Procurement Card (PC) and Declining Balance Card (DBC) Training
Goals of Session

• Introduce P-card administrators
• Ensure understanding of NIU PC/DBC Business Procedure and card holder’s responsibility
• Display examples of forms to utilize
• Technical training in WORKS system
• True/False quiz questions
Contact Information

- NIU P-card Website – www.niu.edu/aps/pcard/index
- Works application – go.niu.edu/works
Program Administrators

- NIU P-card Website – www.niu.edu/aps/pcard/index
- Works application – go.niu.edu/works
- Email – P-card@niu.edu

Jeff Spansail
P-Card Administrator
815-753-1111
jspansail@niu.edu

Kathy Marshall
General Ledger Manager
815-753-1504
kathymarshall@niu.edu
Contact Information

• Bank of America Merrill Lynch Customer Service:
  – 888-449-2273

• BoAML Fraud Department:
  – 866-500-8262

  – If a replacement P-Card is being sent, alert the P-Card administration
NIU PC/DBC Business Procedure

• Read PC/DBC Business Procedure

  – Responsibility of Card holders, Proxy Reconcilers and Approvers to understand the Business Procedures
    • Accountability & Ownership of the PC/DBC
    • Refer to the Business Procedure for questions

  – This training is only a summary. **Make sure to take time to read the Business Procedure after training**
PC/DBC Training

• New card holders must complete mandatory training prior to receiving PC/DBC
  – *New card holder’s Approving Manager & Proxy Reconciler must be current on respective training*

• PC/DBC holders must view the training under the following requirements:
  – To obtain the initial card
  – Annually

• *Card holder’s Approving Manager & Proxy Reconciler must attend training at the same intervals*

• Failure to view the training will result in removal of PC/DBC privileges until the training is received
Card holder Maintenance Responsibilities

Card holders are required to:

- Retain original, detailed receipts
  - Summary invoice or shipment document is not acceptable
- Complete P-Card transaction log
  - Forward reconciled transaction log to approving manager for approval
- Verify monthly charges for accuracy against receipts
  - The University is NOT subject to sales tax
    - Tax Exempt Certificate:
      http://www.niu.edu/aps/forms/index.shtml
- Allocate and sign-off on transactions
  - Must be completed within 2 days after end of billing cycle
  - Provide approving manager with any additional information for approvals
Card holder Maintenance Responsibilities

- Attach receipts to transactions in Works

- Provide the NIU Business Purpose in the “Comments” after signing-off on a transaction in Works

- Correct any “flagged” transactions in Works

- Submit a pdf version of reconciled statements (transaction log) and NIU Billing Cycle Allocation Report to the Program Administrator each month
Approving Manager Responsibilities

Approving Manager should be direct manager of card holder, or a superior in the reporting structure

Approving Managers are required to:

• Monitor PC/DBC use within cost center to ensure compliance to University policies

• Review monthly PC/DBC statements (transaction log) in detail and sign
Approving Manager Responsibilities

Approving Managers are required to:

• Identify any questionable or ambiguous charges and notify card holder as appropriate

• Address PC/DBC usage violations with card holder, including cooperation with Program Administrator in necessary reviews

• Approve all transactions in a timely manner
  – Must be signed-off within 2 business days after the end of the month
  – Flag any transactions that need corrections/updates
Proxy Reconciler
Responsibilities

Proxy Reconcilers are required to:

• Fulfill all requirements of Card holders, as described previously (Card holder requirements slide)
  – Also in the NIU PC/DBC Business Procedure, Section 1.3, Section 4.1
  – The proxy reconciler may **not** use the P-Card or DBC to make purchases

• Proxy Reconciler may **not** be a direct subordinate to PC/DBC holders

• Proxy Reconciler is intended to be a back-up **only** in instances where card holder is unavailable
1. A card holder’s approving manager should be the direct reporting manager, or a superior in the reporting structure.

