

The University of Alabama at Birmingham

UAB P-Card -- View and Edit Proxies

Navigate to UAB PCard View and	Search	🔍 🛋 🔺 E-Business Suite				
Edit Proxies	UAB AP End User					
 Click the 3-lined navigator button in the top left corner of the Oracle home page Select UAB FN Document Entry/Approval Locate and select UAB PCard View and Edit Proxies 	UAB Effort Report User	ment				
	UAB FN Document Entry/Approval	▲ ★ ×				
	UAB FN Trainer	General Ledger				
	UAB GA End User	Purchasing				
	UAB GL End User	Document Locator				
	UAB OnBase FN Campus Access	Personal Worklist				
	UAB Report Viewer	Payment Request				
	UAB Report Viewer Administrator	Electronic Distribution				
	UAB Self Service Applications	PCARD Review				
	UAB Sunflower Custom Reports	UAB PCard View and Edit Proxies				
	UAB View Output/Log Other Users Re					
		_ ~				
The View and Edit PCard Provies form	View and Edit PCard Proxies					
will open in your	Select PCard					
Oracle browser	PCard ID: 📃 📓 🔍					
instance						
	PCard Info					
	PCard ID *					
	Account Name Card Holder Name	Card Last Four Card Holder Blazer ID				
	Card Holder Org Name	Card Holder Employment Category				
	PCard Proxies					
	J Q Add New Proxy					
	Delete Proxy Blazer ID	Proxy Name Employment Type Employment Category				



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View and Edit PCard Proxies Select the appropriate P-Card Select PCard PCard ID: 1. Click the Search Clear Search and Select: PCard ID: × magnifying glass PCard Info Search in the PCard ID To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" buttor PCard ID field Account Name Go Search By PCard Internal ID Card Holder Name 2. To see all Results Card Holder Org Name Card Holder Select D Quick PCard Internal Card Last Four Card Holder P-Cards you PCard Proxies Account Name Card Holder Org Name Name Blazer ID N Q Add New F have access to. Delete Proxy Blazer ID and the second sec leave the Search No results found. Can 4 Select By field blank, and click the Go button Note: You can search using the PCard Internal ID, Card Last 4, Account 3. Select a card if Name, Cardholder Name, Cardholder BlazerID, or Cardholder Org Name more than one from the Search By dropdown exists 4. Click the Select button Back on the Select View and Edit PCard Proxies PCard screen, Select PCard • Click Search PCard ID: s q • The PCard Info Search Clear section will PCard Info populate with the selected PCard ID * Account Name Card Last Four card's details Card Holder Name Card Holder Blazer ID Card Holder Org Name Card Holder Employment Category 01 **PCard Proxies** In the **PCard** Add New Proxy Proxies section. Q × 1. Click the Search magnifying glass To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button in the user Search By BlazerId Go search field Results Blazerid FullName 2. Use the Search Select Q EmployeeNumber Se_OrgName ullName EmployeeNumber OrgName By dropdown and field to **T**• Cancel Sele locate an employee - click Go to search Note: You can search using the BlazerID, Full Name [Last, First], Employee 3. Select the Number, or Org Name from the Search By dropdown desired employee 4. Click the Select button



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Once the field has populated with their information,	PCard Proxies Add New Proxy						
 Click the Add New Proxy button 	Delete No results found.	Proxy Blazer ID	Proxy Name	Employme	ent Type	Emp	
You will receive a Confirmation asking if you would like to proceed	Confirmation Do you want to add Bla	nzer ID : as a P	roxy for PCard :	220540000247	N	o <u>Y</u> es	
Click Yes	L						
 A Confirmation will appear at the top of the page Added proxies will appear under the PCard Proxies header in a table To delete any proxy from a card, click the 	Confirmation Record has been saved successfully View and Edit PCard Proxies Select PCard PCard ID Clar PCard ID Clar PCard ID Ccount Name Card Holder Name Employee Card ID PCard ID Card ID Ca	Card Li Card Holder B Card Holder Employment C Royment Type Employment Category Prim oyee 01	st Four Iszer ID ategory 01 ary Job Title	Primary Org Name	Record Created By	Record Creation Date 02-OCT-2023	
trash can in the							

Delete column