

P-CARD SECURITY

Brian
Guilmartin

Noreen
Camara

P-CARD SECURITY

- Implementing P-Card will be a big change to your Agency's business process

Questions to ask:

- What do we do today?
- What new options are available?
- How will these fit in with our process?

- Specific Training will be provided in the coming months

- The focus today is on P-Card User Roles

- Any unique questions or concerns - Please Email - brian.guilmartin@ct.gov

P-CARD SECURITY

- P-Card Security is handled within the P-Card Module
- Works with regular roles and permissions
- Existing Roles for eProcurement, Purchasing, and Accounts Payable are not changing
- Establish roles through an upload for the initial start
- We will need a spreadsheet with Users and Roles
- Layout TBD

P-CARD SECURITY

Roles with access to P-Card

Role Name	Description:
CT_F_A_CC_COORDINATOR	CT Agency P-Card Coordinator
CT_F_A_CC_APPROVER	CT AGY CC APPROVER
CT_F_A_CC_RECONCILER	CT AGENCY CC RECONCILER
CT GENERAL BUYER	General Buyer
CT PROGRAM BUYER	PROGRAM BUYER
CT PURCHASING REPORT MAKER	PURCHASING MODULE RPT MAKER
CT PURCHASING VIEWER	PURCHASING MODULE VIEWER
CT REQUESTER	REQUESTER
CTMULTIREQUESTER	MULTI REQUESTER(CORE-10)
CT_F_TSR_REQUESTER	TSR REQUESTER
CT VOUCHER PROCESSOR	Voucher Processor
Voucher Approver	Voucher Approver

P-CARD SECURITY

P-Card and Purchasing

General Buyer & Reconciler

- Can enter a PO
- Can mark a PO to be paid by P-Card
- Cannot approve the PO.
- Can reconcile the transaction
- Cannot approve the transaction

P-Card and AP

Voucher Processor & CC Approver

- Can have a Buyer role
- Cannot Approve PO
- Cannot Reconcile
- Can approve transactions
- Can adjust a voucher
- Cannot approve a voucher

P-CARD SECURITY

Add/Update PO

Maintain Purchase Order

Purchase Order

Business Unit DPHM1
PO ID NEXT
Copy From

▼ **Header** ?

*PO Date Supplier Search
*Supplier Supplier Details
***Supplier ID** GRAINGER INDUSTRIAL SUPPLY
*Buyer OSC-Guilmartin Brian

PO Reference

Header Details Activity Summary
PO Defaults Add Comments
PO Activities Add ShipTo Comments
▼ Actions **Use Procurement Card**
 Procurement Group

Use Procurement Card

Procurement Card Information

Business Unit DPHM1
PO ID NEXT

Procurement Card used for payment

Card Number
Card Type
Expiration Date

Override with Procurement Card

Card Number

Card Type
Expiration Date

Don't use Procurement Card



P-CARD SECURITY

Favorites ▾ Main Menu ▾ > Core-CT Financials ▾ > eProcurement ▾ > Requisition

Core-CT

My HR Finance Core-CT Help

Define Requisition

Business Unit	DPHM1	Dept. of Public Health	Requisition Name	<input type="text"/>
*Requester	COREGuilmartinBri	OSC-Guilmartin Brian	Priority	Medium ▾
*Currency	USD		Requisition Type	Requisition ▾
Card Number	<input type="text"/>			
Expiration Date	<input type="text"/>			
	<input type="checkbox"/> Use Procurement Card			

Obligation Amount

Requestors will have the same ability to pick a P-Card

P-CARD SECURITY

Proxy

A user (including the cardholder) must be a proxy to a card they need access to.

Any user can be assigned a Proxy Role however they can only have one role per card.

A card may have multiple proxies

User Given Access to a P-Card

Alice is a Coordinator – She must have a Coordinator role on each card she is responsible for.

Tom can be a Buyer for Card 1111 and Tom can be a Reconciler for Card 2222 but can have no other roles on either card.

