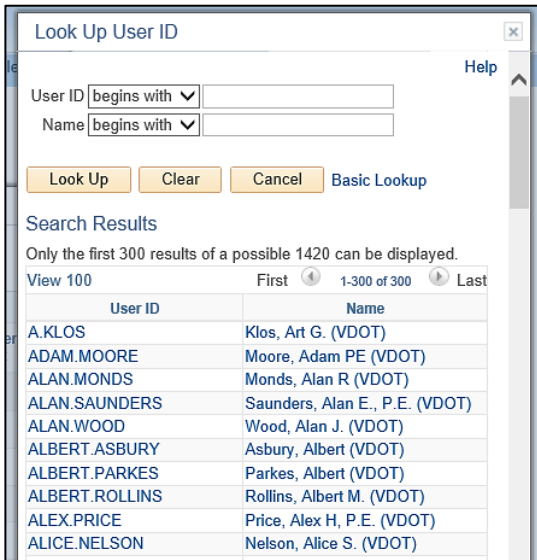
Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

- Supplier Card:** Do not select. This is for a store card (e.g., Lowe's or Home Depot).
- 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 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:
    - i. District Program Administrator
    - ii. Contact Central Office PCard Admin for Specifics
12. Click the **Look Up User ID** icon.



Look Up User ID

User ID begins with

Name begins with

Look Up Clear Cancel Basic Lookup

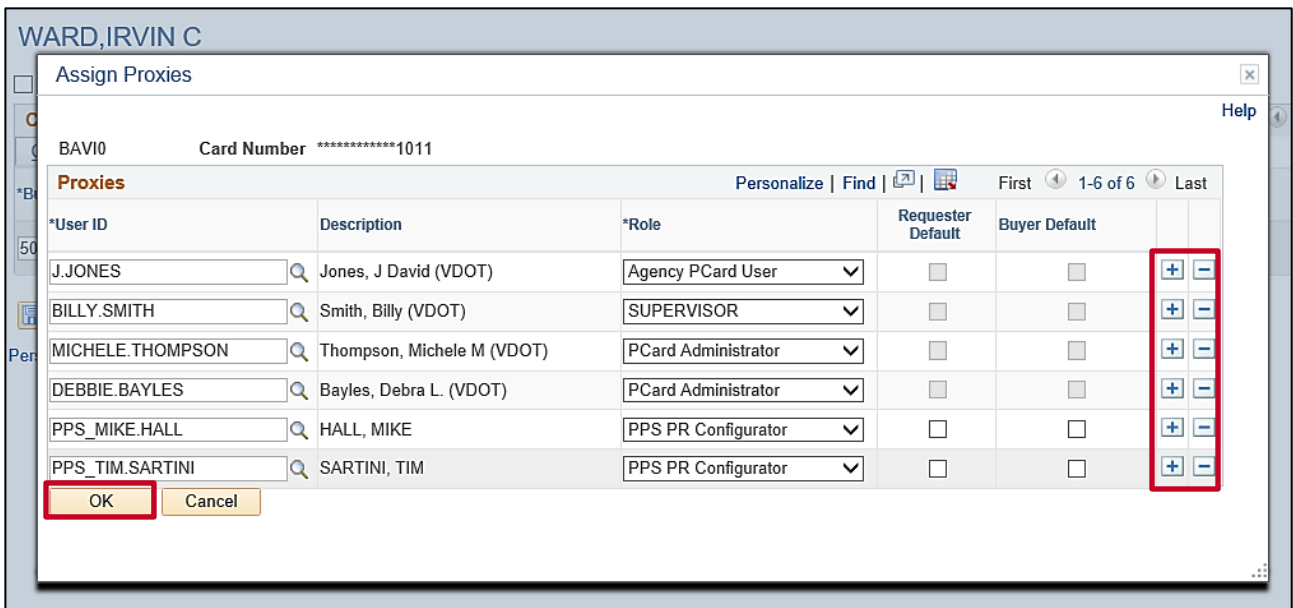
Search Results

Only the first 300 results of a possible 1420 can be displayed.

View 100 First 1-300 of 300 Last

User ID	Name
A.KLOS	Klos, Art G. (VDOT)
ADAM.MOORE	Moore, Adam PE (VDOT)
ALAN.MONDS	Monds, Alan R (VDOT)
ALAN.SAUNDERS	Saunders, Alan E., P.E. (VDOT)
ALAN.WOOD	Wood, Alan J. (VDOT)
ALBERT.ASBURY	Asbury, Albert (VDOT)
ALBERT.PARKES	Parkes, Albert (VDOT)
ALBERT.ROLLINS	Rollins, Albert M. (VDOT)
ALEX.PRICE	Price, Alex H, P.E. (VDOT)
ALICE.NELSON	Nelson, Alice S. (VDOT)

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.



WARD, IRVIN C

Assign Proxies

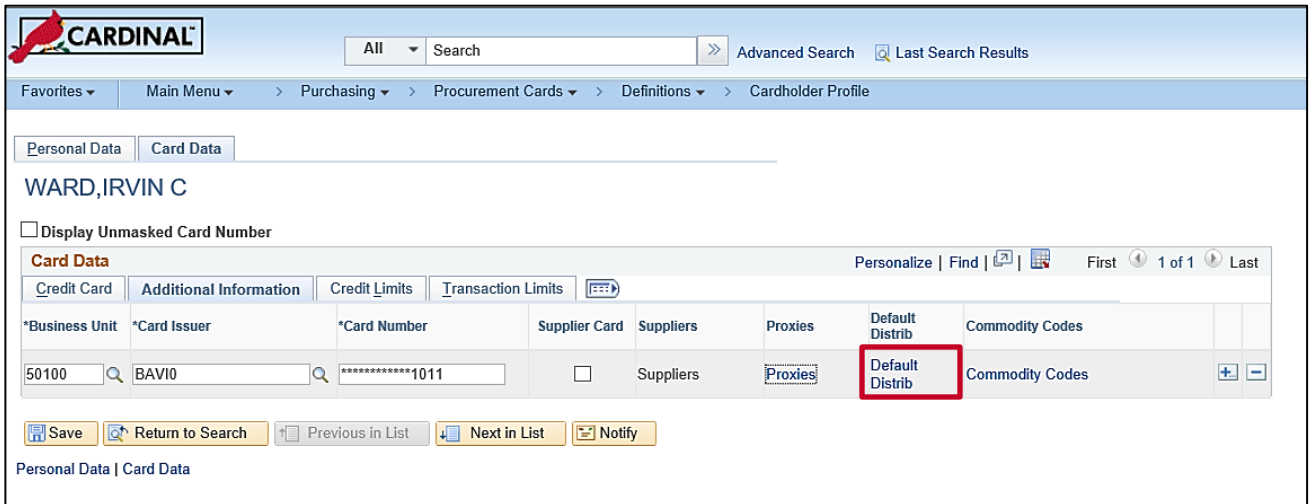
BAVI0 Card Number \*\*\*\*\*1011

Proxies Personalize Find First 1-6 of 6 Last

*User ID	Description	*Role	Requester Default	Buyer Default	
J.JONES	Jones, J David (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>	+ -
BILLY.SMITH	Smith, Billy (VDOT)	SUPERVISOR	<input type="checkbox"/>	<input type="checkbox"/>	+ -
MICHELE.THOMPSON	Thompson, Michele M (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>	+ -
DEBBIE.BAYLES	Bayles, Debra L. (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>	+ -
PPS_MIKE.HALL	HALL, MIKE	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>	+ -
PPS_TIM.SARTINI	SARTINI, TIM	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>	+ -

OK Cancel

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.



