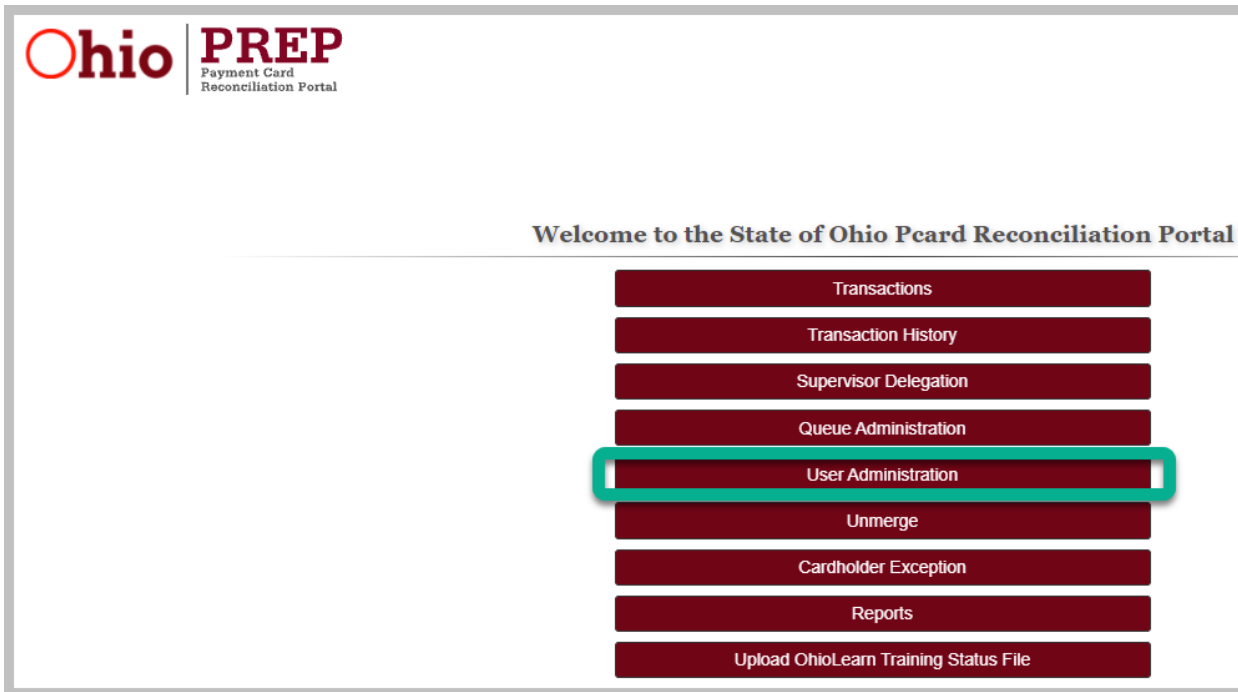


PREP - Processing Transactions on Behalf of a Cardholder

1. Login to PREP and go to User Administration

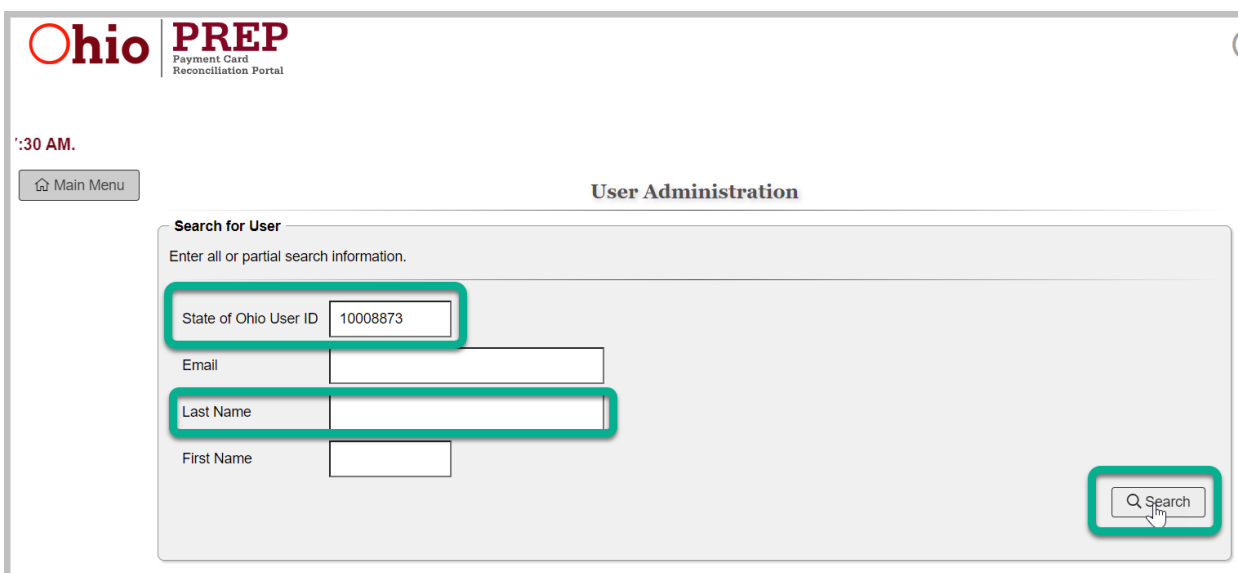


Ohio PREP
Payment Card Reconciliation Portal

Welcome to the State of Ohio Payment Card Reconciliation Portal

- Transactions
- Transaction History
- Supervisor Delegation
- Queue Administration
- User Administration**
- Unmerge
- Cardholder Exception
- Reports
- Upload OhioLearn Training Status File

2. Search for the user by entering employee ID or last name



Ohio PREP
Payment Card Reconciliation Portal

10:30 AM

[Main Menu](#)

User Administration

Search for User
Enter all or partial search information.

