PR349 PCard and ISSP Setup and Administration (VDOT Only)

PCard and ISSP Setup and Administration Overview

VDOT uses two types of procurement cards: PCards and Integrated Supply Services Program (ISSP - District) Cards. These cards allow users to purchase goods using charge cards which are then paid electronically. The Procurement Card (PCard) is used by assigned employees to procure and pay for small purchases. PCards are issued to individual users. ISSP Cards are issued by stock location, and are typically used for purchases related to vehicles, equipment, and maintenance stock. The PCard expedites the accounts payable process.

In Cardinal, the PCard Administrator sets up PCard and ISSP users, card limits, and location information, as well as the users' supervisors and individuals approved to manage their transactions, known as proxies.

Cardinal tracks user transactions, account values, approvals, and merchant data. The PCard Administrator can add, delete, and/or edit PCard values at any time. Cardinal loads all PCard transaction data daily from the PCard Issuer (i.e., bank). These transactions are subsequently reconciled.

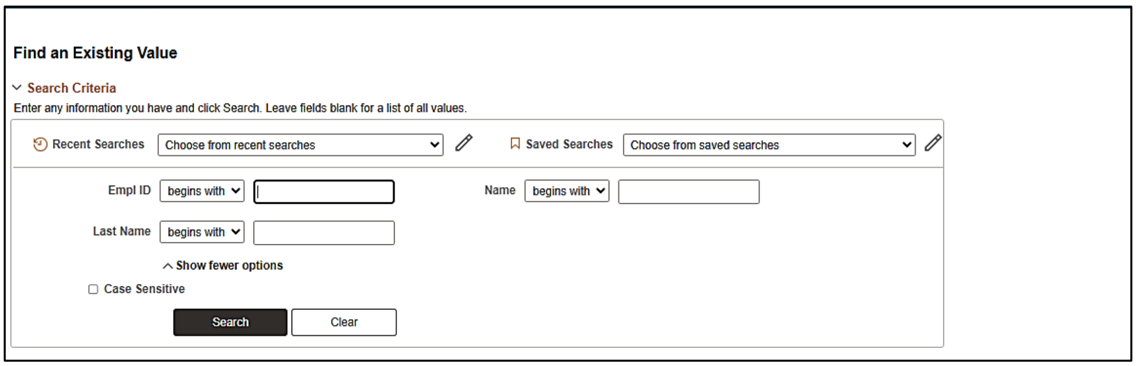
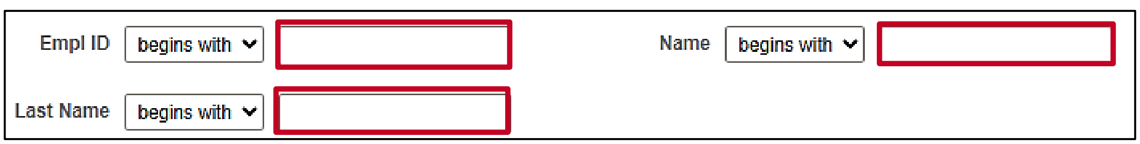
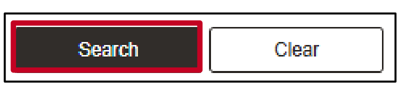
Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History

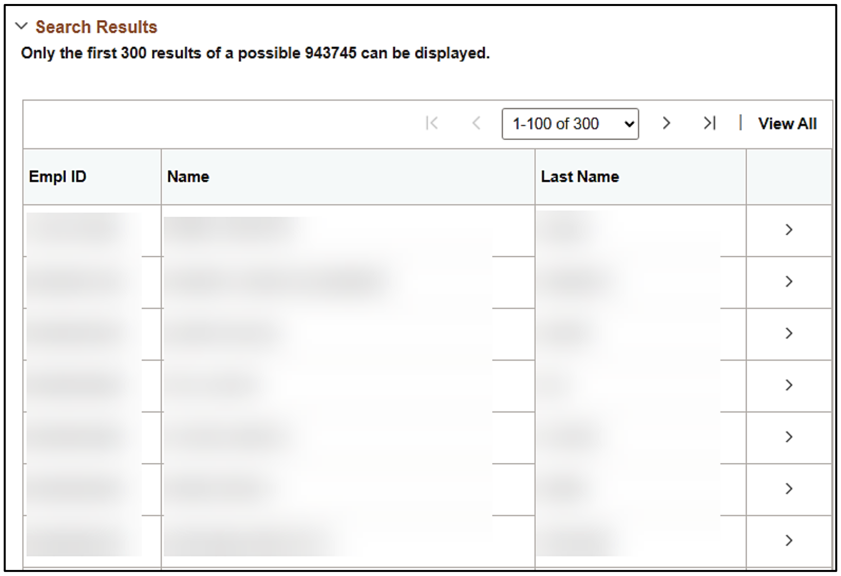
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
12/6/2021	Baseline.

Setting Up a PCard User

Step	Action
1.	Navigate to the **Cardholder Profile** page using the following path: **NavBar > Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile** 
The **Cardholder Profile Find an Existing Value Search** page displays. 	
2.	Enter the search criteria (Employee ID, Name, and/or Last Name) of the employee to be set up as a PCard user. Leave these fields empty to list all employees. 
3.	Click the **Search** button. 

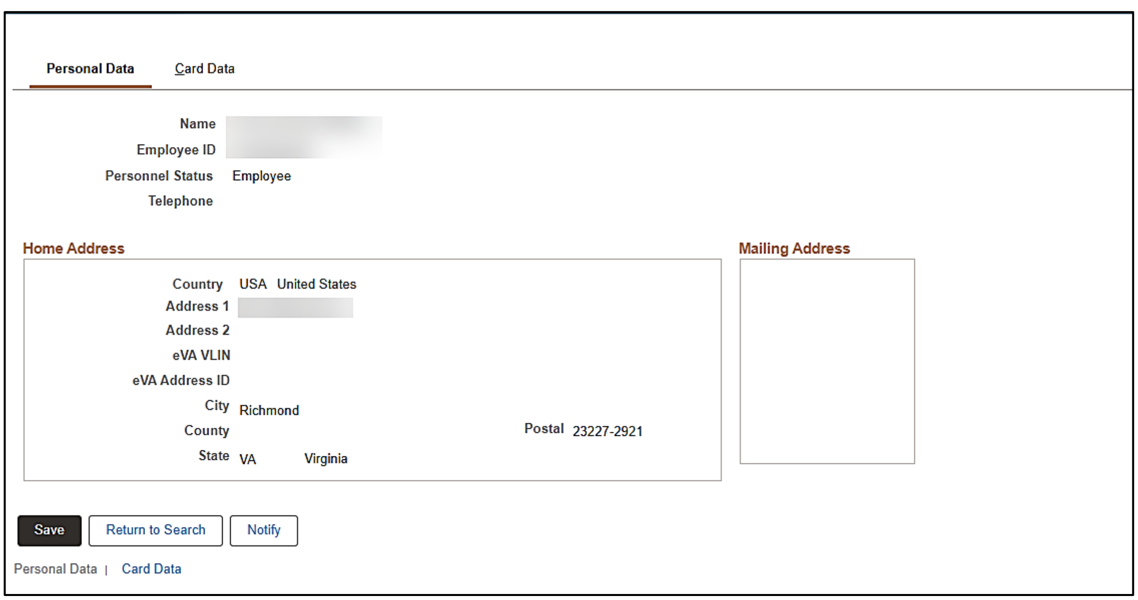
Step	Action

The results are displayed in the **Search Results** section.

