



P-Card 9.2 Course 1

Core-CT Financial Implementation Project



Introduction

P-Card 9.2 Course 1

Welcome



- Welcome to the P-Card 9.2 course!
- Some guidelines for today's class:
 - Turn cell phones to silent or vibrate
 - Ask questions
 - Logistics

Learning Objectives



- At the end of this course, you will be able to:
 - Describe the process for submitting a P-Card request.
 - Demonstrate how to add proxies to a P-Card.
 - Describe how to add default Chartfield, credit limits, and transaction limits to a P-Card.

Today's Schedule

Module Name	Duration
Course Introduction and Overview	10 minutes
Requesting P-Cards	50 minutes
Setting Up Cardholder Profile	50 minutes
Review and Q&A	10 minutes

Updates for 9.2



- Review of 9.2 changes:
 - Retirement of P-Card Online (POL)
 - Process to submit a P-Card request
 - Setting-up a P-Card
 - Approvals for a P-Card request
 - P-Card module validates HR employee personal data information.
 - Auditors may access Core-CT to obtain P-Card information including transaction details and history.
 - Navigate using the Buyer's WorkCenter.
- The benefits of the 9.2 P-Card functionality are:
 - Move from a paper based system to online.
 - Reconcile immediately instead of waiting until the end of the month; transactions will be received the next day.
 - Auditors will have all attachments within the system.
 - Ability to view and track credits.

Key Terminology

Key Term	Definition
Administrator	Manages the P-Card program.
Approver	Reviews cardholder's 'Verified' transactions and updates status to 'Approved.'
Approved Status	Status of a P-Card transaction that has been approved.
Cardholder	Any employee who has been issued a P-Card.
Coordinator	Establishes and maintains agency cardholder profiles, including proxies and default ChartFields and modifies cardholder P-Card transactions, as necessary.

Key Terminology

Key Term	Definition
P-Card Proxy	The Core-CT Financials users who have access rights to the cardholder's P-card transactions. Each proxy role possesses specific access rights.
Procurement Card (P-Card)	Supports credit card purchases made by card holding employees.
Reconciler	Reconciles cardholder's P-card transactions, enters comments, adds attachments/POs, updates ChartField coding, and sets transaction status to 'Verified.'
Supplier	Replaces the term Vendor.
Staged Status	Status of a P-Card transaction that is ready to be reconciled.
Verified Status	Status of a P-Card transaction that has been reconciled and ready for approval.



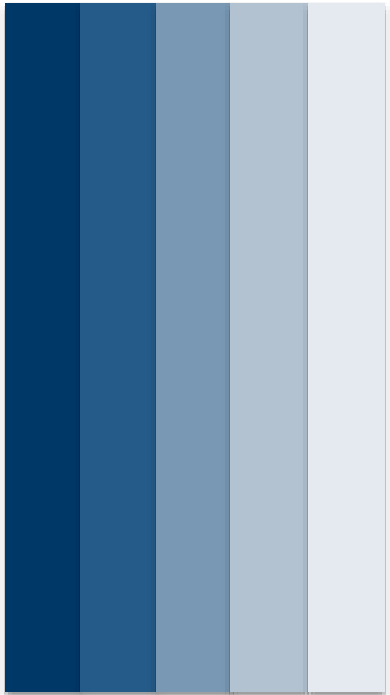
Requesting P-Cards

P-Card 9.2 Course 1

Submitting a P-Card Request



- The P-Card Request page is a custom page in the Purchasing module for Coordinators.
- Only active State of CT employees with Core-CT employee ids can request P-Cards.



Navigation for P-Card Request

- To submit a P-Card request, navigate to the P-Card Page: **Main Menu > Purchasing > Procurement Card > Add/Update PCard Request.**
- Enter the Employee ID of the employee requesting a P-Card in the **Empl ID** field on the **Add a New Value** tab.
- Click the **Add** button.

