Note: The following information includes excerpts from the DGS-published *eVA User Preferences: User Guide (February 2019, Version 6);* it has been modified for VCCS use.
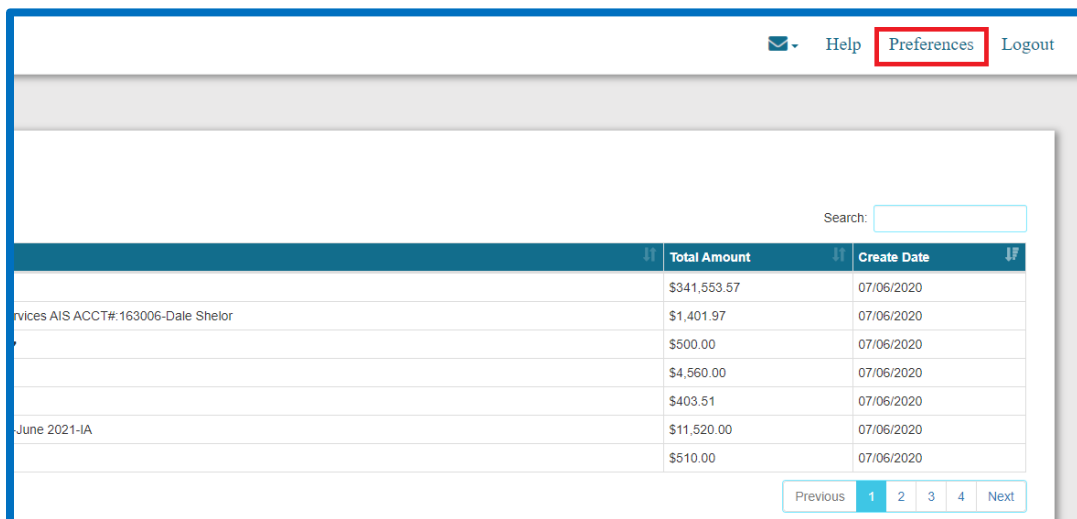
CONTENTS

NAVIGATE TO USER PREFERENCES

- Log into eVA
- Click on Preferences in top right corner of Portal

Figure 1: eVA Homepage

Figure 2: eVA Portal

MANAGE PCARD INFORMATION

Select the **Manage PCard Information** link to do the following:

- Create a new PCard.
- Extend an existing PCard.
- Add users to an existing PCard.
- Change your PCard Alias.

PCARD LIST

The PCard List will show all PCards associated with your User Name and that you are authorized to use. PCard numbers are never displayed onscreen; they display an owner-defined alias instead.

Cards are sorted alphabetically by their alias.

CREATING A NEW PCARD

To add a new PCard to the list, select the **Create New PCard** button as shown below:

Figure 3: PCard List

PCard List

ⅰ   Use this page to edit, create, or delete PCard information. To edit one of the PCards listed below, select the PCard Alias link for the record.

Delete	PCard Alias	Expiration Date	Creator

There are no PCards associated with this user.

[Delete]   [Clear Selection]   [Create New PCard]

The **PCARD DETAILS** screen will open for you to enter a new PCard.

Figure 4: PCard Details Screen

PCard Details   [Submit] [Cancel]

ⅰ   Enter details for your PCard. Create a unique alias to identify your PCard so that it can be selected on the Purchase Request. If the Expiration Date on the PCard is only identified by month and year, use the last day of the month. Asterisk (*) indicates required field.

PCard Information

* PCard Number: [   ] (Max Length = 16 digits)
* PCard Number (confirm): [   ] (Max Length = 16 digits)
* PCard Alias: [   ]
* PCard Holder Name: [   ] (Must match name on PCard)
* Personal Liability: [No ▾]
* PCard Type: [Purchase Card   ▾]
* Expiration Date: [   ] (MM/DD/YYYY)

                                                                [Submit] [Cancel]

Enter all the required information.

