State of Wisconsin

Department of Administration

Creating a Cardholder Profile Job Aid

Version 1.0

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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.

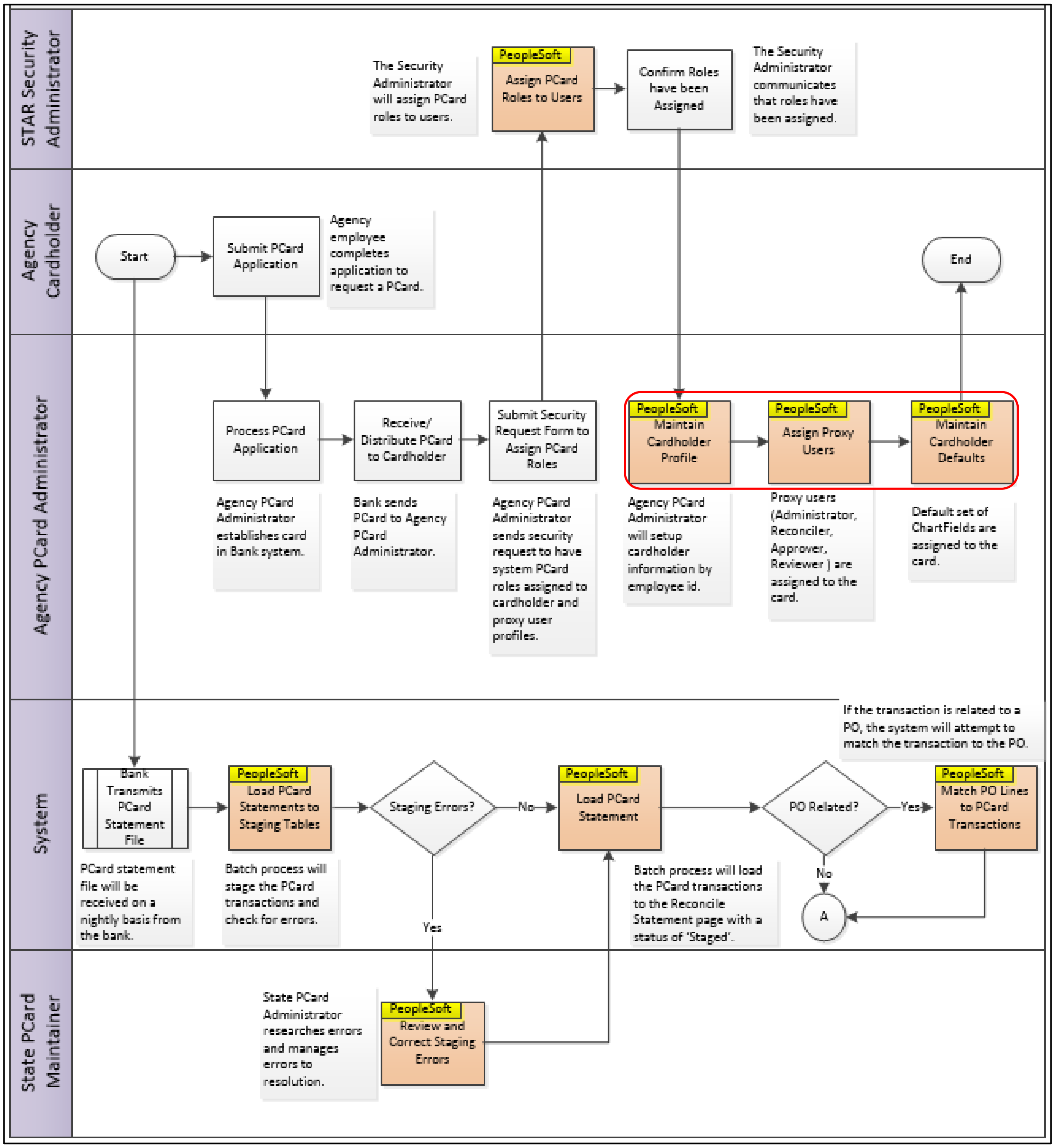
Description

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

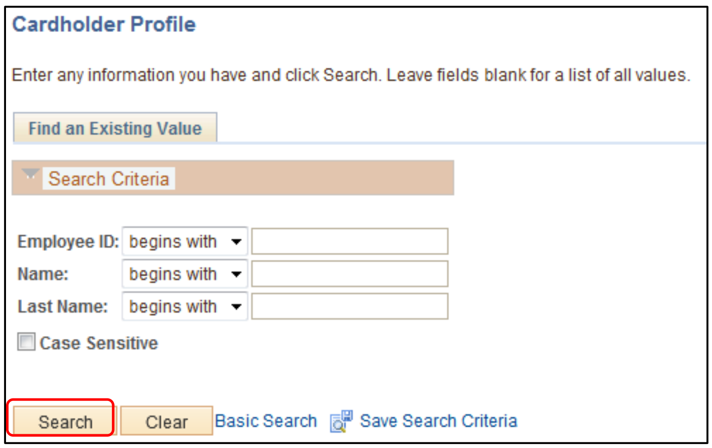
Process Flow

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.



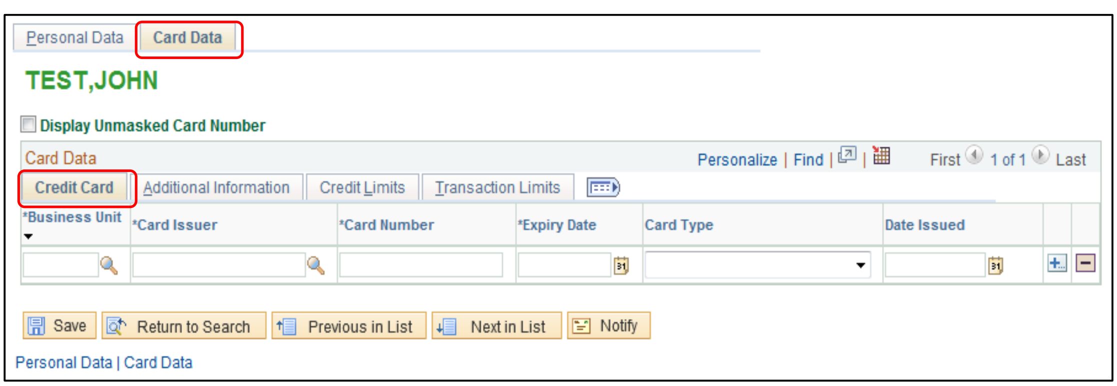
Creating a Cardholder Profile Procedure Steps

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.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigation: Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile</td></tr>
<tr><td>2.</td><td>On the Cardholder Profile page, enter the cardholder's Employee ID, First and/or Last Name and click Search. Then select the cardholder.


</td></tr>
<tr><td>3.</td><td>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:

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

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.


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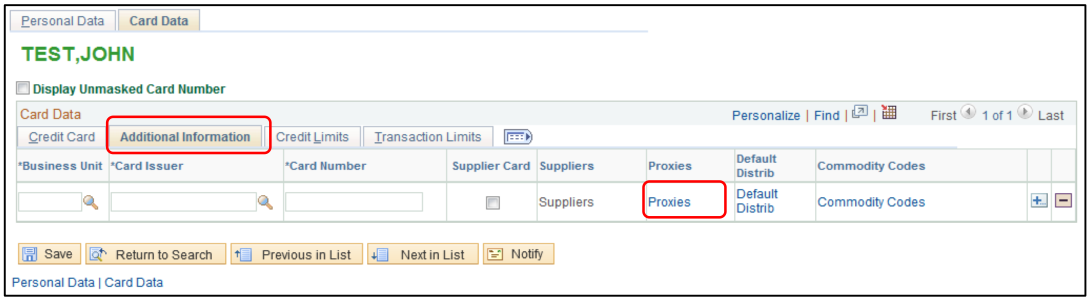
<tr><td>4.</td><td>Move to the Additional Information tab. Click Proxies to open the Assign Proxies window.