Core-CT

Home | Worldat | Add to Favorites | Sign

Add/Update Procurement Card

Find an Existing Value | Add a New Value

Empl ID:

Add

Find an Existing Value | Add a New Value

Fill out a P-Card Request

- Fill-out the **Application** Section:
 - Card Type
 - Email ID
 - Security Code
 - Business Address
 - Home address
 - Phone Number
- Select the following checkboxes:
 - Address is protected under CGS 1-217
 - SMART Cardholder
 - Allow Multiple Cards

The screenshot shows the 'Procurement Card Request' form in the Core-CT system. The 'Application Section' is highlighted with a red border. This section includes the following fields and options:

- Account Type:** Dropdown menu.
- Business Unit:** Dropdown menu.
- Department:** Dropdown menu.
- Card Type:** Dropdown menu.
- Business Address:** Fields for Address 1, Address 2, City, State, and Zip Code.
- Home Address:** Fields for Address 1, Address 2, City, State, and Zip Code. Includes a checkbox for 'Address is protected under CGS 1-217'.
- Phone Information:** Fields for Home, Type, and a list of phone numbers.
- Security Code:** Field for the cardholder's security code.
- SMART Cardholder:** Checkbox.
- Allow Multiple Cards:** Checkbox.

Below the Application Section, there are several other sections:

- Account Approval Limits / Controls:** Fields for Cycle Purchase Limit (CPL), Single Purchase Limit (SPL), Monthly Transaction Limit, and Daily Transaction Limit.
- Merchant Category Codes:** A table with columns for MCC, Description, and Single Invoice Limit.
- Company:** Fields for Company ID and Website.
- Comments:** A text area for additional information.

At the bottom of the form, there are buttons for 'Save' and 'Submit for Approval'.

Fill out a P-Card Request

- Fill-out the **Administrator** Section:
 - Purchase Limits
 - Transaction Limits
 - Merchant Category Codes
- These fields initially contain default values but can be updated as needed.

The screenshot displays the 'Maxim Procurement Card' request form in the Core-CT system. The form is divided into several sections: 'Applicant Section', 'Business Address', 'Home Address', 'Phone Information', and 'Administrator Section'. The 'Administrator Section' is highlighted with a red box and contains the following fields:

- Account Approval Limits / Controls:**
 - Cycle Purchase Limit (CPL): 11,000.00
 - Single Purchase Limit (SPL): 2,000.00
 - Monthly Transaction Limit: 0
 - Daily Transaction Limit: 0
- Merchant Category Codes:**
 - Include/Exclude the following: [Dropdown]
 - Table with columns: MCC, Description, Single Invoice Limit. A row shows MCC with a description and a limit of 0.00.
- Company:**
 - Company ID: [Text]
 - Hierarchy: [Text]

At the bottom of the form, there are fields for 'Issued by', 'Entered on', 'Entered by', and 'Last Modified On', along with 'Save' and 'Submit for Approval' buttons.

Fill out a P-Card Request

- Add comments to the **Comments** Section. This is a required field.
- Click the **Submit for Approval** button when the request is ready to be sent to workflow for approval.
- The request form will be sent to DAS for approval. The requester will be notified once approved.

The screenshot shows the 'Maddox Procurement Card' request form. The form is divided into several sections:

- Applicant Section:** Includes fields for Account Type, Business Unit, Department, and Card Type.
- Business Address:** Fields for Address 1, Address 2, City, State, and Zip Code.
- Home Address:** Fields for Address 1, Address 2, City, State, and Zip Code.
- Phone Information:** Fields for Phone, Type, and a checkbox for 'SMART Cardholder'.
- Administrator Section:** Includes 'Account Spend Limits / Controls' (Cycle Purchase Limit, Single Purchase Limit, Monthly Transaction Limit, Daily Transaction Limit) and 'Merchant Category Codes'.
- Company:** Fields for Company ID and Hierarchy.
- Comments:** A section at the bottom with a 'Comments' label, a 'Required' status, a 'Submit for Approval' button, and a 'Last Modified By' field.