2. A proxy reconciler may use the P-Card **only** as a back up up to the card holder.
Review Questions

True/False

1. **TRUE.** By default, the cardholder’s approving manager should be the direct reporting manager.

2. **FALSE.** The proxy-reconciler may **not** use the P-Card in any circumstances. Only the card holder may use the card. The proxy-reconciler is a back-up for other P-Card roles.
PC Approval Workflow

Cardholder Only

PC used to make purchase

Cardholder or Proxy-Rec

Receipt uploaded to TXN in Works, properly allocated

Cardholder or Proxy-Rec

TXN signed off, Business Purpose entered in comments

Approving Manager

TXN signed-off

NO
Flag TXN & Return

Approving Manager

Receipt attached to TXN? Properly Allocated? Business Purpose?

YES

Approving Manager Queue
PC/DBC Billing Cycle

The billing cycle ends on the last business day of the month

• The date a transaction *posts* determines which billing cycle it will fall into.
  – e.g. if an item is purchased on August 31, but does not post until September 1st, the transaction will fall in the September billing cycle.

• All transactions must be allocated and signed off *within 2-business days of the end of the billing cycle*
  – Must be signed off by BOTH Card holder & Approving Manager within this time frame.
Allowed & Prohibited PC/DBC rules

- PC/DBC to be used **exclusively** for qualified University-related purchases
  - *PC/DBC* may not be used for personal purchases
- The card holder named on the PC/DBC is the **ONLY** person authorized to use the card or account number
  - *This is not a departmental card*
- All items must be shipped to Central Receiving or (if applicable) NIU conference center
Bill to:
NAME: Your Name
Northern Illinois University
Addr1: Your Department Name
Addr2: Your Building and Room #
DeKalb, IL 60115-2828

Ship to:
Name: Your Name – P-card
Addr1: Your Department Name
Addr2: NIU Central Receiving – Dorland Building
Addr3: 180 W Stadium Drive OR 1425 W. Lincoln Highway
DeKalb, IL 60115-2828
Allowed & Prohibited PC/DBC Rules

**Allowed**

- Student or University guest train, bus or airline tickets
- Transactions requiring acceptance of supplier’s terms & conditions, except for those explicitly prohibited
- Training & conference registration
- Employee ground transportation (**not** rental vehicles)
- Memberships & subscriptions
- Books & publications; reference materials
- Small package shipments, copy and small print services
- Stationary & Office supplies
- Furniture (under $500.00)
- Charges that do not change (e.g. water bills)
- Capital assets
- 50 series funding
- Non-network-related PC accessories
- 04 funding (with Roger Maas approval)
Allowed & Prohibited PC/DBC Rules

Allowed – UNDER EMERGENCY CIRCUMSTANCES ONLY

- Facilities equipment and services, only under EMERGENCY circumstances
- Payment for labor, only under EMERGENCY circumstances
Prohibited – P-Card

- Employee airfare
- Any transactions for the following:
  - Licenses
  - High risk services or products
- Products or Services under contract
- Hotels
- Restaurants
- Deposits
- Cash withdrawals
- Entertainment (Tickets, etc.)
- Alcohol
- Professional services & fees
- Business with NIU departments (including Outreach)
- Purchases from the University bookstore
- Carpeting or furniture over $500.00
- Hardware & Software (without prior approval from IT admin)
- Promotional goods and items intended as “giveaways”
- Personal gifts & purchases, or gifts of sentiment
- Gift cards / Phone cards
- Auction houses (i.e.: Ebay, Craigslist)
Allowed & Prohibited PC/DBC Rules

Additional Allowable DBC categories are summarized below

To be used **only** by individual listed on card (full-time University employee), similar to the P-Card

– Cash withdrawals, subject to daily cash transaction limit of $500
– Hotels, for students or University guests **only**
– Rental vehicles for any travel
– Restaurants

See Business Procedure attachments D & E for information on how departments currently use the DBC
After Purchasing