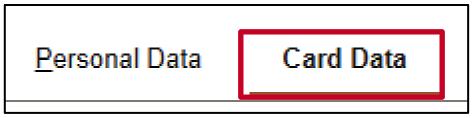
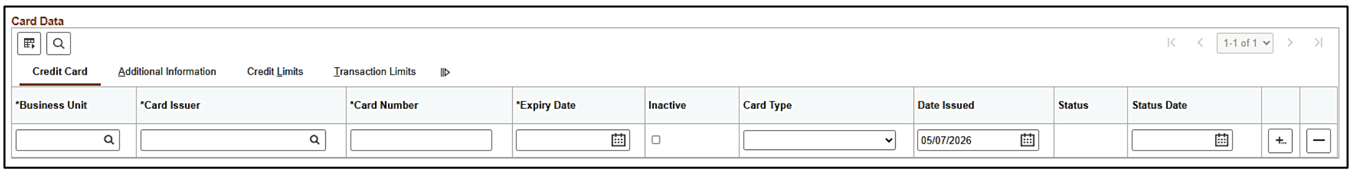
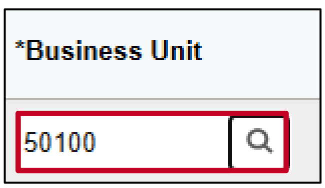
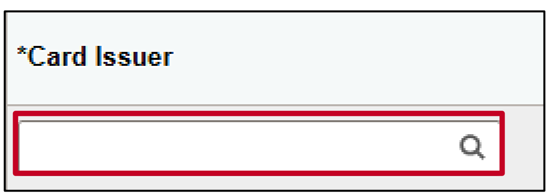
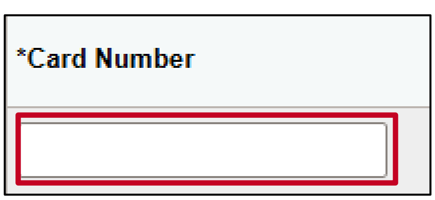


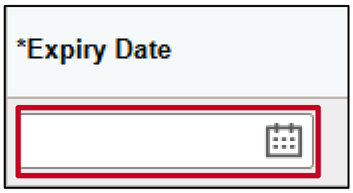
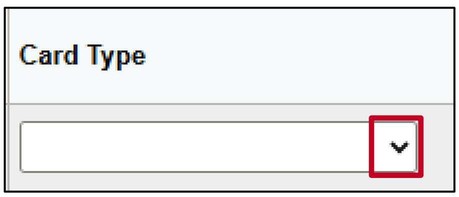
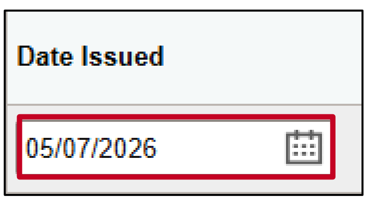
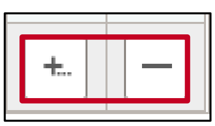
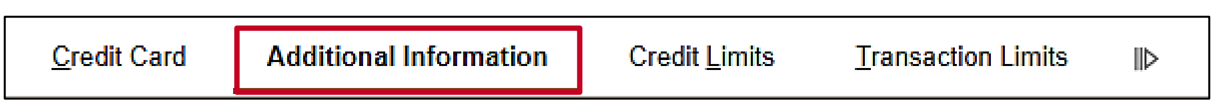
Step	Action
4.	Click the **Drill in** (**>**) icon by the employee to be set up as a cardholder/user. 

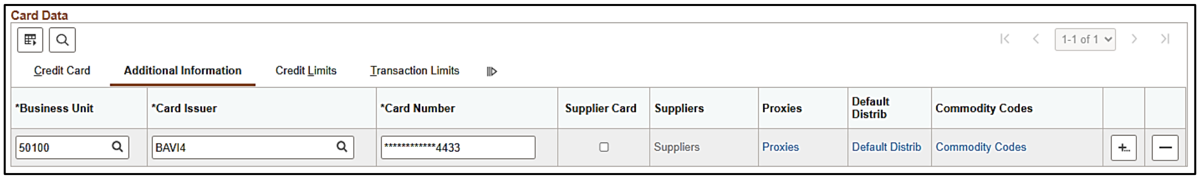
The **Cardholder Profile** page displays with the **Personal Data** tab displayed by default.



Step	Action
5.	Ensure that the data in the **Employee ID** and **Name** fields is accurate.

Step	Action
6.	Click the **Card Data** tab. 
	The **Card Data** page displays. 
7.	Enter the employee's Business Unit in the **Business Unit** field. This should be "50100" by default for VDOT. 
8.	Enter the applicable Card Issuer in the **Card Issuer** field. 
	Each District has an assigned Card Issuer (e.g., BAVI4 is Richmond, BAVI5 is Hampton Roads).
9.	Enter the 16-digit Card Number in the **Card Number** field. 
	Once the 16-digit Card Number is entered, the leading 12 digits are encrypted and can be seen only by Cardinal users with the proper security role. PCard Administrators can select the **Display Unmasked Card Number** checkbox option to view and confirm the entire Card Number.

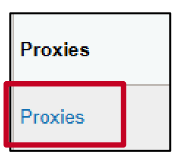
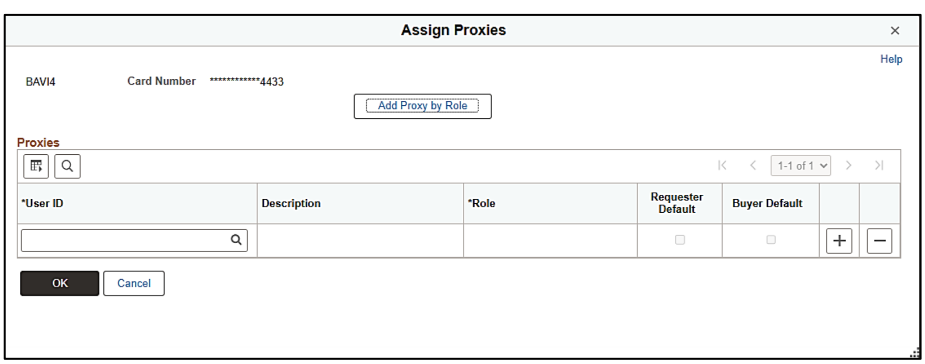
Step	Action
10.	Enter the card expiration date in the **Expiry Date** field. 
11.	Click the **Card Type** dropdown button and select the applicable Card Type ("American Express", "Visa", or "MasterCard"). 
12.	Enter the applicable card issue date in the **Date Issued** Field. This field defaults to the current date. 
13.	To add an additional card, click the **Add Row** (**+**) icon. To remove a card, click the **Remove Row** (**–**) icon. 
	Never delete a PCard from Cardinal once a transaction has been processed.
14.	Click the **Additional Information** tab. 