Table 1: PCard Field Details

Field	Comment
PCard Number	Enter the number on the front of the PCard with no spaces or hyphens
PCard Number (confirm)	Your PCard number again, to ensure a typing error was not made.
PCard Alias	Enter the four (4) digit number provided by your PCard Program Administrator
PCard Holder Name	Enter the cardholder's name as it appears on the card
Personal Liability	Select *No.*
PCard Type	Select *Purchase Card.*
Expiration Date	Enter the expiration date as it appears on the card. Use the format mm/dd/yyyy. If the card only reflects the month and year, enter the last day of the month.

Click **Submit**. You will receive a confirmation that the PCard was created:

Figure 5: PCard Creation Confirmation Screen
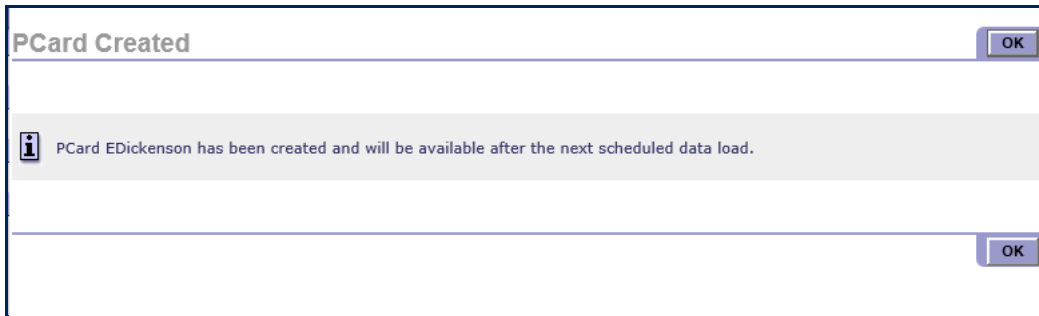
Click **OK** to return to the PCard List. You are automatically associated with the new PCard, so it will now appear on the PCard List.

If you decide not to create a new PCard, click **Cancel** from the **PCARD DETAILS** screen to return to the **PCARD LIST**.

When a PCard is added, it is not available for use in the eMall until the following day.

UPDATING AN EXISTING PCARD

Only the buyer who created the PCard can edit the PCard information.

To update a PCard, select the card from the **PCARD LIST** by clicking the PCard Alias of the card you want to update. The original PCard number entered is not displayed.

Figure 6: PCard List

The **PCARD DETAILS** screen displays the information that has been previously entered for the PCard you have selected.

Figure 7: PCard Details Screen

You can edit any of the displayed fields from the **PCARD DETAILS** screen. All fields are required. Note that the PCard number is not displayed and cannot be edited.

Table 2: PCard Details Information

Field	Comment
PCard Alias	The alias for your PCard that will display on the eMall requisition instead of the actual PCard number. This is provided by your PCard Program Administrator and should never be changed.
PCard Holder Name	The cardholder's name as it appears on the card
Personal Liability	This should be set to *No*.
PCard Type	Do not edit; leave as Purchase Card.
Expiration Date	Enter the expiration date as it appears on the card. Use the format mm/dd/yyyy. If the card only shows the month and year, enter the last day of the month.

When you are finished, click **Submit** to update the PCard. To exit this step without saving your changes, click **Cancel,** which returns you to the **PCARD LIST**.

After you submit the changes, you will receive a confirmation message that the PCard was updated. The PCard will be available for selection in the eMall on the *following* day. Select **OK** from the confirmation to return to the **PCARD LIST**.

Figure 8: PCard Updated Confirmation Screen

PCard Updated	OK

 PCard EDickenson has been updated and will be available after the next scheduled data load.