Personal Data | Card Data

WARD, IRVIN C

Display Unmasked Card Number

**Card Data** Personalize | Find | First 1 of 1 Last

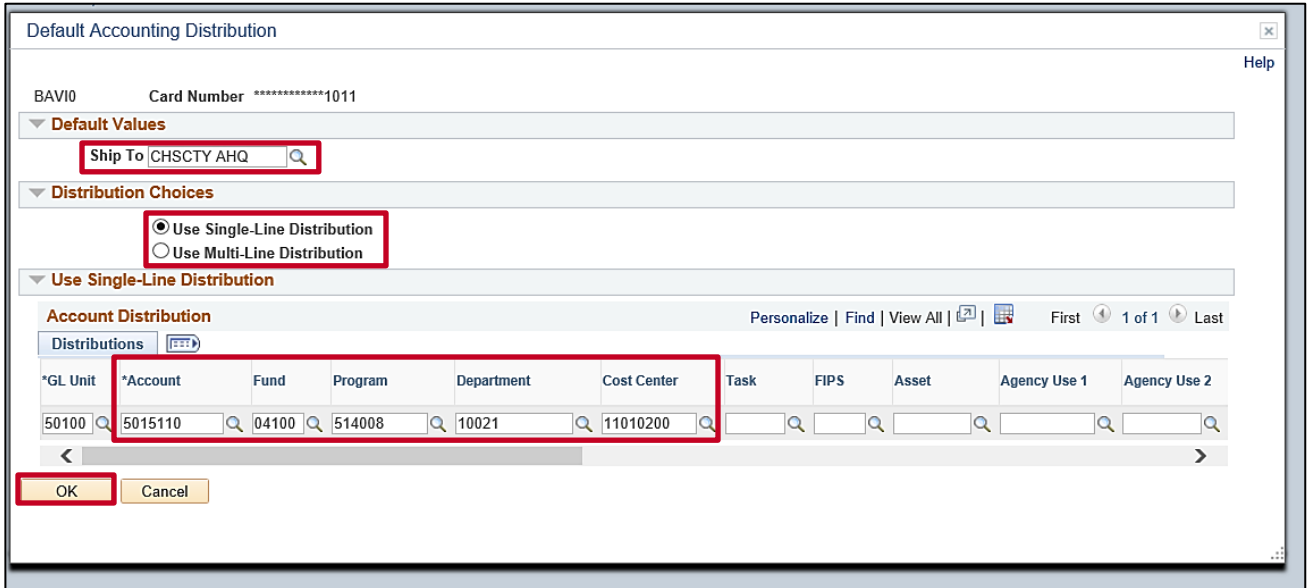
Credit Card	Additional Information	Credit Limits	Transaction Limits				
*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	BAVI0	*****1011	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

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





Default Accounting Distribution

BAVI0 Card Number \*\*\*\*\*1011

**Default Values**

Ship To CHSCTY AHQ

**Distribution Choices**

Use Single-Line Distribution  
 Use Multi-Line Distribution

**Use Single-Line Distribution**

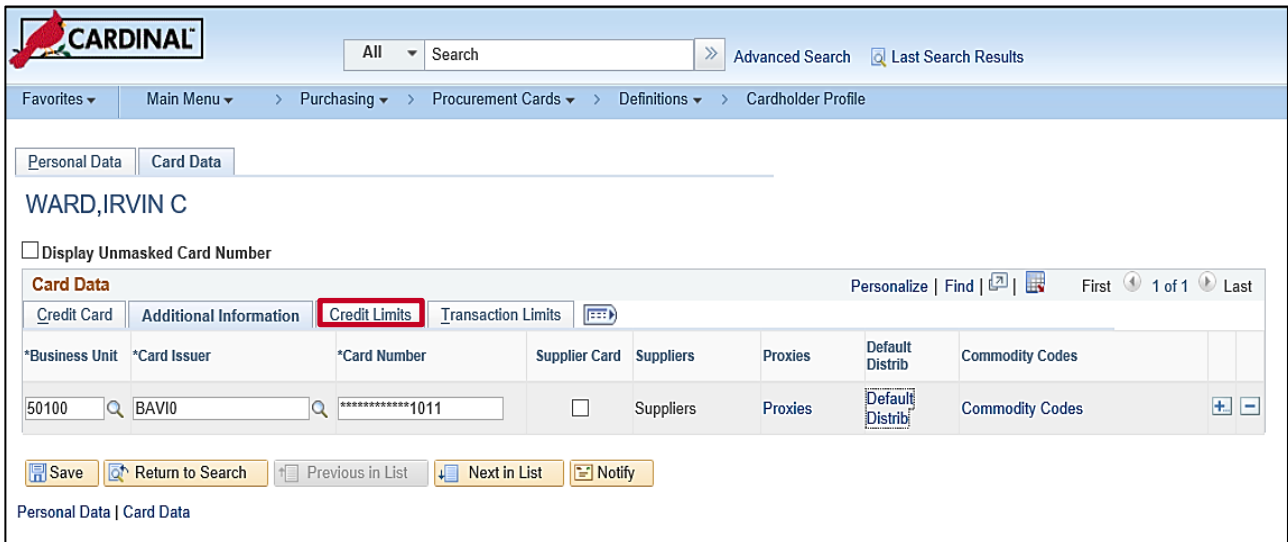
**Account Distribution** Personalize | Find | View All | First 1 of 1 Last

*GL Unit	*Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
50100	5015110	04100	514008	10021	11010200					

OK Cancel

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.

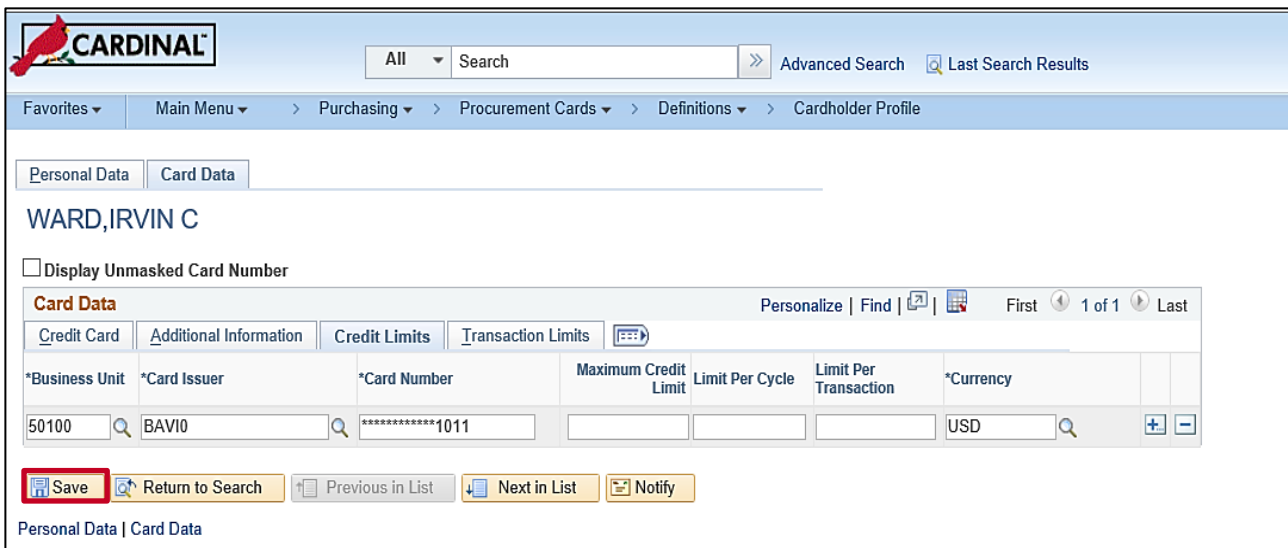


The screenshot shows the CARDINAL system interface. At the top, there is a search bar with 'All' selected and a search icon. Below the search bar is a navigation menu with 'Favorites', 'Main Menu', 'Purchasing', 'Procurement Cards', 'Definitions', and 'Cardholder Profile'. The 'Cardholder Profile' section is active, showing 'WARD, IRVIN C'. There is a checkbox for 'Display Unmasked Card Number'. Below this is the 'Card Data' section with tabs for 'Credit Card', 'Additional Information', 'Credit Limits', and 'Transaction Limits'. The 'Additional Information' tab is selected. A table displays card information:

*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	BAV10	*****1011	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes

At the bottom of the table, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. The 'Save' button is highlighted with a red box.

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



The screenshot shows the CARDINAL system interface, similar to the previous one, but with the 'Credit Limits' tab selected. The table displays credit limit information:

*Business Unit	*Card Issuer	*Card Number	Maximum Credit Limit	Limit Per Cycle	Limit Per Transaction	*Currency
50100	BAV10	*****1011				USD

The 'Save' button at the bottom is highlighted with a red box.

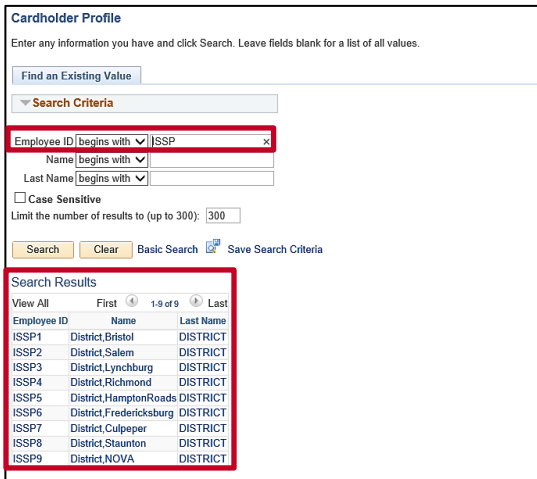
22. Enter system credit limit values as applicable. These fields are not required since credit limits are managed by the Card Issuer in their external system.

