PCard Training

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What is a PCard?

- A purchasing card is a form of company charge card that allows goods and services to be procured without utilizing a traditional purchasing process.
- ASU is responsible for paying the bill.
- Even though the card is in your name, it does not have any impact on your personal credit.

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How Do I Get a PCard?

- Complete the PCard training course online
- Contact HR to arrange an appointment to get fingerprinted
- Complete the following forms via AdobeSign:
  - Cardholder Agreement
  - Cardholder Account Application
- Cards are usually received within approx. 14 business days.

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PCard Receipt Confirmation Emails

- When PCards are sent out cardholders will receive an email from PCard, advising that card will be mailed out.
- When the card is received by the cardholder, all they have to do is respond to that e-mail confirming receipt.
- If it's over 10 days and the PCard office does not receive a confirmation from the cardholder, the card will be reduced down to $1.00 for avoid any potential fraud.

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What Can I Buy?

- A product or service that serves a public purpose
- Food & bottled water products (on Local Accounts)
- Always check the PCard Restricted Purchase List and Financial Services Policy prohibited purchase list
- Always remember to use common sense
- If you are unsure about any purchase call or email the PCard office

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Personal Use of the PCard

- Personal use of the PCard is not authorized.
- If you accidently charge personal items to the Pcard, you must reimburse ASU as soon as the error is discovered.
- Depending on the severity and circumstance, the Cardholder, PCard Manager, and Cost Center PCard Manager may be held accountable for improper purchases on the card.

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Personal Use of the PCard

- Improper use of the PCard may result in disciplinary action.
- Failure to use the PCard properly, you authorize ASU to deduct from your salary or any other amounts payable to you for the total or equal amount of the improper purchases.
- ASU is able to collect any amounts owed by you, even if you're no longer employed by the University.

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ASU Affiliate Travel

What's an ASU affiliate?

- **All ASU Faculty, Staff and Students**

ASU affiliate airfare and registration fees <u>are allowed</u> on the PCard

All other affiliate travel expenses (lodging, food, car rental) are ***<u>not allowed</u>*** .

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Business Meals & Alcohol

- Business meals and related expenses may be charged to the PCard. However the card being used *must be tied to a local account*, the **Business Meals and Related Expenses Form** must be completed and kept with the receipts in the department's files.
- Alcohol is not allowed on the PCard under any circumstance and will be deemed a PCard violation if purchased on it.

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Food on Sponsored Accounts

- In conjunction with ORSPA, all PCards tied to sponsored accounts are set up to restrict food.
- If your grant allows food, please email ORSPA for their approval.
- Once ORSPA has provided their written approval, please forward that to PCard@asu.edu and we can approve an exception (onetime or ongoing) on that card.

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Ongoing Exceptions Process

- Ongoing exceptions are granted for a maximum of 12 months.
- If you need to request an ongoing exception on a PCard, please email PCard@asu.edu and include:
  1. Business Purpose
  2. Last 4 of the card
  3. If the card is tied to a grant, please include ORSPA approval for the exception and the grant end date

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Making Changes in Writing

- For audit and compliance purposes, any requests to change/modify anything on your card (i.e. addresses, names, limits, etc.) must be done in writing by sending a detailed e-mail with your request to PCard@asu.edu.
- If making requests for others, please ensure you are including the last 4 digits of the card and cardholder name.

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Delegation to Use

- **We do not recommend that you allow others to use your card:**
  - However in isolated cases the Delegation of Use Form can be used. Employees or Students may use the PCard at the discretion of the cardholder.

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Split Transactions

- It is against PCard Policy to split transactions to circumvent the single transaction card limit.
- If you need to make a purchase that is over $10k, please submit your request using ServiceNow using the Over $10k Pcard Increase Request.

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Department Cards

- The **Department Card** is a card that is assigned to a department - not to a specific individual.
- If you choose this type of card and have a dispute, JPMorgan will not act on your behalf.
- All disputes on Department Cards must be handled between the department and the vendor
- We highly recommend using a Transaction Log Sheet if you have a Department Card

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I Didn't Buy That!