Step	Action
The **Additional Information** tab displays. 	
	Do not check the **Supplier Card** checkbox. This is for a store card (e.g., Lowe's or Home Depot).

Entering or Updating a Proxy

Proxies can access a procurement card. There can be multiple roles established in Cardinal for a specific individual. Therefore, select only the specific role that the Cardholder Proxy will hold for this card. For example, a particular supervisor can also be a PCard holder. The proxy role selected for this individual is Agency PCard User, not supervisor.

Proxies could include the Card Holder, the Card Holder's Supervisor, Back-Up to Cardholder's Supervisor, District PCard Administrator (if District employee), VDOT PCard Administrator (both District & CO employees), VDOT System Administrator, or Cardinal Post-Production Support (PPS) (refer to the Administrative Services Division (ASD) for names).

Step	Action
15.	Click the **Proxies** link. 
The **Assign Proxies** page displays in a pop-up window. 	

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

PCard proxy role standards for each PCard are:

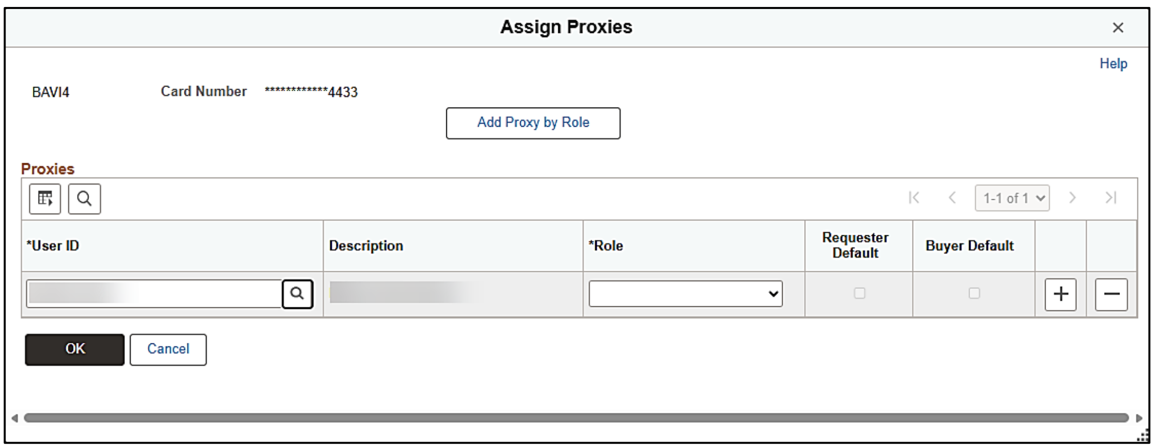
- “Agency PCard User” is required for all Reconcilers (there must be at least one).
- “Supervisor” is required for all Approvers (there must be at least one).
- “PCard Administrator” designation is required for the District Program Administrator. Contact Central Office PCard Admin for Specifics

</td></tr>
<tr><td>16.</td><td>

Enter the proxy’s User ID in the **User ID** field.

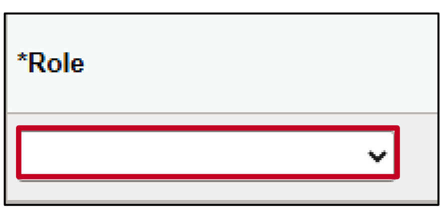
</td></tr>
<tr><td colspan="2">

The **Assign Proxies** page displays with the selected **User ID** populated.



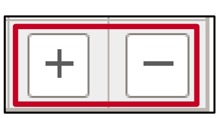
</td></tr>
<tr><td>17.</td><td>

Click the **Role** dropdown button and select the applicable role for the proxy.

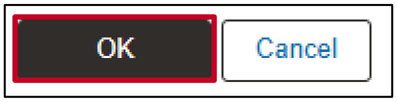
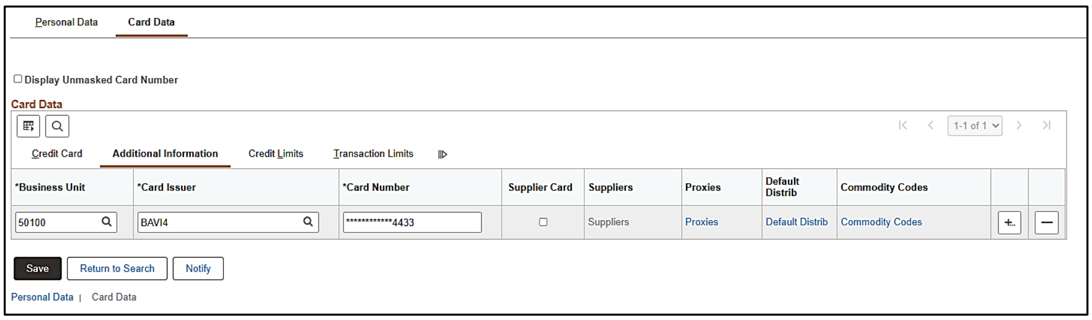


</td></tr>
<tr><td>18.</td><td>

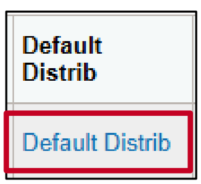
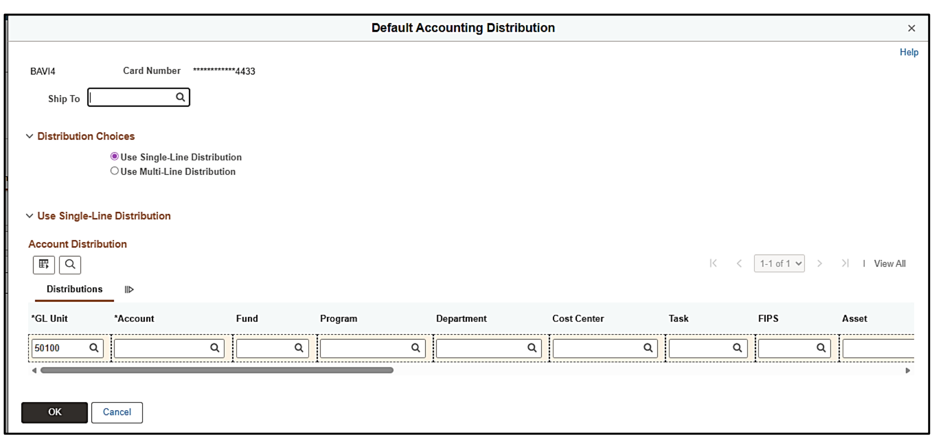
Click the **Add Row** (**+**) icon to add a new proxy. Click the **Remove Row** (**–**) icon to remove a proxy.