23. Click the **Save** button.

### ISSP Card User Setup

- 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**



Cardholder Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Employee ID | begins with | ISSP

Name | begins with |

Last Name | begins with |

Case Sensitive

Limit the number of results to (up to 300): 300

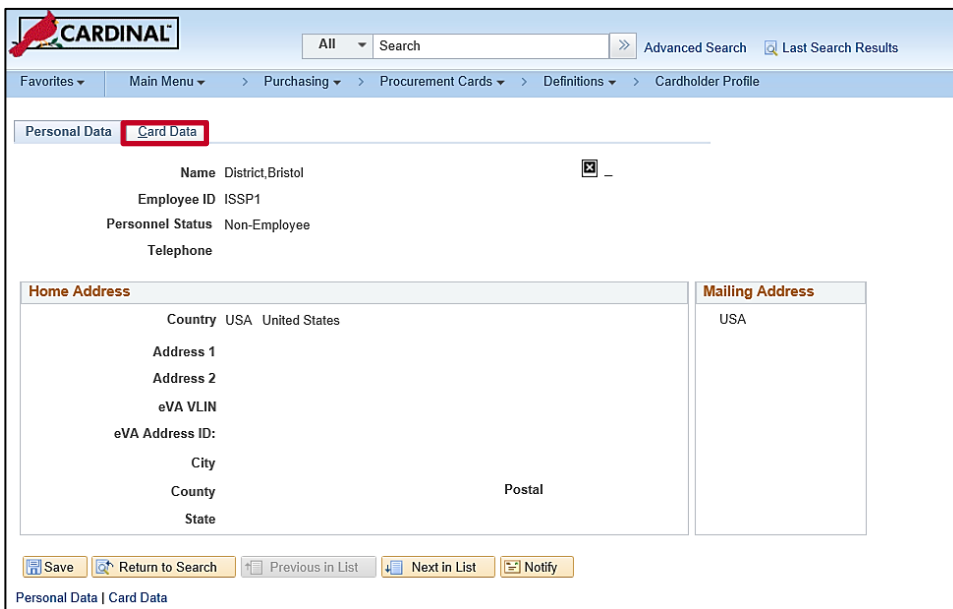
Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-9 of 9 Last

Employee ID	Name	Last Name
ISSP1	District, Bristol	DISTRICT
ISSP2	District, Salem	DISTRICT
ISSP3	District, Lynchburg	DISTRICT
ISSP4	District, Richmond	DISTRICT
ISSP5	District, Hampton Roads	DISTRICT
ISSP6	District, Fredericksburg	DISTRICT
ISSP7	District, Culpeper	DISTRICT
ISSP8	District, Staunton	DISTRICT
ISSP9	District, NOVA	DISTRICT

- Set the **Employee ID: ISSP**.
- Click the **Search** button.
- In the **Search Results** section, click the link of the ISSP District you wish to set up as a cardholder/user.
- The **Personal Data** page displays.



CARDINAL

All Search Advanced Search Last Search Results

Favorites Main Menu Purchasing Procurement Cards Definitions Cardholder Profile

Personal Data **Card Data**

Name District, Bristol

Employee ID ISSP1

Personnel Status Non-Employee

Telephone

Home Address

Country USA United States

Address 1

Address 2

eVA VLIN

eVA Address ID:

City

County Postal

State

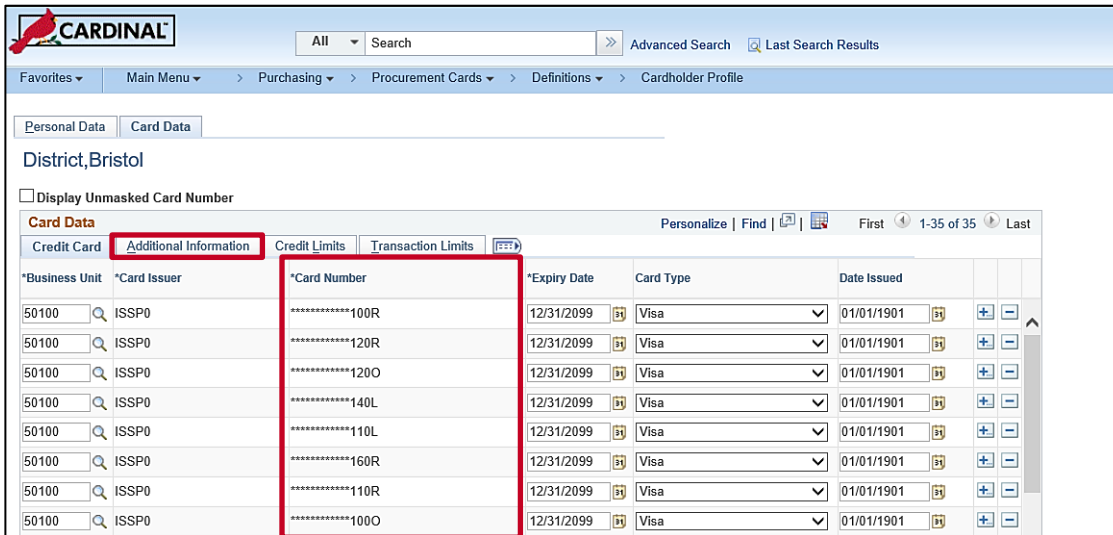
Mailing Address

USA

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

- Click the **Card Data** tab.