- Initial course of action
  - Contact the supplier
- If it can't be resolved with supplier
  - Call JPMorgan at 1-800-270-7760
    or use PaymentNet to Dispute the Charge

Disputes must be initiated within *60 days* from the transaction date

- If you suspect fraud contact JPMorgan immediately

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Reporting Lost/Stolen Cards

1. Call JP Morgan Chase:
   1-800-270-7760

2. Email the ASU P-Card Administrators:
   pcard@asu.edu

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Transaction Declining

- **What if my card declines?**
  - Make sure the supplier entered your card information correctly - double check the expiration date and/or the security code – many times this is the reason for the decline
  - During work hours (M-F 8:00 AM-5:00 PM) contact your ASU PCard Office via e-mail
  - If it is outside of business hours call JPMorganChase 1-800-270-7760

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Can I Transfer My PCard?

- Cards are issued to an individual using their ASU ID and security information; therefore cards cannot be transferred to another individual's name and must be closed

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Canceling a PCard

- Notify your Purchasing Card administrators:
  - E-mail: pcard@asu.edu

    Cut the card into pieces; for added security dispose of the card in different trash containers

- If you are leaving your current ASU department you *must cancel* your card no later than your last day in the department
- Any outstanding PCDs need to be completed upon card cancellation
- It is the PCard Manager's responsibility to ensure this is completed

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Inactive Cards

- In an effort to help mitigate risk for the University, PCards that are inactive for 13 months or longer, will be cancelled by the PCard Office. Cardholders are responsible for keeping track of their activity or lack there of, as they will not be notified of the closure.

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Manager Responsibilities

- The PCard Manager is the point of contact for the department
- PCard Managers are responsible for signing off on Pcard applications and PaymentNet requests
- Report any suspected misuse of the PCard
- Ensure that cards are reported l/s or cancelled, when necessary
- Require supporting documentation for verifications
- Assist Reviewers and Auditors in examining the PCard transactions for their department

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Allocator Responsibilities

- Allocators are responsible for reallocating PCard transactions to the appropriate accounts prior to the transactions being exported to FMS
- Allocator duties are best performed by someone in a Business Manager or related position who has thorough knowledge of ASU policies and procedures and has the authority to question transactions of others
- If your department is large you may assign several employees as PCard Allocators
- PCard Managers can also be PCard Allocators

How Do I Verify My Transactions?

- Depending on the dept. the cardholders or a designated person, will be in charge of verifying the transactions for each card.
- Cardholders/the designated Dept. Data Entry Specialist - PCard are responsible for attaching receipts to each transaction in FMS, along with any other applicable documentation (i.e. Business Meals Form, etc.)
- Each transaction should include a public purpose.

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What is PaymentNet?

- PaymentNet is a web-based PCard management tool offered by JPMorgan.
- You will have the ability view transactions and to run transaction reports and queries on cards that you have access to.

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How Do I Request PaymentNet Access?

- To request PaymentNet access, you will need to complete a PaymentNet Access Request Form via AdobeSign.
- Once your request has been processed your PaymentNet User ID, Password, and URL will be emailed to you.

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PaymentNet Roles

•We grant 3 roles (FMS CH or Manager, FMS Allocator, and FMS SR. Allocator)

1. FMS CH or Manager
    - This role will allow you to edit the Spend Category, Department Reporting, Department Reporting Roll, etc.
    - Depending on the access that you request, this role allows you to view transactions for your cards or your department's cards, as well as statements.
    - Only one person can have statement access per card.