Update Request

- To stop the approval process and update an item on the request form, click the Change Order button.
- The **Existing Cards** link displays all of the P-Cards associated with the requested Cardholder.
- The **Card Request History** link shows all of the changes made to the P-Card request.

Core-CT

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

Maintain Procurement Card

Procurement Card

Employee ID: 000009 Wang, Juli
Request ID: 000009067

Request Status: Submitted for Approval

Existing Cards
Card Request History

Applicant Section

Account Type: Individual
Business Unit: AEBM1 Agricultural Experiment Sta
Department: AEB48011 Directors Office
Card Type: Standard

Name on card (21 char limit): JULY WANG --(0481)060
Email ID: jwang@ct.gov
Security Code: JUNE (Mother's Maiden name)

Business Address

Address 1 / Account Payable
Address 2 P.O. Box 1105
City: New Haven
State: CT Zip Code: 06534 Country: USA

Phone Information

Phone: 8005555555 Type: Mobile
 SMART Cardholder
 Allow Multiple Cards

Administrative Section

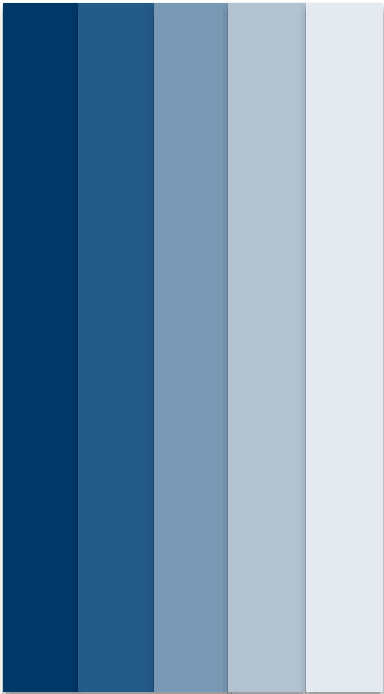
Account Spend Limits / Controls Merchant Category Codes

Instructor Demonstration



Submit a P-Card request

- Select an Employee.
- Fill-out the P-Card request.
- Submit for Approval.

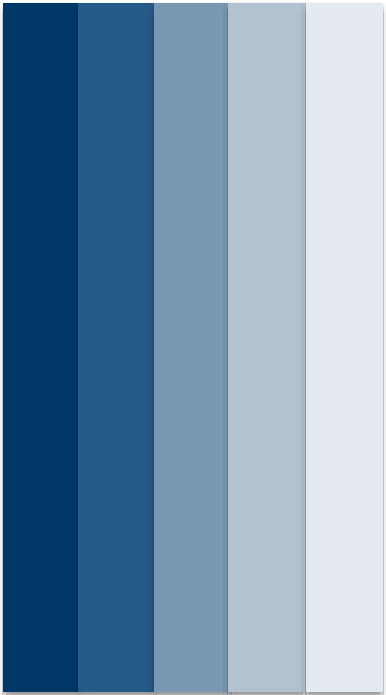


Participant Exercise



Submit a P-Card request

- Select an Employee.
- Fill-out the P-Card request.
- Submit for Approval.





Setting-up Cardholder Profile

P-Card 9.2 Course 1

Navigation to Update Cardholder Profile

- To update the cardholder profile, navigate to the Cardholder Profile Page: **Main Menu > Purchasing > Procurement Card > Definitions > Cardholder Profile.**
- Enter the **Employee ID** of the Cardholder Profile that needs to be updated.