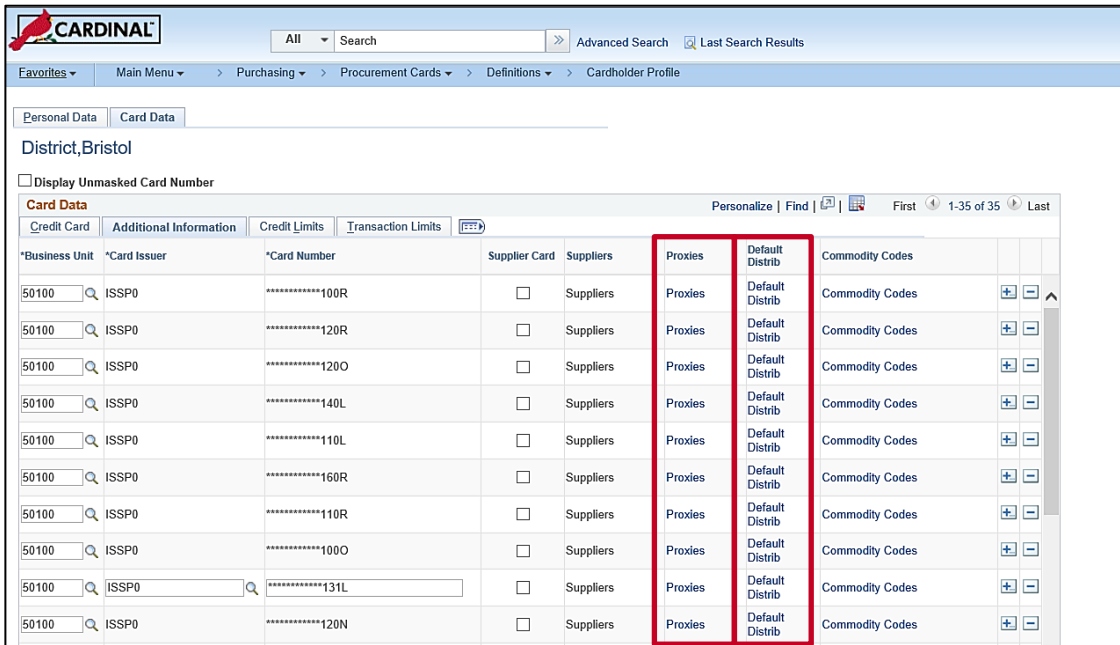


Display Unmasked Card Number

**Card Data** Personalize | Find | First 1-35 of 35 Last

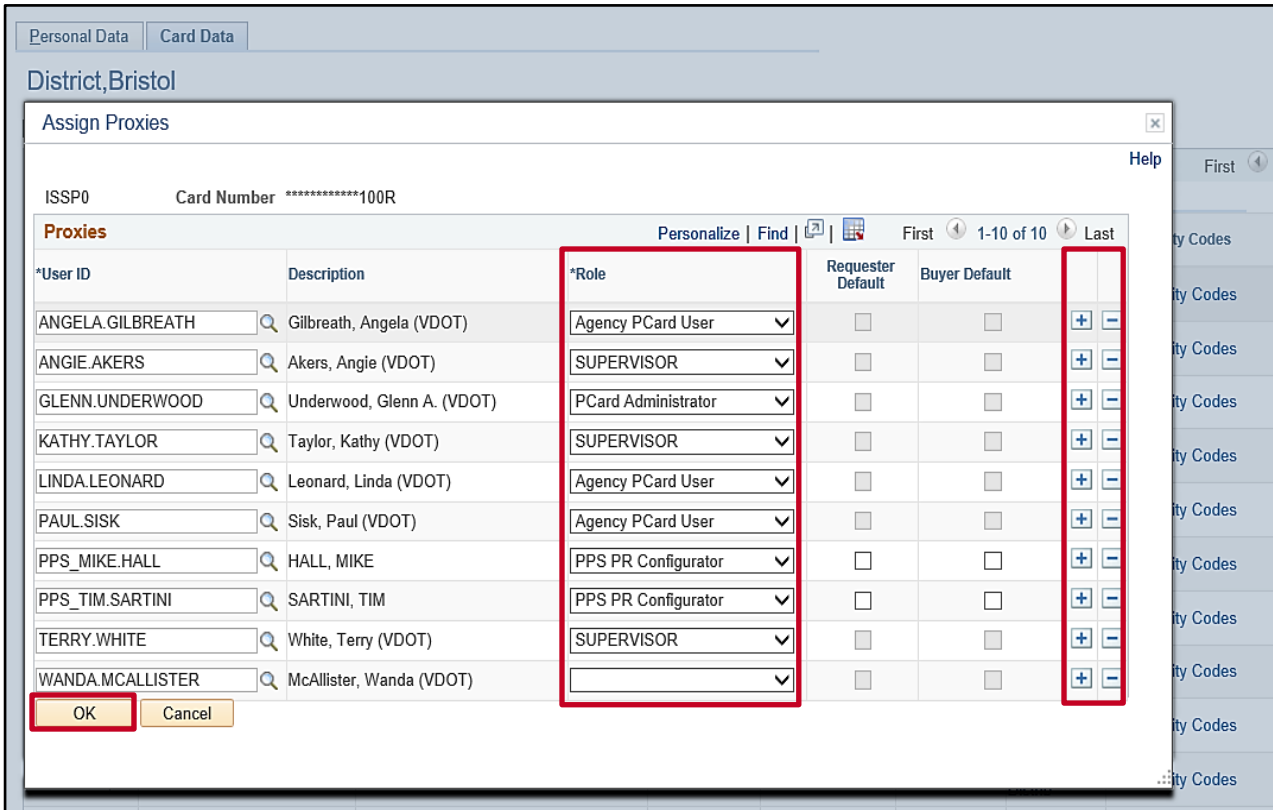
*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Card Type	Date Issued		
50100	ISSP0	*****400R	12/31/2099	Visa	01/01/1901		
50100	ISSP0	*****420R	12/31/2099	Visa	01/01/1901		
50100	ISSP0	*****420O	12/31/2099	Visa	01/01/1901		
50100	ISSP0	*****140L	12/31/2099	Visa	01/01/1901		
50100	ISSP0	*****110L	12/31/2099	Visa	01/01/1901		
50100	ISSP0	*****160R	12/31/2099	Visa	01/01/1901		
50100	ISSP0	*****110R	12/31/2099	Visa	01/01/1901		
50100	ISSP0	*****400O	12/31/2099	Visa	01/01/1901		

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.



*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****100R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****120R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****120O	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****140L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****110L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****160R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****110R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****100O	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****131L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****120N	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes

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.



District, Bristol

ISSP0 Card Number \*\*\*\*\*100R

Assign Proxies

*User ID	Description	*Role	Requester Default	Buyer Default	
ANGELA.GILBREATH	Gilbreath, Angela (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>	+ -
ANGIE.AKERS	Akers, Angie (VDOT)	SUPERVISOR	<input type="checkbox"/>	<input type="checkbox"/>	+ -
GLENN.UNDERWOOD	Underwood, Glenn A. (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>	+ -
KATHY.TAYLOR	Taylor, Kathy (VDOT)	SUPERVISOR	<input type="checkbox"/>	<input type="checkbox"/>	+ -
LINDA.LEONARD	Leonard, Linda (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>	+ -
PAUL.SISK	Sisk, Paul (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>	+ -
PPS_MIKE.HALL	HALL, MIKE	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>	+ -
PPS_TIM.SARTINI	SARTINI, TIM	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>	+ -
TERRY.WHITE	White, Terry (VDOT)	SUPERVISOR	<input type="checkbox"/>	<input type="checkbox"/>	+ -
WANDA.MCALLISTER	McAllister, Wanda (VDOT)		<input type="checkbox"/>	<input type="checkbox"/>	+ -

OK Cancel

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.

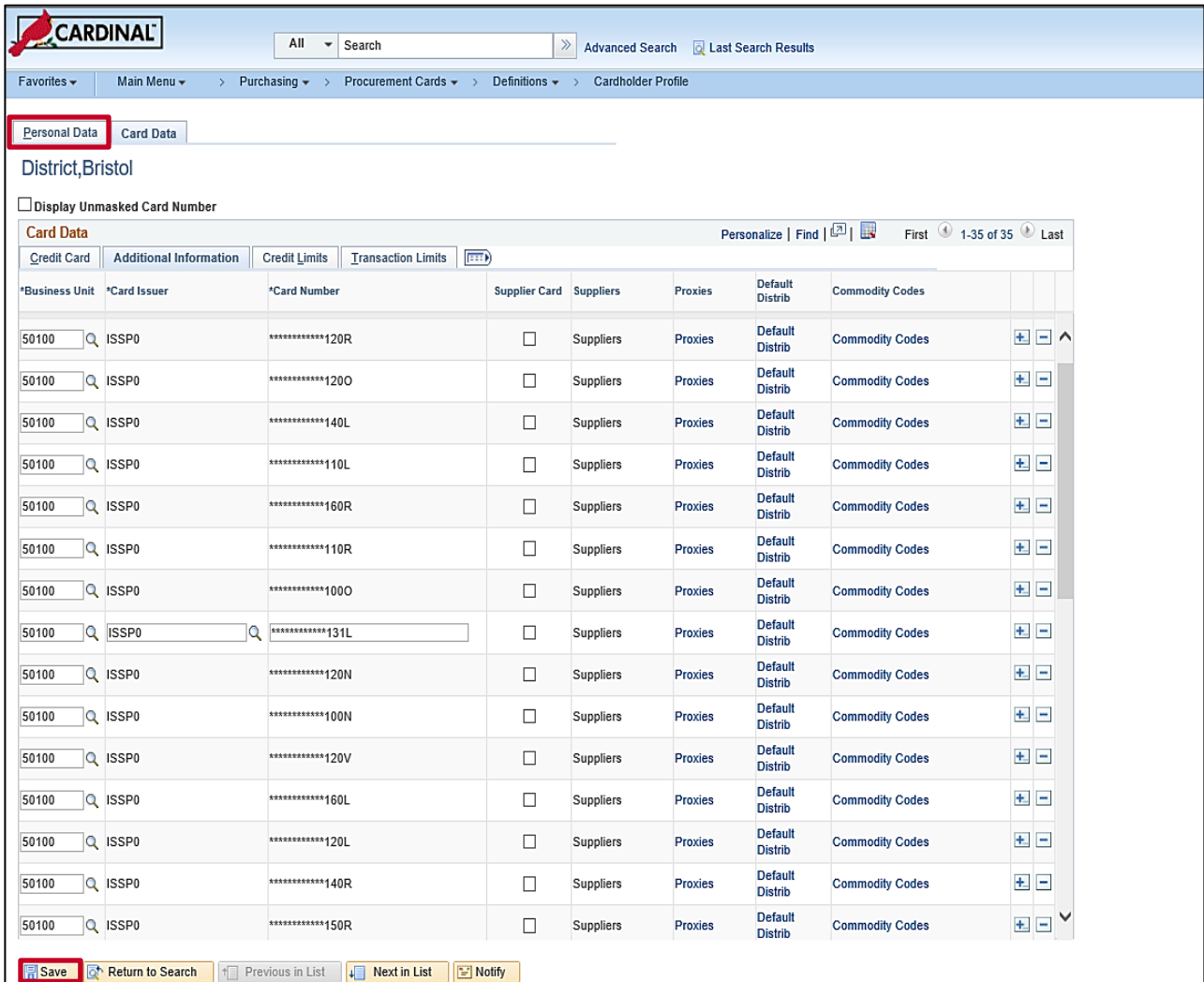
12. ISSP proxy **Role** standards for each location (card) are:

- 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.

