Procurement and Team Card Procedure
Cardholder and Liaison Maintenance

I. Objectives

By the end of this procedure, you should be able to:

- Create new cardholders
- Update Default Chartfield values for cardholders
- Add new cards to existing cardholders
- Inactivate cards
- Authorize users to enter expenses by Employee ID and User ID
    - Assign a Liaison to an Employee
    - Assign Employees to a Liaison

II. Overview

Administrators are responsible for maintaining the information in PeopleSoft associated with card transactions. Because of the ever-changing nature of a credit card based program, administrators are expected to update PeopleSoft as changes occur in a timely manner. The timely and accurate maintenance of this information drives efficient processing of the card transactions from the bank to the system to the expense report and finally to the general ledger. This leads to up to date financial information.

- Add newly issued credit cards and its information to existing employees
- Maintain cardholder profiles for accounting purposes (adding or updating default chartfield values)
- Maintain cardholder profiles when card information changes (new cards are issued due to fraud or cards expire)
- Ensure employees that are new cardholders are assigned to a liaison

III. Cardholder and Liaison Maintenance

As the PCard Administrator, remember to make changes in PeopleSoft as well as the online banking site for the issuer of the cards.

IV. Prerequisites

Before performing Cardholder or Liaison maintenance be sure to have the followin:

- The PCard Administrator role in PeopleSoft
- Access to the online banking site for the issuer of the cards
- Credit Card information (CC Number, Date Issued, Expiration Date, Credit Limits)

V. Navigation

Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

Main Menu > Travel and Expenses > Manage Expenses Security > Authorize Expense Users

VI. Adding new cards for an employee

When you receive a new card for an employee, the PCard Admins will need to create the information in PeopleSoft for the transactions to be assigned to when they begin using the card and the bank sends that information to USC. The PCard Admin is responsible for updating this information in both PeopleSoft and the bank's online website. Note: It's recommended the PCard Admin updates the employee's profile in PeopleSoft before

Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

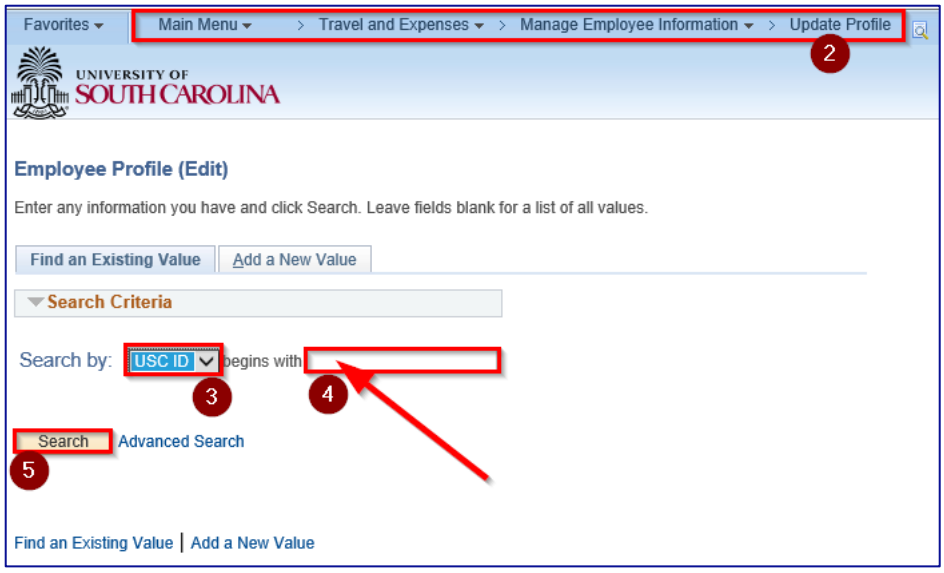
Step 1: PCard Admin receives the card with necessary documents and information needed to update employee information in PeopleSoft

Step 2: Navigate to the Update Profile page

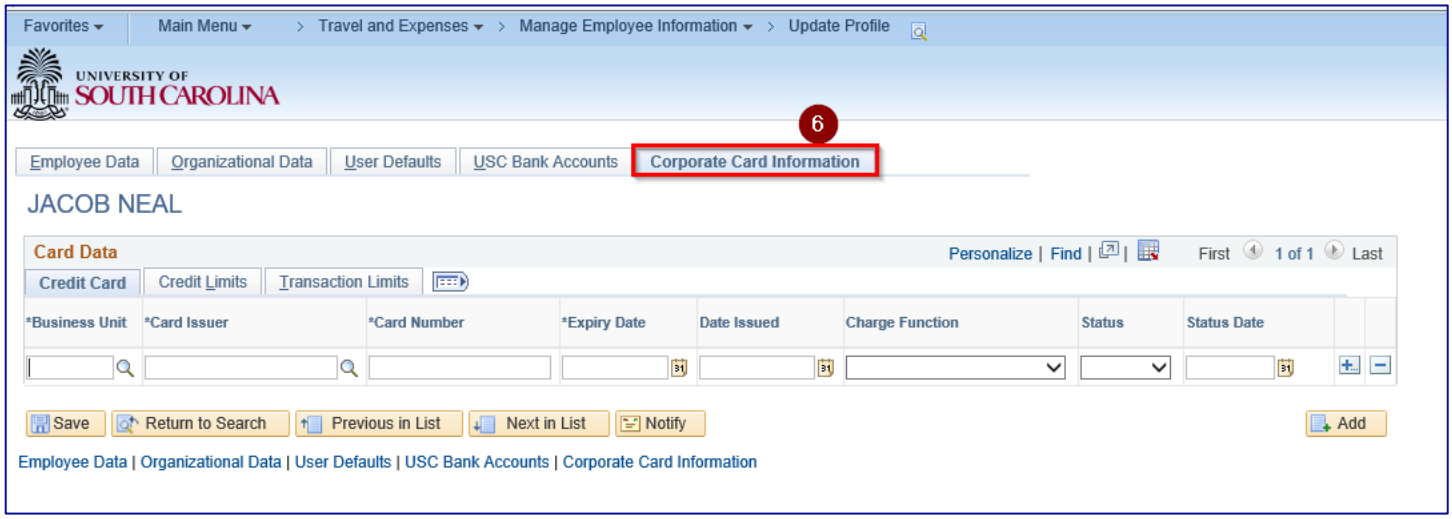
Step 3: Click the dropdown menu in the Search by field to select USC ID

Step 4: Enter the employee's USC ID (this is the ID that begins with a letter followed by 8 numbers)

Step 5: Click the Search button to open the employee's profile



Step 6: Click the Corporate Card Information tab to access the page where credit card information is stored

