



Description

Pcard refunds become necessary under policy when a cardholder uses their university credit card for unallowable transactions. In the past, cardholders needed to complete the pcard refund form and physically send or drop the form and their cash/check at the Bursar office for deposit.

In order to accommodate employee flexible/hybrid work schedules/places, we have added an electronic payment method through an eMarket in CashNet. Cardholders can now make the refund payment via credit card or electronic check by using the eMarket. The electronic method is the PREFERRED refund method.

This document will guide cardholders through the electronic refund process.

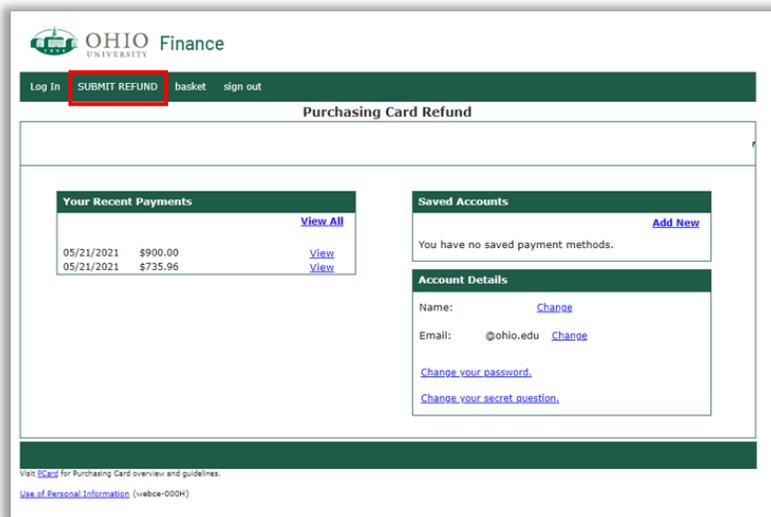
***Note: Making personal purchases with your Purchasing card is strictly prohibited and could result in loss of your card.**

Registering for Cashnet

1. Navigate to <https://commerce.cashnet.com/ohiopcard> and register for an account on your initial log in.
 - Account should not be related to your Ohio University account, as this site will be used for personal/unallowable transactions only.
2. Complete the registration process and click Save to submit your registration.

Payments via eMarket

1. Navigate to <https://commerce.cashnet.com/ohiopcard>.
2. Upon log in cardholders will see the following page. Click on SUBMIT REFUND to start the payment.



3. Select 'Refund to a Grants Project/Task Award' or 'Refund a General Ledger Account' depending on the account type on the original transaction that you are refunding to the University.

PCard Refund: eMarket

Important Note: Making personal purchases with your Purchasing Card is strictly prohibited and could result in loss of your Purchasing Card and/or other sanctions.

Please select the refund type from the menu below.

Description	Price	View
Refund to a Grants Project/Task/Award		View Details
Refund to a General Ledger Account		View Details

- Depending on the option that was selected in step 3, fill in the information page with the PTA or GL account of the original transaction. All fields with an asterisk must be filled in to proceed. Click Add to Basket.

[HOME](#)

Refund to a Grants Project/Task/Award

Refund Amount:

*Person Submitting Request:

*Email address:

*Department:

*Phone Number (+area code):

*Cardholder Name:

*Employee ID:

Don't know the Employee ID #? Check here: [Employee Lookup Dashboard](#)

*Supplier Name for this Pcard purchase:

*Transaction Date:

*Concur Report Name:

*Give Detailed Description of Reason for Refund:

If the refund amount needs deposited to multiple account numbers enter one refund item per account number. After adding a refund to your basket you can add additional refunds by selecting "Add Another Refund" on the basket page.

*Project:

*Task:

*Award:

*Object:

Click add to basket to pay for your refund.