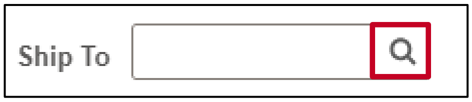
</td></tr>
</table>

Step	Action
19.	Click the **OK** button when all proxies have been entered. 
The **Cardholder Profile** page redisplays. 	

Entering Default Accounting Distributions

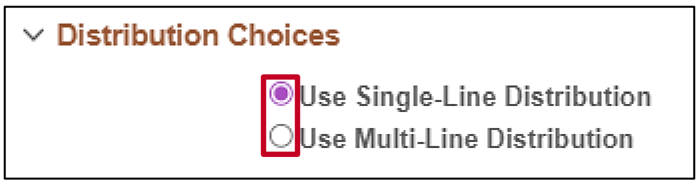
Step	Action
20.	From the **Additional Information** tab click the **Default Distrib** link. 
The **Default Accounting Distribution** page displays in a pop-up window. 	

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>21.</td><td>Click the Ship To Look up icon and select a default delivery location.

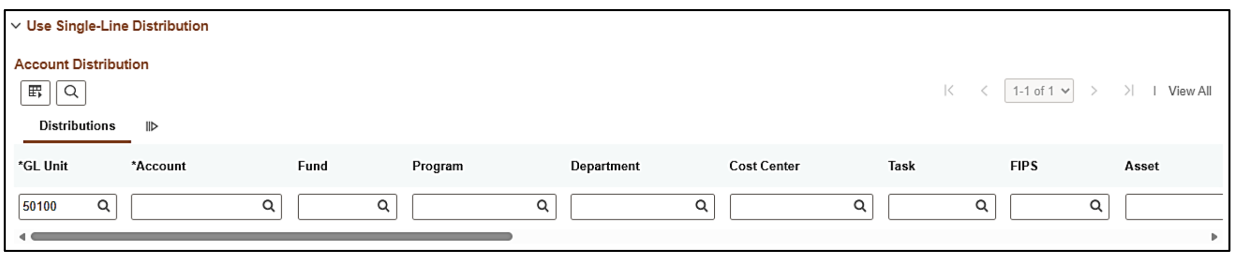


</td></tr>
<tr><td>22.</td><td>Select the applicable radio button option in the Distribution Choices section.

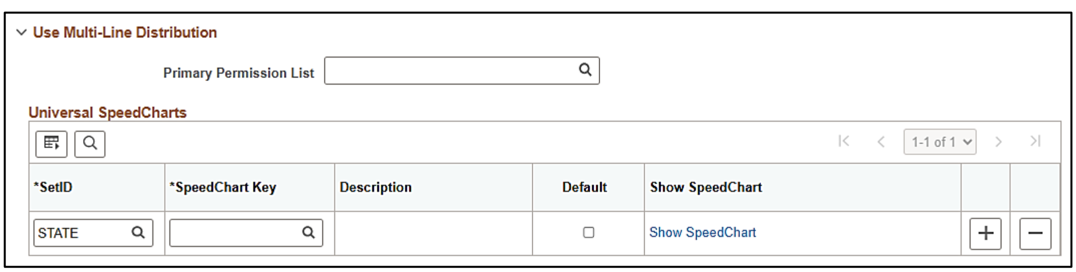
Note: “Use Single-Line Distribution” is most commonly selected.



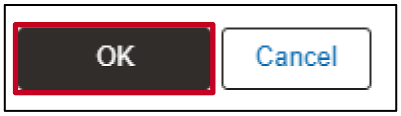
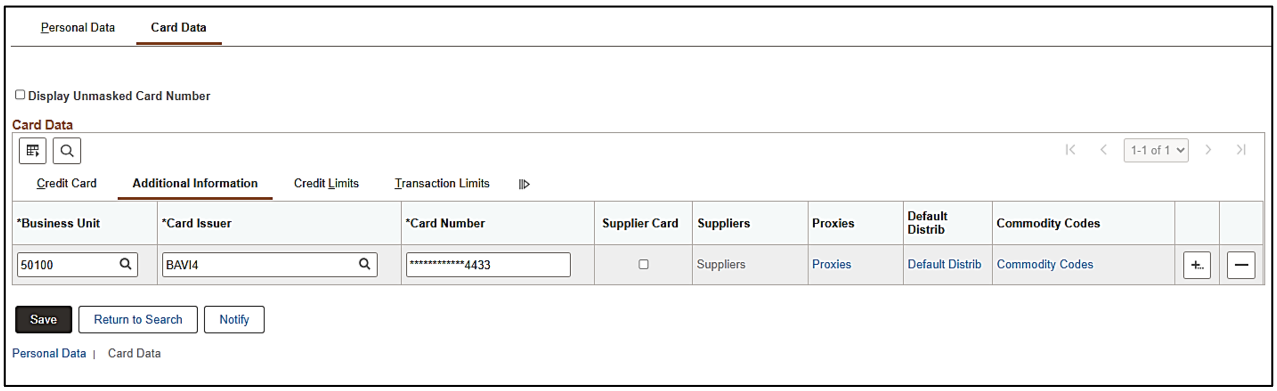
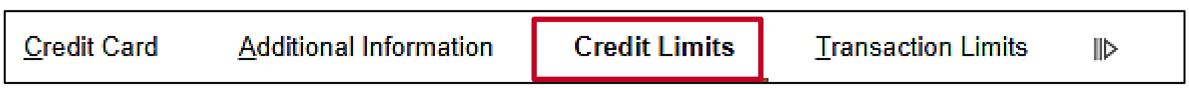
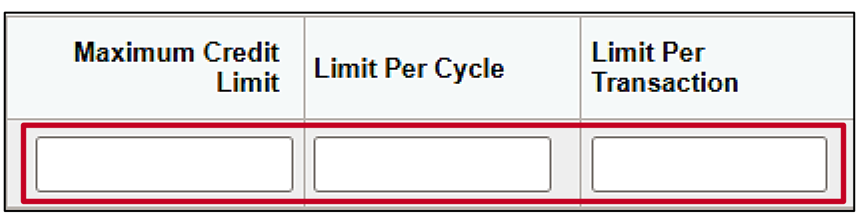
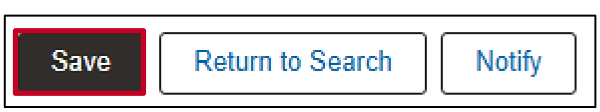
</td></tr>
<tr><td>23.</td><td>Enter default ChartField values. These values default for each PCard Transaction and can be changed if necessary.</td></tr>
<tr><td></td><td>When the Use Single-Line Distribution radio button is selected, the necessary fields display. Only the GL Unit and Account fields are required, but other ChartField values, such as Fund, Program, Department, and Cost Center can be entered as well.