The screenshot shows the 'Cardholder Profile' search interface in the Core-CT system. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Purchasing > Procurement Card > Definitions > Cardholder Profile'. The page title is 'Cardholder Profile' with the Core-CT logo. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The 'Search Criteria' section contains several dropdown menus: 'Employee ID begins with', 'Name begins with', 'Last Name begins with', 'Address Line 1 begins with', 'City begins with', and 'State begins with'. The 'Employee ID begins with' dropdown is highlighted with a red rectangular box. Below the search criteria, there is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field set to '100'. At the bottom, there are buttons for 'Search', 'Clear', 'Save Search', and 'Save Search Criteria'.

Personal Data tab

- The **Personal Data** tab displays.

The screenshot displays the Core-CT web application interface. The browser's address bar shows the path: Favorites > Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile. The page title is "Core-CT" and the user is logged in as "Nora Sinkfield". The "Personal Data" tab is highlighted with a red box. Below the tabs, the user's information is displayed: Name: Sinkfield, Nora; Employee ID: 638146; Personnel Status; and Telephone. There are two address sections: "Home Address" and "Mailing Address". The "Home Address" section includes fields for Country, Address 1, Address 2, Address 3, City, County, State, and Postal. The "Mailing Address" section is currently empty. At the bottom of the form, there are buttons for "Save", "Return to Search", and "Notify". The page footer shows "Personal Data | Card Data" and a zoom level of 100%.

Home Address		Mailing Address
Country		
Address 1		
Address 2		
Address 3		
City		
County		
State	Postal	

Card Data tab

- The **Card Data** tab has four tabs :
 - Credit Card Tab
 - Additional Information Tab
 - Credit Limits Tab
 - Transaction Limits Tab

Core-CT

Personal Data | **Card Data**

Sinkfield, Nora

Card Data

[Credit Card](#) | [Additional Information](#) | [Credit Limits](#) | [Transaction Limits](#)

*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Card Type	Date Issued	Card Request History
DPHMH	JPMC	*****4300	11/30/2019	MasterCard	01/24/2017	

[Save](#) | [Return to Search](#) | [Notify](#)


Personal Data | Card Data

100%

Credit Card tab

- The **Credit Card** tab displays general information about the P-Card including the Card Number, Card Type, and Card Request History.

The screenshot displays the Core-CT interface for a user profile. The user's name is Sinkfield, Nora. The 'Credit Card' tab is selected and highlighted with a red box. Below the tabs, there is a table with the following data:

Business Unit	Card Issuer	Card Number	Expiry Date	Card Type	Date Issued	Card Request History
DPHM1	JPMC	*****4308	11/30/2019	MasterCard	01/24/2017	

Buttons for 'Save', 'Return to Search', and 'Notify' are visible below the table. The 'Card Request History' column contains a small icon, which is also highlighted with a red box.

Card Request History

- The **Card Request** Tab shows all of the updates made to the card including changes to the amount limits and transaction numbers.

Card Request History

JPMC Card Number *****4308

Card request History

Seq	Amount Limit Per PO	Amount Limit Per Pay Cycle	Nbr of Transactions Per Day	Nbr of Transactions Per Cycle	Entered by	Entered Datetime
1	2,500.000	120,000.000	50	500	CORELidzL	01/24/17 1:18PM

Return

Additional Information tab

- The **Additional Information** tab is where the card's proxies and default distributions can be added.

The screenshot displays the Core-CT web application interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile. The user is logged in as 'Sinkfield, Nora'. The 'Card Data' tab is active, and the 'Additional Information' sub-tab is selected and highlighted with a red box. Below this, a table lists card details:

*Business Unit	*Card Issuer	*Card Number	Proxies	Default Distrib	MCCG Codes
DPHM1	JPMC	*****4308	Proxies	Default Distrib	MCCG Codes

Below the table, there are buttons for 'Save', 'Return to Search', and 'Notify'. The 'Additional Information' tab and the table content are highlighted with red boxes to indicate where proxies and default distributions can be managed.

Proxies

- P-Card proxies can be added to a card through the **Proxies** link.
- Proxies can be added to one or multiple P-Cards.
- A P-Card proxy can be assigned one of several security roles.