State of Ohio User ID

Email

Last Name

First Name

3. Click 'Select' in the row where the user's information is found

Search for User

Enter all or partial search information.

State of Ohio User ID

Email

Last Name

First Name

	eMail/UserId	Last Name	First Name	State of Ohio User ID	Phone Number
Select	Jason.Bartholow@obm.ohio.gov	Bartholow	Jason	10008873	

4. Remove the Cardholder role by clicking 'Deactivate' on the row for the Cardholder role

Last Name:	Ferguson
First Name:	Donnita
Phone:	
Active:	<input checked="" type="checkbox"/>

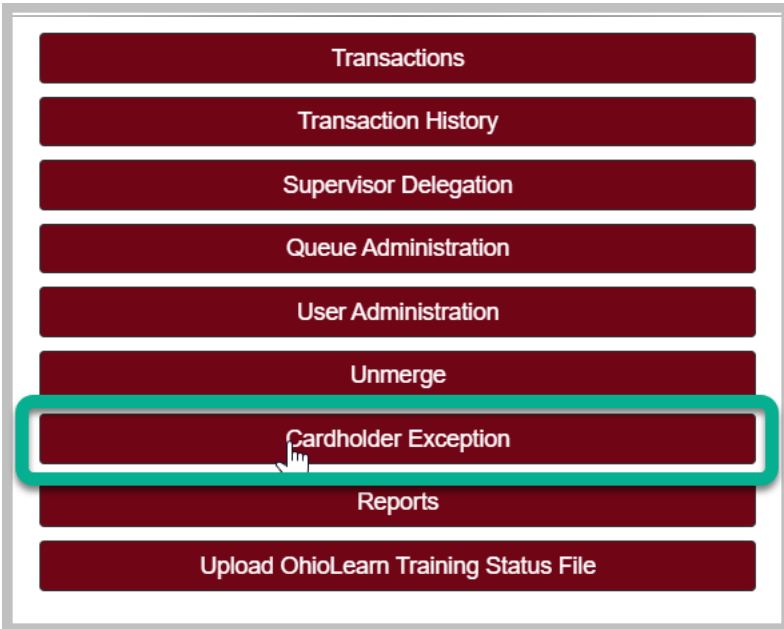
Agency Code	Role	Queue	Active	
OBM	Cardholder		True	Deactivate

5. Choose whether to notify the user

Send User Email Notification?

Yes No

6. Go back to the Main Menu and click on the Cardholder Exceptions button



7. On the left side of the grid there are two pencil icons. Click the pencil in the first column in the row for the cardholder's transaction

A screenshot of a transaction grid. The grid has columns: Action, Add User, Cardholder Name, Employee ID, Transaction Date, Transaction Amount, and Merchant Name. The first row is highlighted. A green box highlights the pencil icon in the Action column of the first row. The grid also includes a footer with page navigation: Page 1 of 1 and a dropdown menu set to 10.

Action	Add User	Cardholder Name	Employee ID	Transaction Date	Transaction Amount	Merchant Name
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Cason, Pearl	10045588	9/24/2021 12	308.55	ENGINEER SUPPLY LLC
		Cason, Pearl	10045588	9/27/2021 12	155	SQ *WHITE OAK ENVIRONM
3		Green, D Keith	10007311	9/15/2021 12	127.69	PERKINELMER HEALTH
4		Green, D Keith	10007311	9/15/2021 12	-127.69	PERKINELMER HEALTH

Page 1 of 1 10

8. From here, you can select the queue and enter the Item/Service Description

New Transaction

Details

Transaction Date	09/24/2021
Transaction Amount	308.55
Merchant	ENGINEER SUPPLY LLC
Approval Queue	<input type="text" value="*"/> ▾
Item/Service Description	<input type="text" value="*"/>

[Next](#)

9. Click Next

New Transaction


Details

Transaction Date	09/24/2021
Transaction Amount	308.55
Merchant	ENGINEER SUPPLY LLC
Approval Queue	<input type="text" value="*"/> ▾
Item/Service Description	<input type="text" value="*"/>




[Next](#)

10. On the next screen, Add Documents and click to 'Approve' the transaction


Cardholder Transaction


Summary
ENGINEER SUPPLY LLC 


Transaction Date **9/24/2021** Amount **\$308.55**
Item/Service Description **Supplies for lab** Cardholder **Cason, Pearl**
Approval Queue **DES** Current State **Awaiting Approval**

 Edit  

Documentation

 Add Files


[!Pcard Invoice.jpg](#) 10/14/2021 11:12:40 AM 



Supplier

Line/Distribution

Action

 Approve

Last Action **New From Bank by System Event**
Current State **Awaiting Approval**

11. When the user returns, go to User Administration and reactivate the Cardholder role

12. Process complete