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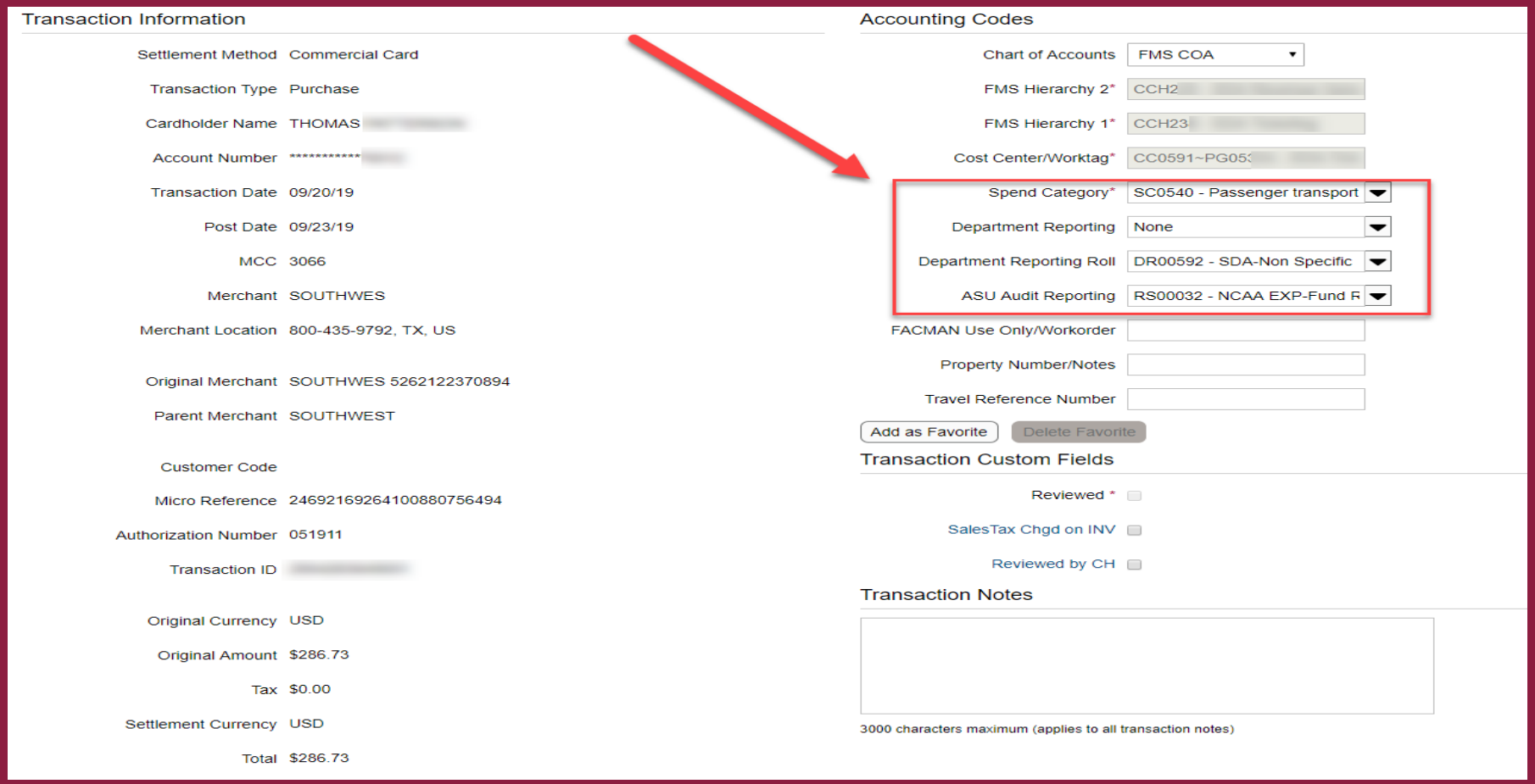
FMS CH or Manager



Transaction Information

Settlement Method	Commercial Card
Transaction Type	Purchase
Cardholder Name	THOMAS
Account Number	**********
Transaction Date	09/20/19
Post Date	09/23/19
MCC	3066
Merchant	SOUTHWES
Merchant Location	800-435-9792, TX, US
Original Merchant	SOUTHWES 5262122370894
Parent Merchant	SOUTHWEST
Customer Code	
Micro Reference	24692169264100880756494
Authorization Number	051911
Transaction ID	
Original Currency	USD
Original Amount	$286.73
Tax	$0.00
Settlement Currency	USD
Total	$286.73

Accounting Codes

Chart of Accounts	FMS COA
FMS Hierarchy 2*	CCH2
FMS Hierarchy 1*	CCH23
Cost Center/Worktag*	CC0591~PG05
Spend Category*	SC0540 - Passenger transport
Department Reporting	None
Department Reporting Roll	DR00592 - SDA-Non Specific
ASU Audit Reporting	RS00032 - NCAA EXP-Fund R
FACMAN Use Only/Workorder	
Property Number/Notes	
Travel Reference Number	

Add as Favorite | Delete Favorite

Transaction Custom Fields

Reviewed *

SalesTax Chgd on INV

Reviewed by CH

Transaction Notes

3000 characters maximum (applies to all transaction notes)

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PaymentNet Roles

2. FMS Allocator
   - This role allows you to edit the Cost Center/Worktag, Spend Category, Department Reporting, Department Reporting Roll, and ASU Audit Reporting.
   - In order to be granted this role, you must first have the Cost Center PCard Allocator role in FMS for the Cost Center Hierarchy 1.