- **P-card Journal Entry Form**
  - Typed only
  - Email to: JournalEntries@niu.edu
  - Form and instructions are located at: http://www.niu.edu/aps/pcard/

---

**Northern Illinois University**
**P-Card Journal Entry Form**

<table>
<thead>
<tr>
<th>Date Entered by</th>
<th>Department Phone No.</th>
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Approval: [ ]

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<th>Program</th>
<th>Class</th>
<th>Project/Grant</th>
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<th>Orig Trans</th>
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</table>
After Purchasing

• Equipment Form
  – Should be uploaded to Works system with receipt when using accounts beginning with 88xxxx
  – If unable to upload, send to Accounting
    • Scan and email in one document to P-card@niu.edu
  – Form located at: http://www.niu.edu/aps/pcard/
Review Questions

True/False

1. Airfare may be purchased on the P-Card for University employees, guests, and students, as long as there is a valid NIU business purpose.

2. Products or services under contract may be purchased on the P-Card.
Review Questions

True/False

1. **FALSE.** Airfare may be purchased on the P-Card for University guests and students **only**.

2. **FALSE.** Products or services under contract **may not** be purchased on the P-Card, and are to be expensed through a purchase requisition. If you are ever uncertain about any Terms & Conditions associated with a purchase, please contact P-Card administration.
WORKS

Bank of America Merrill Lynch
WORKS technical training
• Cardholders – allocating, attaching receipts, and signing-off on transactions

• Proxy Reconcilers – all requirements of card holder in place of cardholder
  - Reminder: only as a back-up in case card holder is unavailable
Card holders – allocating transactions

Joe Cardholder
0123
Card holders – allocating transactions

Welcome, Joe Cardholder - Sign Out

Transactions

Account Name
Joe Cardholder

Account ID
0123

Credit Limit
72,000.00

Current Balance
2,488.76

Available Credit
59,511.24

% of Credit Limit Used
3%

No announcements at this time.
### Card holders – allocating transactions

#### Transactions - Account holder

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<th>Document</th>
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<th>Date Purchased</th>
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1 Selected | 3 items

Show 10 per page
Card holders – allocating transactions
Card holders – allocating transactions
Card holders – allocating transactions

### Transactions - Accountholder

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#### Mass Allocate

Apply segment codes to each allocation line on 1 transaction(s).

GL01: CostCtr/Grant Fund

- BA35010-02

GL02: Account Code

- 601420

Empty Segment Hold(s):

- Retain original code(s)
- Delete original code(s)

[OK] [Cancel]
Card holders – attaching receipts

<table>
<thead>
<tr>
<th>Document</th>
<th>Account ID</th>
<th>Sign Off</th>
<th>Date Posted</th>
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</table>
Card holders – attaching receipts
Card holders – attaching receipts
Card holders – attaching receipts

Remove card number except last 4-digits
Card holders – attaching receipts
Card holders – attaching receipts
Card holders – attaching receipts
Card holders – attaching receipts

Receipts are required to be attached to all transactions.

Receipts can only be attached:
• By the cardholder.
  – If the approver notices there is no receipt, he or she must “flag” the transaction so that the cardholder may then add a receipt
• Prior to signing-off
• Prior to the month end-sweep (2-business days after month-end)

IF YOU HAVE NOT RECEIVED A RECEIPT AND NEED TO SIGN-OFF ON A TRANSACTION TO MEET THE DEADLINE, PLEASE CONTACT P-CARD ADMINISTRATION
Card holders – signing-off on transactions

<table>
<thead>
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<th>Document ID</th>
<th>Account ID</th>
<th>Sign Off</th>
<th>Date Posted</th>
<th>Date Purchased</th>
<th>Primary Accountholder</th>
<th>Purchase Amount</th>
<th>Vendor</th>
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</table>

