



**State of Wisconsin
Department of Administration**

**Creating a Cardholder Profile
Job Aid**

Version 1.0



TABLE OF CONTENTS

PURPOSE AND DESCRIPTION 2

Purpose.....2

Description2

TOPIC 1: CREATING A CARDHOLDER PROFILE 3

Process Flow.....3

Creating a Cardholder Profile Procedure Steps4

PURPOSE AND DESCRIPTION

Purpose

This document explains the key topics involved in creating a P-Card cardholder profile. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activities.

Description

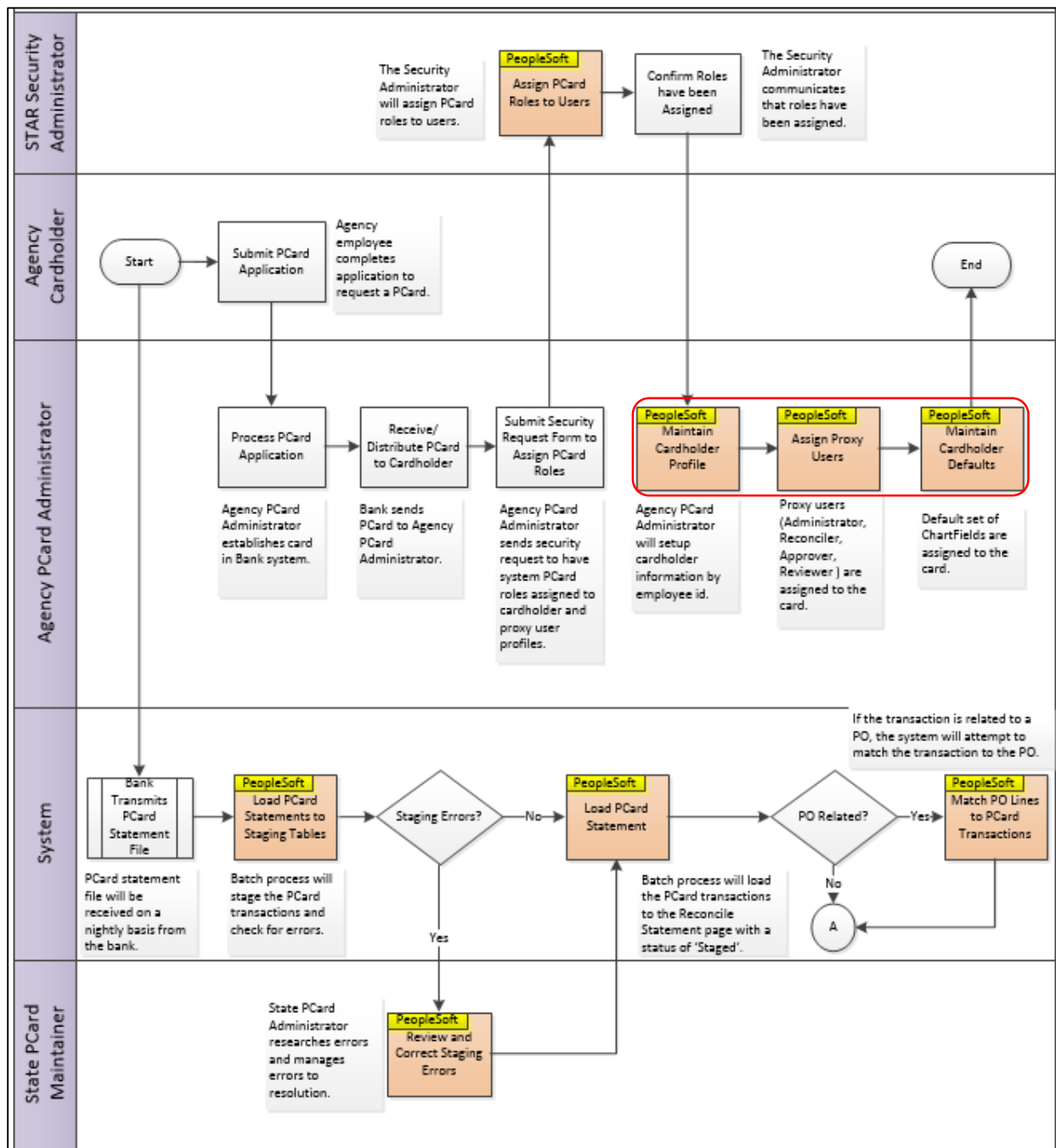
This Job Aid is designed to help you with PeopleSoft Purchasing. The Creating a Cardholder Profile job aid is used to instruct you how to create a Procurement Card (P-Card) cardholder profile, assign proxy users to the card, and define default ChartField information with the card.