</td></tr>
<tr><td></td><td>When the Use Multi-Line Distribution radio button is selected, the necessary fields display. This option is used to assign SpeedCharts for multiple line distributions. Only the SetID and SpeedChart Key fields are required. Click the Add Row (+) icon to add more distribution lines.

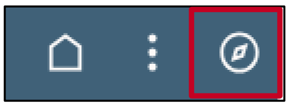
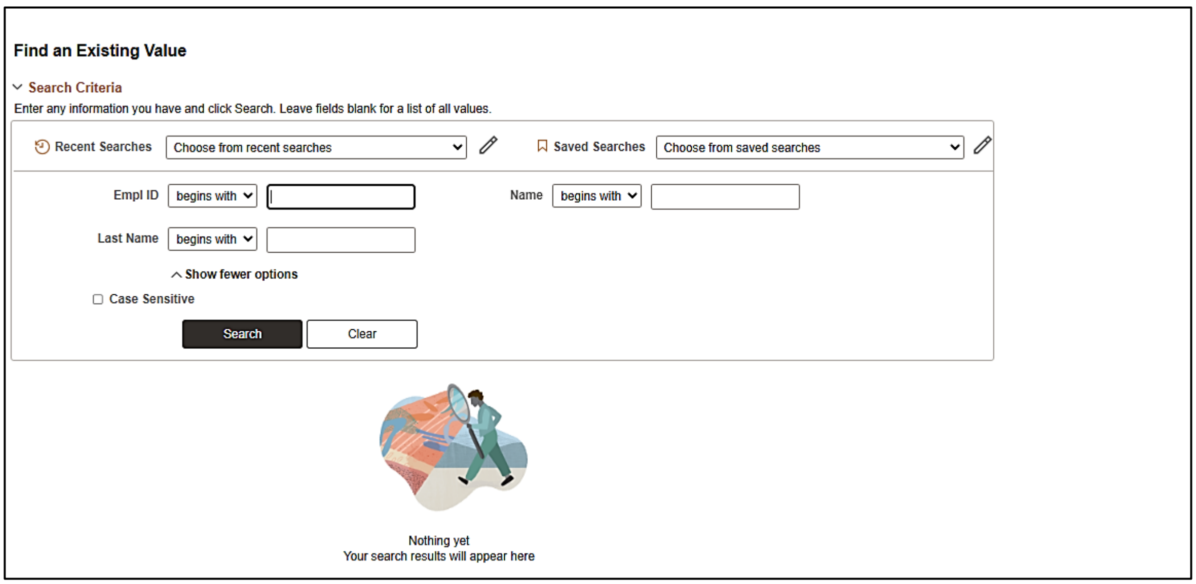


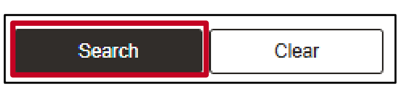
</td></tr>
</table>

Step	Action
24.	Click the **OK** button. 
The **Cardholder Profile** page redisplays. 	
25.	Click the **Credit Limits** tab. 
26.	Enter system credit limit values in the **Maximum Credit Limit** field, the **Limit Per Cycle** field, and the **Limit Per Transaction** field as applicable. These fields are not required since credit limits are managed by the Card Issuer in their external system. 
27.	Click the **Save** button. 

Setting Up an ISSP User

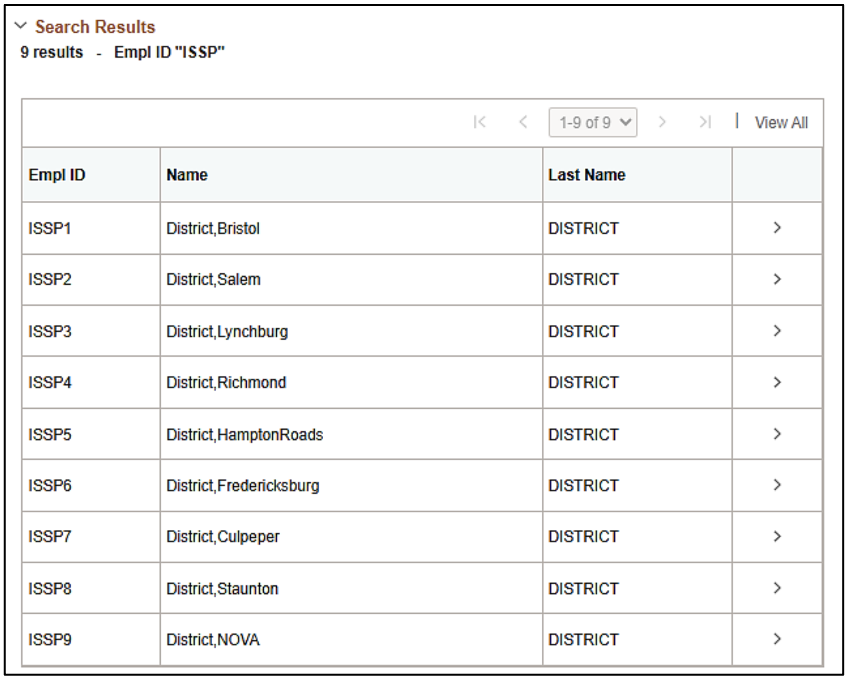
The Integrated Supply Services Program (ISSP) is integrated into Cardinal through the Procurement Card feature of the Purchasing module. Because of this, ISSP accounts are referred to as “cards” as well as “accounts” throughout this Job Aid, though ISSP does not issue physical cards.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Cardholder Profile page using the following path:
NavBar > Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile
</td></tr>
<tr><td colspan="2">The Cardholder Profile Find an Existing Value Search page displays.

</td></tr>
<tr><td>2.</td><td>Enter "ISSP" in the Empl ID field.

</td></tr>
<tr><td>3.</td><td>Click the Search button.

</td></tr>
</table>

Step	Action

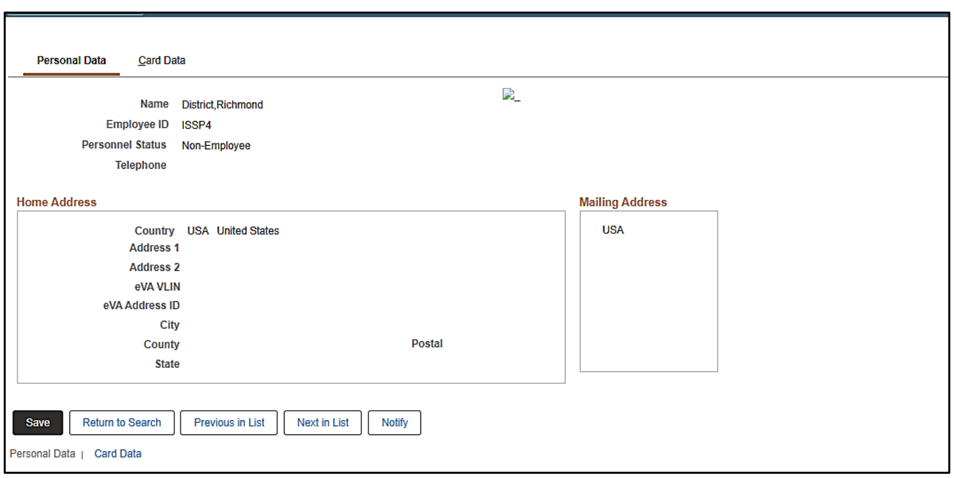
A list of ISSP Districts displays in the **Search Results** section.


