

OhioBuys and PREP Summary Doc

To: All Agencies | April 2022



Connecting Buyers and Suppliers

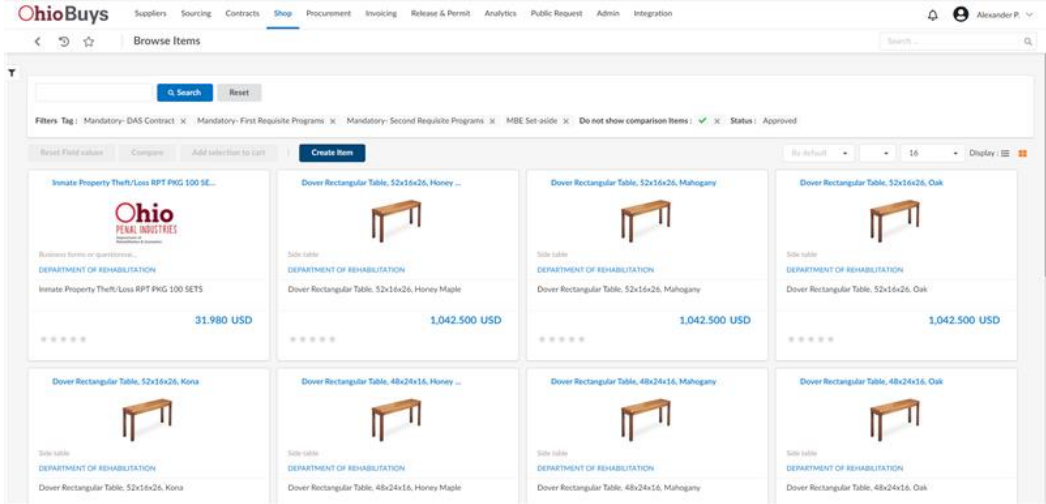
The State of Ohio continues to move towards online solutions for payment card (i.e., Pcard) purchases by using OhioBuys for purchasing and Pcard Reconciliation Portal (i.e., PREP) for reconciliation.

More information regarding Pcard purchases is available in the [OhioBuys Purchase Requisition Learner Guide](#). A demonstration of the OhioBuys Pcard purchase process can also be seen in the OhioBuys Pcard Purchase Video (coming soon).

OhioBuys Pcard Purchasing

Making Pcard purchases through OhioBuys includes the following benefits:

- Allows users to reference all DAS contracts and shop from nearly 1,000 online catalogs
- ‘Baked-in’ rules to ensure purchases are made in compliance with applicable laws, rules, and policies. This includes better management Controlling Board (CB) thresholds; Pcard purchases are checked against CB thresholds prior to the purchase order being created in OhioBuys, rather than at reconciliation. This prevents agencies from exceeding their CB thresholds and after-the-fact CB requests to seek increased thresholds.
- Allows for pre-purchase approvals (if required by the agency, e.g., supervisor)
- Enforces the \$2,500 single transaction purchase limit
- Allows for the State to capture detailed spend data (e.g., supplier, contract referenced, item, and commodity code) to support strategic sourcing activities
- By reviewing and exporting all Pcard purchases from the Browse Orders page, agencies have a summary of transactions that can be useful for entering/validating information in PREP.



Pcard Reconciliation Portal (i.e., PREP)

Agencies are required to use the enterprise Pcard Reconciliation Portal (PREP) to process and approve Pcard transactions. Features of PREP include:

- Utilizing electronic workflow for post-purchase approvals
- Attaching required backup documentation for purchases
- Storing all documents, approvals, and comments associated with transactions
- Pushing Pcard transactions directly to OAKS FIN
- Replacing former paper logs and handwritten signatures
- Add transaction documentation, including the merchant's name, a detailed description of the item(s)/service(s) purchased, the amount for each detail line, as well as the sum of the transaction. The documentation must also include the date(s) of service for services purchased.

Additional information on using PREP is available in the PREP Training video in Ohio Learn.

Welcome to the State of Ohio Pcard Reconciliation Portal