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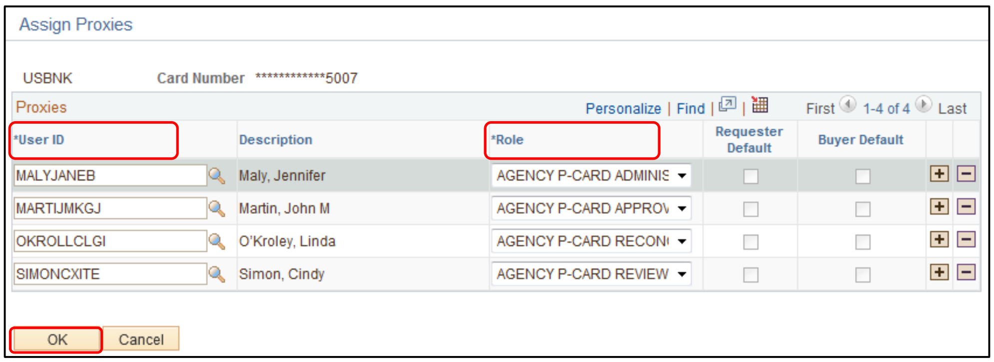
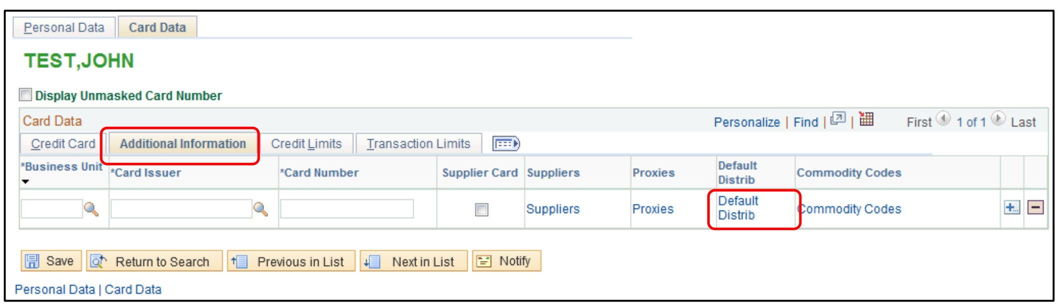
<tr><td>5.</td><td>Enter the User IDs of the people identified to have proxy roles. Select which proxy role each user is assigned in the Role dropdown.



</td></tr>
<tr><td>6.</td><td>Click OK to return to the Additional Information page.</td></tr>
<tr><td>7.</td><td>On the Additional Information tab, click Default Distrib to open the Default Accounting Distribution window.



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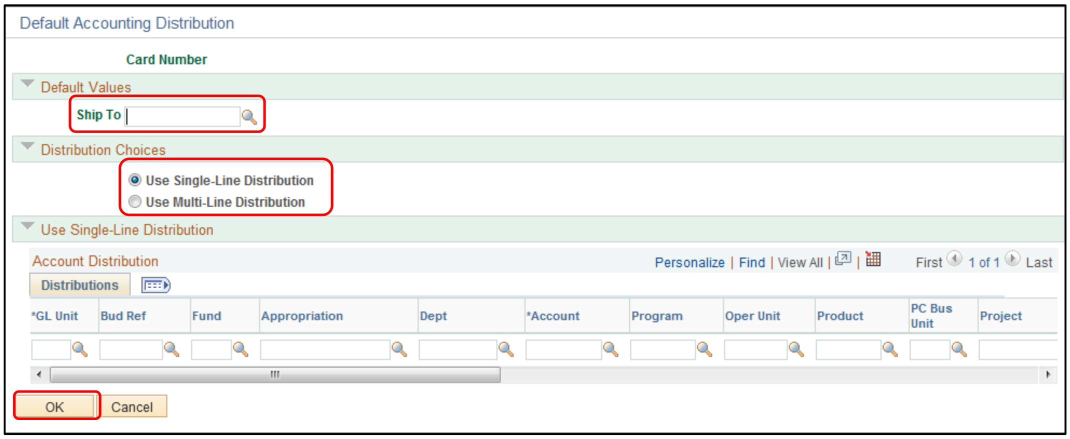
8.	On the **Default Accounting Distribution** window, enter the cardholder's **Ship To** location and define the default distribution line type under **Distribution Choices.** For a **Single-Line Distribution**, select **Use Single-Line Distribution** and enter the **Account Distribution** fields. The following fields are required: • **GL Unit** • **Account** 
9.	For a Multi-Line Distribution, select **Use Multi-Line Distributions** and enter a SpeedChart that has been created with multiple distribution lines.
10.	To create a SpeedChart, navigate to: **Main Menu** > **Set Up Financials/Supply Chain** > **Product Related** > **Procurement Options** > **Management > SpeedChart**