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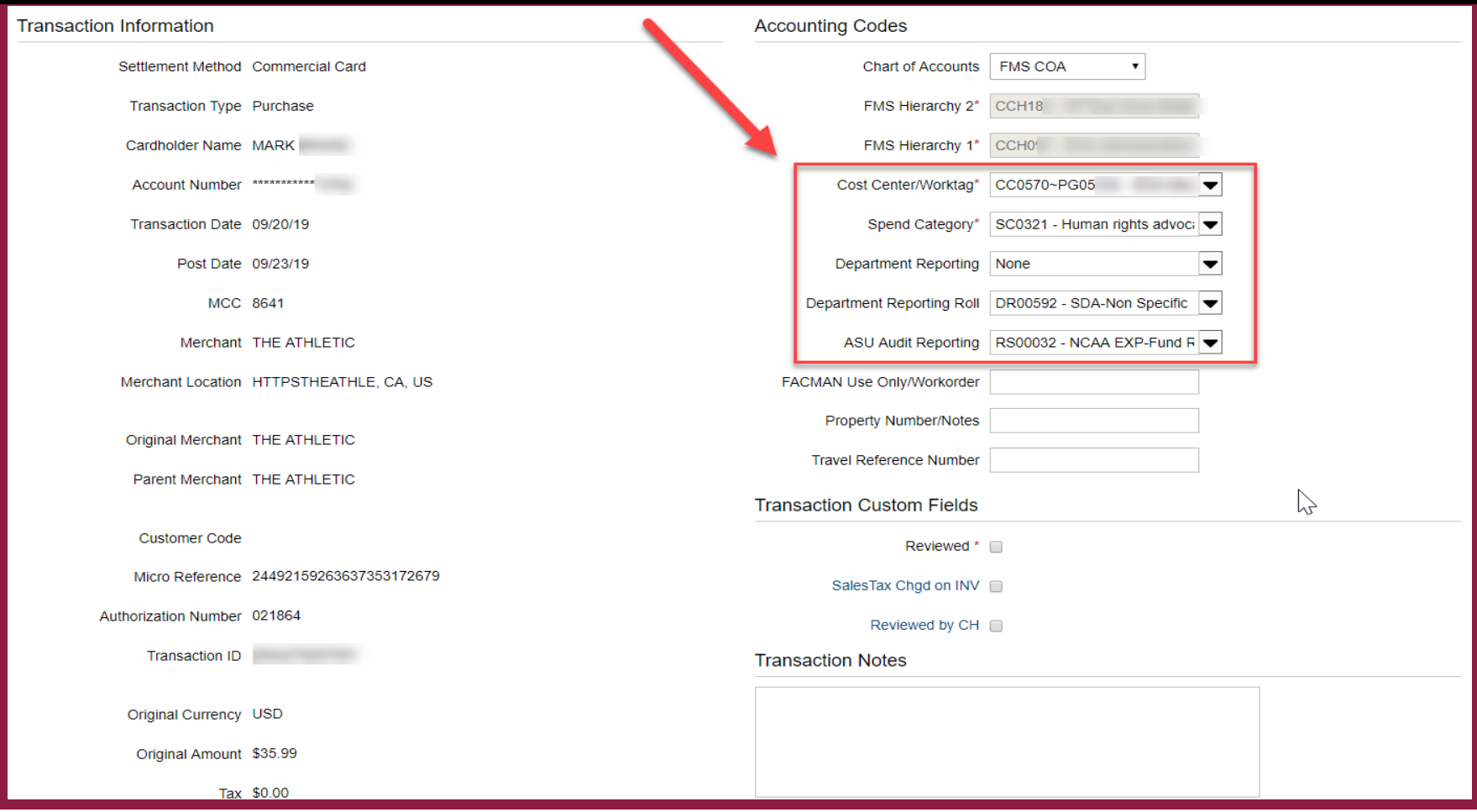
FMS Allocator



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PaymentNet Roles

3. FMS SR. Allocator
    - This role allows you to edit the FMS Hierarchy 1, Cost Center/Worktag, Spend Category, Department Reporting, etc.
    - In order to be granted this role, you must first have the Cost Center PCard Allocator role in FMS for the Cost Center Hierarchy 2.
    - This role is granted when Allocators are allocating for more than one Cost Center Hierarchy.