The screenshot shows a software interface with a dialog box titled "Assign Proxies". The dialog is set for a card with Business ID "DPHM1" and Card Number "*****4308". The "Proxies" section contains a table with the following data:

User ID	Description	Role	Responder Default	Dayer Default	
AmachiC	DPH-Amachi Chulakums	CT AGY CC APPROVER	<input type="checkbox"/>	<input type="checkbox"/>	+ -
ElmiA	DPH-Elmi Abd H	CT AGY CC APPROVER	<input type="checkbox"/>	<input type="checkbox"/>	+ -
Hardyllar	DPH-Hardy Barbara	CT AGENCY CC RECONC	<input type="checkbox"/>	<input type="checkbox"/>	+ -
PareDan	DPH-Pare Danielle	CT AGY CC APPROVER	<input type="checkbox"/>	<input type="checkbox"/>	+ -
SinkfeldN	DPH-Sinkfeld Nora	CT Agency P-Card Coordin	<input type="checkbox"/>	<input type="checkbox"/>	+ -

At the bottom of the dialog are "OK" and "Cancel" buttons.

Default Distributions

- Use the **Default Distrib** link to enter the default distributions for the P-Card Default.

Binkfield, Nora

Default Accounting Distribution Help

JPMC Card Number *****4308

Default Values

Ship To

Distribution Choices

Use Single-Line Distribution
 Use Multi-Line Distribution

Use Single-Line Distribution

Account Distribution Personalize | Find | View At | | | First 1 of 1 | Last

Distributions

*GL Unit	Fund	Dept	SID	Program	*Account	ChartField 1	ChartField 2	Bud Ref	PC Dns Unit	Project
STATE					54050					

MCCG Codes

- The MCCG Codes page is view only.
- A change request form must be submitted to make any changes.

Merchant Category Codes

JPMC Card Number *****2490

Help

Merchant Category Codes Personalize | Find | First 1-3 of 3 Last

Action	MCC Code	Description	Single Purchase Limit
Include	CT	SPECIAL CODE FOR TRAVEL - COMMODITIES	2,500.00
Include	SOCAH	HOTEL AND AUTO RENTAL ONLY	1,500.00
Include	SOCT	AIRLINE AND RAIL TICKETS ONLY	2,500.00

Return

Credit Limit

- Use the **Credit Limit** tab to review the credit limit information for the P-Card.

The screenshot displays the Core-CT web application interface. The breadcrumb navigation at the top reads: Favorites > Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile. The user is logged in as Sinkfield, Nora. The page title is "Card Data" and the user name "Sinkfield, Nora" is displayed. Below the title, there are tabs for "Credit Card", "Additional Information", "Credit Limits", and "Transaction Limits". The "Credit Limits" tab is selected and highlighted with a red box. A table displays the credit limit information for the P-Card:

*Business Unit	*Card Issuer	*Card Number	Maximum Credit Limit	Limit Per Cycle	Limit Per Transaction	*Currency
DPHM1	JPMC	*****4306	120,000.00	120,000.00	2,500.00	USD

Below the table, there are buttons for "Save", "Return to Search", and "Notify". The page footer shows "Personal Data | Card Data" and a zoom level of 100%.

Transaction Limit

- Use the **Transaction Limit** tab to review the transaction limit information for the P-Card.