**501 PR349: PCard and ISSP Setup and Administration**


CARDINAL  
 All Search >> Advanced Search Last Search Results  
 Favorites > Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile  
 Personal Data Card Data  
 District, Bristol  
 Display Unmasked Card Number  
 Card Data Personalize Find First 1-35 of 35 Last  
 Credit Card Additional Information Credit Limits Transaction Limits  

*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes		
50100	ISSP0	*****120R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	^
50100	ISSP0	*****120O	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	
50100	ISSP0	*****140L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	
50100	ISSP0	*****110L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	
50100	ISSP0	*****160R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	
50100	ISSP0	*****110R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	
50100	ISSP0	*****100O	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	
50100	ISSP0	*****131L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	
50100	ISSP0	*****120N	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	
50100	ISSP0	*****100N	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	
50100	ISSP0	*****120V	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	
50100	ISSP0	*****160L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	
50100	ISSP0	*****120L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	
50100	ISSP0	*****140R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	
50100	ISSP0	*****150R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+ -	v

 Save Return to Search Previous in List Next in List Notify

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

## PCard Admin Reconciliation

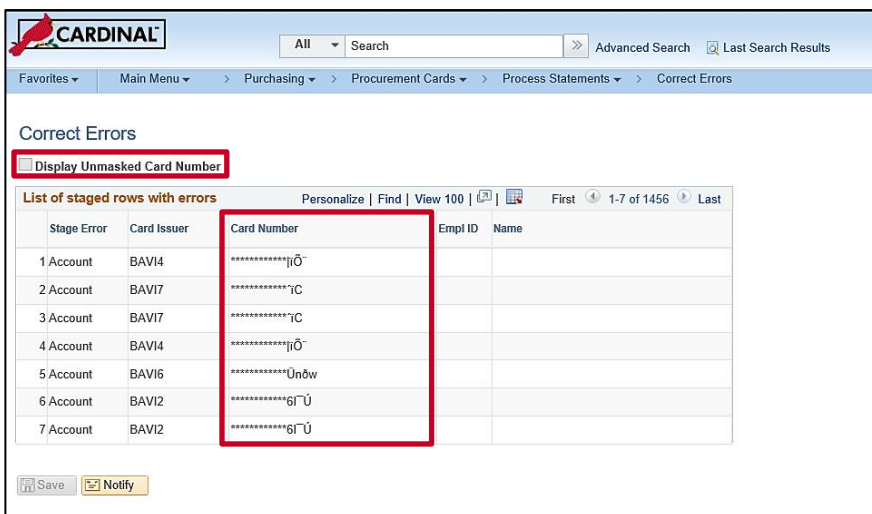
### PCard Correct Errors

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**



Correct Errors

Display Unmasked Card Number

List of staged rows with errors Personalize | Find | View 100 | First 1-7 of 1456 Last

Stage Error	Card Issuer	Card Number	Empl ID	Name
1 Account	BAVI4	*****0		
2 Account	BAVI7	*****7C		
3 Account	BAVI7	*****7C		
4 Account	BAVI4	*****0		
5 Account	BAVI6	*****Unbw		
6 Account	BAVI2	*****6U		
7 Account	BAVI2	*****6U		

Save Notify

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.

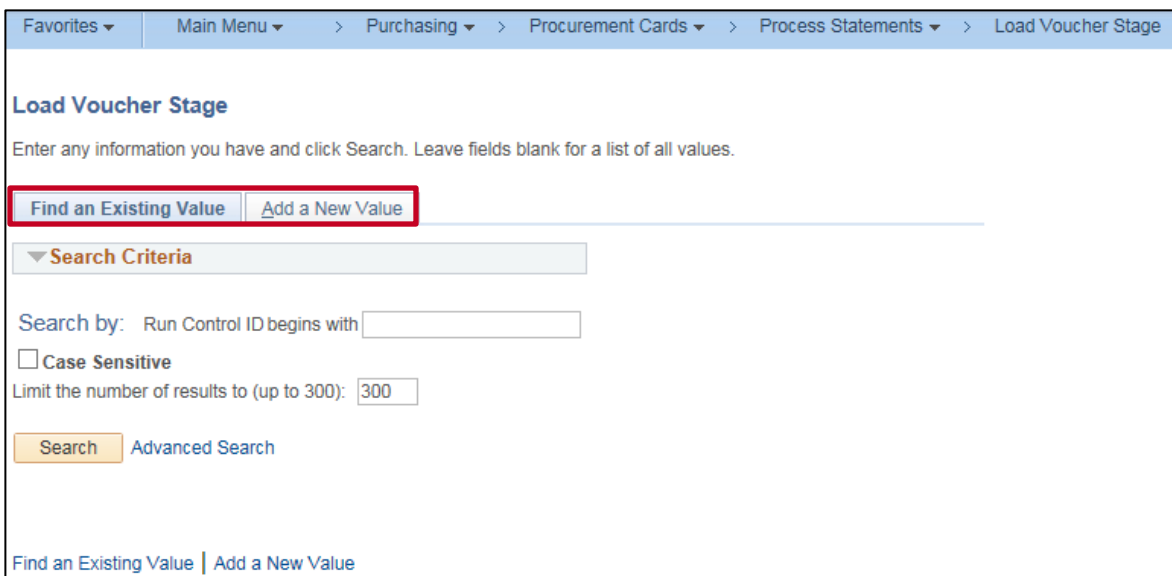
To avoid delays, use the **PCard Transaction by Transaction Date** query to review transactions by District/CO for a billing cycle. For additional instructions on reviewing, reconciling, and reporting on PCard and ISSP transactions, refer to the course entitled **501 PR349 Managing PCard & ISSP Transactions**,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

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.

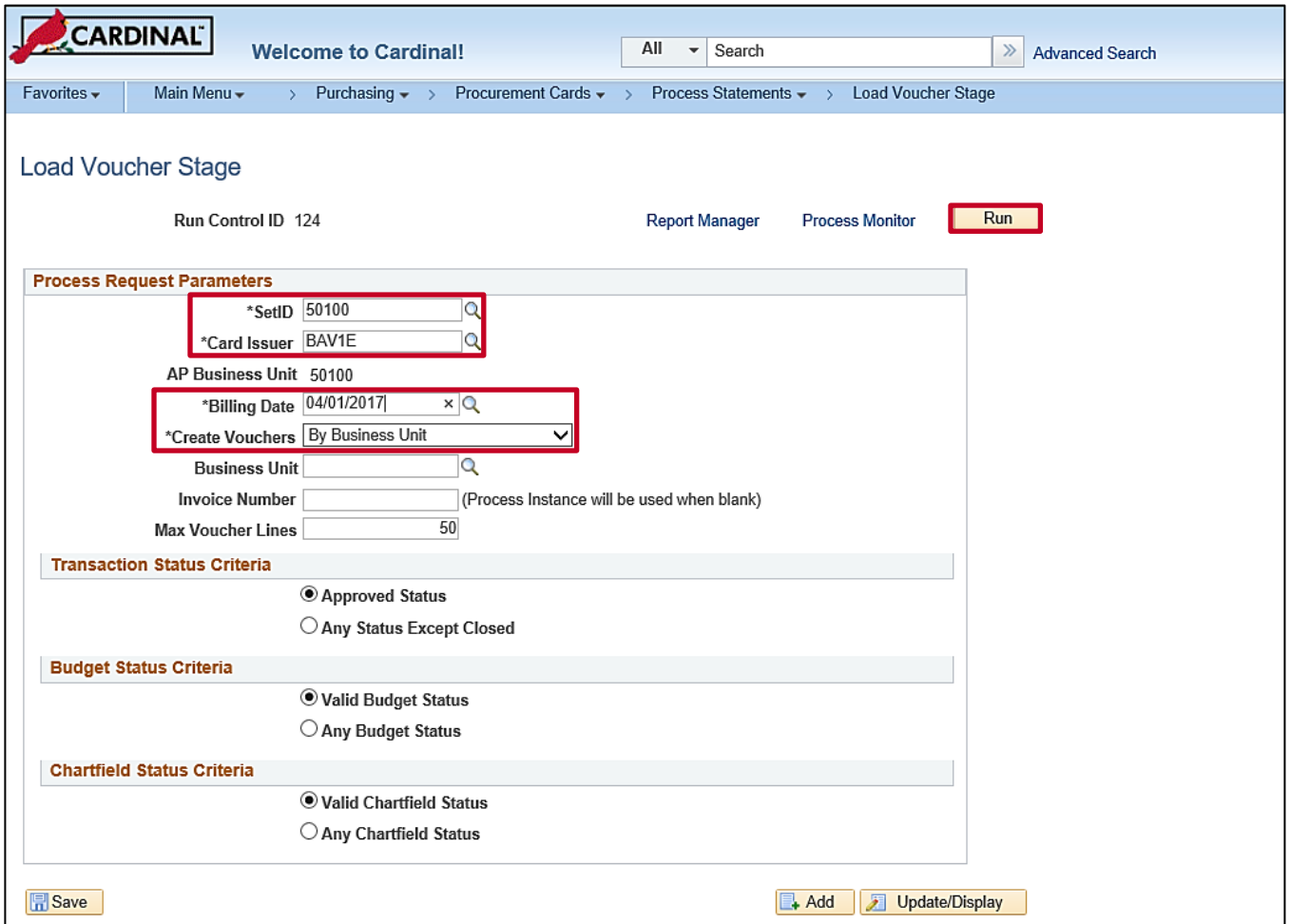
**Run the Voucher Load Process**

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.