TOPIC 1: CREATING A CARDHOLDER PROFILE

Process Flow

Noted below is the Managing Procurement Cards business process flow. This process flow will help you understand the system-generated actions as well as the tasks that are performed manually. For this job aid, the tasks assigned to the Agency P-Card Administrator will be discussed.





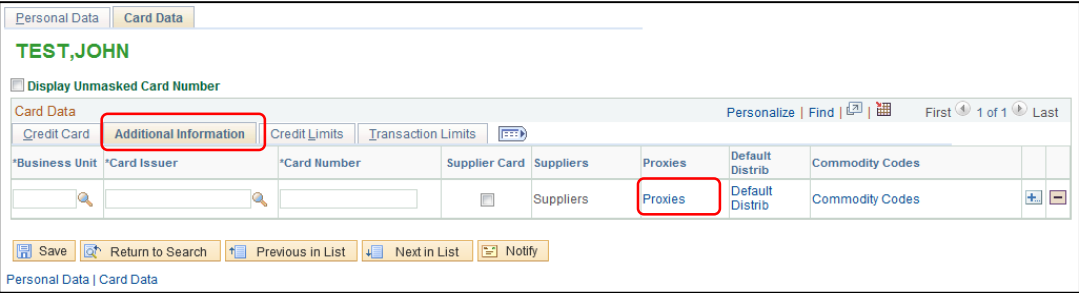
Creating a Cardholder Profile Procedure Steps

Scenario: A new employee just recently applied for a P-Card. After the card is established with US Bank and the security access has been granted to the card proxies in PeopleSoft, the P-Card Administrator needs to create a cardholder profile. You need to create the cardholder profile, assign proxy users, and establish the cardholder defaults. Follow the steps explained below.

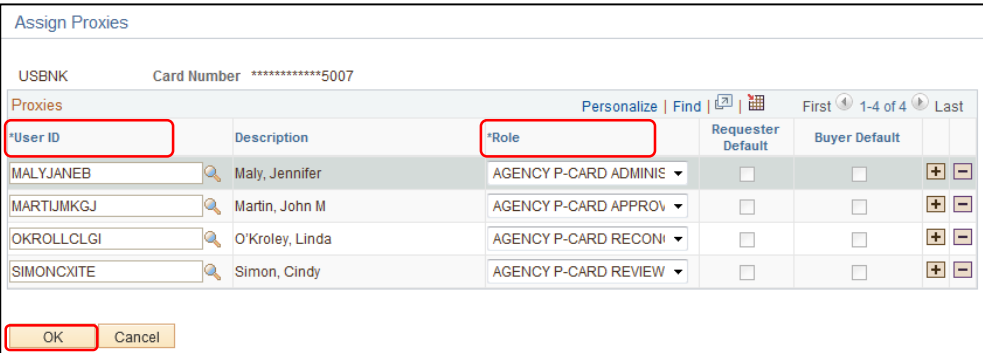
Step	Action												
1.	Navigation: Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile												
2.	<p>On the Cardholder Profile page, enter the cardholder’s Employee ID, First and/or Last Name and click Search. Then select the cardholder.</p> <div data-bbox="506 663 1208 1100" style="border: 1px solid black; padding: 10px;"> <p>Cardholder Profile</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Employee ID: begins with ▼ <input type="text"/></p> <p>Name: begins with ▼ <input type="text"/></p> <p>Last Name: begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>												
3.	<p>On the Personal Data tab, review the information to ensure the correct employee is selected. Then, click on the Card Data tab and enter the following:</p> <ul style="list-style-type: none"> • Business Unit: Define cardholder Business Unit • Card Issuer: Define value as USBNK • Card Number: Define full 16-digit card number • Expiration Date: Define card expiration date • Card Type: Define value as VISA • Date Issued: Define card issue date <p>Click the plus sign (+) to attach multiple cards to the cardholder profile. Agency P-Card Administrators can select the Display Unmasked Card Number checkbox to view the entire card number.</p> <div data-bbox="305 1524 1409 1885" style="border: 1px solid black; padding: 10px;"> <p>Personal Data Card Data</p> <p>TEST,JOHN</p> <p><input type="checkbox"/> Display Unmasked Card Number</p> <p>Card Data Personalize Find 1 of 1 Last</p> <p>Credit Card Additional Information Credit Limits Transaction Limits</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Business Unit</th> <th>*Card Issuer</th> <th>*Card Number</th> <th>*Expiry Date</th> <th>Card Type</th> <th>Date Issued</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify</p> <p>Personal Data Card Data</p> </div>	*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Card Type	Date Issued	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Card Type	Date Issued								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								



