

# Pcard Newsletter

JUNE 2006

## INSIDE THIS ISSUE:

GE ONLINE APPLICATION PROCESS	2
APPROVERS	2
GE RECONCILING	2
DISPUTES IN SAM	2
GE CARD DISTRIBUTION	3
WHAT IS NOT CHANGING	3
HOW TO TRANSFER RE-OCCURRING CHARGES	3
JPMCHASE FUTURE CHARGES	3
FISCAL YEAR INFORMATION	4
JPMCHASE RECONCILING	4
DESTROYING JPMCHASE CARDS	4
JPMCHASE PAYMENTNET SYSTEM	4
TRAINING DATES	5
TIPS	5

## GE CONTRACT FINALIZED!

The GE contract has been finalized. Cardholders may begin filling out their applications online. Please remember that all cardholders must attend a training session before they can receive their card. Training dates can be viewed by clicking on the links below. Also use the links below to access the online Pcard tutorial and application for your campus. Please remember that applications should be filled out in your legal name.



### HSC Campus Application and Tutorial

<http://www.ou.edu/purchasing/home/pcard/tutorials/NetApps%20Application%20&%20Tutorial%20Pcard%20-%20HSC.doc>

### Norman Campus Application and Tutorial

<http://www.ou.edu/purchasing/home/pcard/tutorials/NetApps%20Application%20&%20Tutorial%20Pcard%20-%20Norman.doc>

### Approver Tutorial

<http://www.ou.edu/purchasing/home/pcard/tutorials/NetApps%20Approver%20Tutorial.doc>

### Training Classes

#### HSC

[http://www.ou.edu/purchasing/home/pcard/training/forms/HSC\\_pcard\\_training\\_form.htm](http://www.ou.edu/purchasing/home/pcard/training/forms/HSC_pcard_training_form.htm)

#### Norman

[http://www.ou.edu/purchasing/home/pcard/training/forms/Norman\\_pcard\\_training\\_form.htm](http://www.ou.edu/purchasing/home/pcard/training/forms/Norman_pcard_training_form.htm)

#### Tulsa

[http://www.ou.edu/purchasing/home/pcard/training/forms/Tulsa\\_pcard\\_training\\_form.htm](http://www.ou.edu/purchasing/home/pcard/training/forms/Tulsa_pcard_training_form.htm)

## GE ONLINE APPLICATION PROCESS

All GE credit card users will be required to complete a new application. The application for new cards will be processed online in a system called NetApps.

NetApps is an online application tool that provides increased control and improved accuracy to the Pcard application process. This process allows applicants to complete the application in a more efficient manner without the hassle of printing, mailing, and faxing applications.

The same restrictions that apply to the Chase system will apply to the GE system. Cards must be in your legal name and your approver must have signature authority. The links for instructions on completing the application are posted on the Purchasing website.

[http://www.o](http://www.ouhsc.edu/purchasing/home/pcard/pcard_index.htm)

[u.edu/purchasing/home/pcard/pcard\\_index.htm](http://www.ouhsc.edu/purchasing/home/pcard/pcard_index.htm)

## APPROVERS

All approvers must have signature authority for their department, meaning they can approve invoices, requisitions or travel claims. HSC campus approvers need to be listed in PeopleSoft as approvers. Norman Campus approvers need to have their signature cards on file with FSS. For question concerning signature authority, contact the Pcard

Team at [proadmin@ouhsc.edu](mailto:proadmin@ouhsc.edu).

As an approver you will receive an email notifying you that an application has been submitted listing you as an approver. Each day at approximately 11:00 am a second notice email is sent for all pending applications.

## GE RECONCILING

The online reconciling system for the GE Pcards is called SAM (Strategic Account Management) and is located at <https://gesamservice.corpcard.com/Paris>.

(Please note that there is no www in the link) Once charges post to your account you will need to log into SAM to reconcile your Pcard charges.

## DISPUTES IN SAM

Before submitting a dispute with GE, first contact the merchant to try to resolve the issue. If the problem can't be solved with the merchant then submit a dispute in SAM. You will receive a credit for the disputed transactions that will post to your SAM account within 2 business

days. GE will then research the charge with the vendor and resolve the matter. Please remember that you will only have 60 days to dispute a charge in SAM after it has posted to your account. For assistance with disputes, please email [proadmin@ouhsc.edu](mailto:proadmin@ouhsc.edu).