The screenshot displays the Core-CT web application interface. The breadcrumb navigation at the top reads: Favorites > Main Menu > Purchasing > Procurement Cards > Distibons > Cardholder Profile. The user is logged in as Sinkfield, Nora. The page has tabs for Personal Data and Card Data. Under the Card Data tab, there are sub-tabs for Credit Card, Additional Information, Credit Limits, Transaction Limits (highlighted with a red box), and PPM. Below these tabs is a table with the following data:

*Business Unit	*Card Issuer	*Card Number	Transactions Per Cycle	Transactions Per Day
DPHM1	JPMC	*****4308	500	50

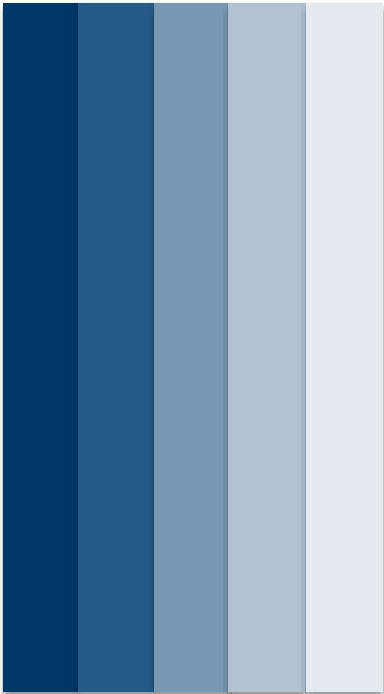
Below the table are buttons for Save, Return to Search, and Notify. At the bottom of the page, there is a zoom level indicator set to 100%.

Instructor Demonstration



Update the Cardholder Profile

- Enter an Employee ID.
- Add proxies to the card.
- Add default Chartfields to the card.

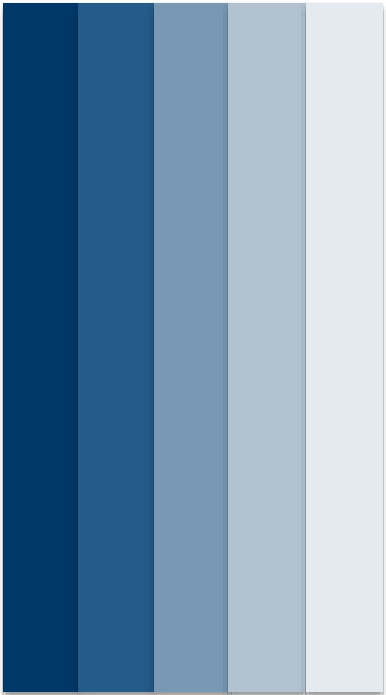


Participant Exercise



Update the Cardholder Profile

- Enter an Employee ID.
- Add proxies to the card.
- Add default Chartfields to the card.





Mass Proxy Update

P-Card 9.2 Course 1

Navigation for Mass Proxy Update

- Instead of entering proxies one at a time, use the proxy mass update to add multiple proxies to a card at the same time.
- To update the cardholder profile, navigate to the Cardholder Profile Page: **Main Menu > Purchasing > Procurement Card > Security > Assign Proxies.**
- Enter the **User ID** that will be assigned the proxy role.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Procurement Cards ▾ > Security ▾ > Assign Proxies

Core-CT

Assign Proxies

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

Find an Existing Value

▼ Search Criteria

User ID begins with ▾

Name begins with ▾

Case Sensitive

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

Search Clear Basic Search Save Search Criteria

Mass Assign Proxy

- Existing Proxies will be displayed
- Click on the Select Procurement Cards Hyperlink

Assign Proxies

DOC-Jones Karie

This is a proxy user for the procurement cards which are define on the page. Specify the proxy's role for each card individually, or Apply a role to the selected cards in mass.

[Select Procurement Cards](#)

Assign Proxies Personalize | Find | View All | First 1-2 of 2 Last

	*Empl ID	Employee Name	*Card Issuer	*Card Number	*Role	Requester Default	Buyer Default		
<input type="checkbox"/>	008576	Lavigne, Real	JPMC	*****3910	PROGRAM BU	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="checkbox"/>	965391	Jones, Karie	JPMC	*****5678	General Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-

Select All Clear All

Assign Role: General Buyer

Mass Assign Proxy

- Select the Business Unit and click Search

ProCard Proxy - Select Cards

Help

▼ Procurement Card Selection Criteria

Business Unit x 🔍

Employee ID 🔍

Card Issuer 🔍

Search

▼ Select Procurement Cards Personalize | Find | View All | 📄 | 📅 First ◀ 1 of 1 ▶ Last