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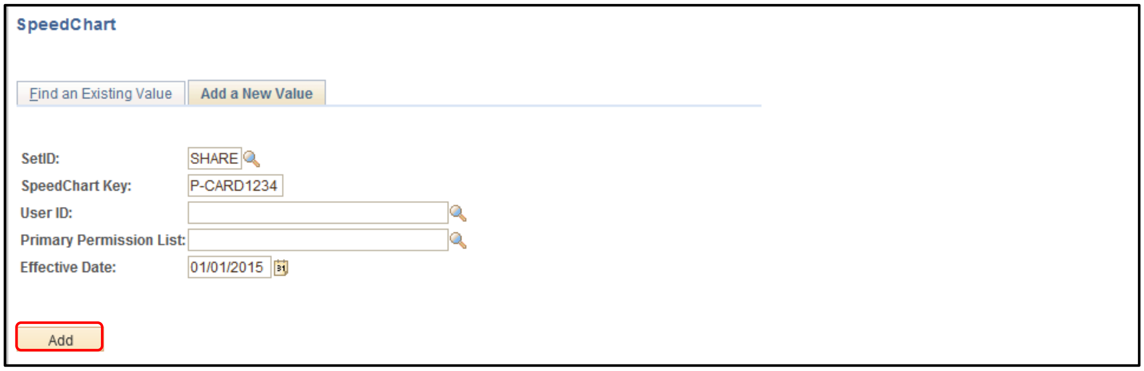
Click on the **Add a New Value** tab and enter the following:

- **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.

