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](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

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

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

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

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

<table>
<thead>
<tr>
<th>PCard User</th>
<th>Purpose</th>
<th>Business</th>
<th>Worktags</th>
<th>Date/Time Out</th>
<th>PCard User Signed</th>
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<tbody>
<tr>
<td>Merchant</td>
<td></td>
<td></td>
<td></td>
<td>Date/Time In</td>
<td>PCard User Signed</td>
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<td>PCard User Signed</td>
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Certification: 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.
Process with Workday

Tracking Log for Travel Transactions

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.

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>PCard user</th>
<th>Estimated Amount</th>
<th>Merchant</th>
<th>Spend Authorization Number</th>
<th>Date &amp; Time</th>
<th>PCard user</th>
<th>Receipt Amount</th>
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Department or Service Center Card Information

<table>
<thead>
<tr>
<th>Embossed Name</th>
<th>PCard Manager</th>
<th>Last 4 Digits of PCard</th>
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**Process with Workday** *(Effective 1/7/21)*

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

- Card Manager Uses PCard for Business Expense
- Card Manager Scans/Files electronic copy of receipt
- Card Manager Creates/Submits Expense Report in Workday
- Unit Approves in Workday

**Service Center Card requires requisition**

Must be completed within 7-10 business days of purchase receipt date.
Process with Workday (Effective 1/7/21)

(2) Process for Business Expense made by Card User

Card User Signs out PCard for Business Expense

Card Manager Collects/Scans/Files electronic copy of receipt

Card Manager Creates/Submits Expense Report in Workday

Unit Approves in Workday

**Service Center Card requires requisition

Must be completed within 7-10 business days of purchase receipt date.
**Process with Workday** *(Effective 1/7/21)*

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

- Card Manager Uses PCard for Travel Expense
- Card Manager Provides electronic copy of receipt to Traveler for Expense Report
- Card Manager Reassigns transaction in Workday
- Traveler Creates/Submits Expense Report in Workday
- Unit Approves in Workday

*Requires an approved Spend Authorization #*

Must be completed within a timely manner (at least weekly) to permit expensing.
(4) New Process for Travel Expense made by Card User/Traveler

- **Card User/Traveler** Signs out PCard for Travel Expense
- **Card Manager** Collects/Scans and provides electronic copy of receipt to Traveler for Expense Report
- **Card Manager** Reassigns transaction in Workday
- **Traveller** Creates/Submits Expense Report in Workday
- **Unit** Approves in Workday

**Requires an approved Spend Authorization #**

Must be completed within a timely manner (at least weekly) to permit expensing.
**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](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