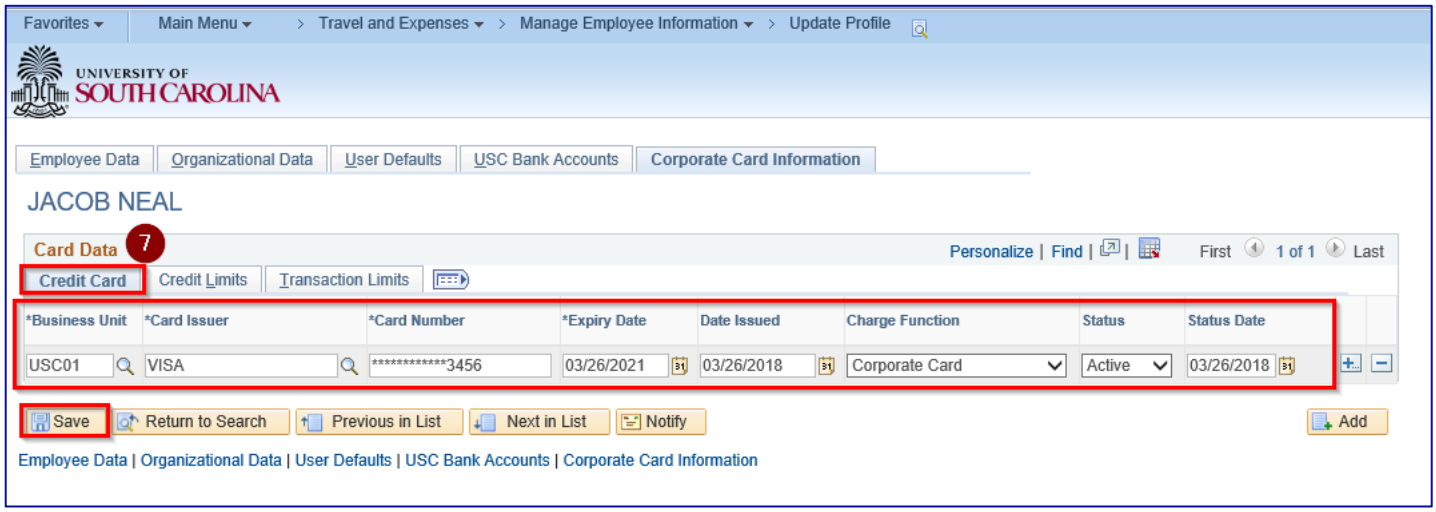


Step 7: Enter the credit card information in the Card Data area

Enter data on the **Corporate Card Information** tab of the **Card Data** area in the following fields:

- Business Unit
- Card Issuer
- Card Number
- Expiry Date
- Date Issued
- Charge Function
- Status
- Status Date

****Note:** After moving away from the Card Number field, the system will encrypt the data and only display the last 4 digits in the field (unless fewer than 4 are entered). It's recommended you reenter the entire card number value if you believe a digit was miskeyed.



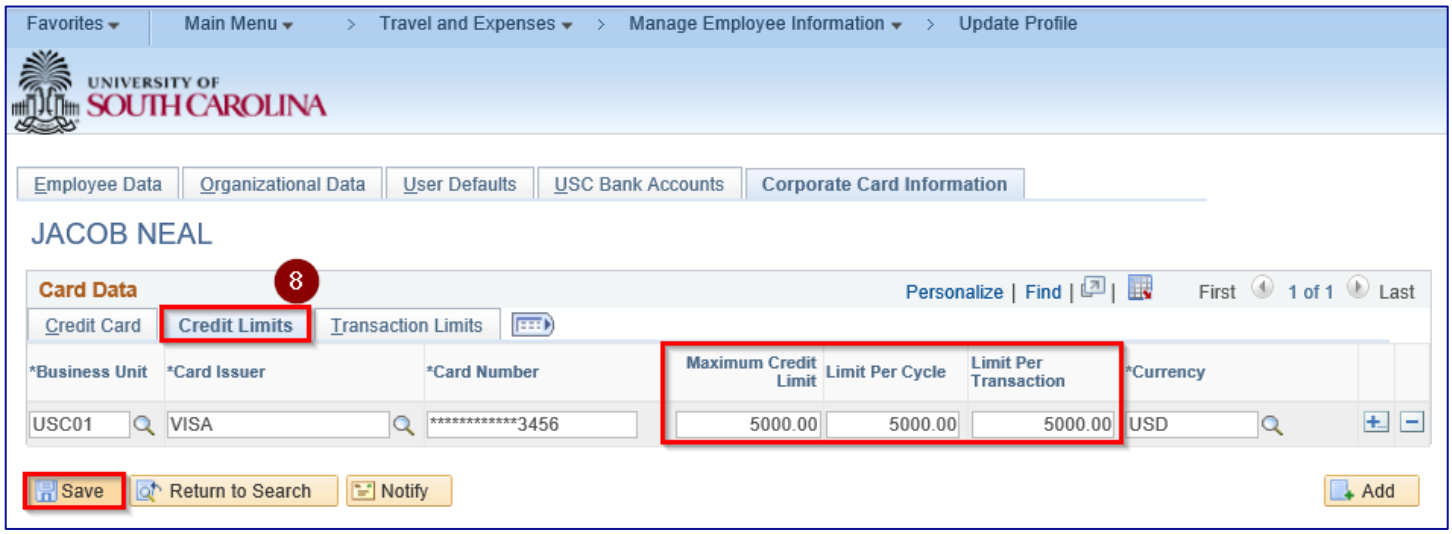
Step 8: Click the Credit Limits tab to enter dollar limits for the user

It is recommended data is entered and kept up to date in the fields below. This will help with reporting in PeopleSoft:

- Maximum Credit Limit
- Limit Per Cycle
- Limit Per Transaction

Click **Save**

****Note: Transaction Limits -** Data doesn't have to be entered on this tab. Many companies don't place restrictions via this method (number of transactions per cycle or day) and it's not required when adding or updating a card.



VII. Entering or Updating Default ChartField Values

To help users more efficiently process transactions, the system allows the Pcard Admin to establish default accounting values. These values will be associated with expense lines when a user pulls a transaction into an expense report. The values placed in the Default ChartField Values table is expected to be the string of accounting information the user will apply much of the time. It doesn't have to be the user's exact accounting area. For instance, the user's Operating Unit is CL034 (Public Health) but they are a liaison for cardholders that charge CL015 (Health and Safety). In this scenario, it would be recommended to set the user's Default ChartField value for the Oper Unit field to CL015.

Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

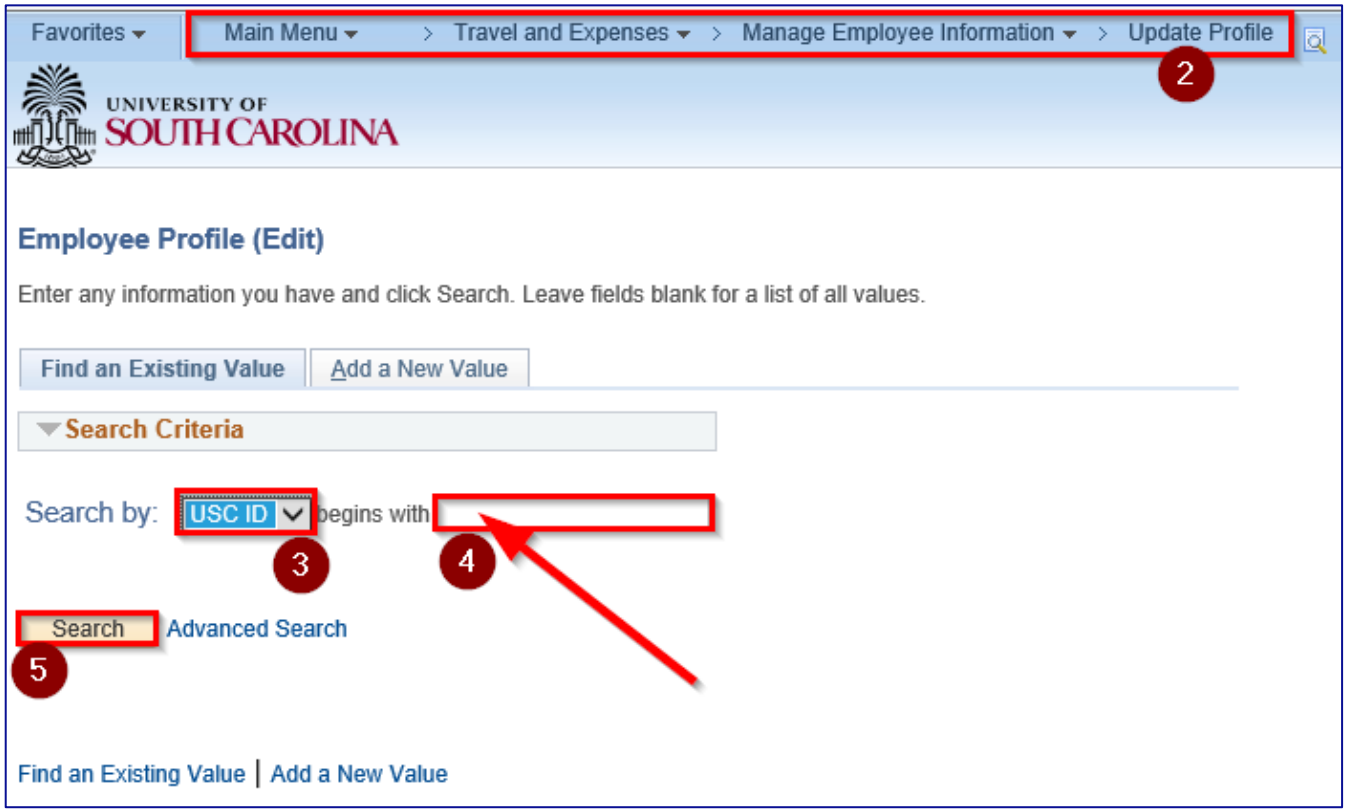
Step 1: Pcard Admin receives documents from cardholder stating their Default Chartfield Values

Step 2: Navigate to the Update Profile page

Step 3: Click the dropdown menu in the Search field to Select USC ID

Step 4: Enter the employee's USC ID

Step 5: Click the Search button to open the employee's profile



Step 6: Click the Organizational Data tab to view the Default ChartField Values area

Favorites | Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

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Employee Data | Organizational Data | User Defaults | USC Bank Accounts | Corporate Card Information

JACOB NEAL

Expenses Processing Data — Find | View All — First 1 of 1 Last

Valid for Expenses No — Validate

Reason for Status

☑ Default Profile
☐ Ignore Authorized Amounts
☐ Ignore Group Location Amounts
Per Diem Amount Type: Active Amounts

HR Information

Employee Status: Active
Hire Date: 01/01/1901
*GL Unit: USC01 — University of South Carolina
*Department: 010000 — UNIVERSITY OF SOUTH CAROLINA
Hours Per Period ☑ Use Business Unit Default

Supervisor Information

*ID
Name
Designated Approver: SCFPT_WF_ADMINISTR

Default ChartField Values — Personalize | Find | First 1 of 1 Last

Default ChartField Values

*GL Unit	Oper Unit	Fund	Class	Cost Share	Product	Funding Source	Dept
USC01							

USC Travel Advance Level

◉ Business Unit — 3,000.00 USD
○ Specific Amount
○ None

Expense Role

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."

Expense Processing Role

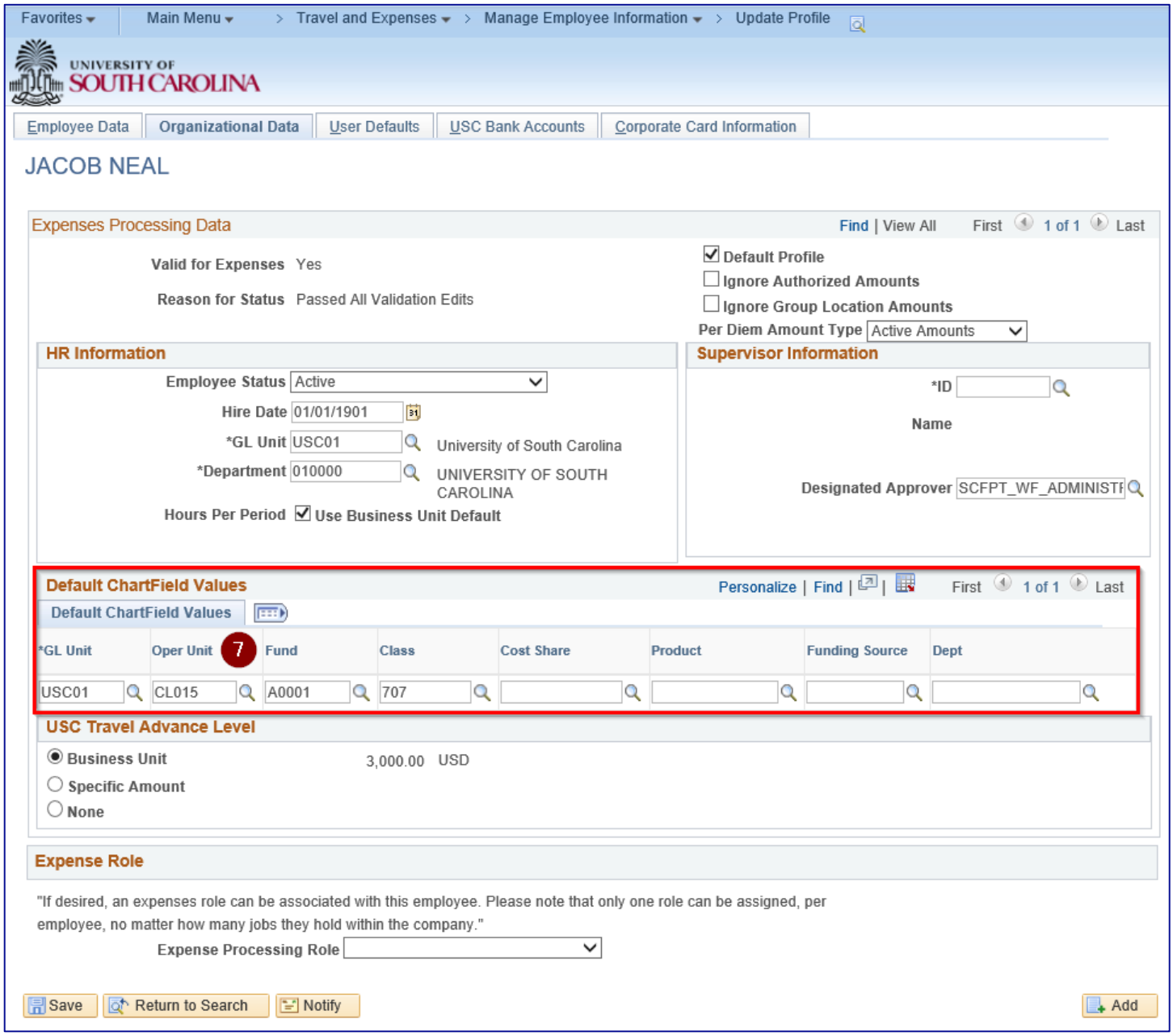
Step 7: Enter Default Chartfield Values

Enter data in the **Default Chartfield values** area for the following recommended fields. Data can be entered in other fields if provided but is not required:

- Oper Unit
- Fund
- Class

Click **Save**

****Note:** Entering information in the **Department** field will not place the value on the expense report. The Department number is driven by the field in the HR Information area of the Organizational Data page.



