



THE OHIO STATE UNIVERSITY

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# PCard Information Session

December 2020

*Card Manager Overview  
Role & Responsibilities with Workday*



# Welcome

- **What are PCard Information Sessions?**
  - Targeted topics to expand user knowledge
  - Information/demo sessions with Q&A
- **Housekeeping**
  - All participants are muted
  - Use chat feature for questions
- **Resource**
  - PCard Website <https://busfin.osu.edu/buy-schedule-travel/pcard>
  - Card Manager Overview Deck and Job Aids



# Resource: PCard Website

Office of

**Business and Finance**

<https://busfin.osu.edu/buy-schedule-travel/pcard>



UNIVERSITY BUSINESS BUY, SCHEDULE, TRAVEL BURSAR INSIDE B&F COVID-19 UPDATES



Home | Buy, Schedule, Travel | **PCard**

## PCard

The PCard program provides a convenient and efficient method to procure business-related expenses to foster and support the missions of The Ohio State University.

### PCard Tools and Resources

- ▶ Card Types, Uses & Limits
- ▶ Applying for a New PCard
- ▶ Changing an Existing PCard
- ▶ Roles and Responsibilities
- ▶ Training and Job Aids
- ▶ Transaction Disputes
- ▶ Lost, Stolen, or Fraudulently Used Cards
- ▶ Resources

PCard Policy and Forms

### Contact Us

**PCard Program Office**  
 2070 Blankenship Hall  
 901 Woody Hayes Drive  
 Columbus, Ohio 43210-4016  
 Monday - Friday (8 am - 5pm)  
 614-292-9290  
[PCard@osu.edu](mailto:PCard@osu.edu)

**PNC Bank Customer Service**  
 (4-digit code required)  
 800-685-4039



## ***Agenda***

- Review Card Manager Role & Card Types
- Discuss Card Manager Responsibilities
- Introduce Process with Workday
- Q&A



## ***Card Manager Role & Card Types***

Employee who is assigned permanent custody of a  
**Department or Service Center PCard**

<b>Card Type/Purpose</b>	<b>Limits</b>	<b>Considerations</b>
<b>Department or OSP Department Card</b> - Issued for the procurement of goods and services necessary to conduct university business.	\$5k/transaction \$20k/cycle	• Shared use permitted with <b>required</b> Tracking Log
<b>Service Center Card</b> - Issued to Service Centers for the procurement of goods and services necessary to conduct university business.	\$7,500/transaction \$50k/cycle	• Shared use permitted within Service Center with <b>required</b> Tracking Log



## ***Card Manager Responsibilities***

- ✓ Complete required training & review PCard Policy
- ✓ Make business purchases for unit
- ✓ Share card with PCard Users via Tracking Log
- ✓ Protect Security of PCard
- ✓ Ensure tax exemption (when applicable)
- ✓ Collect receipt documentation (itemized)
- ✓ Reassign & Expense transactions in Workday



## *Process with Workday*

- **Current Process**
  - Generate or validate eRequest (PR#)
  - Make purchase or record on Tracking Log for PCard User to make purchase
  - Submit or collect receipt
  - Unit reallocates/approves transaction by deadline



## *Process with Workday*

- **New Process** (*Authority to Use PCard*)
  - Authority to use the PCard for travel expenses requires an approved Spend Authorization # in advance of purchase
  - Authority to use the **Department Card** does not require system approval for general business expenses
  - Authority to use the **Service Center Card** requires a requisition in advance of purchase for general business expenses
  - Card Managers must have Card Users complete Tracking Log before issuing PCard





## *Process with Workday*

- **New Process** *(Tracking Log)*
  - If a PCard is used by an individual other than the Card Manager, the transfer of custody must be recorded on the Tracking Log.
  - The Card Manager is responsible for maintaining the log for use with reassignment and/or expensing PCard transactions in Workday.



# Process with Workday

## Tracking Log for Non-Travel Transactions

THE OHIO STATE UNIVERSITY		<b>Department or Service Center Card Information</b>	
<b>PCard Tracking Log</b> (Non-Travel Transactions)		Embossed Name _____ PCard Manager _____ Last 4 Digits of PCard _____	
<b>Certification:</b> By signing below, I certify that (non-travel) PCard purchases will be made in accordance with PCard, Expenditures, Purchasing, and Travel policies. Failure to comply with these policies may enforce corrective action, up to and including termination, in accordance with applicable policies or rules. The university may seek restitution and/or file criminal charges, as appropriate.			
PCard User <small>(Print)</small>		Business Purpose	
Merchant		Worktags <small>(CC/Balancing Unit/Fund/Grant)</small>	
Estimated Amt		Date/Time Out	PCard User <small>(Sign Out)</small>
Receipt Amt		Date/Time In	PCard User <small>(Sign In)</small>
PCard User <small>(Print)</small>		Business Purpose	
Merchant		Worktags <small>(CC/Balancing Unit/Fund/Grant)</small>	
Estimated Amt		Date/Time Out	PCard User <small>(Sign Out)</small>
Receipt Amt		Date/Time In	PCard User <small>(Sign In)</small>
PCard User <small>(Print)</small>		Business Purpose	
Merchant		Worktags <small>(CC/Balancing Unit/Fund/Grant)</small>	
Estimated Amt		Date/Time Out	PCard User <small>(Sign Out)</small>
Receipt Amt		Date/Time In	PCard User <small>(Sign In)</small>



