

Navigate to UAB PCard View and Edit	Search	🔍 🛋 🔺 E-Business Suite				
Proxies	UAB AP End User					
 Click the 3-lined navigator button in the top left corner 	UAB Effort Report User	ment				
of the Oracle home	UAB FN Document Entry/Approval	▲ ▲ X				
 page Select UAB FN Document Entry/Approval Locate and select 	UAB FN Trainer	General Ledger				
	UAB GA End User Purchasing					
	UAB GL End User Document Locator					
UAB PCard View and Edit Proxies	UAB OnBase FN Campus Access Personal Worklist					
	UAB Report Viewer 😨 Payment Request					
	UAB Report Viewer Administrator 😨 Electronic Distribution					
	UAB Self Service Applications					
	UAB Sunflower Custom Reports 📃 UAB PCard View and Edit Proxies					
	UAB View Output/Log Other Users Re					
		<u> </u>				
The View and Edit PCard Proxies form will open in your Oracle browser	E LAB THE UNIVERSITY OF ALABAMA AT BIRMINGH View and Edit PCard Proxies Select PCard					
instanceThe Default view	PCard ID: Search Clear	Q				
will display PCard	PCard Info					
Proxies – Non- Cardholder View Only until a Search is completed	PCard ID Account Name Card Holder Name Card Holder Org Name Card Holder Org Name Card Holder View O Add New Proxy	Card Last Four Card Holder Blazer ID der Employment Category Only				
	Delete Proxy Blazer ID Name Type	t Employment Primary Job Primary Org Record Record Category Title Name Created By Creation Date				



UAB P-Card -- View and Edit Proxies

Select the appropriate	View and Edit PCard Proxies
P-Card	Select PCard
 Click the magnifying glass in the PCard ID field Search by PCard Internal ID, Card Last 4, Account Name, Cardholder BlazerID, or Cardholder Org Name from the Search By dropdown, and click the Go button Select a card if more than one exists 	Select DCard ID: Secret ID: PCard ID: Account Name Card Holder Name Delete Proxy Blazer ID P No search conducted. Secret Select ID: Secret Secret Secret ID: Secret Secret ID: Secret Secret ID: Secret Secret ID: Secret Secret ID: Secret Secret Secret ID: Secret Secret Secret ID: Secret Secret ID: Secret Secret ID: Secret Secret Secret Secret Secret ID: Secret Secret Secret Secret Secret Secret Secr
 4. Click Select Back on the Select PCard screen, Click Search The PCard Info section will populate with the selected card's details 	View and Edit PCard Proxies Select PCard PCard ID: Cear PCard ID: PCard ID: PCard ID: Card Holder Name Card Holder Name Card Holder Org Name 1300010 Financial Affairs Training



- Non-Cardholders will have view-only privileges for all cards and no edit privileges for any card
- Cardholders will have view privileges for all cards and edit privileges for their card(s) only

Non-Cardholder View

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PCa	ard ID: 👘	30000144		N Q				
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Delete	Proxy Blazer ID	Proxy Name	Employment Type	Employment Category	Primary Job Title	Primary Org Name	Record Created By	Record Creation Date
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UAB P-Card -- View and Edit Proxies

As a Cardholder , to add a Proxy to your card, in the PCard Proxies section: 1. Click the magnifying glass in the user search field 2. Use the Search By dropdown and field to locate an employee – click Go to search 3. Select the desired employee 4. Click the Select button	PCard Proxies - Cardholder Proxy Maintenance ***You can edit Proxies for this card*** Image: Card New Proxy Image: Card New Proxy Search Image: Card New Proxy Search By Image: Card New Proxy OrgName Image: Card New Proxy Search By Image: Card New Proxy Search By Image: Card New Proxy Image: Card New Proxy Image: Card New Proxy Image: Card New Proxy
Once the field has populated with their information, • Click the Add New Proxy button	PCard Proxies - Cardholder Proxy Maintenance ***You can edit Proxies for this card*** Image: Colspan="2">Add New Proxy Delete Proxy Blazer ID Proxy Name Employment Type Employment Category No results found. Proxy Blazer ID Proxy Name Employment Type Employment Category
You will receive a Confirmation asking if you would like to proceed • Click Yes	Confirmation Do you want to add Blazer ID : as a Proxy for PCard :
 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 trash can in the Delete column 	Confirmation Record Created Record Record Created Record Rec