



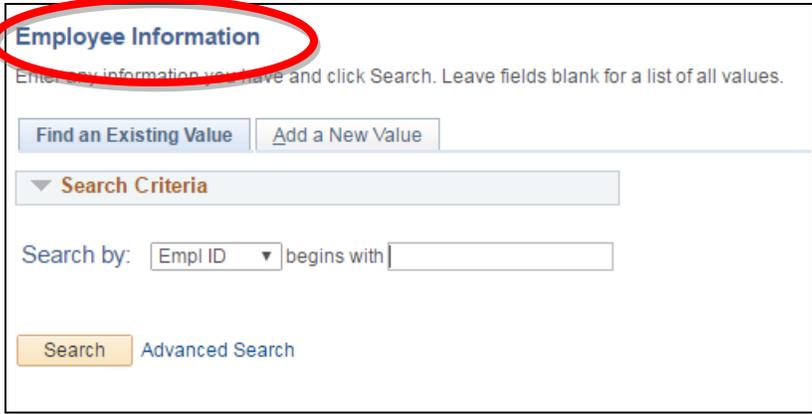
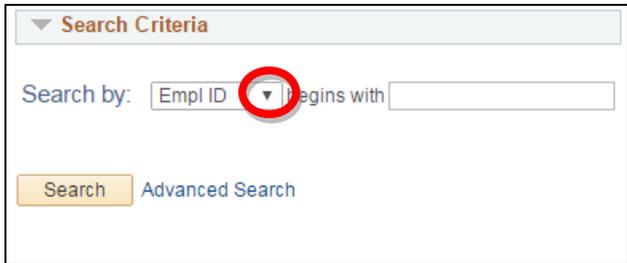
ADDY NOTES



Completing the PCA Details Tab

A PCard approver is responsible for viewing and approving transactions for PCard holders. This Addy Note explains how to add or inactivate PCard holders to/from the list of employees a PCard approver can view and approve.

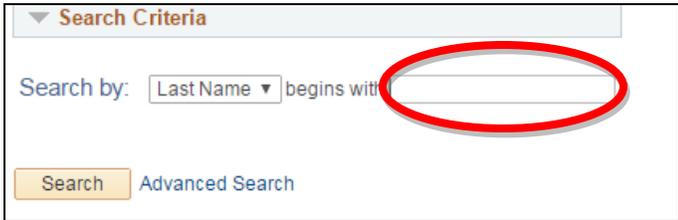
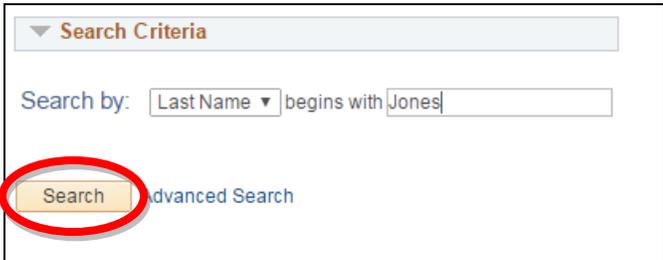
Adding a PCard Holder to the PCA Details Tab

Step	Action
1.	<p>Navigate to: Main Menu > Departmental Authorization > Employee Information.</p> 
2.	<p>To begin a PCard holder search, click the down arrow in the Search by field.</p> 



ADDY NOTES

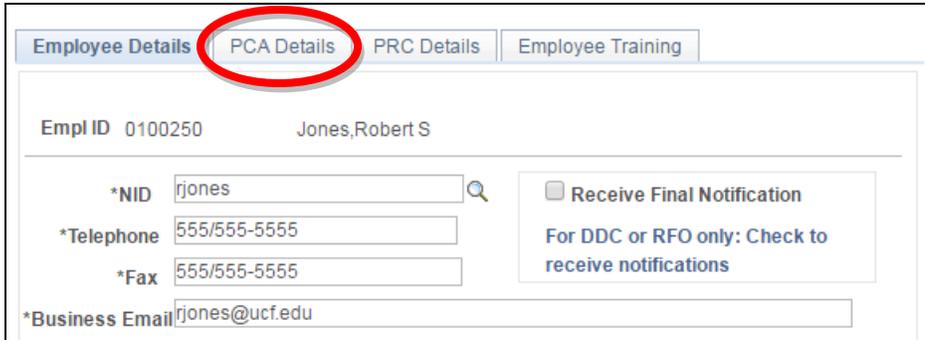
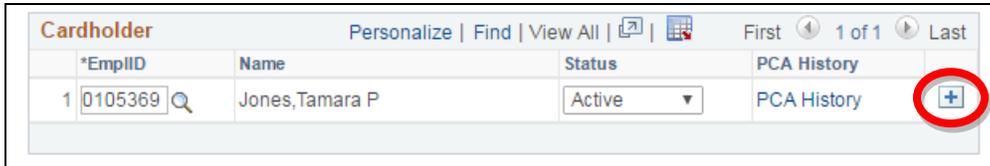


