Update Purchasing Card Authorization (UPCA)

The **Update Purchasing Card Authorization** (UPCA) on-line documentation is divided into the following sections:

Purpose

The purpose of the Update Purchasing Card Authorization (UPCA) form is to update information for a current card. There are three actions which can be taken with this form.

- The card can be **suspended**, which sets the card holder purchase limits to -0-. This should be used if the card holder is going on leave of any kind (sabbatical, personal, sick). It does not cancel the card, but suspends its use. To reactivate the card, a new UPCA would be entered and the card holder purchase limits would be reset to the approved limits.
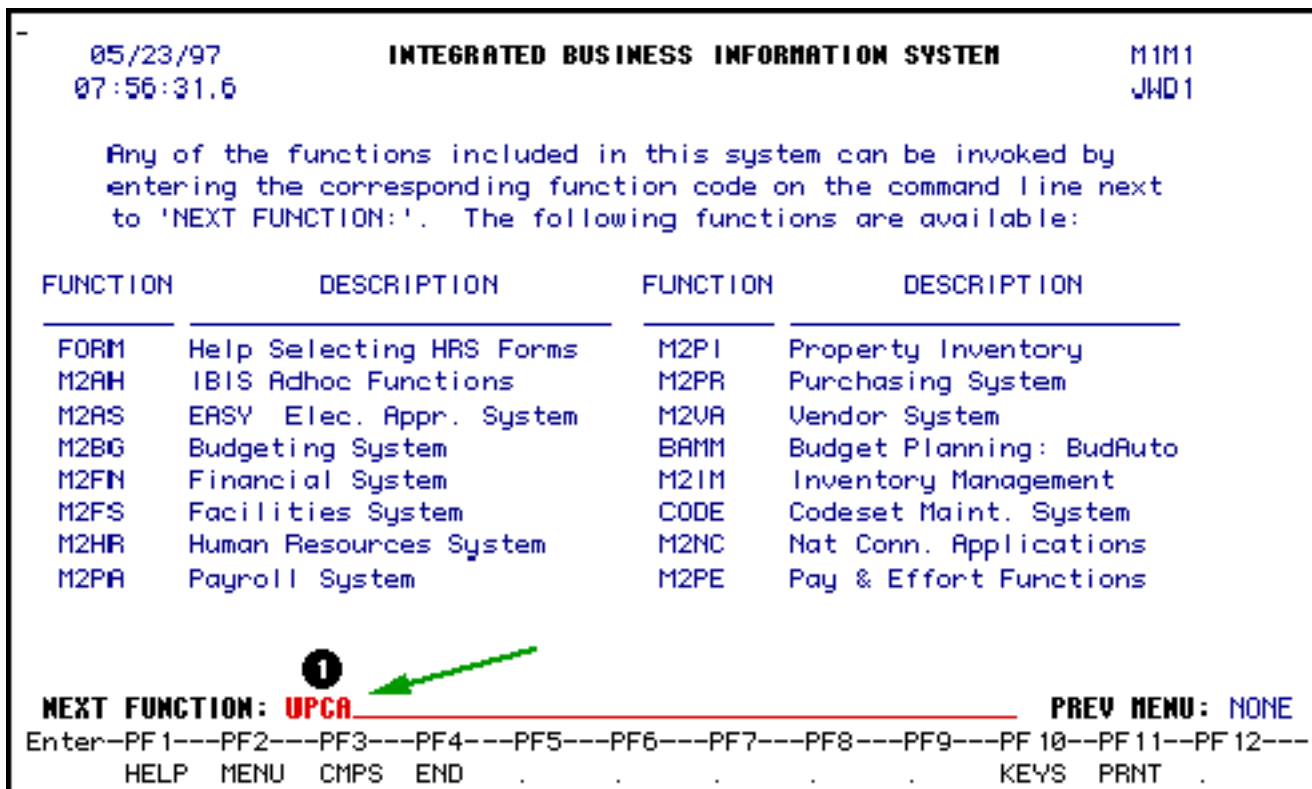
- The card can be **canceled**. This will permanently cancel the card. This should be used if the card holder is leaving the University or is moving to a new position in another administrative area. Purchasing cards cannot be transferred between two areas; the former area needs to cancel the card through the UPCA and the new area needs to submit

an APCA (Add Purchasing Card Authorization) to issue a new card. Cards can also be canceled for misuse or if it is no longer needed by the individual for purchasing. If the card is canceled, the plastic purchasing card needs to be returned by the card holder, cut in half and forwarded to the Purchasing Card Coordinator (PCC), who will then forward it to the bank.

