

9.2 Adding a New P-Card in ctcLink

Purpose: Use this document as a reference for how to add a new procurement card and resolve missing card information in a staged Visa transaction in ctcLink.

Audience: Finance staff.

! You must have at least one of these local college managed security roles:

- CC_ADMINISTRATOR
- CC_APPROVER
- CC_RECONCILER
- CC_REVIEWER
- CC_USER_PO
- CC_USER_REQ
- ZD Purchasing Local Config Inq
- ZZ Purchasing Local Config

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

When adding a new card to the ctcLink system the following details are required:

1. A person to attach this new card to and a way to identify them in ctcLink (EMPLID, First Name, Last Name);
2. The card expiration date.

The following details are also recommended:

- A default distribution to assign to the card;
- People who should be Reviewers, Reconcilers or Approvers of this card (assuming you both will be Administrators for the card)

- ! Prior starting this process, all necessary security roles need to be applied to the appropriate user profile, such as **CC_REVIEWER**, **CC_RENCONCILER**, **CC_APPROVER** and **CC_ADMINISTRATOR**.

Adding a New Card to ctcLink

Navigation: Purchasing > Procurement Cards > Definitions > Cardholder Profile

Correct Errors

Display Unmasked Card Number

List of staged rows with errors

Stage	Error	Card Issuer	Card Number	Empl ID	Name
1					

Save Notify

1. The **Cardholder Profile** page displays.
2. Enter **Search Criteria** to identify your cardholder.
3. Select **Search**.
4. If more than one cardholder matches your Search Criteria, the Search Results section of the page populates. Select the appropriate **Employee ID**.

- ! If unable to find an Employee ID name or number, please make sure the correct security roles have been assigned (such as: **CC_RECONCILER**).

[Correct Errors](#) **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

Name

Last Name

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All

Employee ID	Name	Last Name
101007145	Hayes, Xoan	Hayes
101000241	Hayes, Xoan	Hayes

- The **Personal Data** tab displays.
- Select the **Card Data** tab.

[Correct Errors](#) **Cardholder Profile**

[Personal Data](#) [Card Data](#)

Name Hayes, Xoan

Employee ID 101007145

Personnel Status Employee

Telephone

Home Address

Country USA United States

Address 1

Address 2

Address 3

City TACOMA

County Zip Code 98408

State WA Washington

Mailing Address

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Personal Data](#) | [Card Data](#)

- The **Card Data** tab displays. Use it to display employee's profile as well as the cards attached to this particular employee under the Credit Card tab.

8. If there are no cards listed, new card information can be entered into the various **Card Data** fields.
 - a. Enter **Business Unit**.
 - b. Enter **Card Issuer** = "JPMC".
 - c. Enter **Card Number**.
 - d. Enter **Expiry Date**. This is a required field and it is for reporting and is designed to help you identify and track cards close to expiration. A future date (1/1/2222) can be entered in order to not micromanage data.
 - e. Enter **Card Type**.
 - f. **Date Issued** is required (must be prior to any transactions yet NOT back dated if at all possible).
 - g. Select the **Add a New Row [+]** icon to add additional cards.
9. Select the **Additional Information** tab.

The screenshot shows a web interface for a user named Hayes, Xoan. At the top, there are tabs for 'Personal Data' and 'Card Data'. Below this, the user's name 'Hayes, Xoan' is displayed, along with a checkbox for 'Display Unmasked Card Number'. The 'Card Data' section is active, showing a table with columns: *Business Unit, *Card Issuer, *Card Number, *Expiry Date, Card Type, and Date Issued. The first row contains: WA220, JPMC, *****3000, 02/28/2018, Visa, and 08/22/2015. A red box highlights the '+.' icon at the end of the first row. Below the table, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. At the bottom left, there are links for 'Personal Data' and 'Card Data'.