Search Results
9 results - Empl ID "ISSP"
1-9 of 9 View All

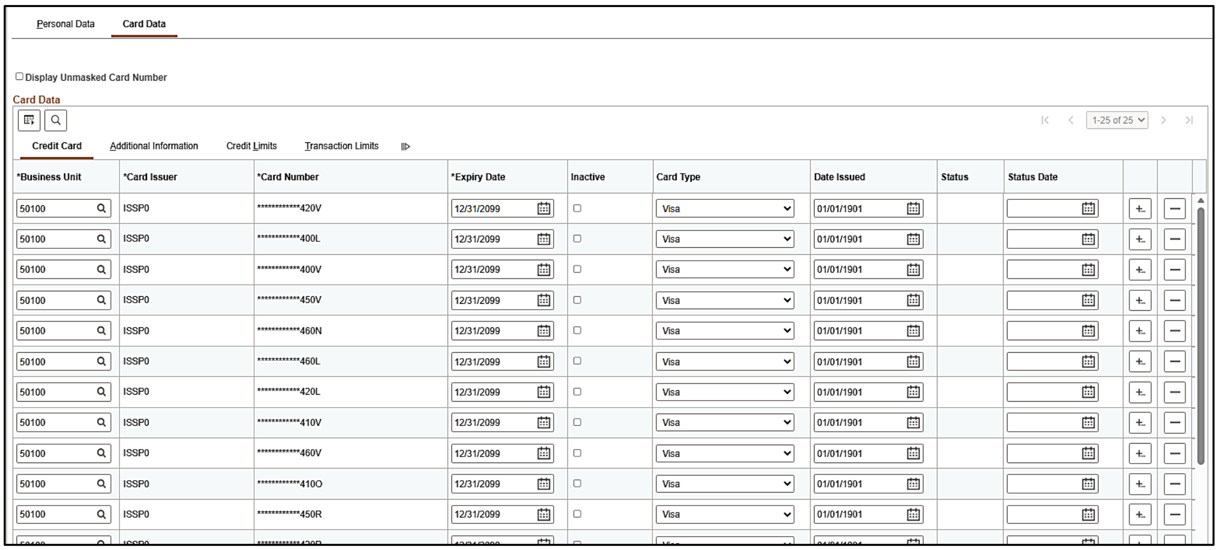
Empl ID	Name	Last Name	
ISSP1	District,Bristol	DISTRICT	>
ISSP2	District,Salem	DISTRICT	>
ISSP3	District,Lynchburg	DISTRICT	>
ISSP4	District,Richmond	DISTRICT	>
ISSP5	District,HamptonRoads	DISTRICT	>
ISSP6	District,Fredericksburg	DISTRICT	>
ISSP7	District,Culpeper	DISTRICT	>
ISSP8	District,Staunton	DISTRICT	>
ISSP9	District,NOVA	DISTRICT	>

4. Click the **Drill in** (**>**) icon for the ISSP District to be set up or updated as a cardholder/user.

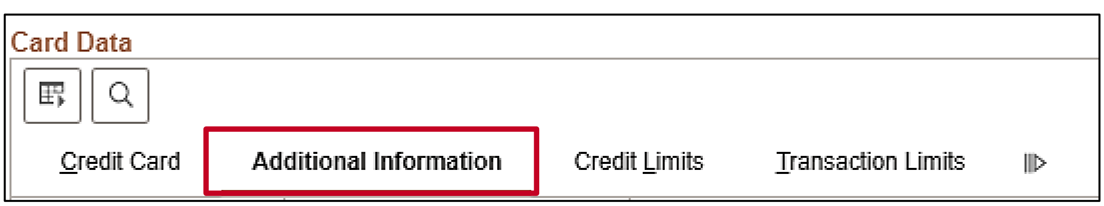
The **Cardholder Profile** page displays.



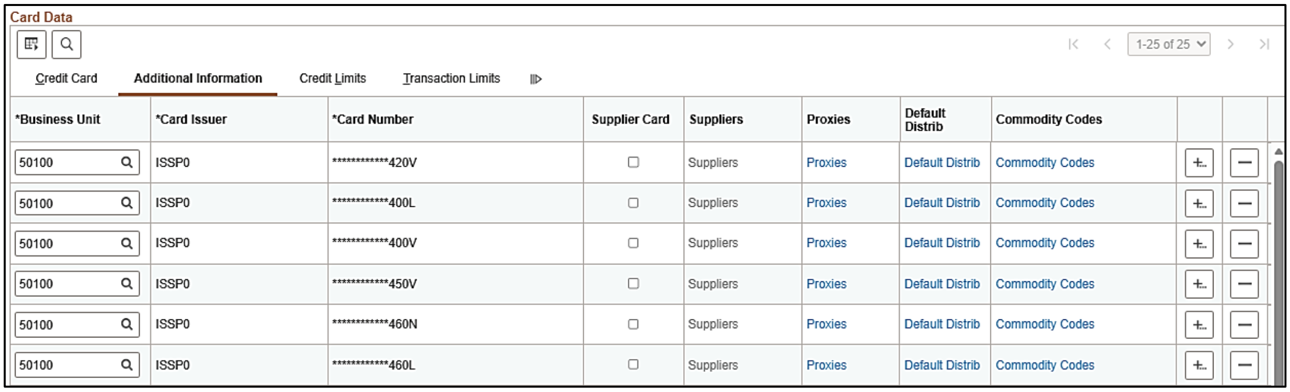
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Click the Card Data tab.

</td></tr>
<tr><td colspan="2">The Card Data page displays all ISSP accounts set up for this District.

</td></tr>
</table>

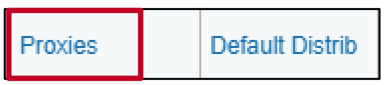
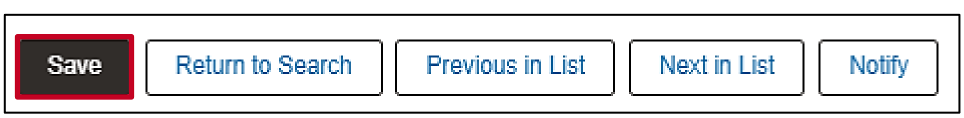
*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Inactive	Card Type	Date Issued	Status	Status Date
50100	ISSP0	************420V	12/31/2099		Visa	01/01/1901		
50100	ISSP0	************400L	12/31/2099		Visa	01/01/1901		
50100	ISSP0	************400V	12/31/2099		Visa	01/01/1901		
50100	ISSP0	************450V	12/31/2099		Visa	01/01/1901		
50100	ISSP0	************460N	12/31/2099		Visa	01/01/1901		
50100	ISSP0	************460L	12/31/2099		Visa	01/01/1901		
50100	ISSP0	************420L	12/31/2099		Visa	01/01/1901		
50100	ISSP0	************410V	12/31/2099		Visa	01/01/1901		
50100	ISSP0	************460V	12/31/2099		Visa	01/01/1901		
50100	ISSP0	************410O	12/31/2099		Visa	01/01/1901		
50100	ISSP0	************450R	12/31/2099		Visa	01/01/1901		

<table>
<tr><td></td><td>There are five different types of ISSP accounts. The last character in the Card Number indicates the ISSP account type:
L: Other Agency
N: Non-Rental
O: Non-Equipment (work order)
R: Rental
V: Non-Equipment (supplies)</td></tr>
<tr><td>6.</td><td>Click the Additional Information tab within the Card Data section.

