

Add Purchasing Card Authorization (APCA)

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Accessing APCA

- Select **CCOM** from the **Net-Pass Activity Table** to get into the production environment.
- Select **IBIS Admin Menus** at the **Com-Pass** screen.

```
08/22/05          INTEGRATED BUSINESS INFORMATION SYSTEM          M2AS
10:35:48.2              EASY                                      JWD1

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
M3FM             EASY Forms          M3P2             Path Maintenance Phase 2
PPRR             Perform Proxy Role  M3P1             Path Maintenance Phase 1
EPRR             End Proxy Role      M3CN             Central Office Actions
ILDP             List Department Paths M3UL             Upload Functions
ILYP             List Your Paths     M3CM             Codeset Maintenance
ILPG             List Proxies Given  M3BF             Forms Browse/Retrieval
ILPR             List Proxies Received
INAF             Number Awaiting Forms
PRHF             Process Held Forms

NEXT FUNCTION:  APCA          PREV MENU:  NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  MENU  CMPS  END      .      .      .      .      .      KEYS  PRNT  .
```

1. At **Next Function**, type **APCA**.

Press **Enter**, and a **APCA** screen will appear.

Purpose

The purpose of the APCA form is to authorize an individual to be issued a purchasing card. The form is submitted by the department granting the authorization. The social security number of the individual for whom the card is being requested must be available in order to prepare the form.

Once submitted, the form will follow an approval path to the budget administrator or budget executive and the financial officer.

The Central Desk for this form is the Purchasing Card Coordinator (PCC).

Once the PCC approves the form, PNC Bank is notified to issue a card in this individual's name.

> Note:

The individual's social security number is **NOT** passed on to PNC Bank.

After the individual receives training on the use of the purchasing card and signs the card holder agreement, the card will be issued to the individual. The individual **MUST** pick up the card in person from either the PCC or the designated person at their campus (if other than University Park).

APCA Screen 1 — Add Purchasing Card Authorization

```

PLEASE ENTER FORM ACTION
ADD PURCHASING CARD AUTHORIZATION
PAGE 1 OF 2

FORM ACTION: ___ DOCUMENT#: UNIT: CONFIDENTIAL: Y
NEXT APPROVER: ___ STATUS:

Date Entered: 05/22/1997 1
SSNo: ___ 2 ___ - ___
Name: First: 3 Middle: Last: Sfx:
Cardholder Name: _____ Date of Birth: 5 / /
Office Address Line 1: 4 Employee Class: 6
Office Address Line 2: _____ Employee Status:
City: _____ State: _____ Zip: ___ - ___
Office Phone: 7 - - Email ID: 8

Department Issuing Card: 9
Department Contact: 10 Department Phone: 814 - 11 -
Default Account: ___ - 12 - ___ UP 10010_ Admin Area: 13
Reporting Levels: 14
Cardholder Purchase Limits:
15 Individual Transaction Limit: 1000.00___
16 17 Daily Limit(Summary of Daily transactions): 2500.00___
Cycle Limit(30 day total): 5000.00___
NEXT FUNCTION: _____ <MENU,KEYS,END>

```

Screen functions:

- Form Action
- Form Number
- Unit
- Confidential
- and Status are standard IBIS document fields.

Processing APCA Form

1. Date Entered:

- System generated: Date the form is added to the system.

2. SSNo:

- Social Security Number of individual who is being authorized to have a purchasing card. Enter the social security number and press <enter>. Employee name and address information (first line only), employee status and employee class will be entered on the form from the IBIS database. Only current employees may have a card; if the number entered is not in

the database or if the individual is terminated, deceased or on leave with no pay, an error message will be generated and no further action will be allowed. Any changes to this field after submission will result in a resubmission of the form (major change).

3. Card Holder Name:

- Name as it should be printed on the face of the purchasing card. For example, the name in the IBIS database may be Thomas Michael Jones. However, the individual may want the card to read T. Michael Jones or Michael Jones or Thomas M. Jones; any variation would be permissible, but should follow the individual's normal signature (First name first, last name last). Do not use punctuation in the name (i.e., commas). Any changes to this field after submission will result in a resubmission of the form (major change).