**Cardinal** Welcome to Cardinal! All Search >> Advanced Search  
 Favorites > Main Menu > Purchasing > Procurement Cards > Process Statements > Load Voucher Stage

Load Voucher Stage  
 Run Control ID 124 Report Manager Process Monitor **Run**

**Process Request Parameters**  
 \*SetID 50100  
 \*Card Issuer BAV1E  
 AP Business Unit 50100  
 \*Billing Date 04/01/2017  
 \*Create Vouchers By Business Unit  
 Business Unit  
 Invoice Number (Process Instance will be used when blank)  
 Max Voucher Lines 50

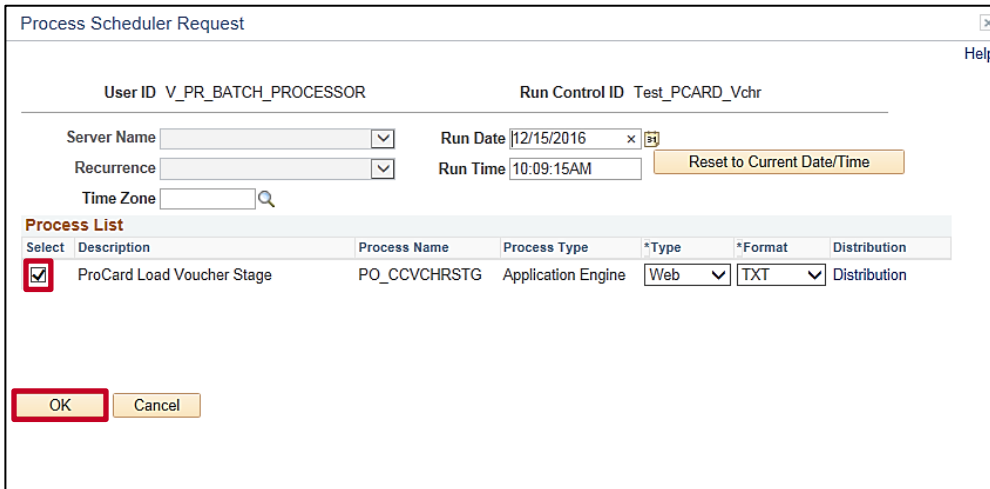
**Transaction Status Criteria**  
 Approved Status  
 Any Status Except Closed

**Budget Status Criteria**  
 Valid Budget Status  
 Any Budget Status

**Chartfield Status Criteria**  
 Valid Chartfield Status  
 Any Chartfield Status

Save Add Update/Display

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.



Process Scheduler Request

User ID V\_PR\_BATCH\_PROCESSOR Run Control ID Test\_PCARD\_Vchr

Server Name [dropdown] Run Date 12/15/2016 [calendar icon]

Recurrence [dropdown] Run Time 10:09:15AM [button: Reset to Current Date/Time]

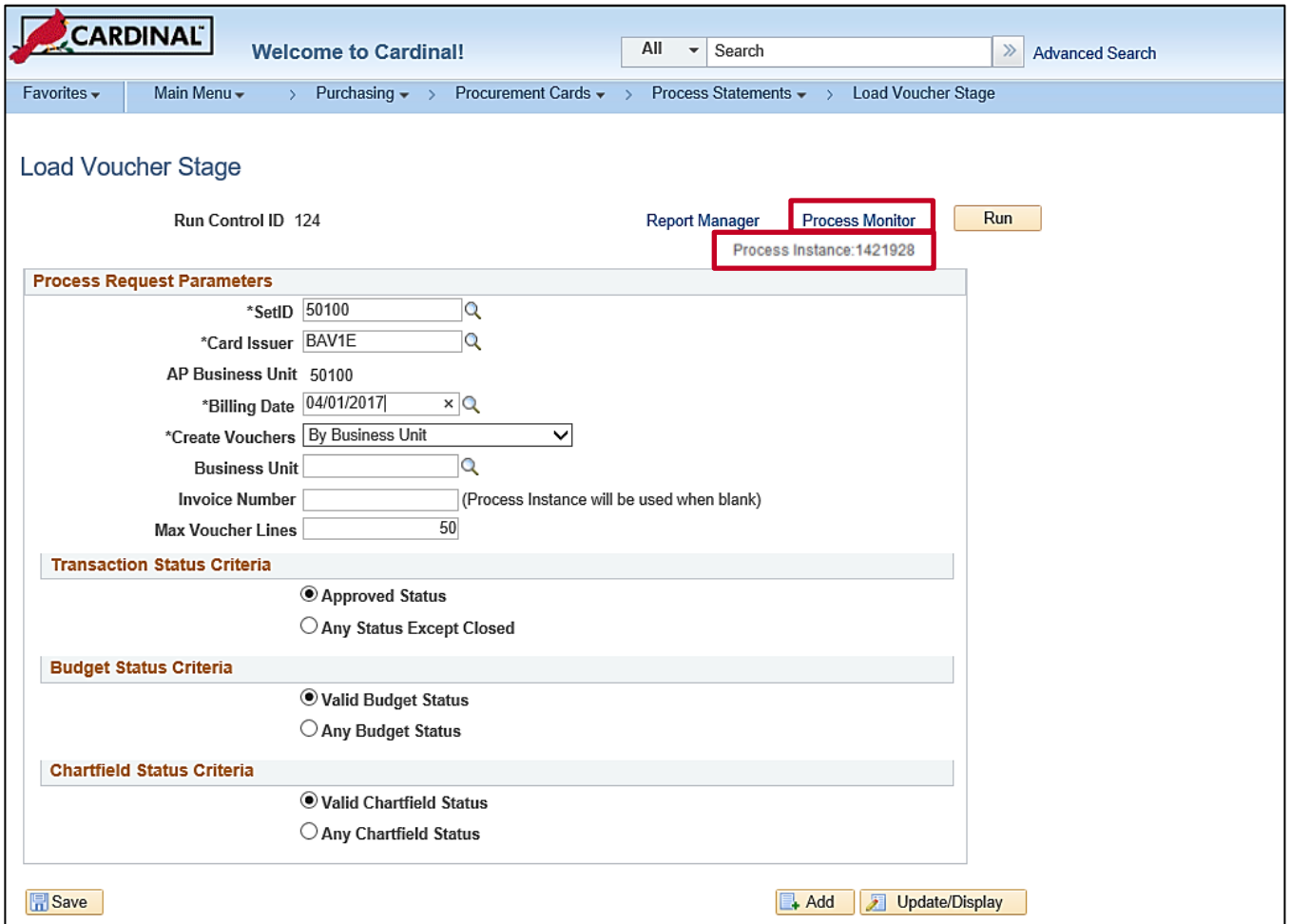
Time Zone [dropdown]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	ProCard Load Voucher Stage	PO_CCVCHRSTG	Application Engine	Web	TXT	Distribution

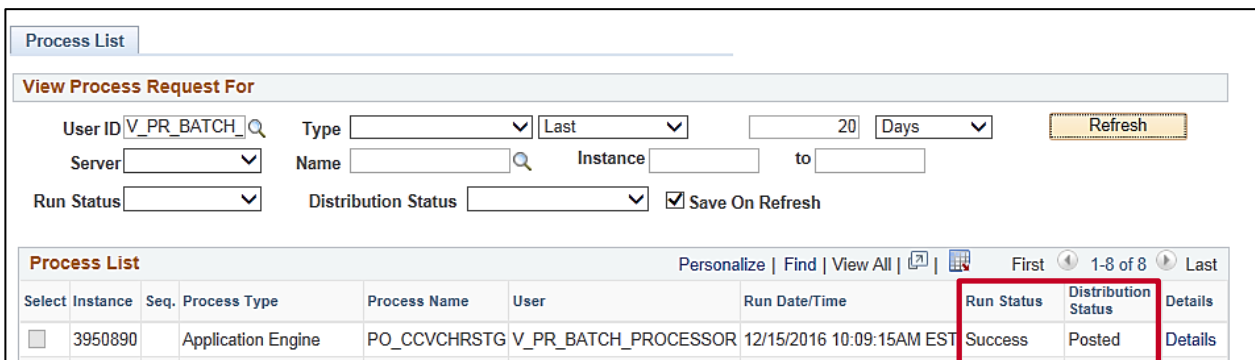
[button: OK] [button: Cancel]

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.



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3950890		Application Engine	PO_CCVCHRSTG V_PR_BATCH_PROCESSOR		12/15/2016 10:09:15AM EST	Success	Posted	Details

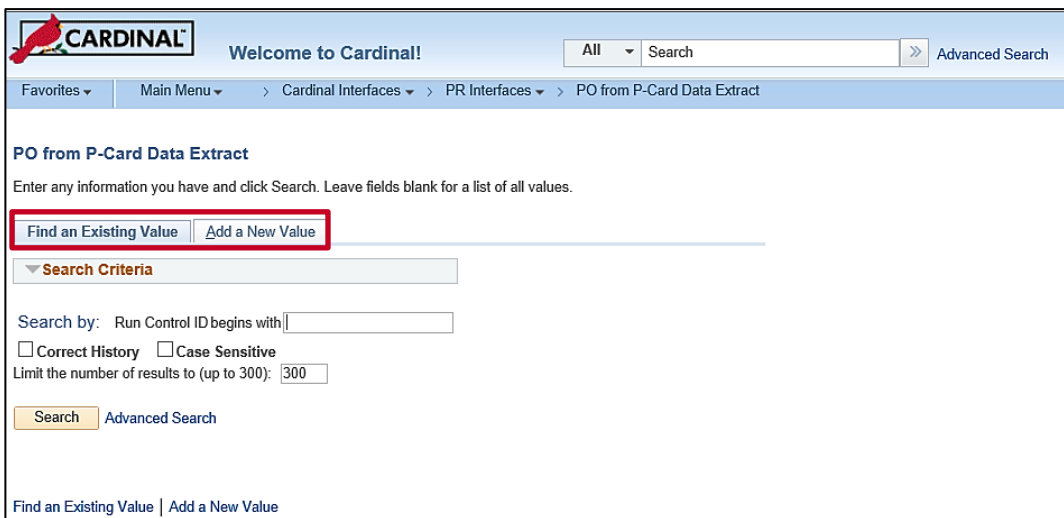
11. The process is complete when the **Run Status** is **Success** and **Distribution Status** is **Posted**.

