



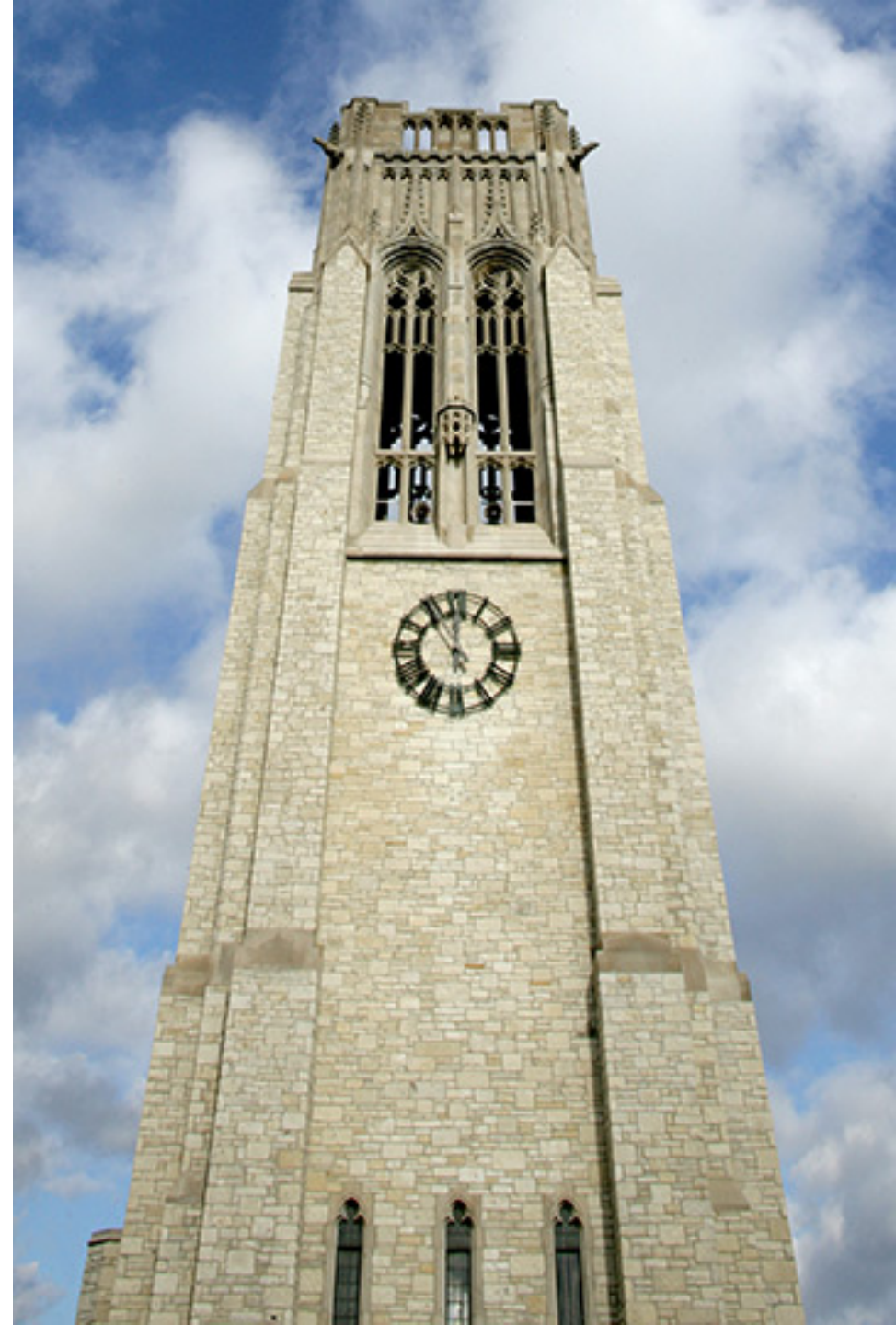
# THE UNIVERSITY OF TOLEDO

P-Card User Training



# Agenda

- How to obtain a University of Toledo P-Card
- Purchasing Responsibilities
- Reconciliation
- Exceptions to the Rules
- Common Card Issues
- Next Steps
- Resources
- Q&A
- Attendance



# Steps to Receiving a P-Card

1. Apply for a Bank of America credit card
2. Credit card applicant's manager sends approval to [PcardTravelSupport@utoledo.edu](mailto:PcardTravelSupport@utoledo.edu)
3. Register for training
4. Attend training
5. Receive notice of P-Card pickup instructions from Accounts Payable
6. Pick up P-Card and sign P-Card Affirmation Form



# Card Holder Responsibilities

- The employee must follow established guidelines, utilize and safeguard the card responsibly.
- Misuse of the card will be taken seriously by the University including the possibility of disciplinary actions or prosecution of any illegal acts.
- Two levels of approval are required for all transactions.



