



Description

Pcard refunds are necessary when cardholders accidentally use their cards for personal or unallowable transactions. In the past, cardholders have completed the pcard refund form and submitted the form and cash to the Bursar office. Pcard refunds can now be paid by card or electronic check through a Transact Payments eMarket.

This document will guide cardholders through the electronic refund process.

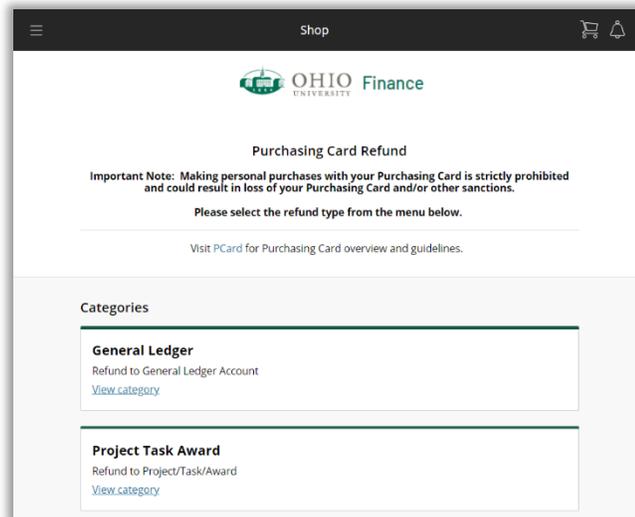
***Note: Making personal purchases with your Purchasing card is strictly prohibited and could result in loss of your card.**

Registering for Transact Payments

1. Navigate to <https://commerce.cashnet.com/ohiopcard> and refer to the following section Payments via eMarket. You will be prompted to sign in or create an account login during the checkout process.
 - Sign in is not related to your OHIO credentials. You will need to create a unique account, as this site will be used for personal/unallowable transactions only.
2. If not previously registered, complete the registration process and click Continue, then Go back and sign in to submit your registration.

Payments via eMarket

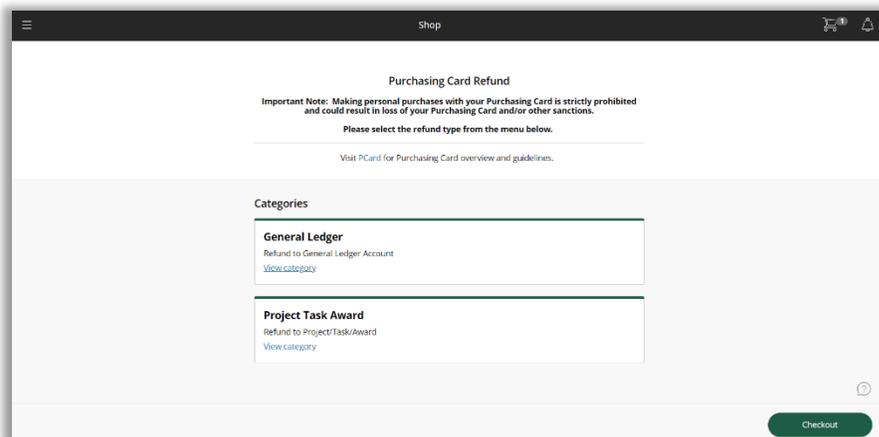
1. Navigate to <https://commerce.cashnet.com/ohiopcard>.
2. You will see the following page. Click on either “General Ledger” or “Project Task Award” depending on the type of accounting on your original transaction to start payment.



PCard Refund: eMarket

- Depending on the option that was selected in step 2, 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.

- After entering the information, you will be directed back to the home page where cardholders can choose to add another refund or checkout (using the green Checkout button at the bottom) to complete the purchase.



- When cardholder clicks checkout, they will be prompted with the information to review. Select "Continue" to continue checking out or "Keep Shopping" to add another refund.
- If you select "Continue" you will be prompted to log in as previously described. Once logged in you will be required to select a payment method.

The screenshot shows the Ohio Finance checkout page. At the top, the Ohio University Finance logo is displayed. Below the logo, the heading "How would you like to pay?" is centered. Underneath, the "Payment amount" is listed as "\$1.50". A section titled "* Payment method" contains two input fields: "New credit or debit card" and "New bank account".

Payment by Credit Card

7. Complete the required information. If you would like to save your payment method for later use, click the "Save card for future use" check box and add in a name to be applied to that card. Click Continue.

This screenshot shows the Ohio Finance checkout page with the "Payment method" dropdown menu expanded. The "Payment amount" is \$1.50. The "Payment method" dropdown is set to "New credit or debit card", with a "Change" link to its right. Below the dropdown, logos for American Express, Discover, JCB, Mastercard, and Visa are visible. The "Card number" field is empty and has a red error message: "Card number required". The "Expiration date" field is set to "MM / YY" and the "Security code" field is empty with a help icon. The "Zip/Postal code" field is also empty. A note states "International cardholders may input '000'". At the bottom, there is a "Save card for future use" checkbox, a "Secure encrypted payment" icon, and "Keep shopping" and "Continue" buttons.

