



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

## Using ProCard Purchase Orders

**Note:** This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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## Using ProCard Purchase Orders

ProCard purchase orders (PO) are only unique in how you search for the requisition to pull into the PO. Otherwise, a ProCard PO is just a PO.

### Navigation

**NavBar:** Financials; Purchasing; Purchase Orders; Add/Update POs

On the *Maintain Purchase Order* page:

1. Enter the SUPPLIER, which is the bank that issued the ProCard (e.g., Citibank).
2. Select **Requisition** in COPY FROM drop-down list.

3. Enter **PROCARD** (using ALL CAPS) in the REQUISITION NAME field.

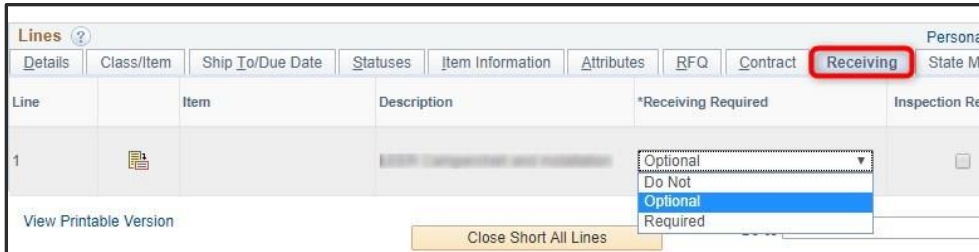
**Note:** Train all requesters to use **ALL CAPS** when entering *Requisition Name* on requisitions. The search field on the PO is case sensitive.

**Search Tip:** It may be worthwhile to also search for *PRO* and *Pro* to ensure that requisitions where the requester failed to use ALL CAPS are not missed.

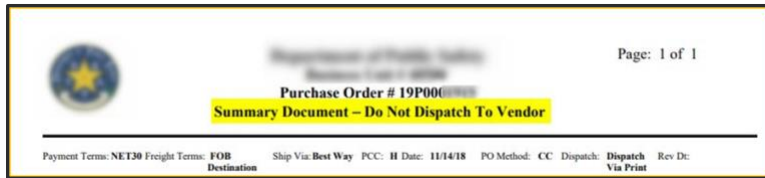
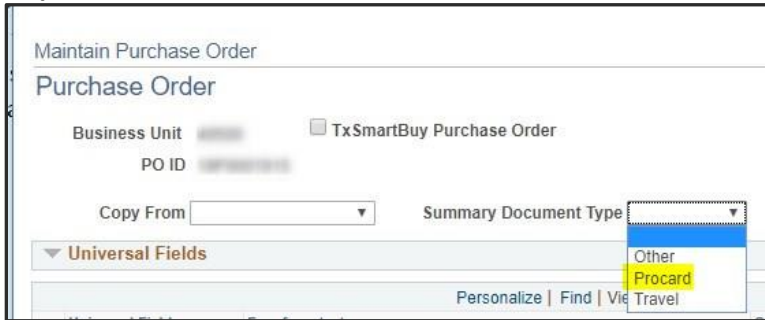
For example, if the requester entered the REQUISITION NAME as *Pro-Card*, the search won't find it using *PROCARD* — but it will find it if you search for *Pro*. Be cautious not to pick up unwanted requisitions (such as a requisition for Pro Chem, Pro Tech, etc.).

**Additional Tips**

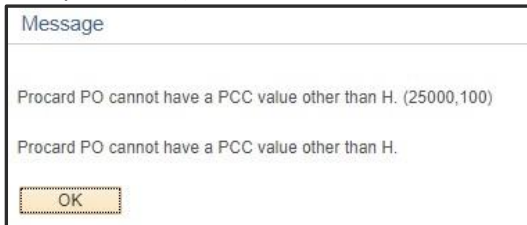
- Make sure the RECEIVING REQUIRED field is set appropriately. This field should **not** be set to *Required* unless you intend to force **Receiving** before the Citibank invoice can be paid.
- Typically, the requisition is entered **after** the Procard purchase, making receipt entry unnecessary.



- Select *Procard* in the SUMMARY DOCUMENT TYPE field if you want the PDF to display **Do Not Dispatch To Vendor**.



- Using the Procard summary document type also puts a save-edit on the PO that requires **H** (credit card purchases) as the PCC field value.



## Revision History

Date	Description of Change	Changed By
March 7, 2025	Initial release.	J. Goodman