

SPECIAL
POINTS OF
INTEREST:

- **Pcard Rebate in FY13 of more than \$1.5 million which resulted in reductions to agency SWICAP bills.**
- **Last day to process a Pcard voucher using FY14 funding is**

INSIDE
THIS ISSUE:

Program Reminders 2

New monitoring reports coming 3

Additional Staff 3

Pcard Newsletter

VOLUME 1, ISSUE 1

APRIL, 2014

OAKS-FIN Enhancements

Two enhancements to the Reconcile Statement screen, that are sure to prove beneficial to the Pcard program, are due to be released soon.

The first enhancement is related to speedcharts. Currently, in order to apply a speedchart to a transaction, the speedchart has to be manually associated with the card account in FIN. The speedchart enhancement will cause all agency speedcharts to be available for any transaction; you'll simply select the speedchart lookup and all agency speedcharts will appear in the pop-up screen for selection.

The second enhancement will bring two new check boxes to the Reconcile Statement screen. There will be a checkbox for Controlling Board and another for Ohio Marketplace. Both checkboxes are to be

used to indicate whether a transaction used Controlling Board authority,

Reconcile Statement						
Account Distribution						
Line:	1	PO Qty:	1,0000			
Trans Date:	12/14/2013	Billing Amount:	USD 95.00			
SpeedChart	<input type="text"/>					
Distributions						
Percent	Amount	Currency	*GL Unit	Fund	*Accou	

All speedcharts for the cardholder agency will be available for selection

or if the transaction was processed through the Ohio Marketplace. The check boxes tie to fields that can be pulled into a query which will allow an agency to quickly see transactions that used Controlling Board authority, or were processed through the Ohio Marketplace. It is important to note that there is nothing within OAKS to validate that either case is true, but, if used properly, the check boxes can help us to better understand how the Pcard is being used.

We recognize that in addition to the checkbox, you may want to record additional information, like the actual Controlling Board number. This information can be recorded in a couple of places. On the transaction line in the Reconcile Statement, there is a Description field which is open to be used as you choose; also on the transaction line there is a link to a comment screen where space is provided for more detailed comments.

An additional communication will be sent out when these new enhancements are released into production.

A few program reminders...

“These methods should never be used: fax, unencrypted e-mail, another state employee.”

Policy Reminders

Transactions to be paid within 5 days - While we do not currently reduce pcard accounts until there are outstanding transactions more than 30 days old, policy states that transactions are to be processed within 5 days of appearing in OAKS. We intend to change our process from analyzing the aged transaction from 30 days to 15 soon. Please ensure your payments are processed timely so you will not be affected by this change.

Security of sensitive data – As stated in the Pcard policy, cardholders are responsible for ensuring the security of sensitive Pcard data which includes, the 16 digit account number, the card security code and the card expiration date. These vital pieces of information should always be secured, meaning they should not be shared with anyone except a merchant that you are making a purchase from; and even then it is important to be mindful of the method by which the data is transferred to the merchant. The following is a list of methods that should not be used. It is likely that there are other methods that shouldn't be

used as well, so please always be mindful of the need for data security when transmitting sensitive card data to a merchant. These methods should never be used: fax, unencrypted e-mail, another state employee.

Single transaction spending limit – Pcard policy limits single transactions to \$2,500 except in the case of utility payments, or in extremely limited cases, when a payment needs to be made imminently that affects the health and safety of employees or the public. Please keep in mind that just because something is needed immediately does not mean that it has to be paid for immediately. If the situation allows for processing of a purchase order, a request to override the single transaction limit will be denied.

Proxy reconcilers and approvers

There are a number of Pcard proxies who have more than one Pcard role. As a reminder to Payment Card Administrators and

OAKS Security Designees, it is not typically necessary for someone with the AP_PCARD_APPROVER role to also have the AP_PCARD_RECONCILER role. The approver role is able to do everything that the reconciler role can do, so unless different roles will be granted for different cardholders, granting both roles is unnecessary.

Do you know who has proxy access to whose Pcard account in your agency? There are two queries available in FIN that can be used to assist with proxy management; OH_PCARD_CARDHLDSTS_TO_PROXY and OH_PCARD_PROXIES_TO_CARDHLDSTS. If you find that changes need to be made please submit requests using either the Mass Proxy Update form or the Cardholder Information form, both available on the OBM website.

New monitoring reports coming your way...

We're excited to tell you about two new reports that we have developed to assist you in monitoring the Pcard program within your agency. The first one is especially useful to large, decentralized agencies. Available in OAKS-BI, it is a report that shows employees who are in an inactive pay status and have a Pcard that has not been cancelled. We recommend that you schedule this report to run on a regular basis, as it is important to ensure that card accounts are cancelled as soon as they are no longer needed.

The report is currently available in the OBM Shared Folder and is called, Inactive Employee with Active Pcard.

The other report is one that we will be sending to you on a monthly basis until it is availa-

ble in OAKS-BI. Some merchants provide Level 3 transaction data to the bank when they charge the card. This data includes, in some cases, a fairly detailed description of what was purchased. When you begin receiving this report please review it keeping in mind that State Purchasing works hard to setup valuable contracts in order to save state taxpayer dollars. We have been looking over the available data for the past few weeks and believe there may be some opportunities to redirect a considerable amount of business to contract merchants, potentially saving the state a lot of money. Specifically, we notice that there is a substantial amount of business at office supply stores other than Staples, home improvement/hardware stores other than Lowes, and batteries are being purchased in a num-

ber of locations that aren't the contract merchant. In addition to agency fiscal offices, this report will be provided to DAS State Purchasing to aide in their evaluation of contract utilization.

"We have been looking over the available data for the past few weeks and believe there may be some opportunities to redirect a considerable amount of business to contract merchants..."

Additional Staff

The OBM Pcard program staff are working to enhance the Pcard program by developing excellent program monitoring tools for agencies. This is exciting work, but it's also time consuming. In an effort to spend as much time as possible enhancing the Pcard

program, while still maintaining a high level of service to our customers, we have enlisted the assistance of Deb Moore from OBM State Accounting. Some of you may know Deb from her work with voucher approval on the PO side of expense payments. And, you may have already received an e-mail from Deb

regarding something related to Pcard. She will be processing most of our daily Pcard tasks, including cancelations, new applications and proxy updates. We're excited to have Deb assisting the Pcard team. As always, please ensure that you send Pcard requests to obm.pcard@obm.state.oh.us.



OBM State Accounting

Pcard Section

Phone: 877-644-6771

Fax: 614-485-1021

E-mail: obm.pcard@obm.state.oh.us