# Process with Workday

## Tracking Log for Travel Transactions



THE OHIO STATE UNIVERSITY

### PCard Tracking Log (Travel Transactions)

Department or Service Center Card Information	
Embossed Name	
PCard Manager	
Last 4 Digits of PCard	

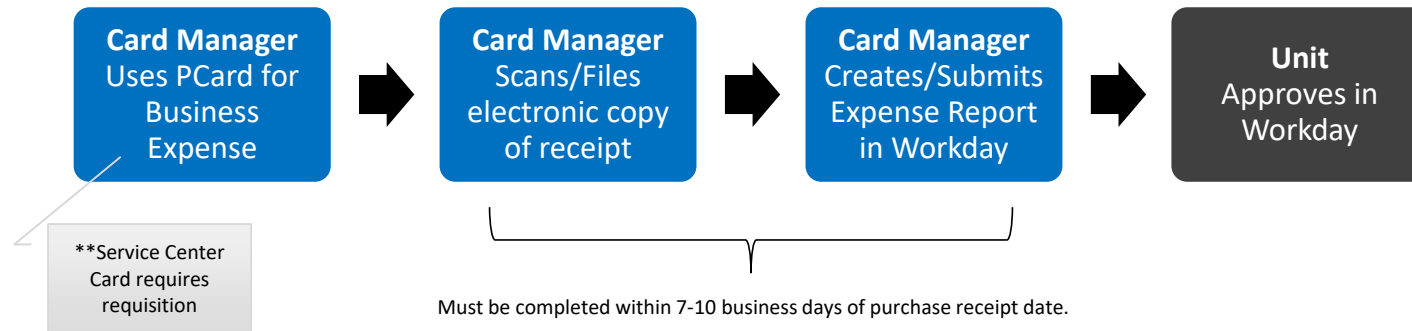
**Certification:** By signing below, I certify that PCard purchases will be made for travel related expenses in accordance with PCard, Expenditures, Purchasing, and Travel policies. Failure to comply with these policies may enforce corrective action, up to and including termination, in accordance with applicable policies or rules. The university may seek restitution and/or file criminal charges, as appropriate.

PCard Sign Out				PCard Sign In			
Date & Time	PCard user	Estimated Amount	Merchant	Spend Authorization Number	Date & Time	PCard user	Receipt Amount
	Print Sign					Print Sign	
	Print Sign					Print Sign	
	Print Sign					Print Sign	
	Print Sign					Print Sign	



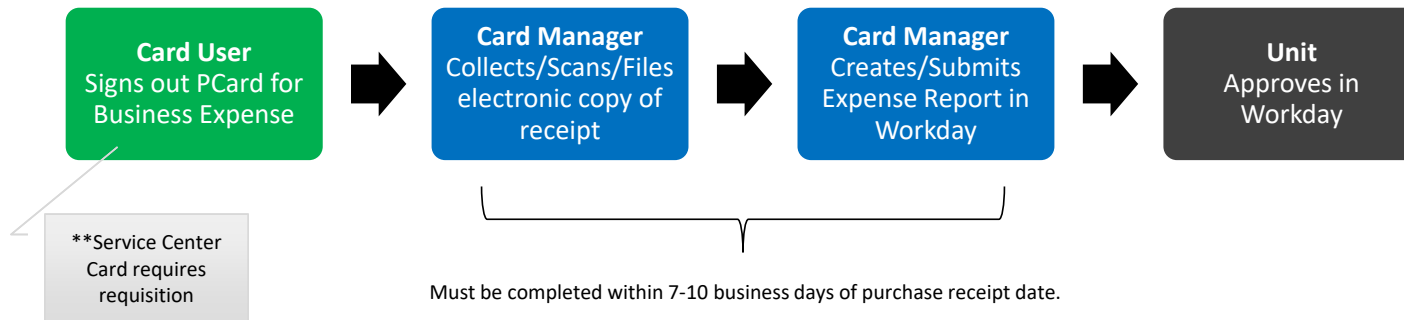
## Process with Workday *(Effective 1/7/21)*