VIII. Adding cards to an employee with existing cards

When users' cards expire or are replaced for various reasons, Pcard Admins will need to add new rows to the cardholder's profile but never removing a row. Keeping existing card information ensures data integrity when running reports or queries.

Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

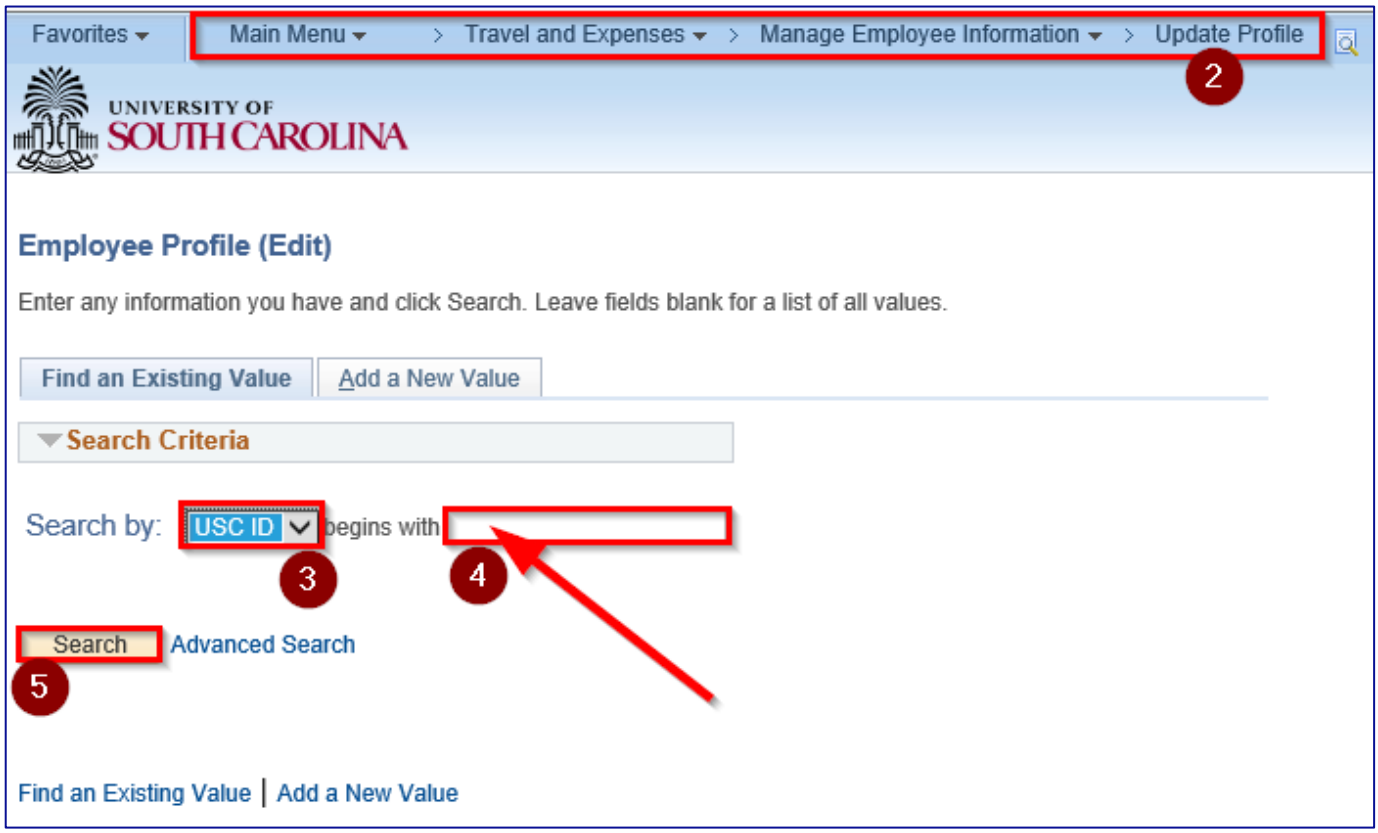
Step 1: Pcard Admin receives the new card information with necessary documents needed to update employee information in PeopleSoft

Step 2: Navigate to the Update Profile page

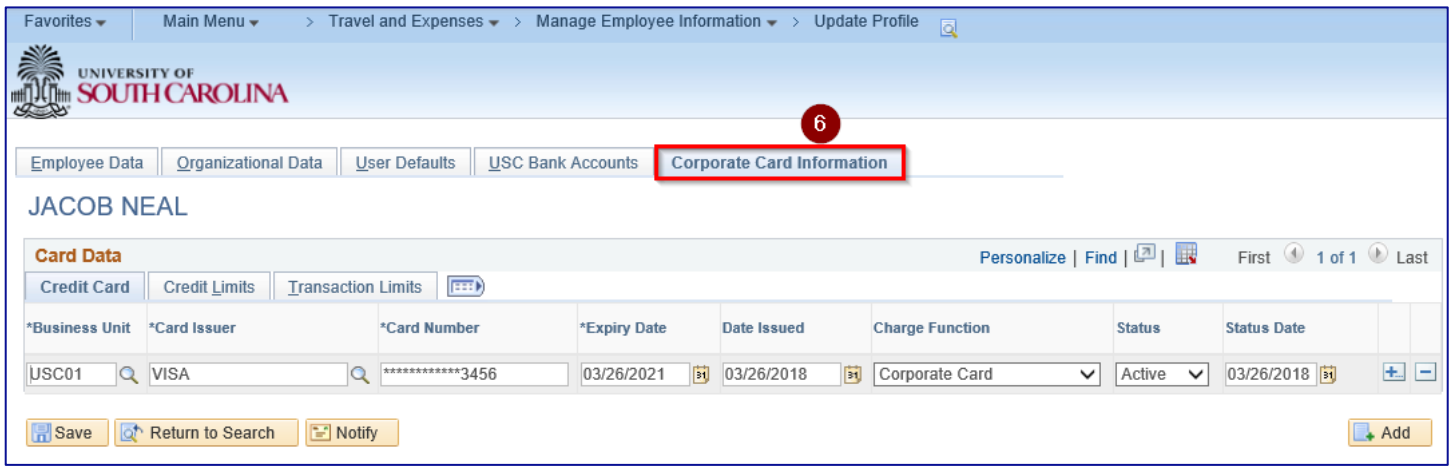
Step 3: Click the dropdown menu in the Search field to Select USC ID