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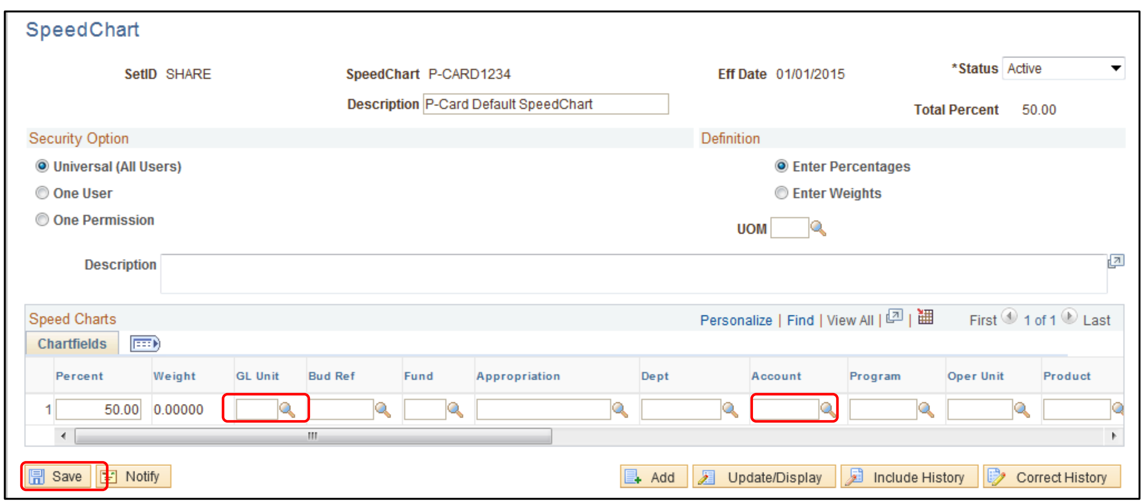
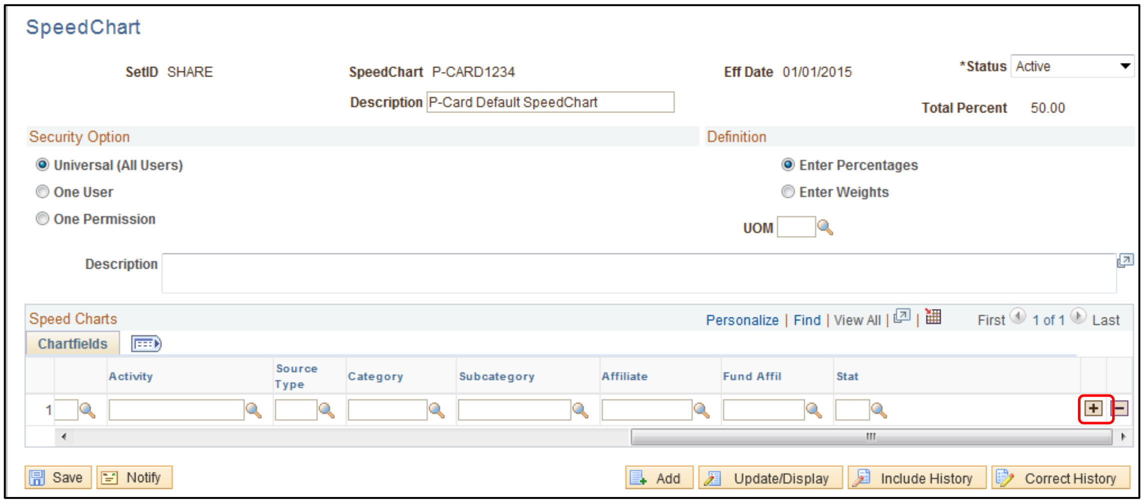
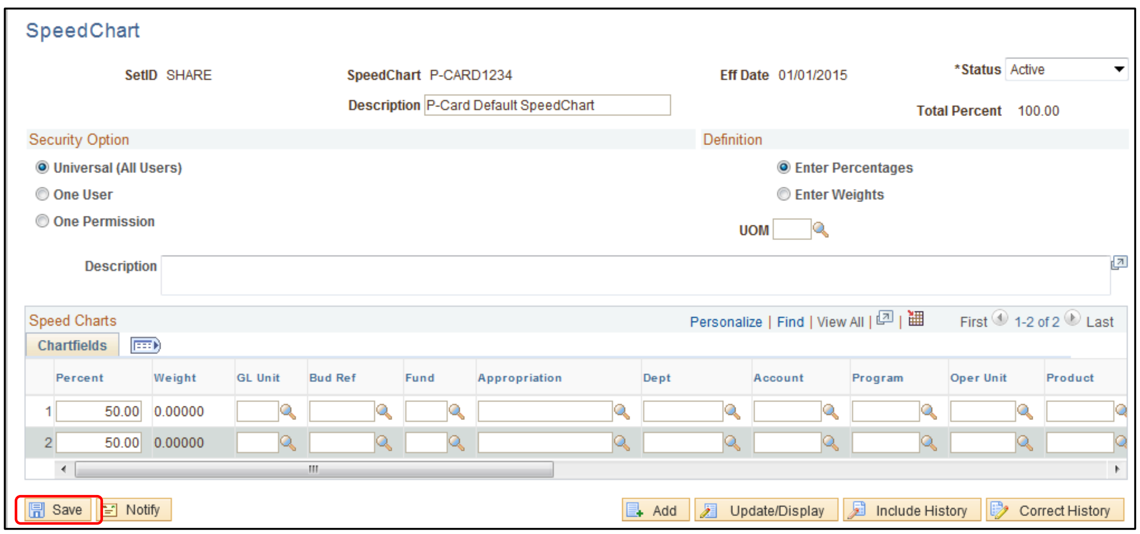
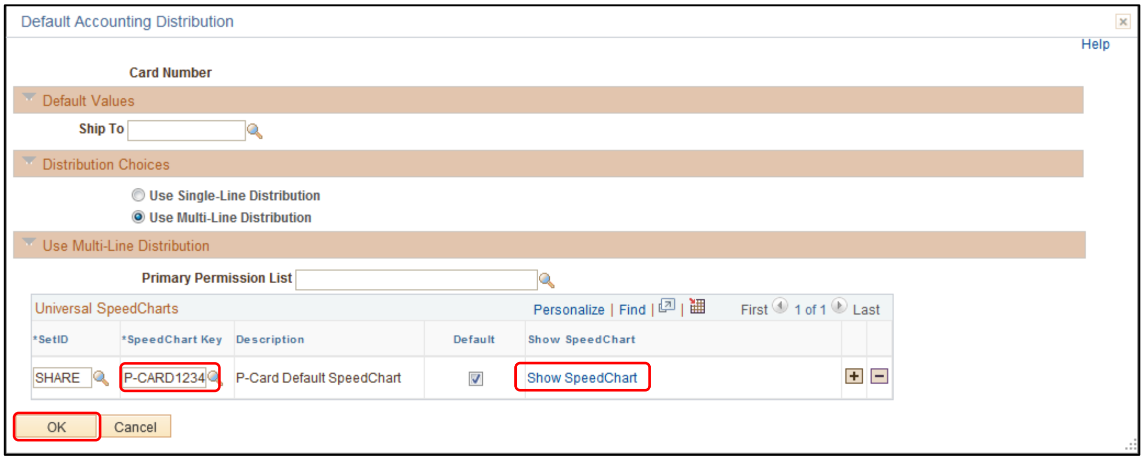