Tom and Mary can both be Reconcilers for Card 2222

P-CARD SECURITY

New Roles for P-Card

P-Card Reconciler

- Responsible for Reconciling P-Card transactions online for which they are proxies
- Associates Transaction Rows to Purchase Orders
- Updates Contract Information when necessary
- Updating Chartfield information for Credits

P-CARD SECURITY

Reconcile Statement
Procurement Card Transactions

Empl ID 638146 Name Sinkfield,Nora
Card Number *****4308 Card Provider MC

Bank Statement Personalize | Find | View All | First 1-6 of 6 Last

Transaction	Trans Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	Non-PO	Contract ID	Line	CDI
<input checked="" type="checkbox"/>	09/28/2016	CONNECTICUT PUBLIC HEA	Verified	300.00	DPHM1	0000057443	2		Test Line	<input type="checkbox"/>	07PSX0269AA		
<input checked="" type="checkbox"/>	09/28/2016	CONNECTICUT PUBLIC HEA	Staged	300.00	DPHM1	0000057443	2		Test Line	<input type="checkbox"/>	07PSX0269AA		
<input type="checkbox"/>	09/28/2016	ORASURE TECHNOLOGIES	Staged	35.00	DPHM1					<input type="checkbox"/>			
<input type="checkbox"/>	09/28/2016	BIOCONTROL SYSTEMS INC	Staged	94.58	DPHM1					<input type="checkbox"/>			
<input type="checkbox"/>	09/28/2016	INFOGRAM SOFTWARE, INC	Staged	1,032.00	DPHM1					<input type="checkbox"/>			
<input type="checkbox"/>	09/28/2016	AIRGASS NORTH	Staged	232.26	DPHM1					<input type="checkbox"/>			

Select All Clear All Refine Search Stage Verify Approve

Line Item Update

- Split Line Transactions
- Single Purchase Order Details

Multiple Item Update

- Apply Purchase Order to Transactions
- Apply Contract to Non-PO Transactions

Save Notify Refresh

Reconcilers can review Distribution information and CDF Level 3 detail

Transactions can be reconciled individually or in groups

P-CARD SECURITY

Reconcile Statement
Procurement Card Transactions

Empl ID 638146 Name Sinkfield,Nora
Card Number *****4308 Card Provider MC

Bank Statement Personalize | Find | View All | First 1-6 of 6 Last

Transaction	Trans Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	Non-PO	Contract ID	Line	CDI
<input checked="" type="checkbox"/>	09/28/2016	CONNECTICUT PUBLIC HEA	Verified	300.00	DPHM1	0000057443	2		Test Line	<input type="checkbox"/>	07PSX0269AA		
<input checked="" type="checkbox"/>	09/28/2016	CONNECTICUT PUBLIC HEA	Staged	300.00	DPHM1	0000057443	2		Test Line	<input type="checkbox"/>	07PSX0269AA		
<input type="checkbox"/>	09/28/2016	ORASURE TECHNOLOGIES	Staged	35.00	DPHM1					<input type="checkbox"/>			
<input type="checkbox"/>	09/28/2016	BIOCONTROL SYSTEMS INC	Staged	94.58	DPHM1					<input type="checkbox"/>			
<input type="checkbox"/>	09/28/2016	INFOGRAM SOFTWARE, INC	Staged	1,032.00	DPHM1					<input type="checkbox"/>			
<input type="checkbox"/>	09/28/2016	AIRGASS NORTH	Staged	232.26	DPHM1					<input type="checkbox"/>			

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P-CARD SECURITY

▼ Passenger Transport Detail General Ticket Information - Type 5020 Personalize | Find | View All | [Print] | [Grid] First 1 of 1 Last

Tab 1 Tab 2 Tab 3 Tab 4 Tab 5 [Menu]

Seq No	Passenger Name	Ticket Number
1	31234 [Print]	00178561842200

▼ Passenger Transport Detail General Ticket Information - Type 5020 Personalize | Find | View All | [Print] | [Grid]

Tab 1 Tab 2 Tab 3 Tab 4 Tab 5 [Menu]

Issuing Carrier	Customer Code	Issue Date	Travel Agency Code	Travel Agency Name
1 AA		08/24/2016	21611446	FROSCH/SANDITZ

▼ Passenger Transport Detail General Ticket Information - Type 5020

Tab 1 Tab 2 Tab 3 Tab 4 Tab 5 [Menu]