- The card information can be **updated**. The following information can be updated:

  ○ **Card Holder Name** — if the name is changed, a new card will be issued.

  ○ **Office Address** — this should be updated if the card holder changes offices. Updating the IBIS database through the UADR transaction will **NOT** update the address information for the Purchasing Card. UPCA needs to be used to update addresses for purchasing card holders.

  ○ **Default Account** — if another account should be used for the default account, the change can be made in this form. However, you may not update the default account to a budget in another administrative area.

  ○ **Card Holder Purchase Limits** — if the limits set for the purchasing card need to be updated, UPCA should be used. Limits can be raised or lowered, but cannot exceed the maximum limits set for the card by the University:

    - Transaction Limit: $1,000
    - Daily Limit: $2,500
    - Cycle Limit (30 days): $5,000

  ○ **Department Information** — if the department name, phone number or contact has changed, UPCA should be used to update that information in the database. This information is used by the Purchasing Card Coordinator if there are inquiries regarding the purchasing cards issued.

- Policy BS14 — Penn State Purchasing Card

- Procedure PC2009 — Penn State Purchasing Card

Accessing UPCA — IBIS Main Screen

- Select **CCOM** from the **Net-Pass Activity Table** to go into the production environment.

- Select **IBIS Admin Menus** at the **Com-Pass** screen.

```
-
   05/23/97              INTEGRATED BUSINESS INFORMATION SYSTEM         M1M1
   07:56:31.6                                                          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
   _____   _____        _____   _____
    FORM      Help Selecting HRS Forms         M2PI      Property Inventory
    M2AH      IBIS Adhoc Functions             M2PR      Purchasing System
    M2AS      EASY  Elec. Appr. System         M2VA      Vendor System
    M2BG      Budgeting System                 BAMM      Budget Planning: BudAuto
    M2FN      Financial System                 M2IM      Inventory Management
    M2FS      Facilities System                CODE      Codeset Maint. System
    M2HR      Human Resources System           M2NC      Nat Conn. Applications
    M2PA      Payroll System                   M2PE      Pay & Effort Functions


                          ❶
   NEXT FUNCTION: UPCA_____  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 **FACE**.

   Press **Enter**.

UPCA Screen Sample — Page 1 of 2

The standard IBIS fields are:

- Form Action
- Document Number
- Unit
- Confidential and Status
- Next Approver