Selected	Employee Name	Card Issuer	Card Number
<input type="checkbox"/>			

Select All Clear All

OK Cancel

Mass Assign Proxy

- Select the Cards this user will be assigned to and click OK

ProCard Proxy - Select Cards Help

Procurement Card Selection Criteria

Business Unit Dept. of Correction

Employee ID

Card Issuer

Select Procurement Cards Personalize | Find | View All | | First Last

Selected	Employee Name	Card Issuer	Card Number
<input checked="" type="checkbox"/>	Baremore, Tracy	JPMC	*****6552
<input type="checkbox"/>	Barton, James	JPMC	*****0517
<input type="checkbox"/>	Byrd, George	JPMC	*****1858
<input type="checkbox"/>	Bysiewicz, Raymond	JPMC	*****0532
<input type="checkbox"/>	Casey, Peter	JPMC	*****8041
<input type="checkbox"/>	Colangelo, Diane	JPMC	*****2754
<input checked="" type="checkbox"/>	Ellison, Monica	JPMC	*****5456
<input type="checkbox"/>	Fournier, Suzanne	JPMC	*****0694

Select All Clear All

Mass Assign Proxy

- Select the Role this user will have on the cards, then click Apply

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Purchasing](#) > [Procurement Cards](#) > [Security](#) > [Assign Proxies](#)

[Home](#) | [HRMS Worklist](#) | [FIN V](#)

All Search >> [Advanced Search](#)

[My HR](#) | [Finance](#) | [Core-CT Help](#)

Assign Proxies

DOC-Jones Karie

This is a proxy user for the procurement cards which are define on the page. Specify the proxy's role for each card individually, or Apply a role to the selected cards in mass.

Select Procurement Cards

Assign Proxies								Personalize Find View All [?] [Grid]		First	1-2 of 2	Last
	*Empl ID	Employee Name	*Card Issuer	*Card Number	*Role	Requester Default	Buyer Default					
<input checked="" type="checkbox"/>	512341	Ellison, Monica	JPMC	*****5456		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	586650	Baremore, Tracy	JPMC	*****6552		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Select All
 Clear All

Assign Role: **General Buyer** Apply

- General Buyer
- MULTI REQUESTER(CORE-10)
- PROGRAM BUYER
- PURCHASING MODULE RPT MAKER
- PURCHASING MODULE VIEWER
- REQUESTER

Mass Assign Proxy

- The Role has been assigned – Click Save when you are done

Core-CT Home | HRMS Worklist | FIN

All Search Advanced Search

My HR | Finance | Core-CT Help

Assign Proxies

DOC-Jones Karie

This is a proxy user for the procurement cards which are define on the page. Specify the proxy's role for each card individually, or Apply a role to the selected cards in mass.

Select Procurement Cards

Assign Proxies Personalize | Find | View All | First 1-2 of 2 Last

	*Empl ID	Employee Name	*Card Issuer	*Card Number	*Role	Requester Default	Buyer Default		
<input checked="" type="checkbox"/>	512341	Ellison, Monica	JPMC	*****5456	General Buyer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input checked="" type="checkbox"/>	586650	Baremore, Tracy	JPMC	*****6552	General Buyer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Select All Clear All

Assign Role: General Buyer



Review and Q&A

P-Card 9.2 Course 1

Questions?

Q & A

Summary



Let's review our Learning Objectives:

You should now be able to:

- Describe the process for submitting a P-Card request
- Demonstrate how to add proxies to a P-Card
- Describe how to add default Chartfield, credit limits, and transaction limits to a P-Card

Congratulations!

You have now completed the P-Card course!

Next Steps:

- Go Live is planned for March 2017:
 - For support of Core-CT 9.2 use Footprints.