4. Move to the **Additional Information** tab. Click **Proxies** to open the **Assign Proxies** window.

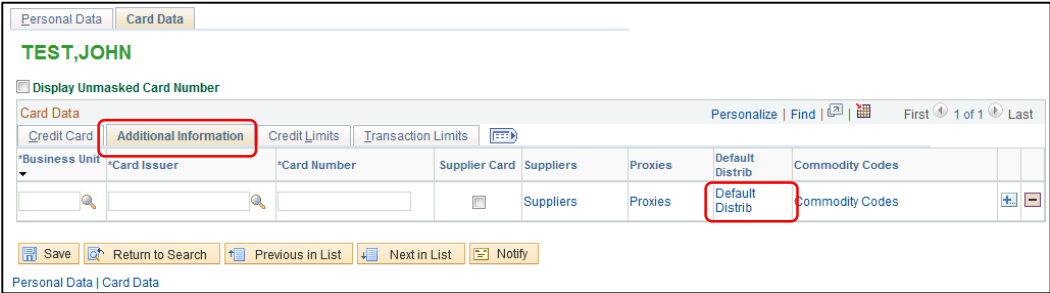


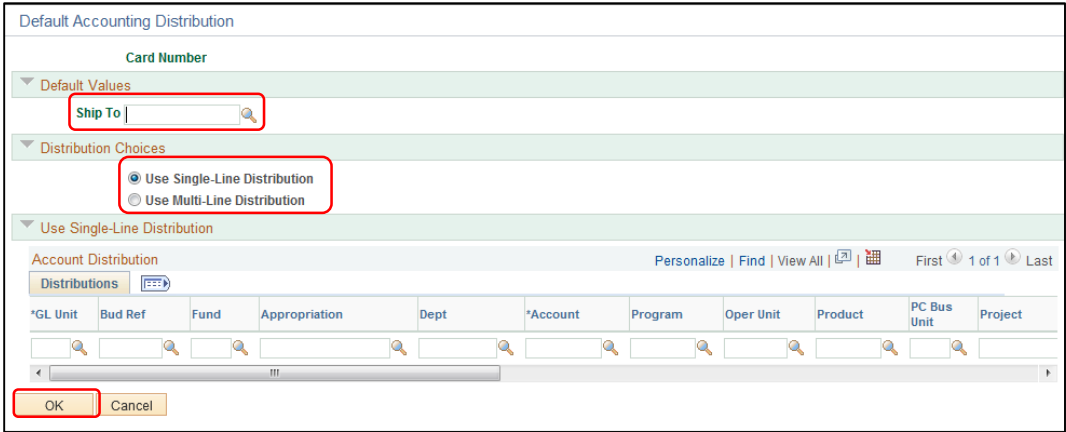
5. Enter the **User IDs** of the people identified to have proxy roles. Select which proxy role each user is assigned in the **Role** dropdown.



6. Click **OK** to return to the **Additional Information** page.

7. On the **Additional Information** tab, click **Default Distrib** to open the **Default Accounting Distribution** window.



