ASU Procurement
Purchasing Card transition FAQs

ASU Procurement launched a new Purchasing Card program with Bank of America in July 2024 to enhance user experience and create an efficient and compliant payment method. The following FAQs were developed to ease the transition to Bank of America P-Cards.

1. **What is Global Card Access?**

   Global Card Access is Bank of America's system for statement access.

2. **Will cardholders be able to view statements?**

   Yes, statements are available to view and download in Bank of America's Global Card Access system.

3. **Is Global Card Access only available to cardholders?**

   No, access can be granted to non-cardholders.

4. **Can multiple users have statement access to the same card?**

   Yes, multiple users can have statement access to the same card.

5. **Can we view the credit limit, balance, or declines in Global Card Access?**

   Yes, limits, balances, and declines are viewable on the homepage under Account Summary.

6. **When will we lose access to PaymentNet?**

   Cardholders will lose access to PaymentNet on approximately Sept. 30, 2024, 90 days after cards are closed out. Please ensure you download or export any information from PaymentNet before that date.

7. **Where do I allocate my transactions?**

   Transactions will be verified and allocated in Workday beginning July 1, 2024.

8. **Do I need multiple P-Cards for multiple accounts?**

   No, if you are willing to reallocate between the accounts, there is no need for multiple P-Cards tied to different accounts.

9. **Can we allocate between grant and non-grant accounts?**

   Yes, transactions can be reallocated between grant and non-grant accounts.

10. **Who can allocate in Workday?**

    Anyone with a cardholder or the Department Data Entry Specialist — P-Card or Cost Center P-Card allocator role.

11. **Can we still split transactions in Workday to allocate to multiple accounts?**

    Yes.

12. **Will P-Card exceptions be transferred to the new cards?**

    Yes.

13. **How do I access all P-Card reports in Workday?**

    Starting July 1, 2024, all new P-Card reports can be accessed through the P-Card app in the Workday menu.

14. **Is there a list of related roles, tasks and actions that the cardholder, Department Data Entry Specialist — P-Card, or Cost Center P-Card allocator roles can access?**

    Yes. Refer to the Bank of America P-Card Verification Work Instructions for more information.

15. **Can I see level three data in Workday?**

    No, but if you need access, please contact the P-Card office.

16. **Is there a timeline for my P-Card verifications to be reallocated before they are posted to the default account?**

    For audit purposes, all transactions should be verified 30 days from the verification batch date. However, if a PCD is not allocated within that timeframe, it will not automatically post to the default account. Transactions will be posted to a department's budget after the PCD has been approved.

17. **Can I allocate to an account with a different hierarchy in Workday?**

    Any cardholder or person with the Department Data Entry Specialist — P-Card or Cost Center P-Card allocator role can allocate to any account. Once submitted, the Cost Center Manager will verify the allocation and approve or send it back based on their review.

18. **When will expenses hit my budget?**

    Expenses will hit a department's budget after a PCD has been approved.

19. **Are dummy grants still needed?**

    No. Users with the appropriate roles can allocate to the proper accounts.