Step 4: Enter the employee's USC ID

Step 5: Click the Search button to open the employee's profile



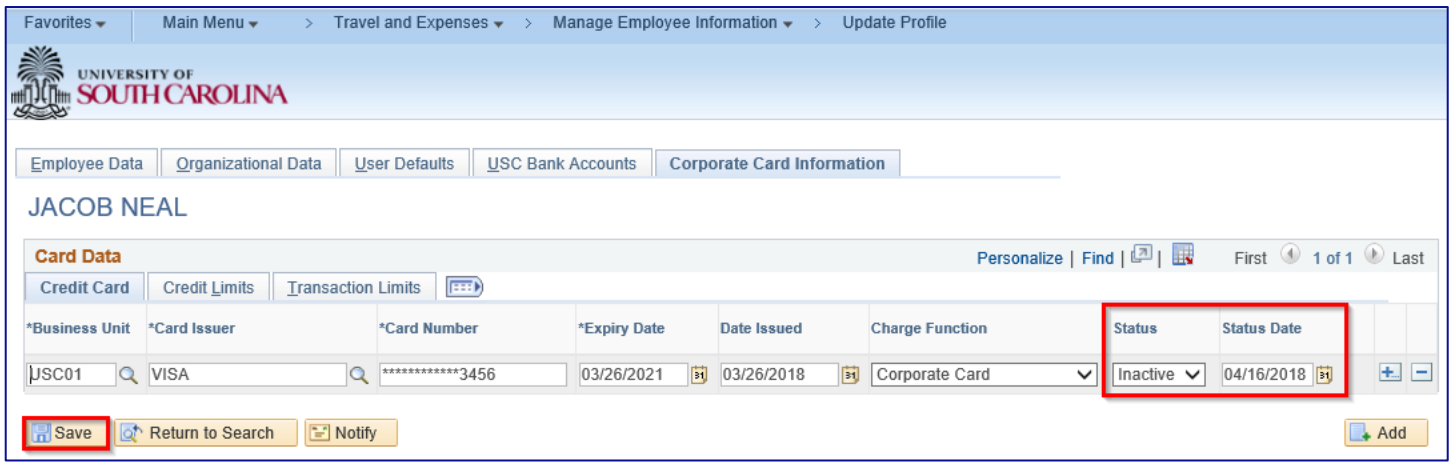
Step 6: Click the Corporate Card Information tab to access the page where credit card information is stored



Step 7: Update the Status to Inactive and Status Date fields for the existing card

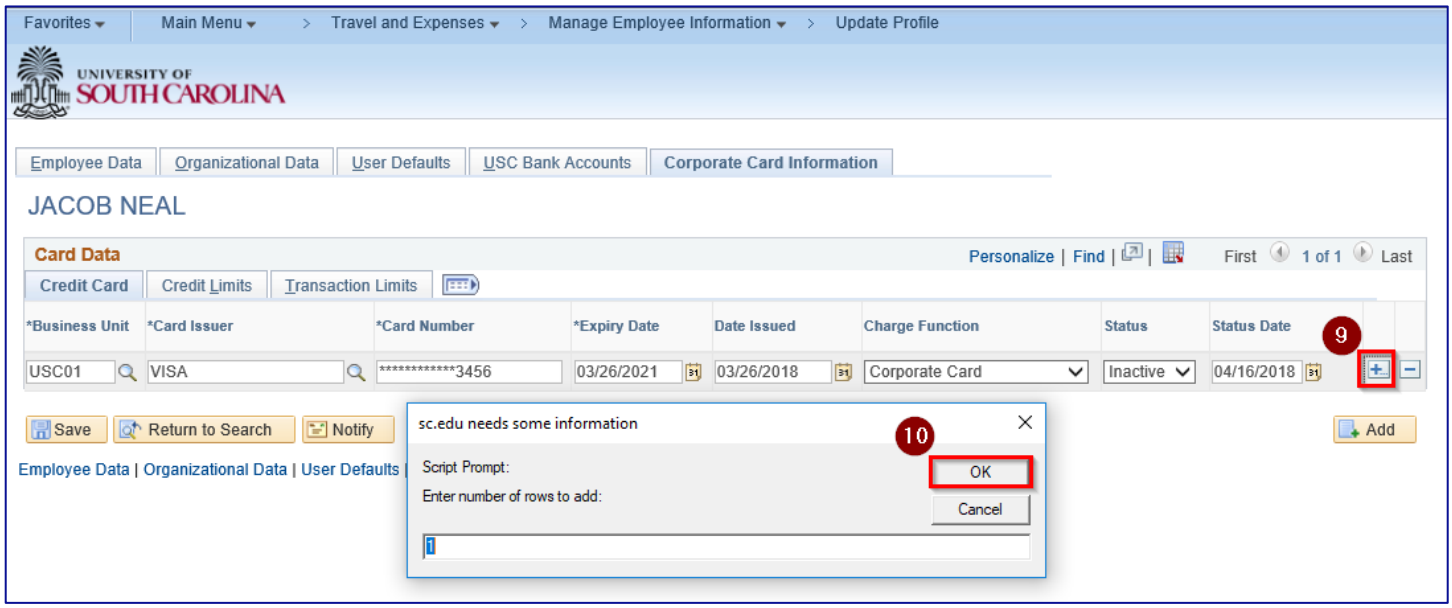
- Status: Inactive
- Status Date: Current Date

Step 8: Click Save



Step 9: Click the Add New Row button

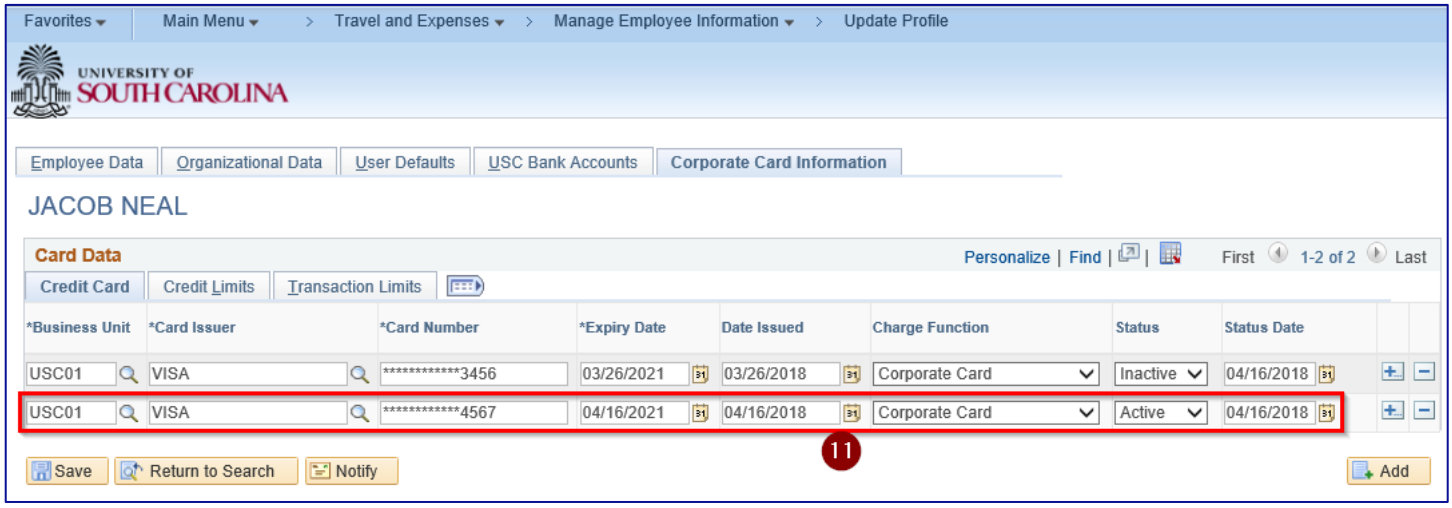
Step 10: The prompt window for entering the number of rows to add displays. Click OK



