PIEE Roles – GPC Bank Set Up – GPC Banks Extract Sign Up Process

PIEE Roles

- WAWF PMO

**PIEE Roles with the capability to access a WAWF Administration Console**

**GPC Bank Set Up**

The PMO will set up the GPC Bank Information.

First to begin adding GPC Bank Information as a WAWF PMO.

Go to Administration -> PIEE Admin -> Additional Admin -> Tables -> GPC Bank.

**Step 1:** Click GPC Bank Info link in the Admin Console under the Tables tab.
Step 2: Active Indicator: Y, N

GPC Bank Search

Bank Name
Bank Identifier
Active Indicator
User Id
DateTime Stamp
Start
End

Please enter search criteria and press filter.

Filter  Reset

Actions Add

Step 3: Results for the entered search criteria.
Step 4: The PMO will have the option to add a GPC Bank.

Step 5: On the edit screen, the PMO can activate (Active Ind = ‘Y’) or deactivate (Active Ind = ‘N’) a GPC Bank.
The PMO will set up the routing of extracts for GPC Banks.

First to begin Go to Administration -> PIEE Admin -> Table Management -> GPC Banks Extract.

Step 1: Click GPC Bank Extract Routing.

Step 2: Enter information.
- Document Type: Receiving Report
- Active Indicator: Y, N
- Document Sub Type: Purchase Card, MicroPurchase Card
- Extract Type Code: 856_ASN, 861
Step 3: Results for the entered search criteria.

Step 4: The PMO will have the option to add a GPC Bank Extract.

Step 5: On the edit screen, the PMO can activate (Active Ind = ‘Y’) or deactivate (Active Ind = ‘N’) a GPC Bank Extract.