# Card Holder Responsibilities

## Prohibited Uses of the P-Card

- **Alcoholic beverages**
- **Gasoline (except for a rental car or UT vehicle)**
- **Travel Insurance**
- **Flowers for employees illness or bereavement (including family)**
- **Staff gifts (including retirement, farewell, baby, Christmas, gifts for student workers)**
- **Expenses of a personal nature (i.e. country club dues, golf fees, in-room movies, etc.)**
- **Charitable donations or political contributions**
- **Purchases of goods and services requiring a signed contract**
- **Construction and renovation (carpeting, draperies, etc.)**
- **Capital goods and services**
- **Cell Phones**



# Card Holder Responsibilities

## Authorized Purchases

Non-capital equipment, supplies, and services costing less than \$4,999 (including any applicable tax and shipping) when not prohibited.



# Card Holder Responsibilities

## Sales Tax

- The University of Toledo is Ohio Sales Tax Exempt, and the tax exempt number is printed on the front of the P-card.
- It is the Cardholder's responsibility to inform the vendor of the exemption.
- Contact the vendor to request credit if sales tax is charged, if the tax is not reimbursed, the cardholder may be responsible for the sales tax.



# Card Holder Responsibilities

## Travel

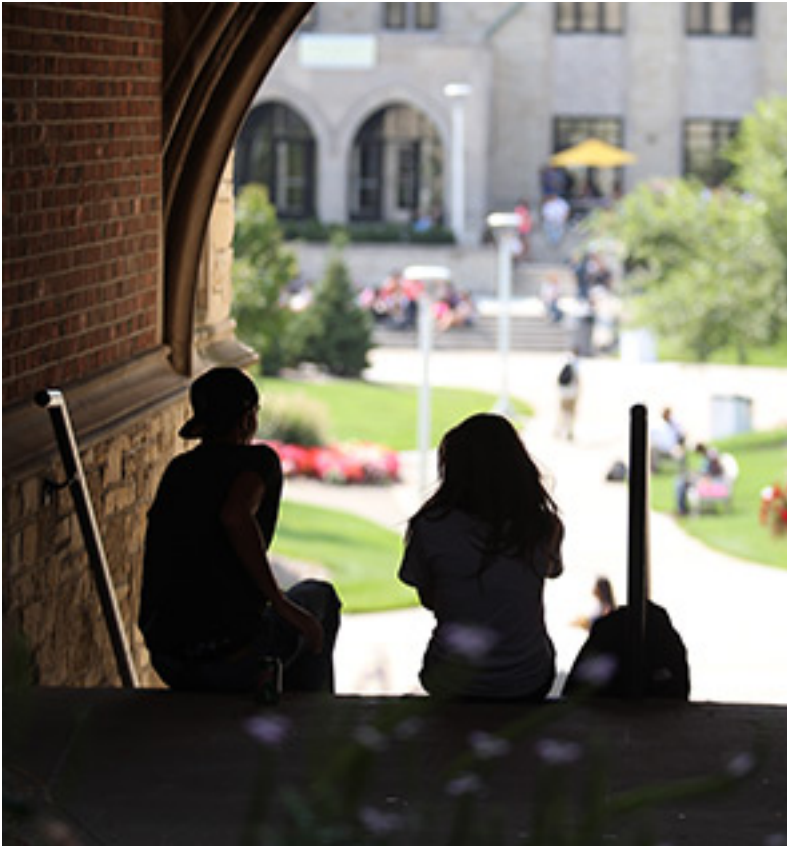
- Please refer to the Travel Policy on the Accounts Payable website for the current travel regulations.
- Travelers should have a P-Card in their name that is used to book their business travel expenses, with the exception of meals.
- Per diem policy – no individual meals on P-Cards
- Travel requests are required before purchases occur





# Reconciliation

## Overview



- Cardholders submit reconciliation reports in Concur that include:
  - Account/Expense Type assignment
  - Index allocation
  - Business purpose
  - Attached receipts

Reports should include all transactions that post in a calendar month, and are due by the 10th of the following month.