Step 11: Enter the new credit card information in the Card Data area

Enter data on the **Corporate Card Information** tab of the **Card Data** area in the following fields:

- Card Issuer
- Card Number
- Expiry Date
- Date Issued
- Charge Function
- Status
- Status Date



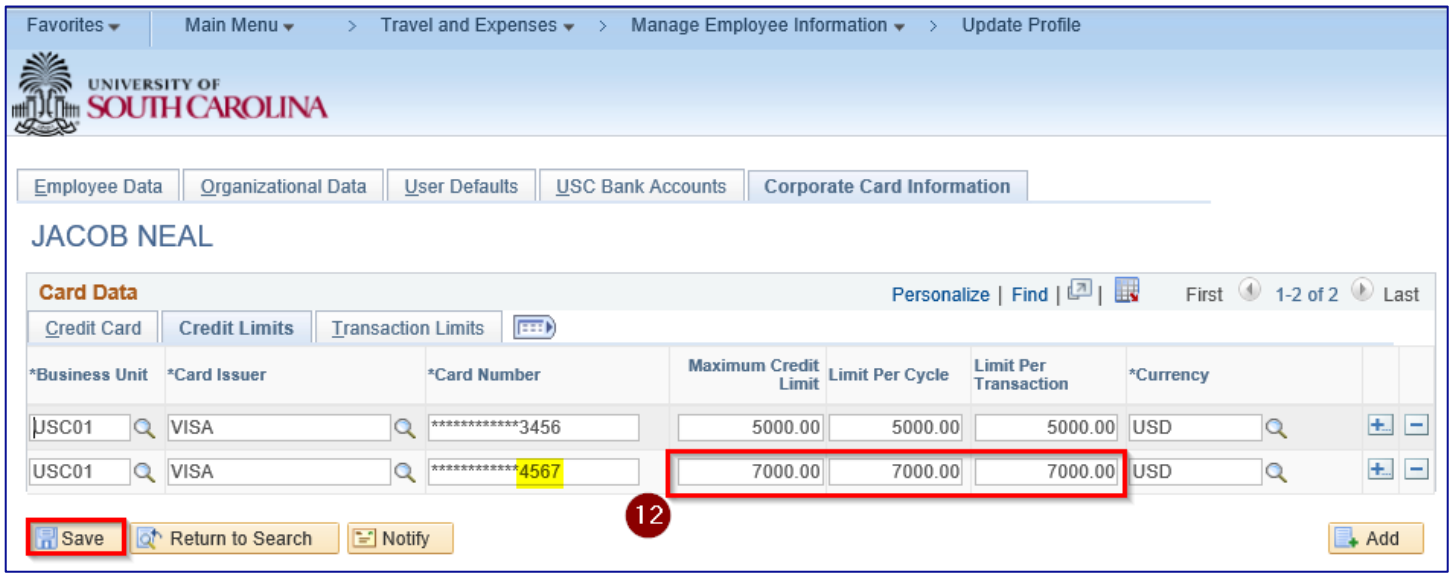
Step 12: Click the Credit Limits tab to enter dollar limits for the new card that was added

It is recommended data is entered and kept up to date in the fields below. This will aid with reporting in PeopleSoft:

- Maximum Credit Limit
- Limit Per Cycle
- Limit Per Transaction

Click **Save**

****Note: Transaction Limits -** Data doesn't have to be entered on this tab. Many companies don't place restrictions via this method (number of transactions per cycle or day) and it's not required when adding or updating a card.



IX. Assigning a Liaison to an Employee

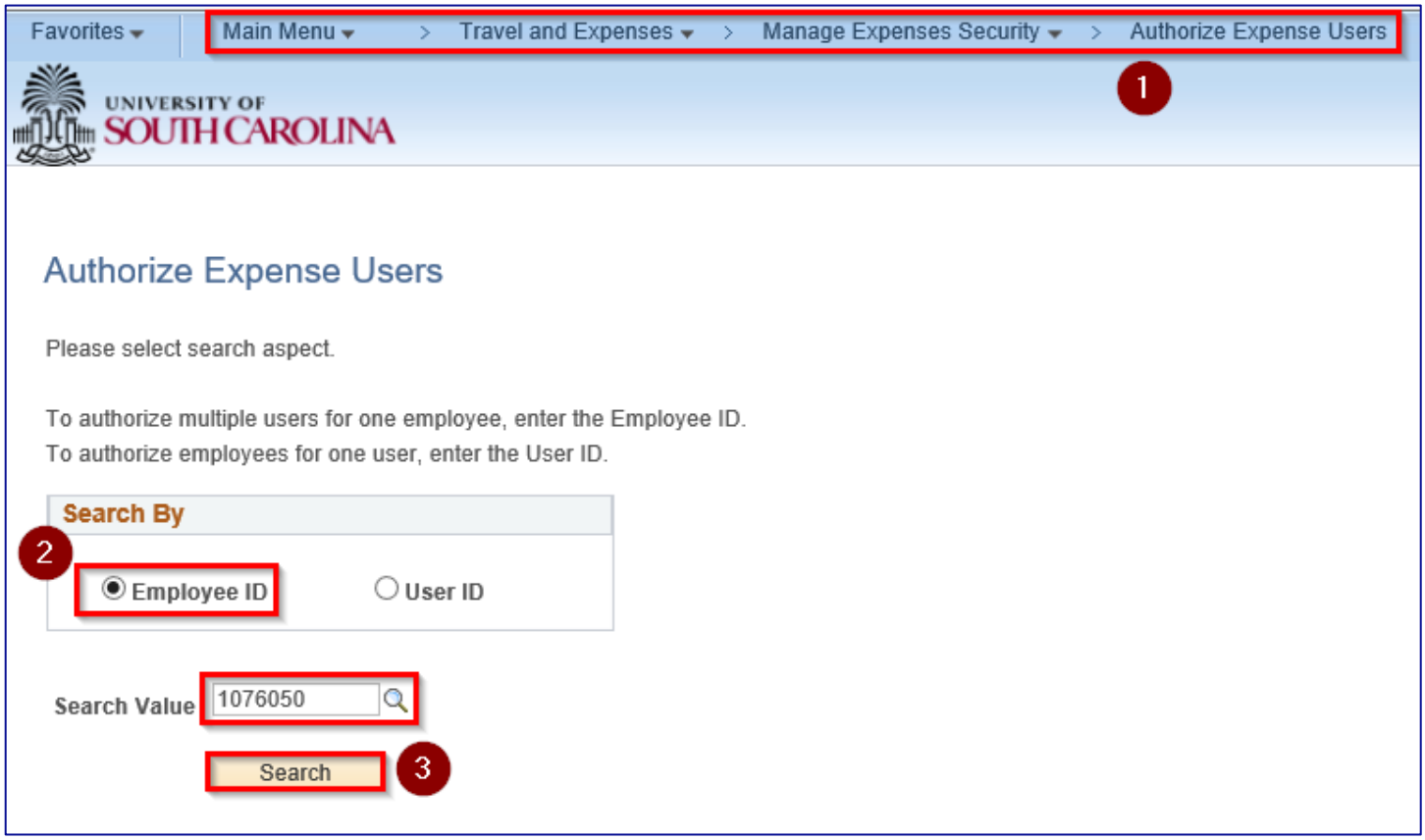
This is authorizing multiple users to create or view expense reports for one employee and is helpful if you are only updating one cardholder.