On the Norman application you will need to know your Department number and Account number.

**Department Number** is your 9 digit department account number.

**Account Number** is often referred to as an Object Code and is 6 digits long.



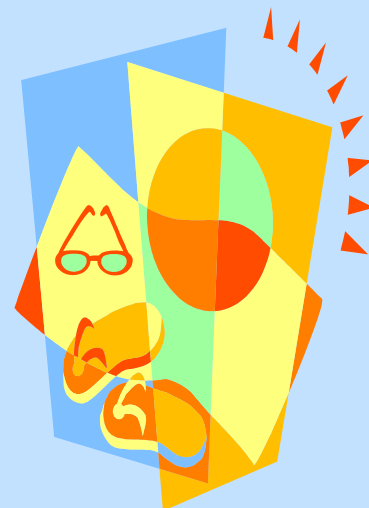
The URL for SAM is: <https://gesamservice.corpcard.com/Paris>

## GE CARD DISTRIBUTION AND ACTIVATION

The new GE Pcards will be sent from GE to Purchasing and then distributed or be available for pick up at the Purchasing office. When you sign your Pcard receipt you will also be signing OU's cardholder agreement. These are the same terms and conditions that were used for the JPMChase cards. **If someone other than the card holder will be picking up your GE card, they will need to bring with them your signed cardholder agreement. To access this form go to,**

<http://www.ou.edu/purchasing/home/pcard/forms/Receipt%20and%20Agreement.pdf>

Your card will need to be activated before it can be used. To activate your card, please call the number on your card and provide GE with your 6 digit Employee ID number to validate that you are the person in possession of the card. You may activate the card as soon as you receive it.



## WHAT IS NOT CHANGING

The University policies and procedures regarding allowable expenditures will not change. Applications are required and there is an online view and approval process for all transactions. Departmental and online reviews will continue and if you have been granted an exception by the Pcard team, those exceptions are still valid. If you have any questions about

what types of purchases can be made with the Pcard, please refer to Pcard Guide located on the Purchasing website at: [http://www.ou.edu/purchasing/home/pcard/pcard\\_sd\\_guide/pcard\\_guide.htm](http://www.ou.edu/purchasing/home/pcard/pcard_sd_guide/pcard_guide.htm) or email the Pcard team at: [proadmin@ouhsc.edu](mailto:proadmin@ouhsc.edu).

Macintosh user? Please contact us at [proadmin@ouhsc.edu](mailto:proadmin@ouhsc.edu) for assistance with applying for a GE Pcard

## HOW TO TRANSFER RE-OCCURRING CHARGES

If you have re-occurring charges setup on the JPMChase card, you will need to contact the merchants directly and inform them of your new GE card number.

If you use Corporate Express you can go to the Corporate Express EWAY website, select "MY PROFILE" and update your credit card information online.

## JPMCHASE FUTURE CHARGES

If you have orders that you have placed but have not received, you will need to either notify [proadmin@ouhsc.edu](mailto:proadmin@ouhsc.edu) not to close your account, or contact the mer-

chant to update your order with your new GE Pcard number. Most merchants are willing to accommodate your request to change credit card numbers.



## FISCAL YEAR INFORMATION

### Fiscal Year Information for HSC Campus

1. Transactions posted prior to 7-1-06 will be charged to FY 06 budgets.
2. Transactions posted on or after 7-1-06 will be charged to FY 07 budgets.
3. For items ordered prior to 7-1-06 but with transaction dates of 7-1-06 or after, please advise General Accounting so they can change the file to reference the FY06 budget period on the transaction.