</td></tr>
</table>

Step	Action
	The **Additional Information** tab displays.



*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	************420V		Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	************400L		Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	************400V		Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	************450V		Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	************460N		Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	************460L		Suppliers	Proxies	Default Distrib	Commodity Codes

Step	Action
7.	Click the **Proxies** link for each account. 
8.	Enter or update ISSP proxies for this account by following **Steps 15-19** in the Entering or Updating a Proxy section in this Job Aid.
9.	Click the **Default Distrib** link to enter a chart of accounts for each account ending in L, N, O, and R. **Note**: There is no need to enter a default chart of accounts for V. 
10.	Enter default ChartField values by following **Steps 20-24** in the Entering Default Accounting Distributions section in this Job Aid.
11.	Repeat the process for each account to be updated.
12.	Click the **Save** button when all updates for the District are complete. 

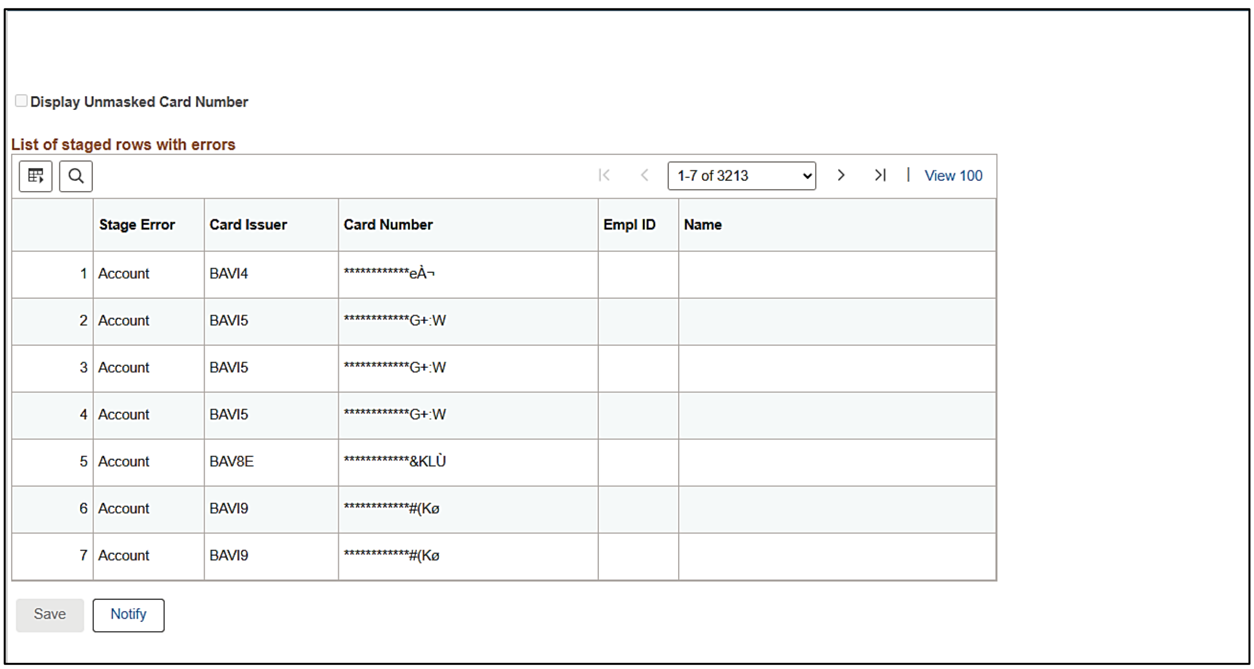
Correcting PCard Statement Errors

The PCard Inbound file is staged and loaded into Cardinal as a batch process daily and does not need to be manually processed. However, if the process is interrupted due to errors, the PCard Administrator will need to find and correct the errors. Once the errors are resolved, the PCard Administrator will run the batch process again. Each PCard Administrator should regularly view files to ensure that there are no errors and avoid delays in voucher processing at the end of the monthly billing cycle.

If errors are found, the District PCard District/Division Administrator will make the adjustment. The most common error is no employee name listed for a PCard number. Complete the steps in the Setting Up a PCard User section in this Job Aid to fix the error. The error will be corrected in Cardinal when the Batch Processor runs the Daily Statement Load process.

Step	Action
1.	To view errors in the PCard Inbound file, navigate to the **Correct Errors** page using the following path: **NavBar > Menu > Purchasing > Procurement Cards > Process Statements > Correct PCard Statement Errors**

The **Correct PCard Statement Errors** page displays.



Display Unmasked Card Number

List of staged rows with errors

1-7 of 3213 | View 100

	Stage Error	Card Issuer	Card Number	Empl ID	Name
1	Account	BAVI4	************eÀ¬		
2	Account	BAVI5	************G+:W		
3	Account	BAVI5	************G+:W		
4	Account	BAVI5	************G+:W		
5	Account	BAV8E	************&KLÙ		
6	Account	BAVI9	************#(Kø		
7	Account	BAVI9	************#(Kø		

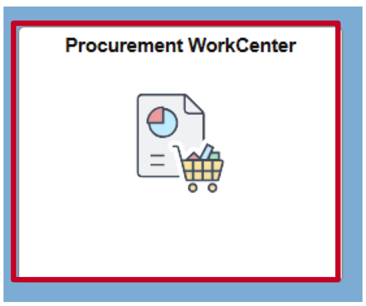
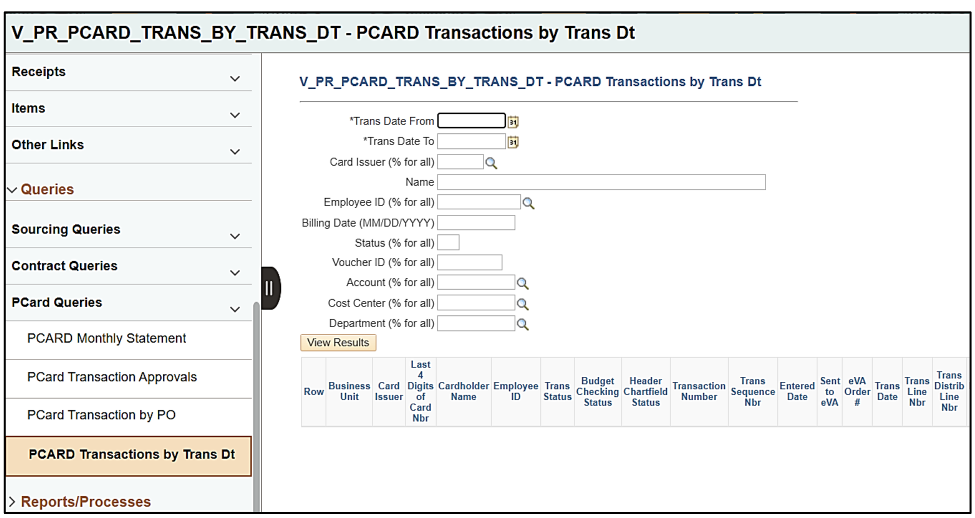
Save Notify