Main Menu > Travel and Expenses > Manage Expenses Security > Authorize Expense Users

Step 1: Navigate to the Authorize Expense Users page

Step 2: Verify radial button by Employee ID is selected in the Search By area

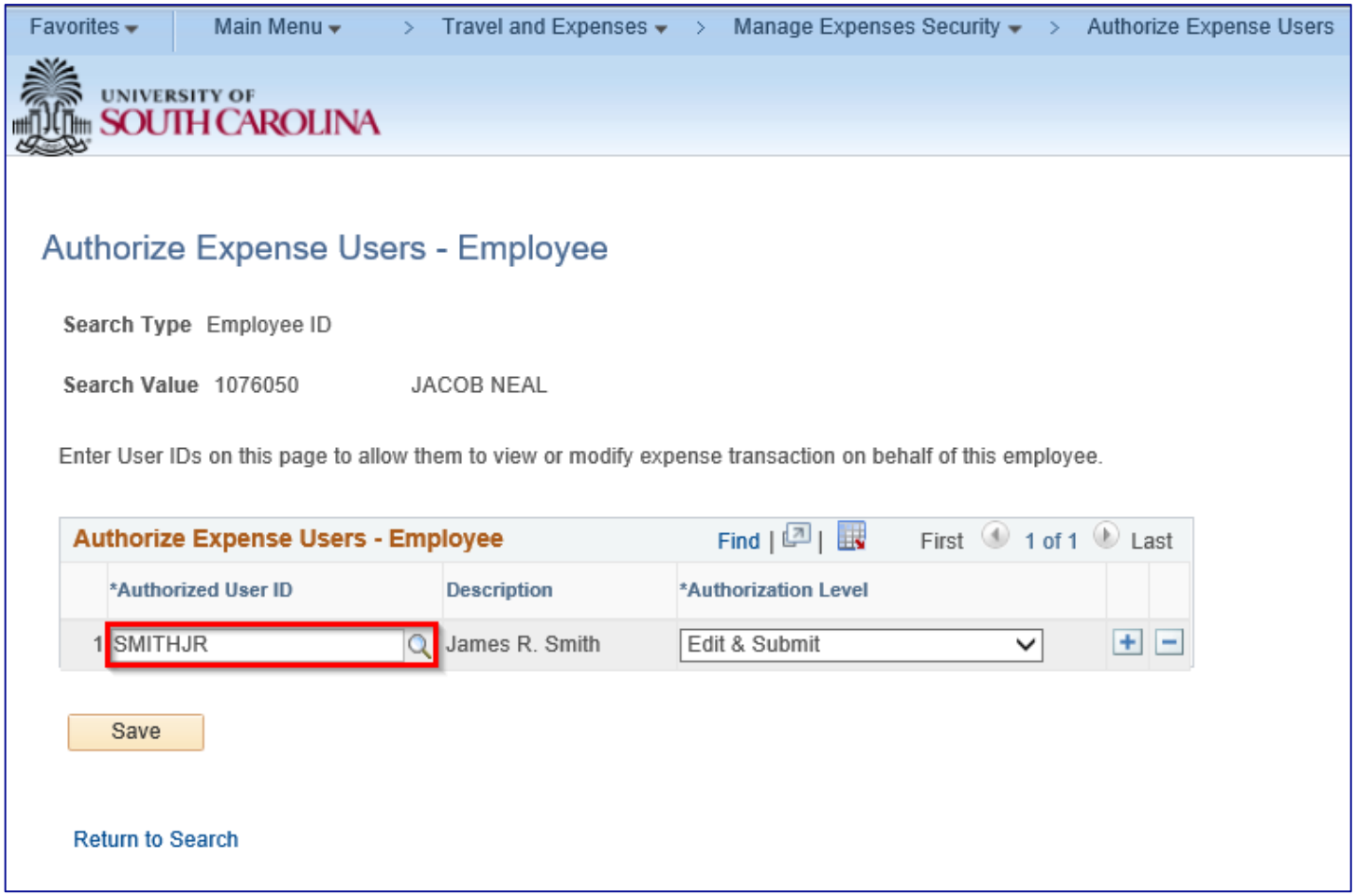
Step 3: Enter the Employee ID in the Search Value field then click Search



Step 4: Enter the User ID in the Authorized User ID field

After entering the User ID, press the tab key and the Description field will populate with the user's name.