### (1) Process for Business Expense made by **Card Manager**



## Process with Workday *(Effective 1/7/21)*

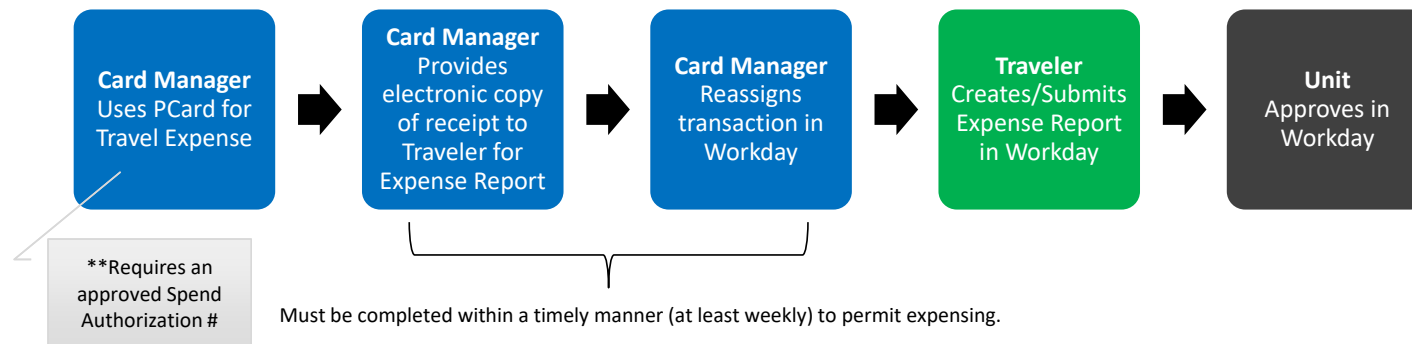
### (2) Process for Business Expense made by **Card User**





## Process with Workday *(Effective 1/7/21)*

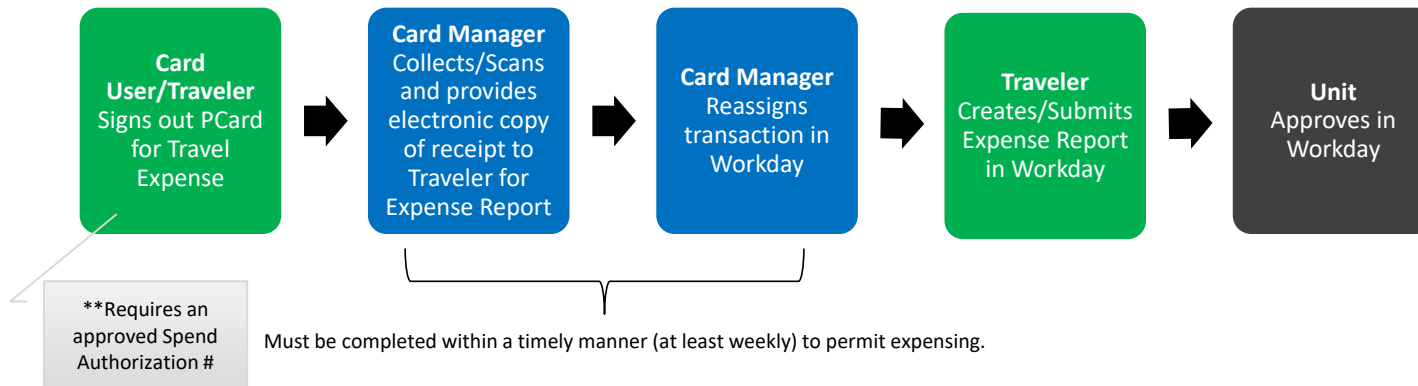
### (3) Process for Travel Expense made by **Card Manager** on behalf of **Traveler**





## Process with Workday *(Effective 1/7/21)*

### (4) New Process for Travel Expense made by **Card User/Traveler**





## *Process with Workday*

### ○ **Scan/File Receipt**

- Electronic receipt required as an attachment in Workday
- Options: Take a photo or scan at printer
- Store in location to upload/drag attachment during the expense process
- Name file for ease of selection  
([ABC Membership 11/30/20.pdf](#))







## ***Process with Workday***

- **Reassigning Travel Transactions – Live Demo**
  - See Recorded Session and Job Aid at PCard Website



## *Process with Workday*

- **Expensing Non-Travel Transactions – Live Demo**
  - See Recorded Session and Job Aid at PCard Website



## *Process with Workday*



### ○ **Deadlines & Oversight**

- All travel transactions **must** be “reassigned” within a timely manner (at least weekly) to permit expensing.
- All transactions (travel and non-travel) **must** be “expensed” within 7-10 business days of the transaction receipt date.
- Transactions not reassigned or expensed in a timely manner will be monitored by the Unit and the PCard Office



## *Help after Go-Live (January 7, 2021)*

- Reach out to your Unit's Service Center, Support Contacts, Change Coordinators and Trainers
- Visit the Administrative Resource Center (ARC) and BuckeyeLearn
- Call Central Workday Support at **7-7000**
- Contact PCard Office at [pcard@osu.edu](mailto:pcard@osu.edu)