	OK
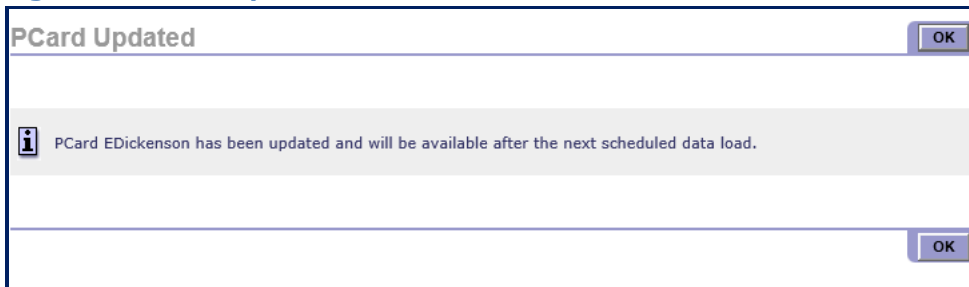
 When a PCard is updated, the new information is not available in the eMall until the following day.

You can also associate users with the PCard using the New PCard Users section of the PCard Details screen.

ASSOCIATING USERS WITH AN EXISTING PCARD

To allow another user to use a PCard that you created, select the PCard from the **PCARD LIST**.

Figure 9: PCard Details

Enter the new card user's username into the **New PCard Users** field. You can enter several user names, each separated by commas and no spaces (for example, *asmith,tjones2,eroberts*).

If you are unsure of the user names, select **Search** to conduct a PCard user search.

Figure 10: PCard User Search Screen

Enter the **Username**, **First Name**, **Last Name**, and/or **Organization Unit** of the new card user. You can use any combination of the fields.

You can also use the *%* (percent) as a wildcard. For example, to find all users with a last name of *Smith* and a first name starting with *T*, type *T%* as First Name and *Smith* as Last Name.

Click **Search** to see a list of the matching users.

Figure 11: PCard User Search Results

Select the new card users by checking the **Select** boxes next to their user names.

Use the **Select** button to return to the PCard Details with the selected user names, or select **Cancel** to return without any names.

Figure 12: New PCard Users

At the PCard Details screen, select **Submit** to complete the update with the newly associated users, or select **Cancel** to abandon any changes and return to the **PCARD LIST**.

You will receive a confirmation that your PCard was updated and that the changes will be available after the scheduled data load. Select **OK** on the **PCARD UPDATED** screen to return to the PCard List.

VIEWING PCARD INFORMATION

If another user associated you with one of their PCards, you can still view the PCard information.

From the PCard List, select the PCard Alias of the card you want to view. You will see the PCard details for the PCard, but you cannot edit any of the fields.

Figure 13: PCard Details, Read-Only

To return to the PCard List, click **Cancel**.

REMOVING A USER FROM YOUR PCARD

You can remove a user from a PCard that you entered to prevent them from using the PCard in eVA.

From the PCard List, select the PCard Alias of the card with the user to be removed.

Figure 14: PCard Details, with user to be deleted

Select the **Delete** checkbox next to the username you want to remove from the PCard.

Click **Submit** to complete the deletion. You will receive a confirmation that the user has been removed from the PCard. Click **OK** from the confirmation message to return to the **PCARD LIST**.

If you decide not to remove the associated user, click **Cancel** to return to the **PCARD LIST**.

You cannot disassociate yourself from a PCard you created. You can only delete the PCard.

DELETING AN EXISTING PCARD

Only the buyer who created a PCard can delete the PCard from User Preferences.

PCards that will never be used again should be deleted. A PCard with a changed expiration date should not be deleted; modify the PCard details to reflect the new expiration date.

> *All users associated with a PCard must be removed before a PCard can be deleted. NOTIFY the users that the PCard is no longer available for use.*

To delete an existing PCard:

1. View the PCard Details for the PCard. Verify that there are no other PCard users; if there are, delete them.

2. From the PCard List, select the **Delete** checkbox for the PCard to be deleted.

3. Click **Delete**. You will receive a confirmation screen.

4. To confirm the deletion of the selected PCard, select **Submit**. A final confirmation tells you the PCard has been deleted.

5. Click **OK** from the confirmation to return to the PCard List.

Figure 15: Deleting a PCard

If you decide not to delete the PCard, click **Cancel** to return to the PCard List.

If you incorrectly check a **Delete** box, you can deselect the box individually or select **Clear Selection** to uncheck all boxes.