[Add to Basket](#)

Refund to a General Ledger Account

Refund Amount:

*Person Submitting Request:

*Email address:

*Phone Number (+area code):

*Department:

*Cardholder Name:

*Employee ID:

Don't know the Employee ID #? Check here: [Employee Lookup Dashboard](#)

*Supplier Name for this Pcard purchase:

*Transaction Date:

*Concur Report Name:

*Give Detailed Description of Reason for Refund:

If the refund amount needs deposited to multiple account numbers enter one refund item per account number. After adding a refund to your basket you can add additional refunds by selecting "Add Another Refund" on the basket page.

*Entity:

*Source:

*Organization:

*Activity:

*Function:

*Object:

Click add to basket to pay for your refund.

[Add to Basket](#)

- On the basket page, cardholders can choose to add another refund or checkout to complete the purchase.

PCard Refund: eMarket

OHIO UNIVERSITY Finance

Log In SUBMIT REFUND basket sign out

Purchasing Card Refund

Item Code	Edit	Delete	Amount
Refund to a General Ledger Account Cardholder Name: a Concur Report Name: TRBOBC05212021	Edit Item	Delete Item	\$10.00
Total Amount			\$10.00

[Add Another Refund](#) [Checkout](#)

Visit [Exact](#) for Purchasing Card overview and guidelines.
[Use of Personal Information](#) (webce-000H)

6. When cardholder clicks checkout, a payment method will be selected on the next page.

OHIO UNIVERSITY Finance

Log In SUBMIT REFUND basket sign out

Purchasing Card Refund

Select Method of Payment

New Payment Methods

Credit Card

Electronic Check

[Continue Checkout](#)

Visit [Exact](#) for Purchasing Card overview and guidelines.
[Use of Personal Information](#) (webce-000H)

Payment by Credit Card

The screenshot shows the 'Purchasing Card Refund' form on the Ohio Finance website. The form is titled 'Enter credit card information' and includes the following fields: Credit Card Number, Expiration Month (dropdown), Expiration Year (dropdown), Cardholder Name, Address, City, State/Province/Region, Zip/Postal Code, Country (dropdown set to 'United States'), and Email Address. To the right of the form, there are logos for American Express, Discover, MasterCard, and Visa, with the text 'We accept:' above a JCB logo. Below the form, there is an optional field for a payment method name with an example 'MyCreditCard' and a note: '(You'll have a chance to review this order before it's final.)'. A 'Continue Checkout' button is located at the bottom right of the form. At the bottom of the page, there are links for 'Visit PCard for Purchasing Card overview and guidelines.' and 'Use of Personal Information (webce-000H)'.

7. Fill in all the required information. If you would like to save your payment method for later use, add in a name to be applied to that card. Click Continue Checkout.
8. Review payment information and click Submit Payment on the payment confirmation page.

PCard Refund: eMarket

OHIO UNIVERSITY Finance

Log In SUBMIT REFUND basket sign out

Purchasing Card Refund

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
Refund to a Grants Project/Task/Award	\$10.00
Cardholder Name: Betsy Bobcat	
Concur Report Name: TRBOBC05212021	
Total Amount	\$10.00

Payment Information

Credit Card Number: MasterCard XXXXXXXXXXXX5454
Expiration Date: 0433
Cardholder Name: Besty Bobcat
Address: 123 Any St
City: Athens
State/Province/Region: OH
Zip/Postal Code: 45701
Country: United States
Email Address:@ohio.edu

[Submit Payment](#)

Visit [FAQs](#) for Purchasing Card overview and guidelines.
[Use of Personal Information](#) (webce-000H)

Payment by Electronic Check

OHIO UNIVERSITY Finance

Log In SUBMIT REFUND basket sign out

Purchasing Card Refund

Enter check information

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number

Confirm Bank Account Number

Account Type* Checking Savings

Routing Transit Number What are my Routing, Transit and Account Numbers?

Account Holder Name

Email Address

(Optional) Please provide a name for this payment method to be saved for future use:
 ex: MyChecking

(You'll have a chance to review this order before it's final.)

[Continue Checkout](#)

Visit [FAQs](#) for Purchasing Card overview and guidelines.
[Use of Personal Information](#) (webce-000H)

9. Fill in all required information. If you would like to save your payment method, enter a name for the electronic check. Click Continue Checkout.