# Reconciliation

## Concur

- Concur Travel and Expense allows users to complete travel, reimbursement, and PCard reports in one application.
- Key Features:
  - Bank of America transactions feed into Concur automatically
  - Global access to all active UT Indexes
  - HRIS data is updated daily for supervisor approval flow
  - Concur mobile apps
  - UT rules, policies, and workflows are built in



# Reconciliation

The expense tab dashboard displays all reports, and indicates status.

Exceptions and approval status are noted.

Available expenses will show all P-Card charges that have not been added to a report.

Approved reports can be accessed in the Report Library.

The screenshot displays the SAP Concur Expense tab dashboard. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', and 'Administration'. The user is logged in as 'Arntal, Evan W'. The main section is titled 'Manage Expenses' and contains 'ACTIVE REPORTS' and 'AVAILABLE EXPENSES'.

**ACTIVE REPORTS**

Status	Report Name	Date	Amount
NOT SUBMITTED	team travel - October	10/16/2019	\$1,055.45
NOT SUBMITTED	October expenses	10/09/2019	\$607.44
NOT SUBMITTED	AVCA convention-Pittsburgh PA	08/13/2019	\$1,458.00
SUBMITTED	September Expenses	10/08/2019	\$274.43
SUBMITTED	Team Travel - September	10/10/2019	\$6,923.83

**AVAILABLE EXPENSES**

Expense Detail | Expense Type | Source | Date | Amount

All Clear



View approval flow, comments, allocations

View summary of report

Choose the account code expense type

Describe what the purchase is, and why it is needed

The screenshot shows the SAP Concur Expense Center interface. At the top, there is a navigation bar with 'SAP Concur' logo, 'Requests', 'Expense' (highlighted), and 'Apr. Center'. Below this, there are links for 'Manage Expenses' and 'View Transactions'. The main content area is titled 'August 2019 non-travel' and includes buttons for '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. A table of expenses is displayed with columns for Date, Expense Type, Amount, and Requested. The first row is selected, showing a transaction for 08/16/2019 with an amount of \$16.88. To the right of the table is a detailed form for the selected expense, including fields for Expense Type (72102-Supplies), Transaction Date (08/16/2019), Business Purpose (Ink for office printer), Enter Vendor Name (Office Max), City of Purchase (Athens, Wisconsin), and Payment Type (Cash or Personal Credit Card). At the bottom of the interface, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. A summary at the bottom left shows 'TOTAL AMOUNT \$53.08' and 'TOTAL REQUESTED \$53.08'.

Change the index

Attach receipts





# Reconciliation

## Receipts

- All receipts will be imaged within Concur. Once reports are submitted, retain for 60 days.
- Concur has many tools and different ways to attach receipts including e-Receipts and mobile apps.
- An itemized receipt/document is required for all University transactions. Credit card receipt is not acceptable documentation



# Reconciliation

## Travel vs. Non-Travel Reports

### Travel

- Submitted at the end of the trip
- One report per person, per trip
- Consists of all travel transactions for the trip being reported

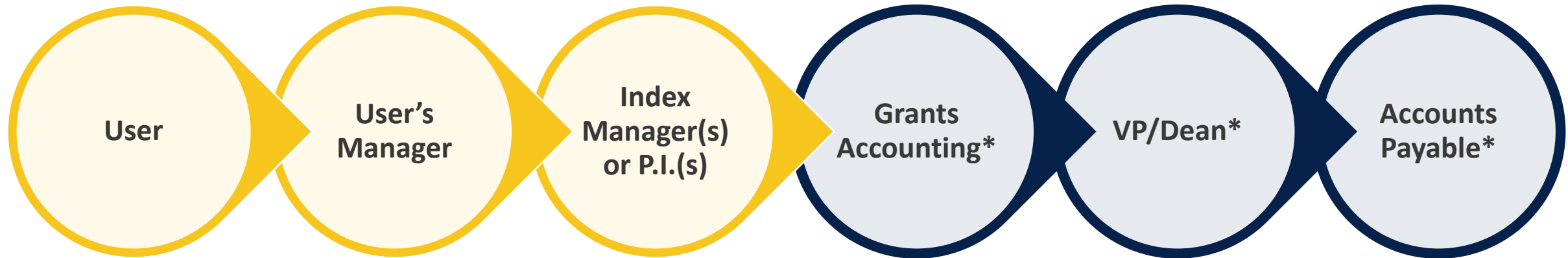
### Non – Travel

- Submitted once monthly, by the 10<sup>th</sup> of the following month
- One report per cardholder, per month
- Consists of supplies, equipment, events, research materials, recruiting costs, interviewing costs, etc.