4. Office Address:

- Line 1 will be the office address as listed in the IBIS database and will be automatically entered when the Social Security Number is entered. Enter the remainder of the address in Line 2, City, State, and Zip Code. The address should be a valid mailing address; this will be the address to which the card holder's monthly statement will be sent by PNC Bank. If necessary, line 1 can be overwritten and changed.

5. Date of Birth:

- System generated from personnel files. Bank will need as identification; this field cannot be updated.

6. Employee Class and Status:

- Generated by the IBIS system based on the status of the employee. Will appear on the screen once the Social Security Number is entered. Approvers should review these fields to determine the status of the employee. All classes may receive a card; all statuses may receive a card except TER (terminated), DEC (deceased) and LNP (Leave No Pay).

7. Office Phone:

- Entered from the IBIS database, if available. This will be the office phone

number of the card holder which the bank will use for inquiries about the account. It cannot be updated.

8. E-mail ID:

- Enter the full E-mail address for the card holder. This will be used to add the card holder to an E-mail list serve which will be used to send announcements regarding the Purchasing Card program. Be sure to enter the complete address (i.e., xxx1@psu.edu, NOT xxx1).

9. Department Issuing Card:

- Enter the name of the department authorizing this individual to make purchases.

10. Department contact :

- This should be the person in the department, other than the card holder, who can be contacted with inquiries about the purchasing card; entered by the person submitting the form.

11. Department phone:

- Phone number for department contact; entered by person submitting the form.

12. Default Account:

- This is the default budget and fund to which all charges will default. It can be either a general or a restricted account. The account entered here also determines the mnemonic for routing of the APCA form, as well as for the routing of the Reconcile Purchasing Card Charges (RPCC) transactions from the bank. This field should be entered by the submitter; it will be edited to assure it is a valid account. The account should be entered as an IBIS account (0X-0XX-XX UP XXXXX). Please be aware that the RPCC will allow for charges to be distributed to accounts other than the default account. Any changes to this field, after submission, will result in a resubmission of the form (major change).

13. Admin Area:

- This will be updated by the system when the default budget has been entered and edited; it will update when PF12 is selected and the form is edited as ADD is done.

14. Reporting Levels:

- The Financial Officer will complete this field. PNC Bank places each card into a reporting level to allow PNC to summarize card usage by area. PNC Bank will furnish various reports at the University and departmental level.

Card Holder Purchase Limits:

The purchasing card has dollar limits built into it. When the card holder presents the card to a vendor and the vendor enters the card information, the limits are verified by PNC Bank. If the limits are exceeded, the transaction will not be able to be processed. For those vendors still using manual machines, no limit check is possible unless the vendor calls in the transaction; however, any transaction which exceeds the limits will be reported on an Exception Report to Purchasing and the area.

15. Individual Transaction Limit:

- This will default to \$1,000 maximum. It can be changed to a lower amount and determines the amount the card holder can charge during any one purchase. Any changes to this field after submission will result in a resubmission of the form (major change).

16. Daily Limit (Summary of Daily Transactions):

- Default to \$2,500 maximum. It can be changed to a lower amount and determines the total dollar amount of purchases a card holder can make in one day. Any changes to this field after submission will result in a resubmission of the form (major change).

17. Cycle Limit (30 day total):

- Default to \$5,000 maximum; it can be changed to a lower amount only. This limit determines the total dollar amount a card holder can charge on the purchasing card from the 15th of the month to the 15th of the next month (one cycle). Any changes to this field after submission will result in a resubmission of the form (major change).

Once all data is entered, the form should be added (ADD, PF12) and then submitted (SUB, PF12). If any changes are needed on the form, the changes should be entered and then CHG, PF12 should be done to assure the changes are recorded on the form.

APCA Screen 2 — Notepad

```

      ADD PURCHASING CARD AUTHORIZATION
                                NOTEPAD AREA
                                PAGE 2 OF 2
                                APCA
FORM ACTION: ADD  DOCUMENT NUMBER:      UNIT:      CONFIDENTIAL: Y
NEXT APPROVER: ____                        STATUS:

=====

NOTE PAD AREA: _____
                _____
                _____
                _____

Last Action:
Last Action Name:
NEXT FUNCTION: _____ (MENU, KEYS, END)

```

- Page 2 screen is the standard notepad page.

Last Revised: 07/21/2003