## 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:

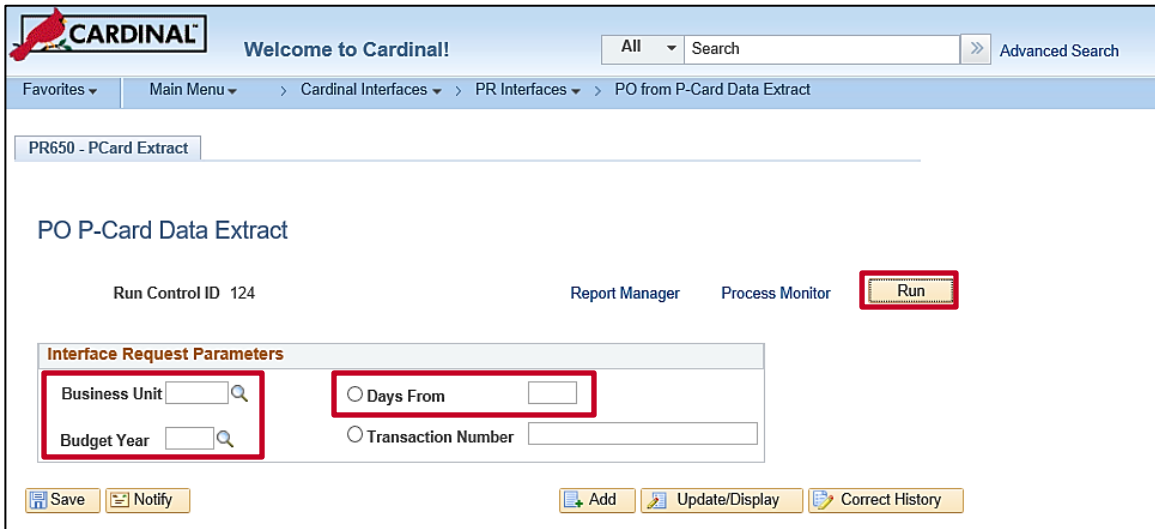
1. To run the **PO from P-Card Data Extract** process, navigate using the following path:

**Main Menu > Cardinal Interfaces > PR Interfaces > PO from P-Card Data Extract**



The screenshot shows the web application interface for the "PO from P-Card Data Extract" process. The header includes the Cardinal logo, a "Welcome to Cardinal!" message, and a search bar with a dropdown menu set to "All". The breadcrumb navigation path is "Main Menu > Cardinal Interfaces > PR Interfaces > PO from P-Card Data Extract". The main content area has a title "PO from P-Card Data Extract" and a prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two tabs: "Find an Existing Value" (highlighted with a red box) and "Add a New Value". Under the "Find an Existing Value" tab, there is a "Search Criteria" dropdown menu, a "Search by:" field with the text "Run Control ID begins with" and an input field, two checkboxes for "Correct History" and "Case Sensitive", and a "Limit the number of results to (up to 300):" field with the value "300". At the bottom of the search area are "Search" and "Advanced Search" buttons. A footer link "Find an Existing Value | Add a New Value" is also present.

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.



PR650 - PCard Extract

PO P-Card Data Extract

Run Control ID 124      Report Manager      Process Monitor      **Run**

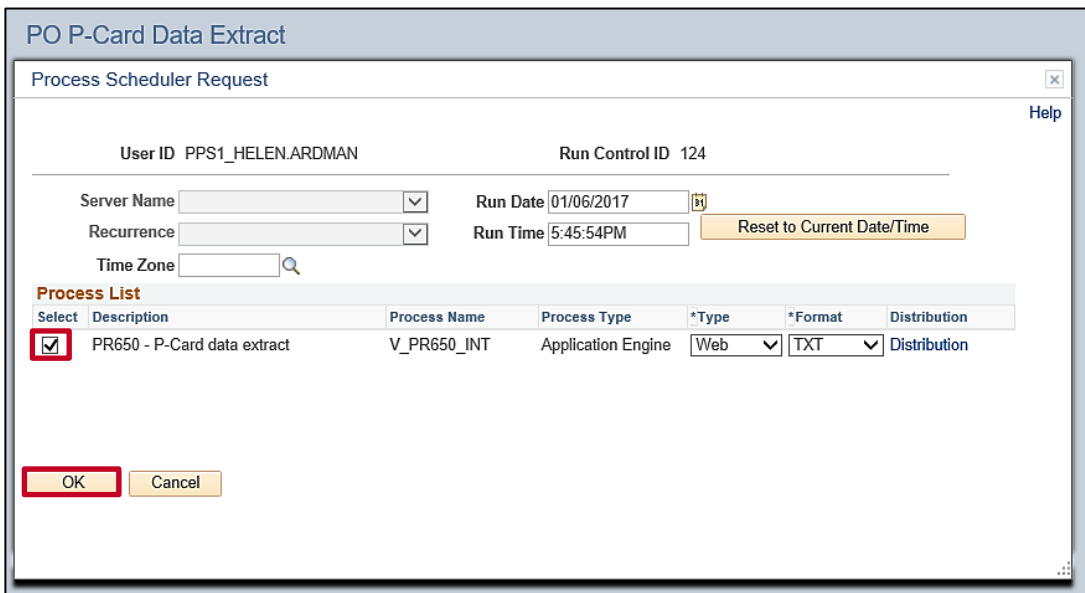
**Interface Request Parameters**

Business Unit         Days From

Budget Year         Transaction Number

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.



PO P-Card Data Extract

Process Scheduler Request

User ID PPS1\_HELEN.ARDMAN      Run Control ID 124

Server Name       Run Date 01/06/2017

Recurrence       Run Time 5:45:54PM     

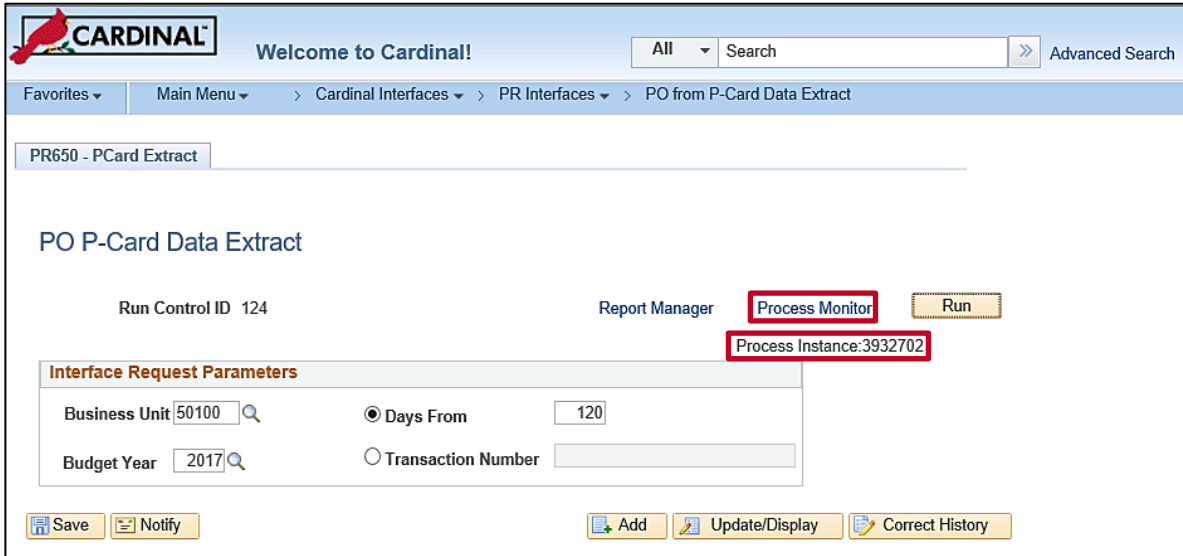
Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PR650 - P-Card data extract	V_PR650_INT	Application Engine	Web	TEXT	Distribution