Total Fare	Total Fees
1 850.2000	18.0000

Sample of CDF/Level 3 Data captured for an Airline Ticket

P-CARD SECURITY

New Roles for P-Card

P-Card Approver

- Responsible for Approving P-Card transactions for those users for which they are proxies

P-CARD SECURITY

Reconcile Statement

Procurement Card Transactions

Empl ID 638146
Card Number *****4308

Name Sinkfield,Nora
Card Provider MC

Bank Statement Personalize | Find | View All | First 1-6 of 6 Last

Transaction	Trans Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	Non-PO	Contract ID	Line	CDF
<input checked="" type="checkbox"/>	09/28/2016	CONNECTICUT PUBLIC HEA	Approved	300.00	DPHM1	0000057443			3M - Lab supplies	<input type="checkbox"/>	07PSX0269AA		
<input type="checkbox"/>	09/28/2016	CONNECTICUT PUBLIC HEA	Staged	300.00	DPHM1	0000057443			3M - Lab supplies	<input type="checkbox"/>	07PSX0269AA		
<input type="checkbox"/>	09/28/2016	ORASURE TECHNOLOGIES	Staged	35.00	DPHM1					<input type="checkbox"/>			
<input type="checkbox"/>	09/28/2016	BIOCONTROL SYSTEMS INC	Staged	94.58	DPHM1					<input type="checkbox"/>			
<input type="checkbox"/>	09/28/2016	INFOGRAM SOFTWARE, INC	Staged	1,032.00	DPHM1					<input type="checkbox"/>			
<input type="checkbox"/>	09/28/2016	AIRGASS NORTH	Staged	232.26	DPHM1					<input type="checkbox"/>			

Select All Clear All Refine Search Stage Verify Approve

Approvers can review Distribution information and CDF Level 3 detail

Approvals can be done individually or in groups

P-CARD SECURITY

New Roles for P-Card

P-Card Coordinator

- Responsible for the Maintenance of the agency P-Card program
- Add/Change/Remove P-Cards for users
- Add/Change/Remove Proxies for P-Cards

P-CARD SECURITY

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Procurement Cards ▾ > Add/Update PCard Request

ORACLE

Maintain Procurement Card
Procurement Card

Employee ID 137818 TimonandPumbaa,QueenClarion Request Status Approved
Request ID 0000000104 Approval Status In Process ▲

Company / Organization Information

Company ID DEPT OF LABOR

▼ **Applicant Section**

Account Type Name on card [21 char limit]
Business Unit State of CT Email ID
Department Information Technology Security Code [Mother's Maiden Name]
Card Type

SMART Cardholder
 Allow Multiple Cards
Proxies
 Default Distributions

Contact Information Find First 1 of 1 Last
Phone Type

Business Address Find | View All First 1 of 1 Last
Sequence 1
Address 1
Address 2
City
State Zip Code Country

Home Address
 Address is protected under CGS 1-217
Address 1
Address 2
City
State Zip Code Country

P-CARD SECURITY

▼ Administrator Section

Account Spend Limits / Controls

Credit Limit

Days

Single Purchase

Refresh Date

Monthly Amount Monthly Transaction Limit

Cycle Amount Cycle Transaction Limit

Daily Amount Daily transactions

Other Other

Include/Exclude the following MCCG ▼

Merchant Category Code Group Spend Limits

Merchant Category Code Group		
1		

Hierarchy

Notes

Route to Administrator

▼ REQUEST_ID=0000000104:Approved

Administrator Approval

Admin Approved

✓ OSC-Guilmartin Brian
Procurement Card Administrator
09/27/16 - 3:46 PM

P-CARD SECURITY

Navigation: Favorites ▾ Main Menu ▾ > Core-CT Financials ▾ > Purchasing ▾ > Procurement Cards ▾ > Definitions ▾ > Cardholder Profile

Core-CT

My HR | Finance | Core-CT Help

Personal Data | Card Data

Jones, Karie

Card Data Personalize | Find | [Print] | [Calendar] First ◀ 1 of 1 ▶ Last

Credit Card | **Additional Information** | Credit Limits | Transaction Limits [More]

*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Card Type	Date Issued		
DOCM1	MC	*****4444	01/01/2030	MasterCard	09/26/2016	[+]	[-]