<p>8.</p>	<p>On the Default Accounting Distribution window, enter the cardholder’s Ship To location and define the default distribution line type under Distribution Choices. For a Single-Line Distribution, select Use Single-Line Distribution and enter the Account Distribution fields. The following fields are required:</p> <ul style="list-style-type: none"> • GL Unit • Account 
<p>9.</p>	<p>For a Multi-Line Distribution, select Use Multi-Line Distributions and enter a SpeedChart that has been created with multiple distribution lines.</p>
<p>10.</p>	<p>To create a SpeedChart, navigate to: Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart</p>



11.

Click on the **Add a New Value** tab and enter the following:

- **SetID:** Define the cardholder Business Unit.
- **SpeedChart Key:** Enter a SpeedChart Key. If the SpeedChart will be used by a single user, it is recommended to enter a value that includes the last 4 digits of the card.
- **User ID:** Enter the user of the cardholder that will utilize this SpeedChart if it is being created to only be used by a single individual. Otherwise, leave blank.
- **Primary Permission List:** Leave blank.
- **Card Number:** Define the full 16-digit card number.

Click **Add**.

Note: If a SpeedChart already exists, click **Find an Existing Value** to enter the SpeedChart Key and click **Search** to correct the ChartField values as needed. However, it is recommended to select **Add a New Value** and enter the same SetID and SpeedChart Key with a new **Effective Date** and click **Add** to update the SpeedChart values. The new effective date will allow users to keep a history of previous SpeedChart values defined.

12.

Enter a **Description** for the SpeedChart, then enter the **Percent** and ChartField values for Distribution Line 1. **GL Unit** and **Account** are required on the P-Card default.



13.

Click the **plus sign (+)** to enter another Distribution Line.

SpeedChart

SetID: SHARE SpeedChart: P-CARD1234 Eff Date: 01/01/2015 *Status: Active

Description: P-Card Default SpeedChart Total Percent: 50.00

Security Option **Definition**

Universal (All Users) Enter Percentages

One User Enter Weights

One Permission UOM: []

Description: []

Speed Charts Personalize | Find | View All | [] | [] First 1 of 1 Last

Chartfields []

	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affil	Stat
1	[]	[]	[]	[]	[]	[]	[]

[] Save [] Notify [] Add [] Update/Display [] Include History [] Correct History

14.

Enter the ChartField values for Distribution Line 2. Click the **plus sign (+)** to enter as many additional distribution lines as are needed. **Note:** The percent total across all distribution lines should total 100%.

SpeedChart

SetID: SHARE SpeedChart: P-CARD1234 Eff Date: 01/01/2015 *Status: Active

Description: P-Card Default SpeedChart Total Percent: 100.00

Security Option **Definition**

Universal (All Users) Enter Percentages

One User Enter Weights

One Permission UOM: []

Description: []