### Fiscal Year Information for Norman Campus

1. Transactions posted on or before 6-16-06 will be charged to FY 06.
2. Transactions posted after 6-16-06 will be charged to FY 07



## JPMCHASE RECONCILING

Continue to reconcile in PaymentNet until all your JPMChase charges have posted to your account. We will notify all users by email when the JPMChase reconciling system will no longer be available. Due to some overlapping during the conversion process, there may be a month or two when you need to reconcile in both the JPMChase and the GE systems

## DESTROYING JPMCHASE CARDS

Once the cardholder has given the Pcard team permission to cancel their JPMChase card, the cardholder will need to physically destroy the card. To do that,

please cut the card into as many pieces as possible. Discard one half of the card in the trash and discard the other half in another location.

## JMPCHASE PAYMENTNET SYSTEM

PaymentNet will be accessible until further notice. Financial Services will be archiving all transaction history from the inception of PaymentNet to the closing date. We encourage all departments to keep records of their transaction history

for future reference by downloading onto a CD. If you need assistance with running queries or reports to access your transactions, please contact [proadmin@ouhsc.edu](mailto:proadmin@ouhsc.edu).

Training dates are regularly updated on the Purchasing website at :  
<http://www.ou.edu/purchasing/home>



## TRAINING DATES

### Norman

GE Conversion - OMU Meacham  
Tuesday, July 11th 2006  
Signup starts at 1:00 PM  
Training from 1:30 to 3:00 PM

New User - OMU Tradition's Room  
Wednesday, July 12th, 2006  
9:00 to 11:00 AM for training  
**\* limited space**

GE Conversion- OMU Tradition's Room  
Wednesday, July 12th, 2006  
2:00 to 3:30 PM for training  
**SESSION IS FULL**

New User - OMU President's Room  
Tuesday, July 25th, 2006  
9:00 to 11:00 AM for training

New User - OMU President's Room  
Wednesday, August 16th, 2006  
9:00 - 11:00 AM for training

**To register for Norman training  
please go to:**

[http://www.ou.edu/purchasing/  
home/pcard/training/forms/  
Norman\\_pcard\\_training\\_form.htm](http://www.ou.edu/purchasing/home/pcard/training/forms/Norman_pcard_training_form.htm)

### HSC

New User- SCB 111  
Thursday, July 13th, 2006  
9:00 to 11:00 AM for training  
**SESSION IS FULL**

New User - SCB 111  
Wednesday, July 26th, 2006  
9:00 to 11:00 AM for training

New User - SCB 111  
Tuesday, August 15th, 2006  
9:00 to 11:00 AM for training

**To register for HSC training please  
go to:**

[http://www.ou.edu/purchasing/  
home/pcard/training/forms/  
HSC\\_pcard\\_training\\_form.htm](http://www.ou.edu/purchasing/home/pcard/training/forms/HSC_pcard_training_form.htm)

### Tulsa

New User Training - Schusterman  
Center Room 3110  
Tuesday, July 18th, 2006  
9:30 to 11:30 AM for training  
**\*limited space**

**To register for Tulsa training please  
go to:**

[http://www.ou.edu/purchasing/  
home/pcard/training/forms/  
Tulsa\\_pcard\\_training\\_form.htm](http://www.ou.edu/purchasing/home/pcard/training/forms/Tulsa_pcard_training_form.htm)

## THE UNIVERSITY OF OKLAHOMA

### Purchasing Department

2750 Venture Drive  
Norman, OK 73069

Phone: (405) 325-2811

Fax: (405) 329-8394



## RECENT PROCARD/PAYMENTNET TIPS

### April

When running a PaymentNet query to determine the billing cycle the transactions falls under use the post date. The billing cycle is named the month in which it begins; March 17 through April 17 would be named the March Accounting Cycle.

### May

If your approver is unable to approve the boxes online due to vacation or missed deadline, they can approve on hardcopy. While this is not the preferred method or is it accepted on a regular basis, it is the correct action to take when the deadline has been missed.

### June

Access to PaymentNet will no longer be available once the Chase contract expires. Therefore, we recommend cardholders download their transaction history once they cancel their Chase account. (Transaction history is only available for 2 years). To access your transactions, go to [www.paymentnet.com](http://www.paymentnet.com) and click on "PaymentNet" from the side menu bar. Click on the "Create Query" button above the transactions to view transaction history. Set the query options to read "Post Date, Is greater than, June 17, 2004." Once the query has processed, click on the "Create Export File" button and export it to an Excel document.