# Reconciliation

## Approvals



*\*if required*

# Reconciliation

## Delegates

- Prepare
- Approve
- Approve Temporary
- Preview For Approver

Delegates cannot submit a report.

[Adding a Delegate](#)





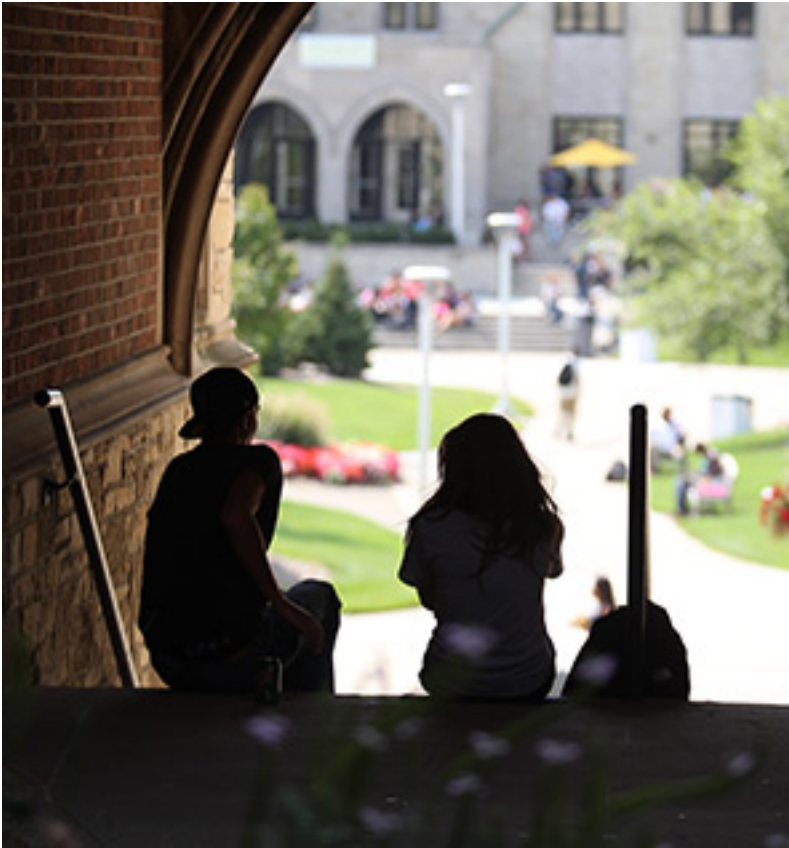
# Reconciliation

## Exceptions to the Rules

- Grants – if traveling on a grant, exact meal amounts with receipts may be required, and can be entered as “actuals” in Concur, rather than per diem.
- Student & Resident Travel – University employees are allowed to book student and resident travel on their assigned P-Card since students and residents do not have access to P-Cards. Transactions on the P-Card are reconciled under the employee’s profile in Concur.
- Missing receipt affidavit



# Common Card Issues



- Disputes – vendor error
- Fraud – invalid charge
- Declines – limits or fraud
- Activating the card

# Resources

## Accounts Payable Website

- Bank of America P-Card Application
- P-Card Training Registration
- P-Card Change Request Form
- P-Card Policy
- State Tax Exempt Forms
- Concur Guides, Videos, and FAQs



# Next Steps

- The card holder will be contacted with pick up instructions when the card is delivered to Accounts Payable.
- Amazon Business Access
- Roll Call





# Questions?

Please visit our website  
[http://www.utoledo.edu/offices/controller/accounts\\_payable/](http://www.utoledo.edu/offices/controller/accounts_payable/) or email  
the project team directly at  
[PCardTravelSupport@utoledo.edu](mailto:PCardTravelSupport@utoledo.edu)