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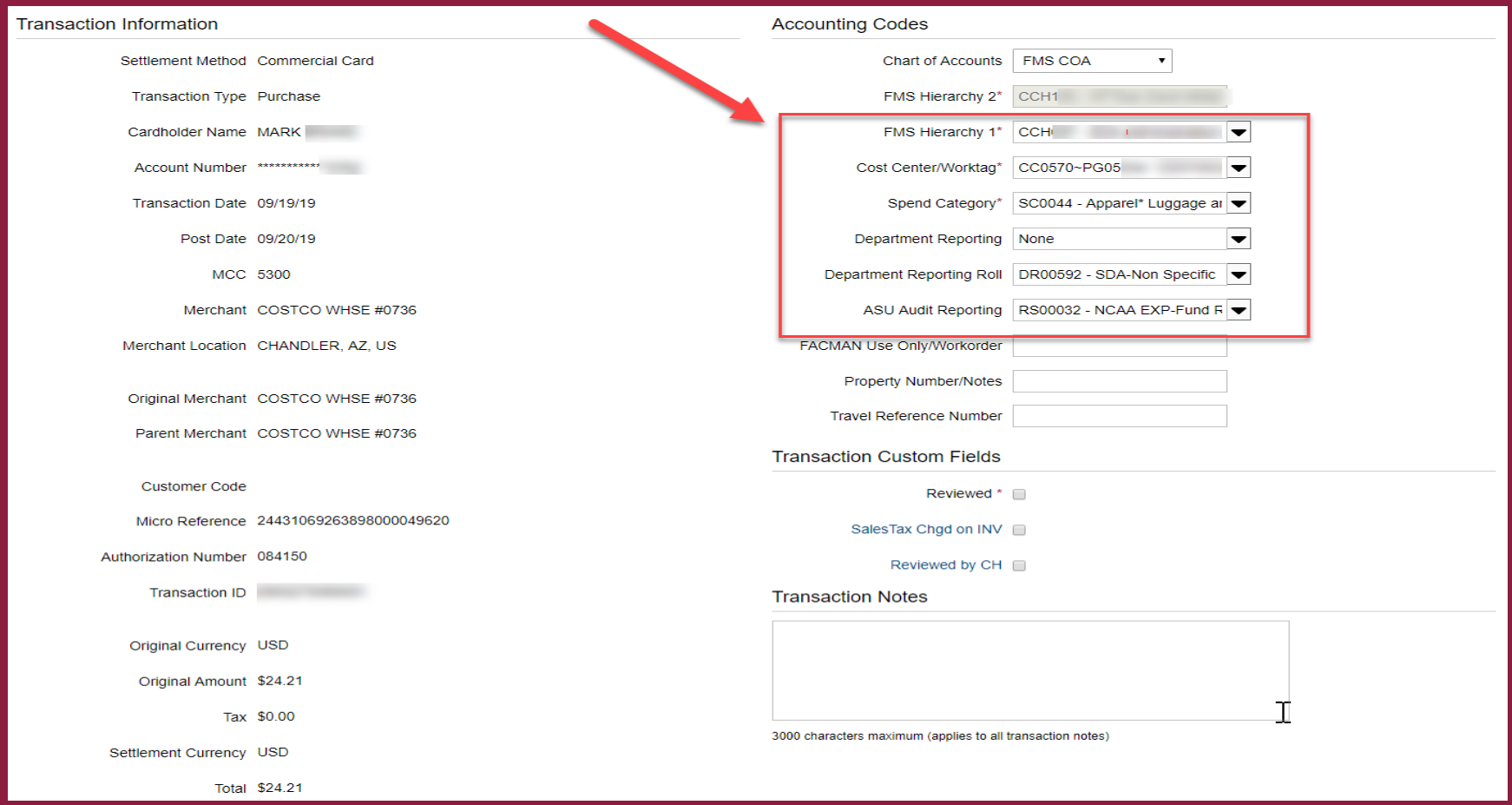
FMS SR. Allocator