1 Selected | 3 items

Show 10 per page

Options:
- Retry Automatic
- Mass Allocate
- Add to Expense Report
- Attach
- Receipt
- Print
- Sign Off
Card holders – signing-off on transactions
• Card holders – resolving flagged transactions

Why a transaction might be flagged:

• Receipt missing
• Allocated incorrectly
• No NIU business purpose provided
Card holders – resolving flagged transactions
Card holders – resolving flagged transactions
Card holders – resolving flagged transactions

The image shows a screenshot of a Bank of America Merrill Lynch Works® interface, focusing on a transaction resolution process. The table contains columns for Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Attached To Purchase Request, Comp/Val/Auth, Allocation, Amount Allocated, and Uploaded Receipt. An arrow points to the 'Allocate/Edit' option, indicating the action to take for resolving flagged transactions.

The interface includes options such as 'Allocate/View', 'View Full Details', 'Sign Off', 'Dispute', 'Remove Flag', 'Add to Expense Report', 'Detach from Purchase Request', and 'Manage Receipts'.

The bottom of the page includes links for Training Guides, Training Videos, Privacy & Security, Recommended Settings, and Payment Center. There is also a copyright notice for 2015 Bank of America Corporation, All rights reserved.
Card holders – resolving flagged transactions

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
<th>Description</th>
<th>GL01: Cost/Control/Fund</th>
<th>GL02: Account Code</th>
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</table>

Transaction Details - 1234 (unlisted)

- Comments:
  - Not allocated correctly
  - Sally Approver: 07/01/2015

[Save Close button]
Card holders – resolving flagged transactions
Card holders – resolving flagged transactions
• Approving Managers – reviewing, flagging, and signing-off on transactions

• The main items to review for transactions:
  – Is the transaction properly allocated?
  – Is there a receipt attached to the transaction?
  – Was an NIU business purpose provided in the comments of the transaction?
Approving Managers – reviewing, flagging, and signing-off

Joe Cardholder

0123
Approving Managers – reviewing, flagging, and signing-off

<table>
<thead>
<tr>
<th>Document</th>
<th>Account ID</th>
<th>Sign Off</th>
<th>Date Posted</th>
<th>Date Purchased</th>
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</table>

1 Selected | 8 Items

- Mass Allocate
- Flag
- Print
- Sign Off

Welcome, Sally Approver - Log Out

© 2015 Bank of America Corporation. All rights reserved. Your last log in was July 31, 2015, 11:14 AM CDT.
Approving Managers – reviewing, flagging, and signing-off

<table>
<thead>
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**Mass Allocate**

Apply segment codes to each allocation line on 1 transaction(s).

- **GL01: Cost/Ctr/Grant Fund**
- **GL02: Account Code**

**Empty Segment Field(s):**
- Retain original code(s)
- Delete original code(s)

- **TD17604-41**
- **670305**

**Options:**
- OK
- Cancel
Approving Managers – reviewing, flagging, and signing-off

The image shows a screenshot of a transaction approval interface. The interface allows managers to review, flag, and sign-off on transactions. The image highlights the process of selecting a transaction to raise a flag or remove a flag. The interface includes columns for transaction details such as Document ID, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, and Allocation. The interface also has buttons for Mass Allocate, Flag, Print, and Sign Off, with options like Raise Flag and Remove Flag.
Approving Managers – reviewing, flagging, and signing-off
Approving Managers – reviewing, flagging, and signing-off
Approving Managers – reviewing, flagging, and signing-off
Approving Managers – reviewing, flagging, and signing-off
Approving Managers – reviewing, flagging, and signing-off
Use of PC/DBC

• If card declines
  – Check “Authorization Log” in Works system
  – Call 1-888-449-2273 (BoA) for explanation
  – If decline is erroneous, contact P-card Administrator

• Why did PC/DBC Decline?
  – Over card limits
  – VISA system is down
  – Vendor system is down
  – MCC restriction
  – Bank of America has flagged potential fraudulent activity
Viewing card declines