8. Review payment information and click Pay on the payment confirmation page.

Checkout

OHIO Finance

Last step! Let's make sure we have your correct information.

* Email address

Summary [Change](#)

Refund to a General Ledger Account \$1.50

Account Information: General Ledger Account
 Email address: lcp@ohio.edu
 Thank You Refund Process Code: 562 253 4125
 Department: Office of the Auditor
 2-Whispering Pines Station
 Columbus, OH 43260
 Employer ID: 151646
 Employer Name for this Fund purchase: Public Schools
 Transaction Date: 06/22/2022
 Central Report Name: 00302790220222
 Cost Object: Department of Treasurer for Schools of AHSI (Schools)
 Item: 10
 School: 00000
 Other school: 120400
 Activity: 0001
 Location: 001
 Object: 173450

Total \$1.50

Payment details [Change](#)

Card number: **** * 2424

Expiration date: 01/26

Zip/Postal code: 22000

Payment by Electronic Check

OHIO Finance

How would you like to pay?

Payment amount
 \$1.50

* Payment method [Change](#)

New bank account

Important: Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.

* Account holder name

Account holder name required

* Account type
 Checking
 Savings

* Routing transit number 1

* Bank account number 1 *Confirm bank account number

Save bank account for future use

Bank account terms and conditions
 Please read below and indicate your agreement to be bound by these terms and conditions by selecting the checkbox 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.

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

9. Fill in all required information. If you would like to save your payment method, click the checkbox for "Save bank account for future use" and enter a name in the "Bank Account Nickname" box. Authorize the ACH payment terms and conditions by checking the checkbox next to 'I agree to the terms and conditions above.' Click Continue.
10. Review payment information. Click Pay on the payment confirmation page.

PCard Refund: eMarket

 **OHIO Finance**
UNIVERSITY

Last step! Let's make sure we have your correct information.

* Email address

Summary [Change](#)

Refund to a General Ledger Account	\$1.50
Person Submitting Request: Rufus Bobcat Email address: cashier@ohio.edu Phone Number (area code): 740-593-4130 Department: Office of the Bursar Cardholder Name: Rufus Bobcat Employee ID: 123456 Supplier Name for this Pcard purchase: Rufus Bobcat Transaction Date: 06/22/2022 Concur Report Name: BOBCAT06222022 Give Detailed Description of Reason for Refund: PCARD Refund Entity: 10 Source: 100000 Organization: 123456 Activity: 0000 Function: 00 Object: 123456	
Total	\$1.50

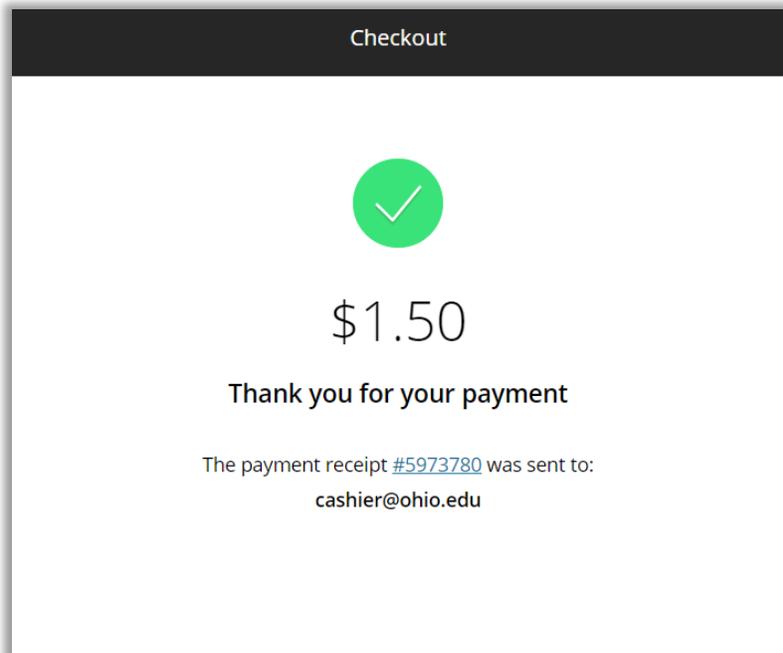
Payment details [Change](#)

Account holder name	Rufus Bobcat
Account type	Checking
Routing transit number	042000398
Bank account number	*****3456
Bank	PNC BANK ACH SERVICES, PITTSBURGH, PA

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Receipt of Payment

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



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.

PCard Refund: eMarket

[External] Thank you for your payment

 bursar@ohio.edu
To

Use caution with links and attachments.

Receipt Number: 5973780
Customer:
Date: 06/22/2022

Description	Amount
Refund to a General Ledger Account	\$1.50
Cardholder Name: Rufus Bobcat	
Concur Report Name: BOBCAT06222022	
Total	\$1.50

Payments Received	Amount
CC	\$1.50
MasterCard XXXXXXXXXXXXX5454	
Authorization # Test59	
Total	\$1.50

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

The receipt provided should be attached to the Concur report and submitted within 28 days of the transaction.