Step	Action
2.	Using the numbers displayed, review and correct the employee's PCard setup.

ProCard Load Voucher and Payment

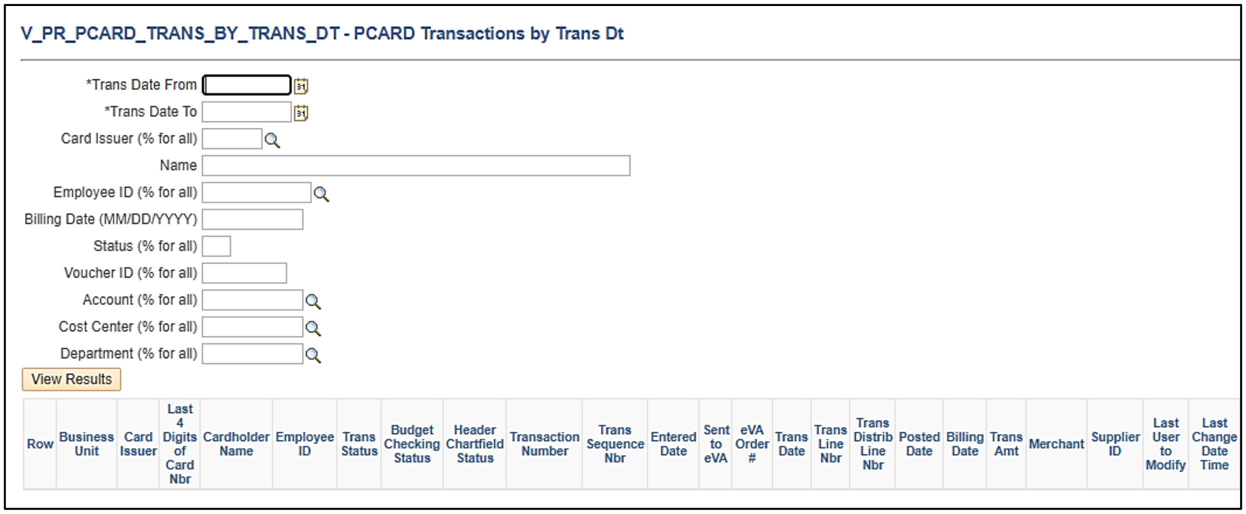
All transactions must be processed prior to the ProCard Load Voucher Stage process, which is run on the last business day of each month by the Procurement System Administrator (a member of the Cardinal team). Agencies must make full payment to the Card Issuer for all transactions in the billing cycle, including those which have not yet been approved.

Use the **PCard Transaction by Transaction Date** query to review transactions by District or Central Office (CO) for a billing cycle.

Step	Action
1.	Navigate to the **PCard Transactions by Transaction Date** query by clicking the **Procurement WorkCenter** tile. 
ℹ	For more information pertaining to WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
3.	Use the following navigation path in the WorkCenter: **Queries > PCard Queries > PCARD Transactions by Trans Dt** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

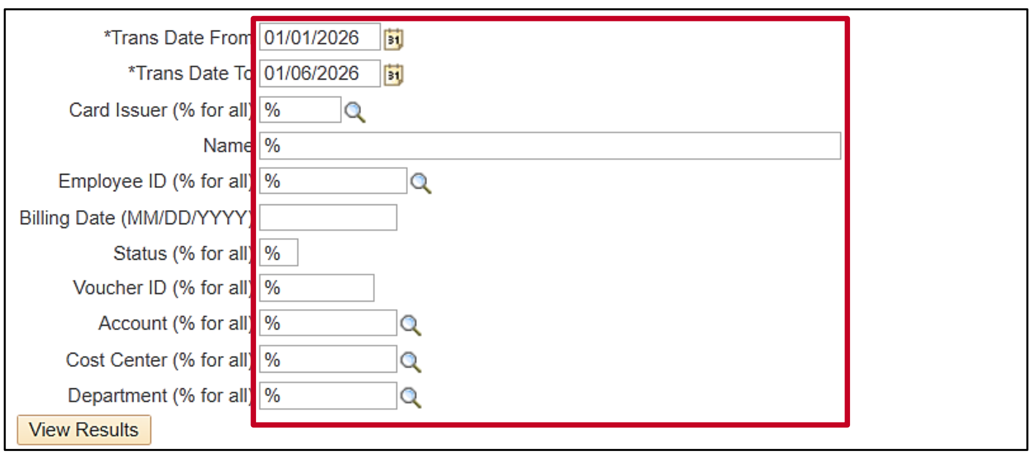
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt** query displays.



</td></tr>
<tr><td>4.</td><td>

Enter parameters related to the cardholder employee (PCard Transactions) or the District (ISSP Transactions) in the corresponding fields.

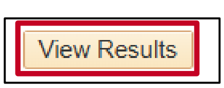


</td></tr>
<tr><td></td><td>

No results for the query will display until all required parameters are entered and the **View Results** button is clicked. The “**%**” wildcard character needs to be added to any fields that are not being searched, including the **Name** field, but not including **Billing Date**.

</td></tr>
<tr><td>5.</td><td>

Click the **View Results** button.



</td></tr>
</table>

Step	Action
	The page refreshes with the query results.
6.	Click the **Excel SpreadSheet** link to download the query results if needed.

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2887 kb)

View All

Row	Business Unit	Card Issuer	Last 4 Digits of Card Nbr	Cardholder Name	Employee ID	Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Entered Date	Sent to eVA
1	50100	BAVI9	************3842			Staged	Valid	Recycled	24040836002900014775306	8	01/06/2026	
2	50100	BAVI9	************3842			Staged	Valid	Recycled	24394696002018015901373	7	01/06/2026	
3	50100	BAVI9	************3842			Staged	Valid	Recycled	24394696002018015901381	6	01/06/2026	
4	50100	BAVI4	************4451			Staged	Valid	Recycled	24692166005105569991098	11	01/07/2026	

Download results in : Excel SpreadSheet CSV Text File XML File (2887 kb)