Click **Save**



X. Assigning Employees to a Liaison

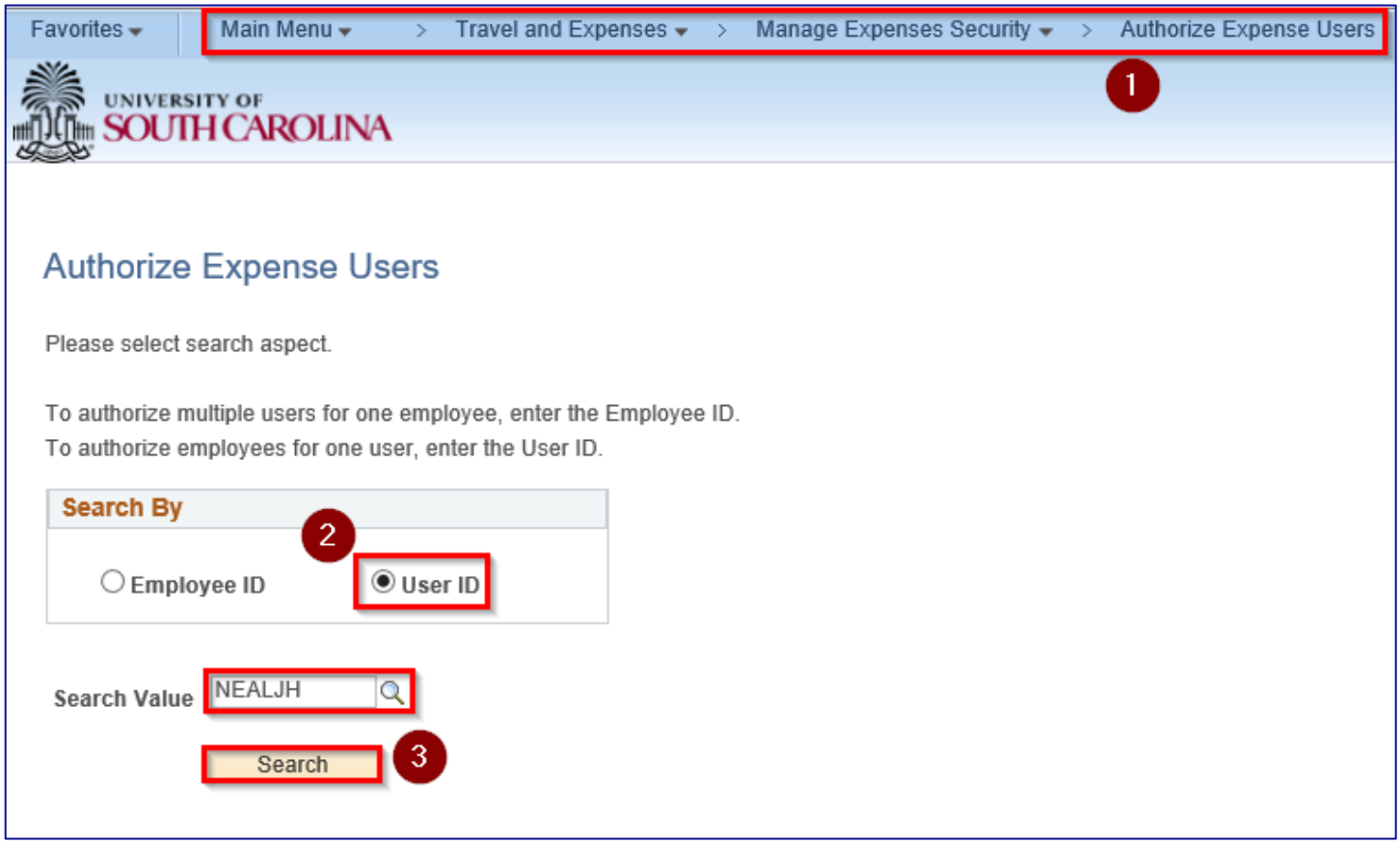
This is a list of employees a liaison can create and reconcile expense reports for. This is helpful if you are updating or adding a record to a liaison.

Main Menu > Travel and Expenses > Manage Expenses Security > Authorize Expense Users

Step 1: Navigate to the Authorize Expense Users page

Step 2: Select the User ID radial button in the Search By area

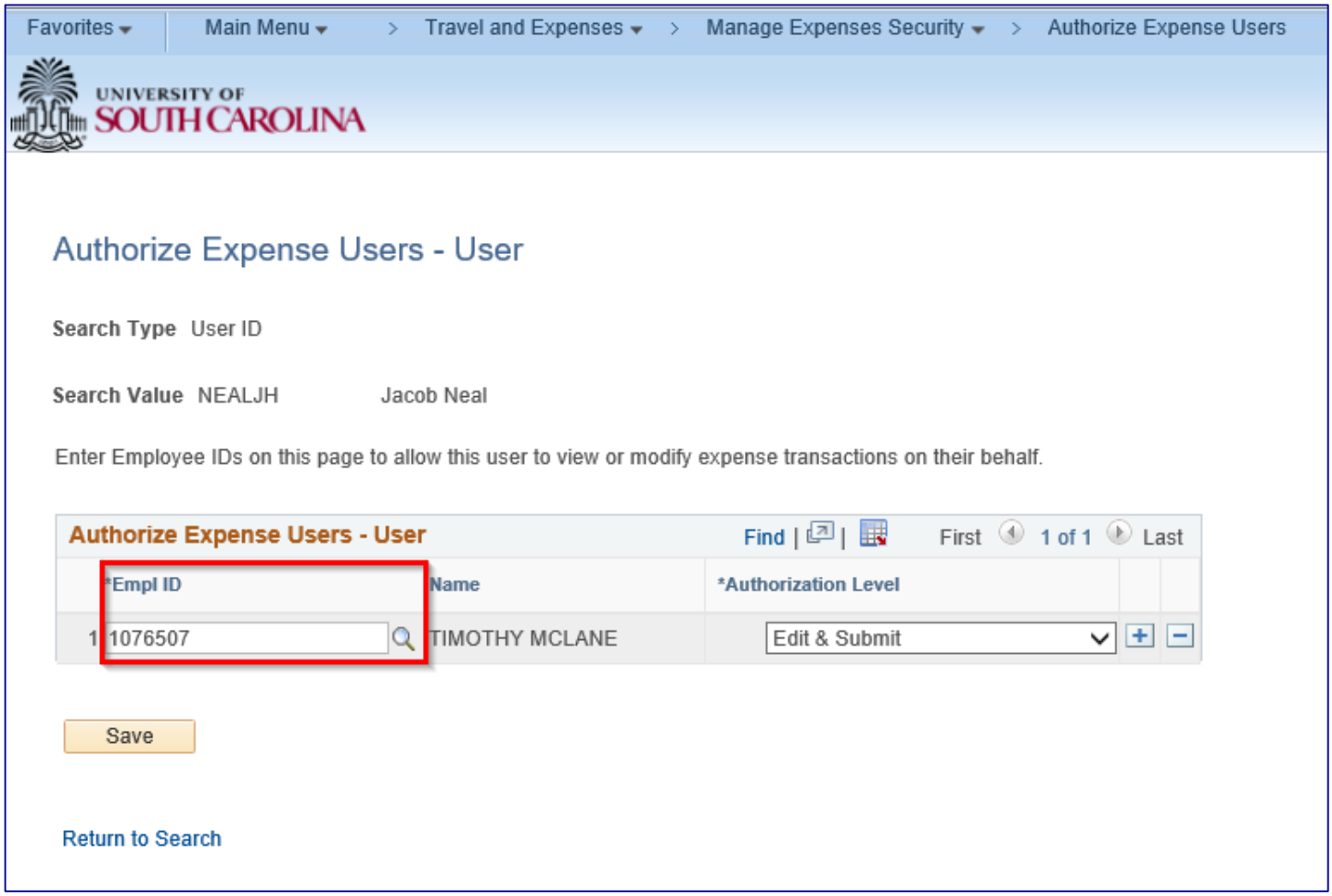
Step 3: Enter the User ID in the Search Value field then click Search



Step 4: Enter the Employee ID or use the look up button to search for and select a person

After entering the **Employee ID**, press the tab button and the **Name** field will be populated.

Authorization Level – this field will default to the Edit & Submit value. Your other options are to set it at either Edit only or View only. It's recommended to leave this value at the default value because all users have access to the View page for expense reports.



Step 5: Select the Add New Row button to enter more Employee ID's as necessary

Click **Save**