Step	Action
3.	Select the necessary Search by criteria from the drop-down list. 
4.	Complete the empty Search by field based on your search criteria. 
5.	Click Search . 
6.	Select an employee from the search results.



ADDY NOTES

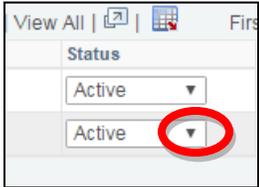
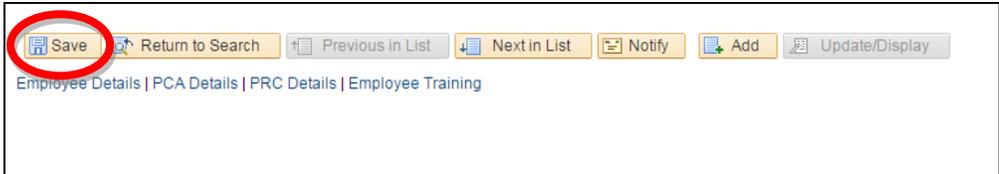


Step	Action
7.	<p>Click the PCA Details tab.</p> 
8.	<p>A list of PCard holders for the approver you searched for displays. To add a PCard holder, click the add button (+).</p>  <p>Note: Clicking the PCA History link will display the PCA history of an employee, including his/her EmplID, name, status, and the date and time of any update.</p>
9.	<p>Enter the EmplID of the PCard holder you want to add or click the lookup icon to locate an employee's ID.</p>  <p>The value you enter in the EmplID field represents the employee holding the PCard, whose transactions the approver will review and, if appropriate, approve.</p>



ADDY NOTES



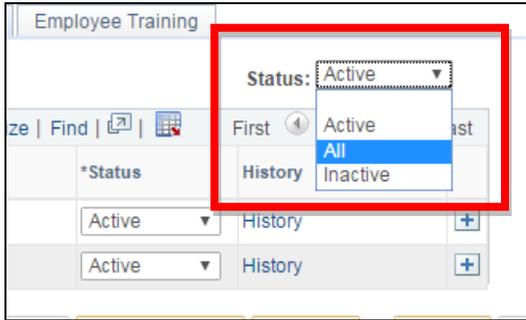
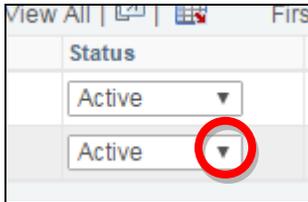
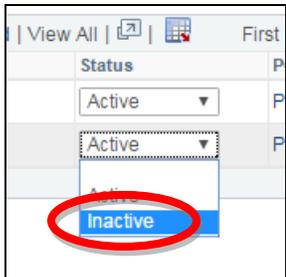
Step	Action
<p>10.</p>	<p>To change the employee's status, click the Status drop-down arrow next to the employee's name.</p>  <p>The screenshot shows a web interface with a "Status" section. There are two dropdown menus, both currently set to "Active". The second dropdown menu has a red circle around its downward-pointing arrow, indicating it should be clicked.</p>
<p>11.</p>	<p>Click Save.</p>  <p>The screenshot shows a toolbar with several buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display". The "Save" button is circled in red. Below the buttons are several blue links: "Employee Details", "PCA Details", "PRC Details", and "Employee Training".</p>



ADDY NOTES



Inactivating/Removing a PCard Holder from the PCA Details Tab

<p>1.</p>	<p>Complete steps 1-7 from the previous instruction list to navigate to the PCA Details tab for a selected PCard approver.</p>
<p>2.</p>	<p>Select the Cardholder section's overall Status drop-down list. Change the Cardholder section to view active cardholders, inactive cardholders, or both.</p> <p>Note: Either All or Inactive must be selected to view a requester who has been inactivated.</p> 
<p>u</p>	<p>To inactivate a PCard holder from the list, click the Status drop-down arrow next to the employee's name.</p> 
<p>4.</p>	<p>Select Inactive.</p> 



ADDY NOTES



5. Click Save.