Transaction Information

Settlement Method	Commercial Card
Transaction Type	Purchase
Cardholder Name	MARK
Account Number	**********
Transaction Date	09/19/19
Post Date	09/20/19
MCC	5300
Merchant	COSTCO WHSE #0736
Merchant Location	CHANDLER, AZ, US
Original Merchant	COSTCO WHSE #0736
Parent Merchant	COSTCO WHSE #0736
Customer Code	
Micro Reference	24431069263898000049620
Authorization Number	084150
Transaction ID	
Original Currency	USD
Original Amount	$24.21
Tax	$0.00
Settlement Currency	USD
Total	$24.21

Accounting Codes

Chart of Accounts	FMS COA
FMS Hierarchy 2*	CCH1
FMS Hierarchy 1*	CCH
Cost Center/Worktag*	CC0570~PG05
Spend Category*	SC0044 - Apparel* Luggage ar
Department Reporting	None
Department Reporting Roll	DR00592 - SDA-Non Specific
ASU Audit Reporting	RS00032 - NCAA EXP-Fund R
FACMAN Use Only/Workorder	
Property Number/Notes	
Travel Reference Number	

Transaction Custom Fields

Reviewed *	
SalesTax Chgd on INV	
Reviewed by CH	

Transaction Notes

3000 characters maximum (applies to all transaction notes)

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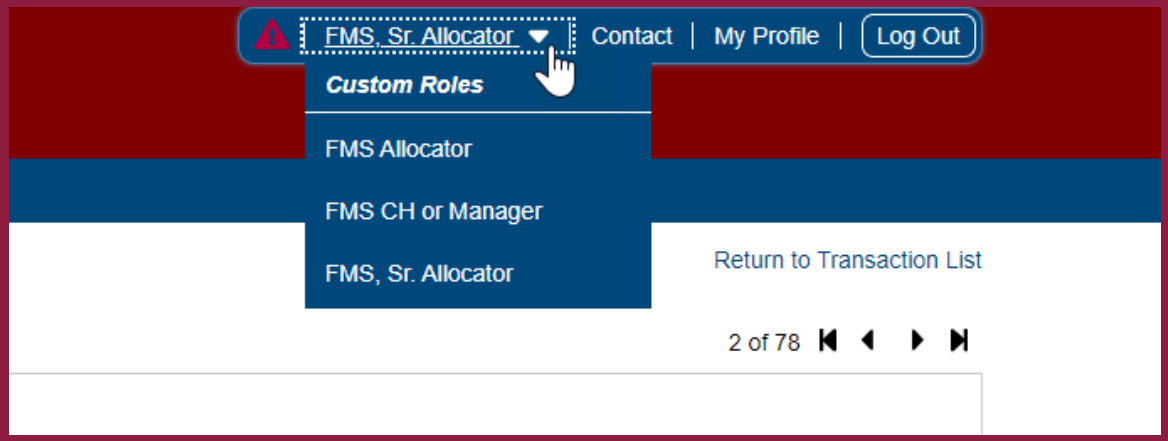
Multiple Roles in PaymentNet

- If you have multiple roles in PaymentNet, you will need to ensure that you select the role that you wish to use.



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Transactions Export

- Transactions are exported from PaymentNet to FMS every Friday.
- The export will pick up transactions that posted from Monday-Sunday the week before.
- If you are responsible for allocating, you will need to ensure that you allocate transactions prior them posting in FMS.
- If a transaction needs to be reallocated after it posts in FMS, a Journal will need to be created.

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Reports and Queries

- The reports and queries that you have access to will depend on what role you have.
- To pull reports, you will access the Reports tab and select the report that you wish to pull.
- To pull a query, you will access the Transactions tab and select Query.
- You can customize based on what you want to pull.
- For additional information about this, please email PCard@asu.edu

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PCard Verifications

- To view your PCard Verifications, you will use the ASU Procurement Card Transaction Verification Lines Report in FMS.
- In order to view/edit PCard Verifications, you will need to have the Department Data Entry Specialist (PCard) role
- You can search PCard Verifications by Cost Center, Worker, Verification Status, Date, Transaction ID, or Last Four Digits of the card.
- Since you will have access to PCard Verifications for the whole university, it is best to narrow down as much as possible.