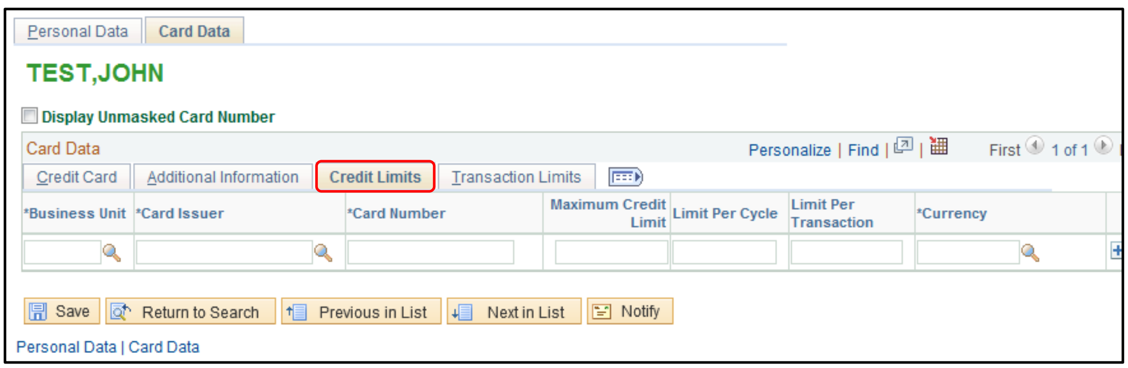
Enter a **Description** for the SpeedChart, then enter the **Percent** and ChartField values for Distribution Line 1. **GL Unit** and **Account** are required on the P-Card default.