Action Items

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2 items

Show 10 per page

Accounts Dashboard

In Scope

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<th>Account Name</th>
<th>Account ID</th>
<th>Credit Limit</th>
<th>Current Balance</th>
<th>Available Credit</th>
<th>% of Credit Limit Used</th>
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<tbody>
<tr>
<td>Joe Cardholder</td>
<td>0123</td>
<td>72,008.00</td>
<td>2,488.76</td>
<td>69,511.24</td>
<td>3%</td>
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1 item

View Auth Log
Viewing card declines
Bank of America Merrill Lynch Works
Additional Assistance

Welcome, Joe Cardholder - Log Out

Action items
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3 items
Show 10 per page

Accounts Dashboard
In Scope

Account Name: Joe Cardholder
Account ID: 0123
Credit Limit: 72,000.00
Current Balance: 2,488.76
Available Credit: 69,511.24
% of Credit Limit Used: 3%

Training Guide  Training Videos  Privacy & Security  Recommended Settings  Payment Center

© 2015 Bank of America Corporation. All rights reserved. Your last log in was July 31, 2015, 10:17 AM CDT.
Once all transactions for a month have been completed, you will run the **NIU Billing Cycle Allocation Report**

- Run this report, even if you had no transactions during the month

The report is to be **saved as a PDF**, and **submitted to P-Card@niu.edu** along with your **completed and signed P-Card transaction log**.
NIU Billing Cycle Allocation Report
NIU Billing Cycle Allocation Report
### NIU Billing Cycle Allocation Report

#### Select Account(s)

- **Include Deactivated Accounts**: Off

#### Account Information
- **Accountholder**: North
- **Account Name**: NORTHERN ILLINOIS...
- **Program Type Full**: Managed
- **Account Nickname**: NORTHERN ILLINO...
- **Spend Control Profile**: 2

#### Filter Options
- Show 10 per page

---

1 Selected | 1 item

Page: 1 of 1
Created 1 report. Report can be downloaded from the table below.

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Tyrrell, Jessica L
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report count: 28

Total Allocated Amount: 11,888.06
# NIU Billing Cycle Allocation Report

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Report count: 0

Card: One of KATHLEEN M JONES

Company Name: Northern Illinois Univ

Post Date: Between 2013-08-26 00:00:00 and 2013-09-02 00:00:00

Report Owner: Tyrrell, Jessica L


Transaction Type: One of: Cash advance or Misc Credit or Misc Debit or Purchase or Payment

Tyrrell, Jessica L

1 of 1

2013-09-02 09:22:54
Review Questions

True/False

1. Transactions must be signed-off by *both* the cardholder and approving manager within 2-business days after the end of the month.

2. The NIU Billing Cycle Allocation Report *does not* need to be submitted to P-Card administration (P-Card@niu.edu).
Review Questions

True/False

1. **TRUE.** All transactions must be completed and signed-off by **both** the cardholder and approving manager within 2-business days after the month-end.

2. **FALSE.** The NIU Billing Cycle Allocation Report must be submitted to P-Card@niu.edu along with the completed and signed P-Card Transaction log.
Activating a P-Card

• To activate your P-Card, call the number located on the front of your new P-Card
  – The activation code is your employee ID with enough preceding zeros to make nine digits
    • EX: 000123456
Chip & PIN technology

- All P-Cards and Declining Balance Cards are equipped with Chip & PIN technology.
  - When using your card at a merchant, you may have to enter your card into the chip slot and enter the unique PIN assigned to the card, similar to a debit card.

- You should receive a separate mailer from Bank of America containing your unique 4-digit PIN.
  - You may look up your PIN at the Bank of America PIN Check website: baml.com/PINcheck
  - Note: P-Card administration does not have unique PIN information.
Spend Responsibly!

Thank you for viewing the P-Card and Declining Balance Card presentation!

If you have any questions, please feel free to email P-Card@niu.edu at any time.