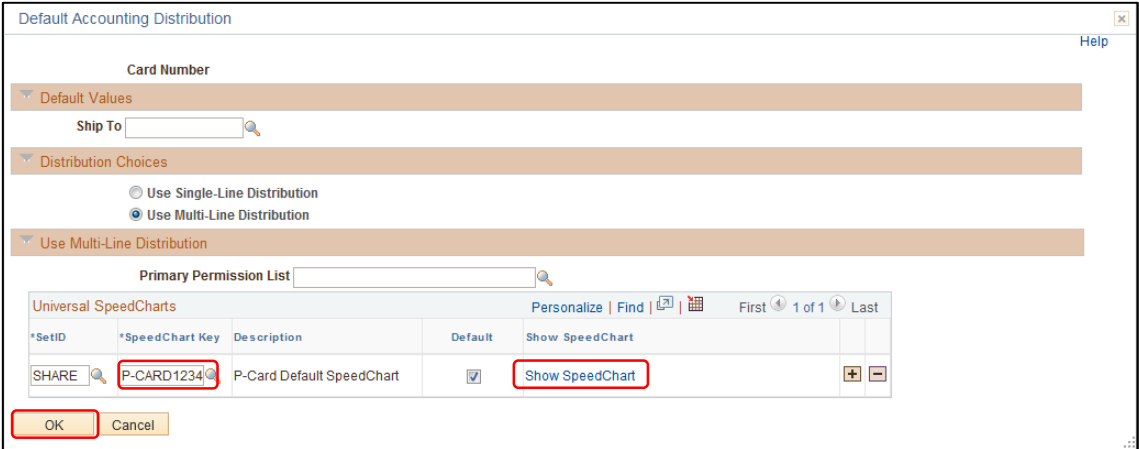
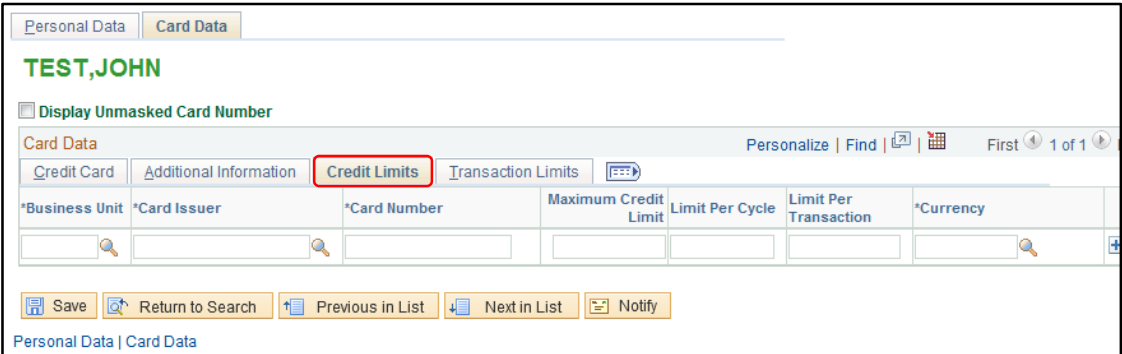
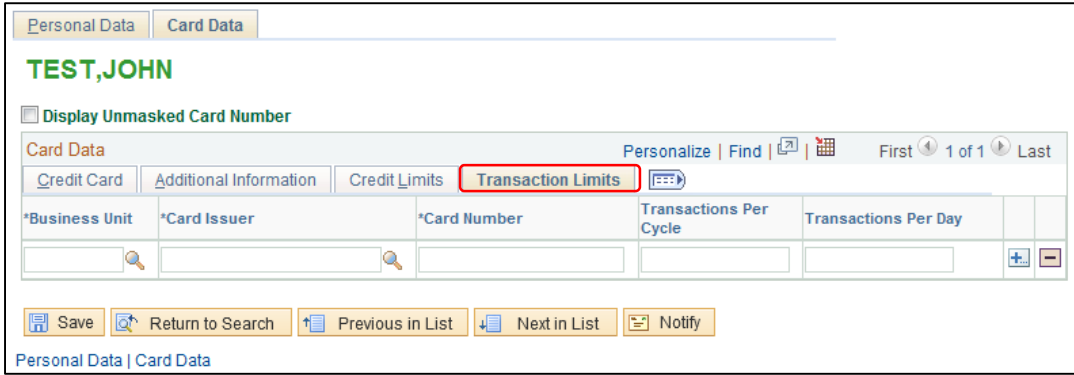
Speed Charts Personalize | Find | View All | [] | [] First 1-2 of 2 Last

Chartfields []

	Percent	Weight	GL Unit	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product
1	50.00	0.00000	[]	[]	[]	[]	[]	[]	[]	[]	[]
2	50.00	0.00000	[]	[]	[]	[]	[]	[]	[]	[]	[]

[] Save [] Notify [] Add [] Update/Display [] Include History [] Correct History

Click **Save**.

<p>15.</p>	<p>Return to the Default Distrib link on the Additional Information tab of the cardholder profile and enter the SpeedChart. Click Show SpeedChart to view the ChartField values.</p> 
<p>16.</p>	<p>Click OK to return to the Additional Information page.</p>
<p>17.</p>	<p>Under Card Data, select the Credit Limits tab. Enter credit limit values as applicable.</p> 
<p>18.</p>	<p>Under Card Data, move to the Transaction Limits tab. Enter transaction limit values as applicable.</p> 
<p>19.</p>	<p>Click Save. A cardholder profile has been created.</p>