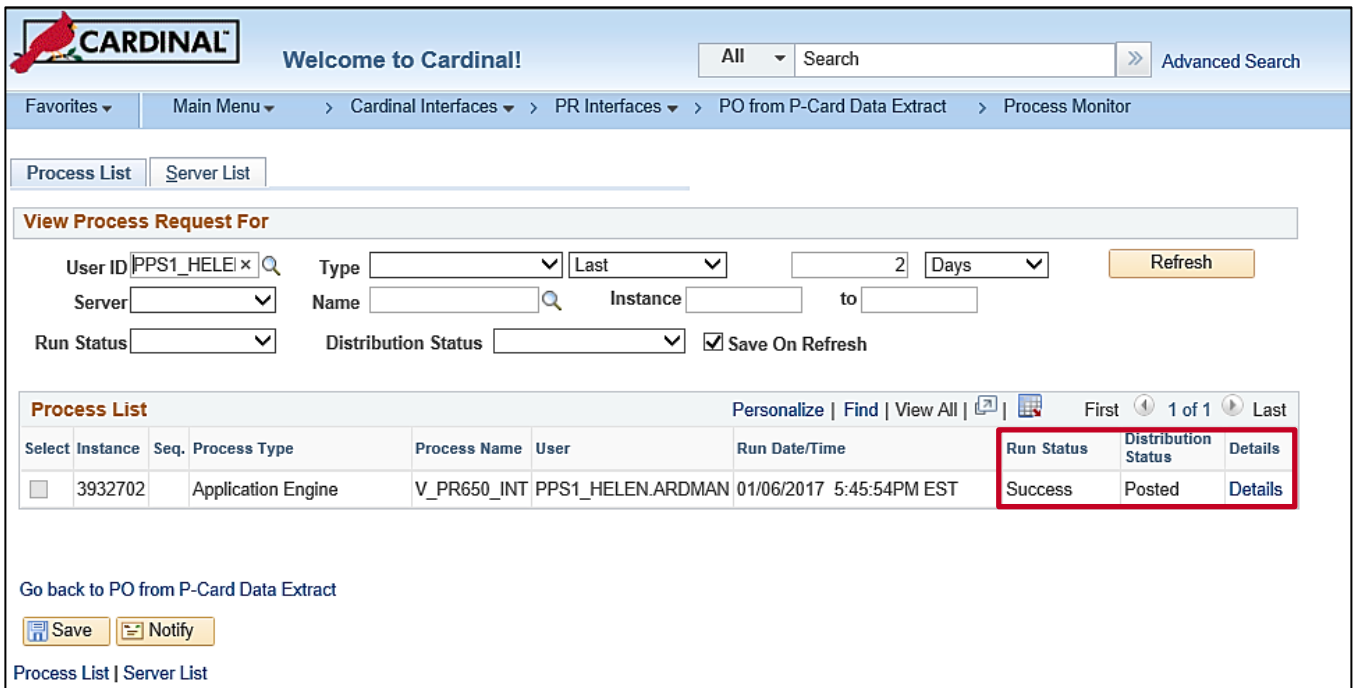
 

5. Ensure the **PR650 – P-Card data extract** process is selected.
6. Click the **OK** button. The **PO P-Card Data Extract** page displays. A **Process Instance** number generates and displays.



CARDINAL™ Welcome to Cardinal! All Search Advanced Search  
 Favorites Main Menu Cardinal Interfaces PR Interfaces PO from P-Card Data Extract  
 PR650 - PCard Extract  
 PO P-Card Data Extract  
 Run Control ID 124 Report Manager **Process Monitor** Run  
 Process Instance: 3932702  
**Interface Request Parameters**  
 Business Unit 50100 Days From 120  
 Budget Year 2017 Transaction Number  
 Save Notify Add Update/Display Correct History

7. Write down the **Process Instance** number.
8. Click the **Process Monitor** link.

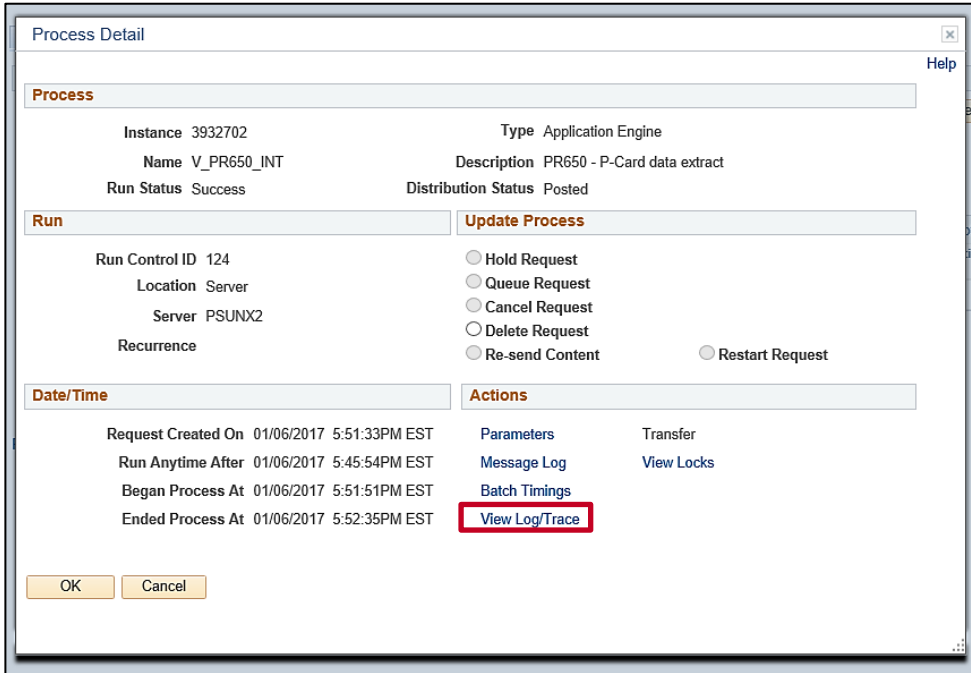


CARDINAL™ Welcome to Cardinal! All Search Advanced Search  
 Favorites Main Menu Cardinal Interfaces PR Interfaces PO from P-Card Data Extract Process Monitor  
 Process List Server List  
**View Process Request For**  
 User ID PPS1\_HELEI × Type Last 2 Days Refresh  
 Server Name Instance to  
 Run Status Distribution Status  Save On Refresh  
**Process List** Personalize Find View All First 1 of 1 Last  

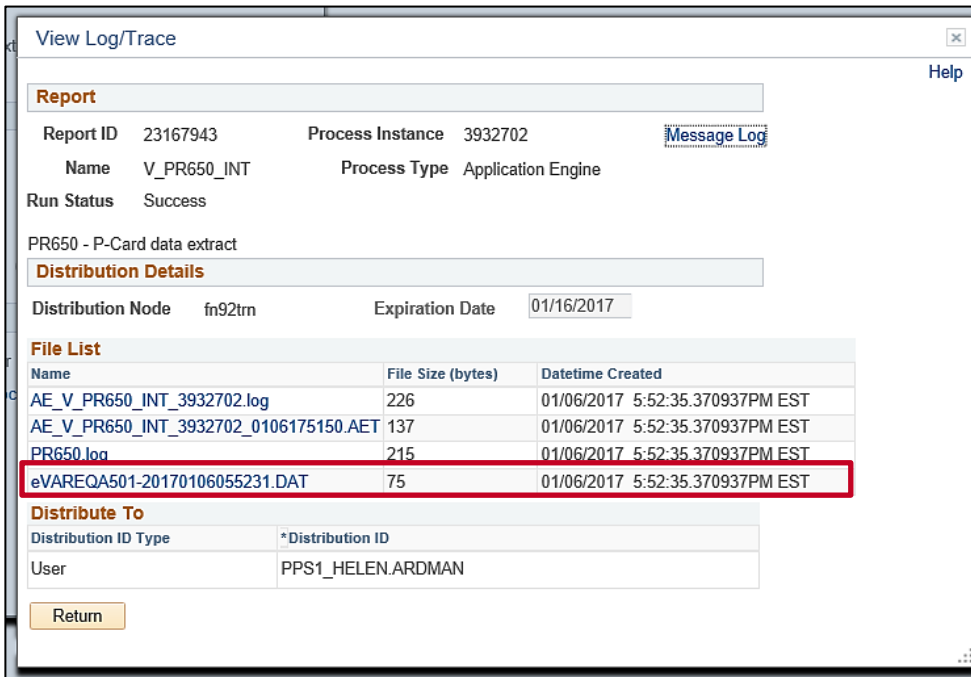
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3932702		Application Engine	V_PR650_INT	PPS1_HELEN.ARDMAN	01/06/2017 5:45:54PM EST	Success	Posted	Details

 Go back to PO from P-Card Data Extract  
 Save Notify  
 Process List | Server List

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.

**501 PR349: PCard and ISSP Setup and Administration**


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.