```
_PLEASE ENTER FORM ACTION
                    UPDATE PURCHASING CARD AUTHORIZATION              PAGE 1 OF 2

   FORM ACTION: ___      DOCUMENT#:            UNIT:              CONFIDENTIAL: Y
 NEXT APPROVER: ____                                                   STATUS:
 Date Entered:  05/23/1997 ❶    CARD NUMBER: ❷ ___ - ___ - ___ - ___
 SSNo: ❸    -    -
 Name: First: ❹            Middle:          Last:                      Sfx:
 UPDATE ACTION: ❻ Suspend
          ❽   _ Cancel    Reason: ___❾___        Current Card Status:❺
        ❿     _ Update                           Last Update Action: ❼
      Cardholder Name: ⓫ _____
 Office Address Line 1: _____⓬_____
 Office Address Line 2: _____
              City: _____  State: __  ⓭ Zip: ____ - ___
                               Email ID: _____⓭_____
 Current Default Acct#: ⓮  -    ⓯  -  UP
          Change to: ___ - ⓯ - __UP_ _____  Admin Area: ⓰
     Reporting Levels: ⓱__  ____  ____  ____  ____  ____
 Cardholder Purchase Limits:                   Current    Change to
     Individual Transaction Limit:                . 0      . 0_
     Daily Limit(Summary of Daily transactions): ⓲. 0    ⓳. 0_
     Cycle Limit(30 day total):                   . 0      . 0_
 NEXT FUNCTION: _____  (MENU,KEYS,END)
```

1. **System Generated** — Date the form is added to the system.

2. **Card Number** — Enter card number for purchasing card which is being updated. Then press enter. Social Security number, name, office address, current default account, card purchase limits, and (on page 2) department information will be displayed.

3. **Social Security Number** — From IBIS database based on card number; protected field.

4. **Name** — From IBIS database based on social security number, protected field.

5. **Current Card Status** — Lists the current status of the card: Active, Suspended, Canceled. Protected field, for information only. Certain actions cannot be taken depending on the status of the card.

6. **Suspend** — X this field if you want to suspend the card. This should be done if the card holder will be on leave for any length of time: sabbatical, sick, personal. This action does not cancel the card, just disallows transactions. Card limits must be set to -0- when this action is selected.

7. **Last Update Action** — Last action taken on this card. If the card was canceled through the PNC 800 number, this action will be noted. In this case, the UPCA should be completed to cancel the card and provide a reason code for the cancellation.

8. **Cancel** — X this field if the card should be permanently canceled. This should be used when the card holder is leaving the University, or leaving the department for another area. It will also be used if the card holder misuses the purchasing card. If used, a message will appear - "Are you sure you want to cancel?" A message will be given to the final approver to "Cut card in half and return to Purchasing Card Coordinator".

9. **Reason for Cancellation** — A code set will be available to select the reason for cancellation. Put the cursor on the line and press PF1 to view the valid codes. (Lost, Misuse, Transfer, Termination, Not Needed, Other, Stolen).

10. **Update** — X this field if you are updating information for the card holder such as name, office address, default account, card holder purchase limits or department information.

11. **Card Holder Name** — from IBIS database based on card number. This can be changed if the card holder's name has changed (i.e. for change in marital status). If the name is changed, the bank will issue a new card printed with the updated name.

12. **Office Address** — This can be updated if the card holder's mailing address has changed. Remember, this must be a valid US Postal Service address, because this is used by PNC Bank to mail the card holder a monthly statement. Changes to the office address in UPCA will not effect the database used for office address in IBIS (Human Resource System).

13. **E-mail ID** — This should be updated if it has changed. It is used by the PCC for messages and for the Purchasing Card List-Serve.

14. **Current Default Account #** — This is the default account currently in the database for the card.

15. **Change to Default Account** — This allows for an update of the default account. The new default account **MUST** be in the same administrative area as current budget. If the account is updated, the new account information will determine the mnemonic for routing the UPCA form for approval. If not, the form will route on the current account's mnemonic.

16. **Admin Area** — The system will enter administrative area for the updated default account when the form is edited prior to being added.

17. **Reporting Level** — This will be updated by the Financial Officer, if necessary. In most cases, a change in default account will **NOT** result in a new reporting level. PNC Bank uses the reporting level to determine now the card's transaction should be reported;

monthly reports will be sent for University and administrative area use.

18. **Current Card Limits From IBIS Database** — These are the limits that are currently in place for this card holder.

19. **Changes to Card Limits** — Cannot exceed maximums ($1,000 for individual transactions, $2,500 for daily limit, and $5,000 for cycle limit). Enter the new card limits in the "Change to" fields to update the limits for the card holder.

UPCA Screen Sample — Page 2 of 2

Notepad

- This is the standard IBIS Notepad. It should be used to include additional information for approvers or the Purchasing Card Coordinator. Information in the notepad is **NOT** stored in the IBIS database.

```
 _
                       UPDATE PURCHASING CARD AUTHORIZATION          PAGE 2 OF 2
                                   NOTEPAD AREA
   FORM ACTION: ___     DOCUMENT#:            UNIT:          CONFIDENTIAL: Y
 NEXT APPROVER: ____                                               STATUS:


 ===============================================================================

 Department Issuer:   ❶ _____    Department Phone: ___ - ❷ - ___
 Department Contact: __❸_____

 NOTE PAD AREA:    _____
                   _____
                   _____
                   _____
                   _____
                   _____


 Last Action:
 Last Action Name:

  NEXT FUNCTION: _____  (MENU,KEYS,END)
```

1. **Department Issuer** — From the IBIS database, this will list the department which issued the card. If the department needs to be updated, this can be changed. However, if the individual is moving to a new department outside of the administrative area, the card

should be canceled and a new one reissued by the new department.

2. **Department Contact Phone Number** — From the IBIS database, this lists the department contact phone number. This number will be used by the Purchasing Card Coordinator if there are questions regarding the UPCA form or the card itself.

3. **Department Contact** — From the IBIS database based on card number, this is the name of the person to be contacted in the department for inquiries about the card or card holder.

Last Revised: 12/2/2004