UAB FINANCIAL AFFAIRS
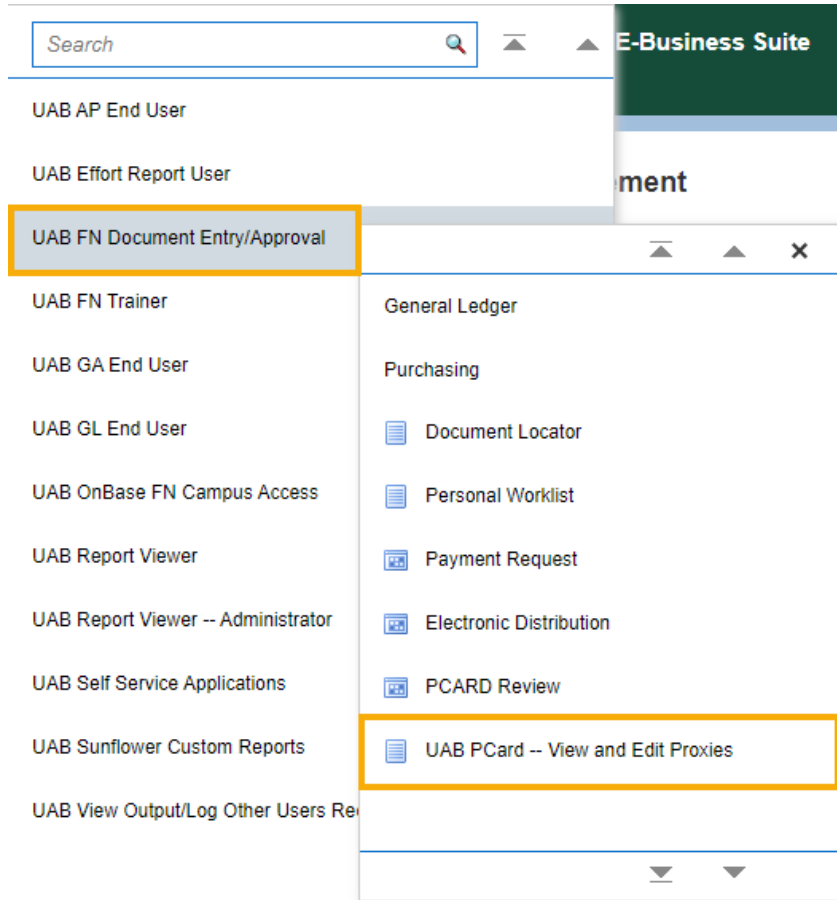The University of Alabama at Birmingham

Navigate to **UAB PCard -- View and Edit Proxies**

- 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**

Search

E-Business Suite

UAB AP End User

UAB Effort Report User

UAB FN Document Entry/Approval

UAB FN Trainer

UAB GA End User

UAB GL End User

UAB OnBase FN Campus Access

UAB Report Viewer

UAB Report Viewer -- Administrator

UAB Self Service Applications

UAB Sunflower Custom Reports

UAB View Output/Log Other Users Rec

ment

General Ledger

Purchasing

- Document Locator
- Personal Worklist
- Payment Request
- Electronic Distribution
- PCARD Review
- UAB PCard -- View and Edit Proxies

The **View and Edit PCard Proxies** form will open in your Oracle browser instance

View and Edit PCard Proxies

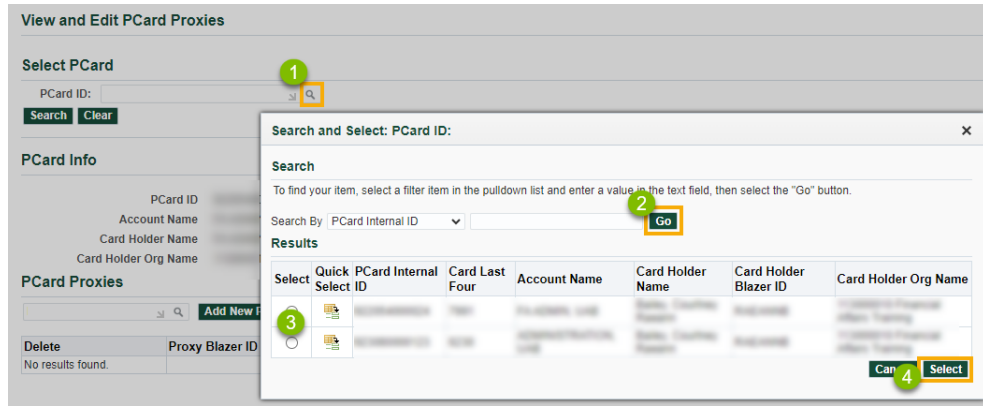**Select PCard**

PCard ID:

Search   Clear

PCard Info

PCard ID	*
Account Name	Card Last Four
Card Holder Name	Card Holder Blazer ID
Card Holder Org Name	Card Holder Employment Category

PCard Proxies

Add New Proxy

| Delete	Proxy Blazer ID	Proxy Name	Employment Type	Employment Category
No search conducted.				

Select the appropriate **P-Card**

1. Click the **magnifying glass** in the PCard ID field
2. To see **all P-Cards** you have access to, leave the Search By field blank, and click the **Go** button
3. **Select a card** if more than one exists
4. Click the **Select** button

Note: You can search using the PCard Internal ID, Card Last 4, Account Name, Cardholder Name, Cardholder BlazerID, or Cardholder Org Name from the **Search By** dropdown
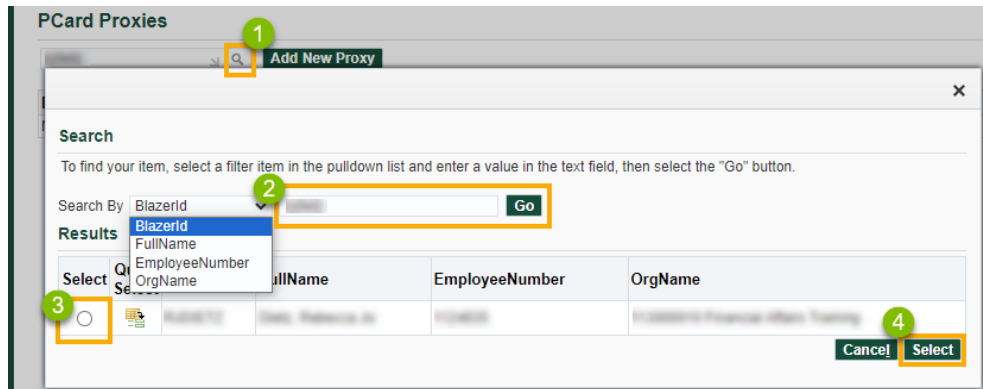
Back on the Select PCard screen,

- Click **Search**
- The **PCard Info section** will populate with the selected card's details
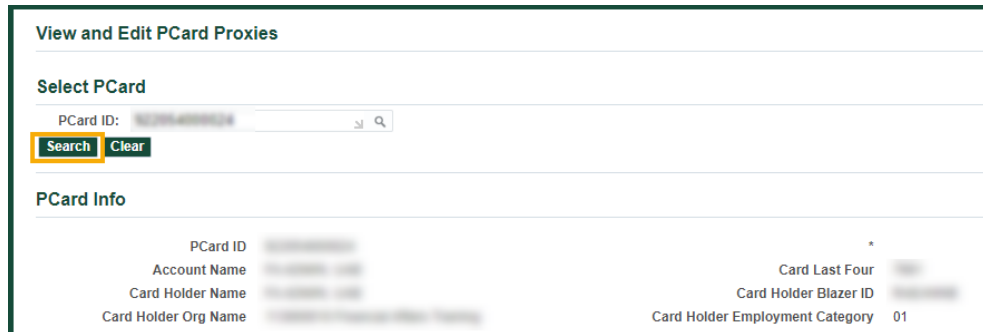
In the **PCard Proxies** section,

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**

Note: You can search using the BlazerID, Full Name [Last, First], Employee Number, or Org Name from the **Search By** dropdown

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Once the field has populated with their information,

- Click the **Add New Proxy** button

PCard Proxies

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 : ██████████ ?

No Yes

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