10. The **Additional Information** tab displays.
11. Select the **Proxies** link.

Correct Errors Hayes, Xoan

Personal Data Card Data

Hayes, Xoan

Display Unmasked Card Number

Card Data

Credit Card Additional Information Credit Limits Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes
WA220	JPMC	*****3000	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

- The **Assign Proxies** window is used to assign roles to various users for a specific card. After the new User ID has been entered into the appropriate field, the **Role** field will appear. The **Role** dropdown menu will reveal the appropriate roles for that specific User ID: Reviewer, Reconciler, Administrator and/or Approver.
- Select the **Add a New Value [+]** icon to add additional lines if necessary.
- Select **OK**.

 In the **Assign Proxies** screen, checking the 'Requester Default' or 'Buyer Default' boxes will automatically update the user's Requester or Buyer Setup profile to default to Override with the specific Procurement Card.

Assign Proxies

JPMC Card Number *****3000

Proxies

*User ID	Description	*Role	Requester Default	Buyer Default
101007127	Julie Wells		<input type="checkbox"/>	<input type="checkbox"/>
101009217	River Barnes	Administrator	<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel



The **Assign Proxies** screen and **Buyer/Requester Setup** pages are synchronized or 'linked' together.

Warning: If the default boxes are checked, new REQs or POs entered will override with the Procurement Card method. See example below:

The screenshot shows the 'Assign Proxies' dialog box overlaid on the 'Card Data' page. The dialog box has a title bar 'Assign Proxies' and a 'Help' link. It displays the card number 'USB' and 'Card Number *****7995'. Below this is a table of proxies:

*User ID	Description	*Role	Requester Default	Buyer Default		
1010	Christopher	Reconciler	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
1010	Gregory	Administrator	<input type="checkbox"/>	<input type="checkbox"/>	+	-

Buttons for 'OK' and 'Cancel' are at the bottom of the dialog.

The screenshot shows the 'Buyer Setup' page. At the bottom, there is a section titled 'Override with Procurement Card' which is highlighted with a red box. It contains the following information:

- Card Number: *****7995 (VISA)
- Card Type: Visa
- Expiration Date: 06/30/2024
- Use Procurement Card as default payment method on Purchase Orders

Buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display' are visible at the bottom of the page.

Requester Setup

Requester 101013934 Christopher Wood *S

Requisition Defaults

ShipTo SetID WA010 Ship To PE000000AP
 *Location SetID WA010 *Location PE000000AP
 PO Origin SetID WACTC Origin ONL
 Currency USD Dollar
 Phone
 Fax

Override Auto Item Substitute
 Use Only Assigned Catalogs
 Consolidate with other Reqs

Override with Procurement Card

Card Number *****6299 (VISA) Card Type Visa Expiration Date 03/31/2023
 Use Procurement Card as default payment method on Requisitions

15. The **Assign Proxies** window disappears.
16. Select **Default Distrib.**

Hayes, Xoan

Personal Data Card Data

Hayes, Xoan
 Display Unmasked Card Number

Card Data

Credit Card Additional Information Credit Limits Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes
WA220	JPMC	*****3000	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

17. The **Default Accounting Distribution** window appears. Enter all appropriate information into the various fields. In order to save previous work, simply specify an Account value in the **Account** field.
18. Select **OK**.

Default Accounting Distribution

JPMC Card Number *****3000

Ship To

▼ **Distribution Choices**

Use Single-Line Distribution
 Use Multi-Line Distribution

▼ **Use Single-Line Distribution**

Account Distribution

1-1 of 1

Distributions ||>

*GL Unit	*Account	Oper Unit	Fund	Dept	Class	State Purpose	PC Bus Unit	Project	Activity	Source Type	Program
WA220	603010	7220	149	31000	064	N					

19. The **Default Accounting Distribution** window disappears.
20. Select **Save**.

Hayes, Xoan

Hayes, Xoan

Display Unmasked Card Number

Card Data

||>

*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes
WA220	JPMC	*****3000	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes

[Personal Data](#) | [Card Data](#)

21. Section complete.

Running the Load Statement Process

 Please refer to the QRG [Uploading Procurement Card \(P Card\) Statement](#) for further instructions.