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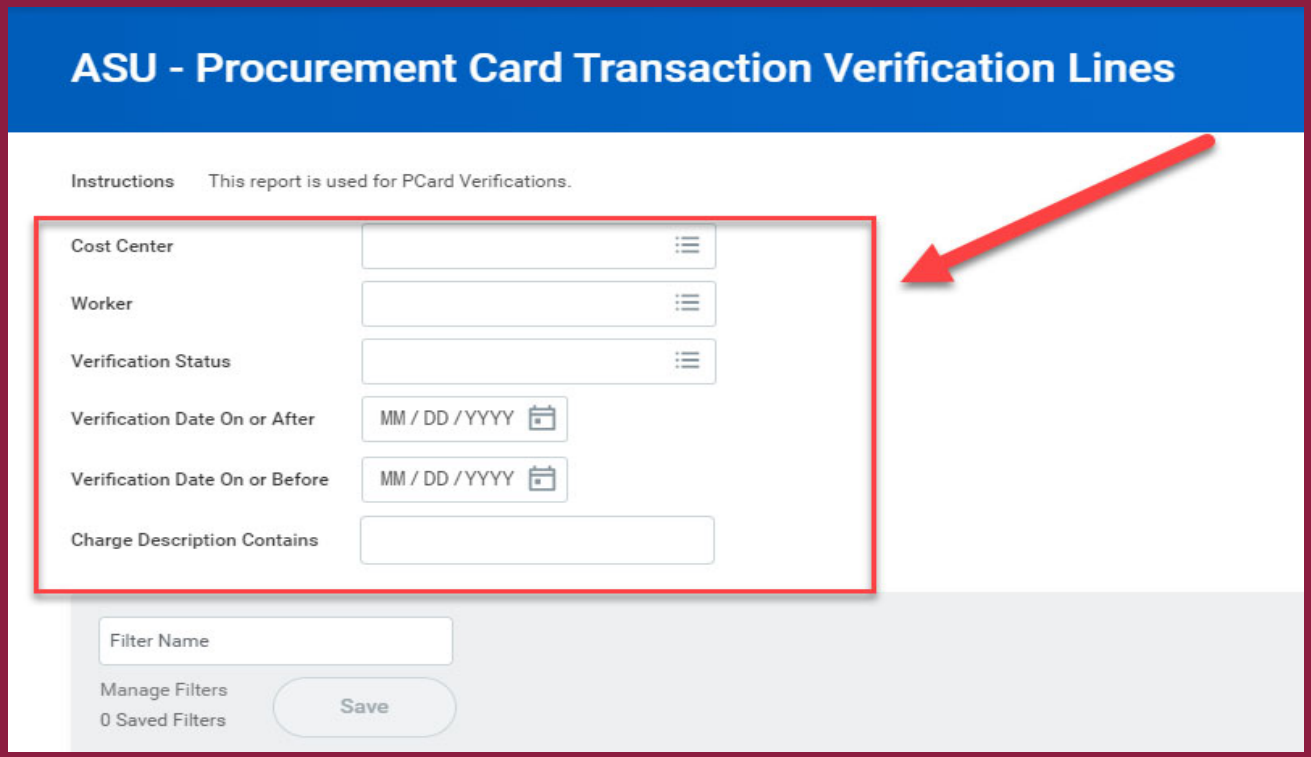
ASU – Procurement Card Transaction Verification Lines



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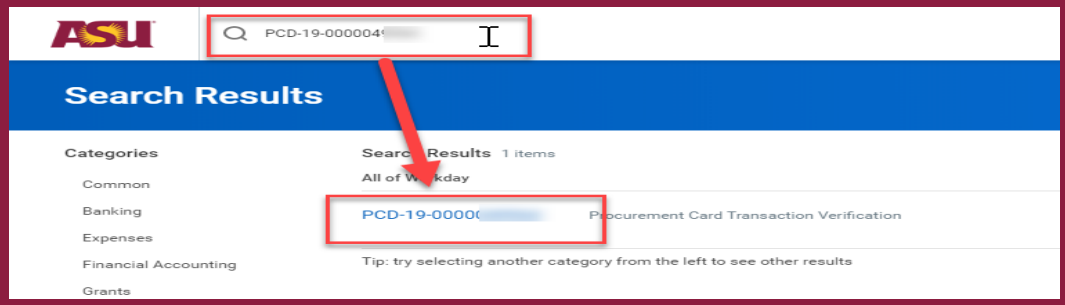
PCard Verifications

- Every PCard Verification is given a unique PCD # that you can use to search in FMS under the search bar.