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

<table>
<tr><td>15.</td><td>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.

</td></tr>
<tr><td>16.</td><td>Click OK to return to the Additional Information page.</td></tr>
<tr><td>17.</td><td>Under Card Data, select the Credit Limits tab. Enter credit limit values as applicable.

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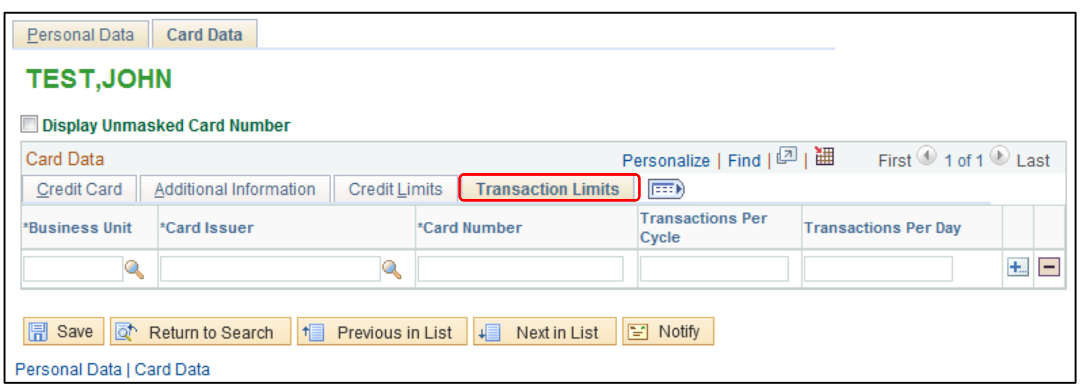
<tr><td>18.</td><td>Under Card Data, move to the Transaction Limits tab. Enter transaction limit values as applicable.

</td></tr>
<tr><td>19.</td><td>Click Save. A cardholder profile has been created.</td></tr>
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