PCard Refund: eMarket

10. Review payment information and authorize the ACH payment terms and conditions by checking the checkbox next to 'I agree to the terms and conditions above.' Click Submit Payment.

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
Refund to a General Ledger Account	\$10.00
Cardholder Name:	
Concur Report Name: TRBOBC05212021	
Total Amount	\$10.00

Payment Information

Email Address:
Account Number:
Account Type: Checking
Routing Transit Number: 044000037
Bank: JPMORGAN CHASE, TAMPA, FL
Account Holder Name: Betsy Bobcat

ACH Payment Authorization

Please read and indicate your agreement to the following terms and conditions by checking the box below.
By clicking "Submit Payment" I authorize Ohio University to initiate an electronic payment in the amount above from the bank account I specified above. I also authorize my financial institution to honor this payment. I understand that a fee of up to \$25 will be assessed if my payment is not honored by my financial institution.

I agree to the terms and conditions above.

You should print this page and the above disclosures and keep them for your records. [View Agreement](#)

[Submit Payment](#)

Visit [PCard](#) for Purchasing Card overview and guidelines.
[Use of Personal Information](#) (webce-000H)

Receipt of Payment

A receipt will be presented on the screen when the transaction is complete.

Transaction Approved

RECEIPT NUMBER: 5973288
CUSTOMER: ()
CURRENT DATE: 05/27/2021

Description	Amount	Tax
Refund to a Grants Project/Task/Award Cardholder Name: Betsy Bobcat Concur Report Name: TRBOBC05212021	\$10.00	
Total		\$10.00

Payments Received	Amount	
CC MasterCard XXXXXXXXXXXXX5454 Authorization # TEST88	\$10.00	
Total		\$10.00

Thank you for your payment. This charge will appear as "Ohio Univ eMarket Place" on your credit card statement.

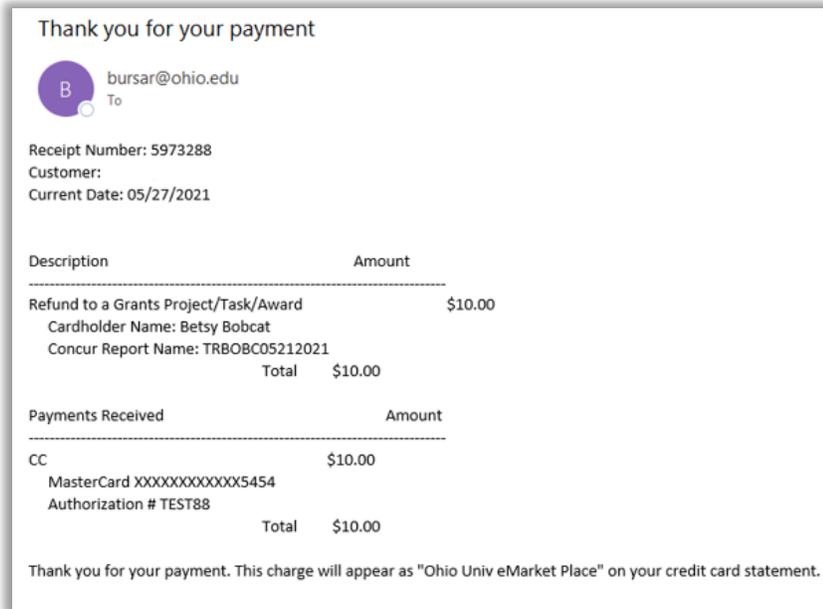
Your receipt has been emailed to

[Email Another Receipt](#)
[View Printable Receipt](#)

Visit [PCard](#) for Purchasing Card overview and guidelines.

PCard Refund: eMarket

A receipt will also be sent to the email address that was provided on the payment details page. The email will be sent from bursar@ohio.edu.



The receipt provided should be attached to the Concur report and submitted within 14 days of the transaction.