- The PCard Verification is to be used as a document repository only.
- If you need to make any changes to the account information (Cost Center, Spend Category, etc.) it needs to be done via a Journal.

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How Do I Complete a PCard Verification?

- To complete a PCard Verification, you or your designated Department Data Entry Specialist (PCard) will upload receipts and any pertaining documents to each transaction in FMS and submit
- Once the verification is submitted it will be routed to your Cost Center PCard Manager for approval

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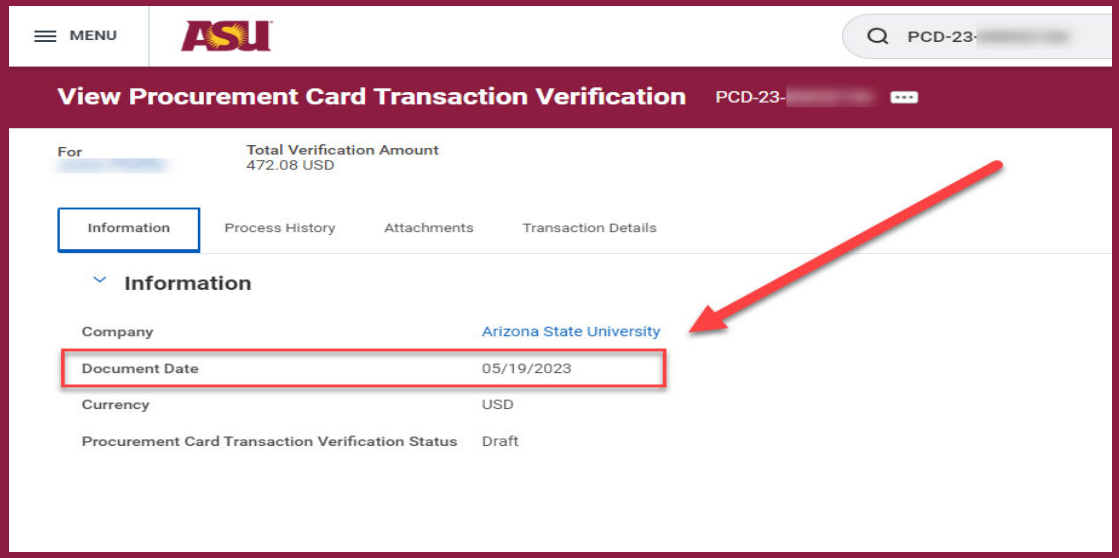
When is my Verification Due?

- All PCard Verifications (PCDs) **must** be submitted and completed within 30 days of the Verification Batch Date/Document Date



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When is my Verification Due?

- Past due PCDs are considered non-compliant and could result in a PCard violation and/or card closure
- Past due PCDs can be identified by pulling the Pending PCard Transactions 30+ Days report in FMS
- You can filter by Cost Center, Cost Center Hierarchies, or Cardholder

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Verification Statuses

- The most common Verification Statuses are –
  - Draft – PCard Verification has not been submitted
  - In Progress – PCard Verification has been submitted and is pending approval
  - Approved – PCard Verification has been approved
  - Canceled – PCard Verification has been canceled

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Verification Statuses

- PCard Verifications should **not** be canceled for any reason
- If you accidently cancel a PCard Verification, please email PCard@asu.edu advising of the cancelation
- We will then request to load the transactions from that PCD in FMS again; however, this process can take several weeks, as this is a manual process

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How Do I Remain in Good Standing?

- Ensure that your PCard is utilized often and does not remain inactive for 13+ months
- Every January cardholders are required to retake the annual PCard test
- All PCDs should be submitted and completed within 30 days of the verification batch date

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Other Questions/Concerns

- Please email PCard@asu.edu

THANK YOU!

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