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

Personal Data | Card Data

Card Data Personalize | Find | [Print] | [Calendar] First ◀ 1 of 1 ▶ Last

Credit Card | **Additional Information** | Credit Limits | Transaction Limits [More]

*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes		
DOCM1	MC	*****4444	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	[+]	[-]

P-CARD SECURITY

Assign Proxies Help

MC Card Number *****1043

Proxies Personalize | Find | First ◀ 1-6 of 6 ▶ Last

*User ID	Description	*Role	Requester Default	Buyer Default		
<input type="text" value="AguilarJ"/>	DPH-Aguilar Jose	PROGRAM BUYER ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="SinkfieldN"/>	DPH-Sinkfield Nora	PROGRAM BUYER ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="COREGuilmartinBri"/>	OSC-Guilmartin Brian	REQUESTER ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="DiazRe"/>	SDE-Diaz Rebecca (Morales)	CT AGENCY CC RECONC ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="ElmiA"/>	DPH-Elmi Abdi H	CT AGY CC APPROVER ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="HardyBar"/>	DPH-Hardy Barbara	CT AGENCY CC RECONC ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Users and their roles are added in the Proxy Link

P-CARD SECURITY

Assign Proxies

DDS-Jordan Tina

This is a proxy 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 | [Print] | [Export] First 1-6 of 6 Last

	*Empl ID	Employee Name	*Card Issuer	*Card Number	*Role	Requester Default	Buyer Default		
<input type="checkbox"/>	392365	Jordan, Tina	MC	*****16475	CT AGENCY C	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
<input checked="" type="checkbox"/>	026173	Ledbetter, Latoya	MC	*****11346	CT AGENCY C	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
<input checked="" type="checkbox"/>	875326	Hutchins, Sherri	MC	*****13467	CT AGENCY C	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
<input checked="" type="checkbox"/>	598977	Herold, Christina	MC	*****1362	CT AGENCY C	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
<input checked="" type="checkbox"/>	051338	Francis, Stephanie	MC	*****1171	CT AGENCY C	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
<input checked="" type="checkbox"/>	138854	Demollari, Laureta	MC	*****1753	CT AGENCY C	<input type="checkbox"/>	<input type="checkbox"/>	+ -	

Select All Clear All

Assign Role CT AGENCY CC RECONCIL

There is an option to assign one user to multiple cards

P-CARD SECURITY

Default Accounting Distribution

MC Card Number *****4388

▼ **Default Values**

Ship To

▼ **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

Distributions

*GL Unit	Fund	Dept	SID	Program	*Account	ChartField 1	ChartField 2	Bud Ref	PC Bus Unit	Project
STATE	11000	DPH48620	10020	00000	54060				NONP	DPH_NONPROJEC

< >

OK Cancel

All Cards must have a default distribution setup

P-CARD SECURITY

Access Rights	CT CNTRL CC ADMINISTRATOR	CT Agency P-Card Coordinator	CT AGY CC APPROVER	CT AGENCY CC RECONCILER
Review Statement	YES	YES	YES	YES
Access Reports	YES	YES	YES	YES
Reconcile - Set Status to Staged	NO	YES	NO	YES
Reconcile - Set Status to Verified	NO	YES	NO	YES
Reconcile - Set Status to Approved	NO	NO	YES	NO
Reconcile - Update Distribution (Restricted)	NO	NO	NO	NO
Reconcile - Update Distribution (Unrestricted)	NO	YES	YES	YES
Reconcile - Modify Staged Transactions	NO	YES	NO	YES
Reconcile - Modify Verified Transactions	NO	YES	YES	YES
Reconcile - Modify Approved Transactions	NO	NO	YES	NO
Reconcile - Modify Error Transactions	NO	YES	YES	YES
Unmask Card Number	YES	NO	NO	NO
Cardholder - Maintain Profile	YES	YES	NO	NO
Cardholder - Maintain Proxy	YES	YES	NO	NO
Cardholder - Maintain Distribution	YES	YES	NO	NO
Usage - Use Procurement Card on Requisition	NO	YES	NO	YES
Usage - Use Procurement Card on PO	NO	YES	NO	YES
Usage - Allow Override of Supplier Card	NO	NO	NO	NO