Northern Illinois University

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

• Introduce P-card administrators
• Ensure understanding of NIU PC/DBC Business Procedure
• Display examples of forms to utilize
• Technical training in WORKS system
• Multiple Choice & True/False quiz questions
Contact Information

- NIU P-card Website – www.niu.edu/aps/pcard/index
Contact Information

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

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

William Lietz
P-card Administrator
815-753-1514
wlietz1@niu.edu
Program Managers

Michele Danza
Procurement Services & Accounts Payable Services Director
815-753-1594
mdanza@niu.edu

Kathy Marshall
Accounts Payable Services 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
• 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**
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
- Verify monthly charges for accuracy against receipts
  - The University is NOT subject to sales tax
- 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
- Forward reconciled transaction log to approving manager for approval
Card holder Maintenance Responsibilities

What’s changed?

- Attached 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 quarter
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
- 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
Approving Manager Responsibilities

What’s changed?

• Approve all transactions in a timely manner
  – 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

• 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
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

NO

Flag TXN & Return

Approving Manager

Receipt attached to TXN? Properly Allocated? Business Purpose?

NO

Approving Manager Queue

YES
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 attend training under the following requirements:
  - To obtain the initial card
  - Annually, upon the anniversary of receiving PC/DBC
  - Every three (3) years, upon renewal of the PC/DBC

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

- Failure to attend training will result in removal of PC/DBC privileges until the training is received
Allowed & Prohibited PC/DBC rules

• PC/DBC to be used **exclusively** for qualified University-related purchases
  – *PC/DBC* *s 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
  – Enter your name and “P-Card” on Ship-To detail

• Violations will result in disciplinary actions
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
- Facilities equipment and services, only under EMERGENCY circumstances
- 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)
Prohibited – P-Card

- Employee airfare
- Payment for labor, except when required for **EMERGENCIES**
- 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
- 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

- Cash withdrawals, subject to daily cash transaction limit of $500
- Hotels, for students or University guests only
- Rental vehicles for any travel
- Restaurants
PC/DBC Billing Cycle

The billing cycle ends on the last 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 1\(^{st}\), 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.
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/
After Purchasing

• Equipment Form
  – Typed only
  – Attach copy of receipt
  – Sent to Accounting
    • Scan and email in one document to aanderson10@niu.edu
  – Form located at:
    http://www.niu.edu/aps/pcard/
Questions?
Bank of America Merrill Lynch
WORKS training

• Card holders – allocating, attaching receipts, and signing-off on transactions

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

- Action items
  - Action: Close
  - Count: 2
  - Type: Purchase Request
  - Current Status: Pending Approval

- Action items
  - Action: Sign Off
  - Count: 3
  - Type: Transaction
  - Current Status: Completed

- Accounts Dashboard
  - Account Name: Joe Cardholder
  - Account ID: 0123
  - Credit Limit: 72,000.00
  - Current Balance: 2,488.78
  - Available Credit: 69,511.24
  - % of Credit Limit Used: 3%

- My Announcements
  - No announcements at this time
Card holders – allocating transactions

- Transactions section highlighted on the Bank of America Merrill Lynch Works platform.

- Account holder information: Joe Cardholder - ID 0123

- Transaction details:
  - Account holder: Joe Cardholder
  - Transaction ID: 0123
  - Credit limit: 72,000.00
  - Current balance: 2,488.76
  - Available credit: 69,511.24
  - % of credit limit used: 3%
Card holders – allocating transactions

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<tr>
<th>Document</th>
<th>Account ID</th>
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<th>Date Posted</th>
<th>Date Purchased</th>
<th>Primary Accountholder</th>
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Card holders – allocating transactions
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Mass Allocate

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

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Empty Segment Hold(s):
- Retain original code(s)
- Delete original code(s)

OK Cancel
### Bank of America Merrill Lynch

**Card holders – attaching receipts**

#### Transactions - Accountholder

<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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<th>Purchase Amount</th>
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*Allocation updated on 1 transaction. View Details*
Card holders – attaching receipts

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<tr>
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Card holders – attaching receipts
Card holders – attaching receipts
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Card holders – attaching receipts
Card holders – signing-off on transactions

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</table>
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

Bank of America
Merrill Lynch
Works

Transactions - Accountholder

Flagged

TXN0000019

05/11/2015
05/11/2015
Cardholder, Joe
250.00
Aco Mart
REG00001012

Not allocated correctly
Sally Approver | 07/31/2015
Card holders – resolving flagged transactions
Card holders – resolving flagged transactions
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

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2 items

**Accounts Dashboard**

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<thead>
<tr>
<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>72,000.00</td>
<td>3,300.00</td>
<td>68,700.00</td>
<td>4%</td>
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<tr>
<td></td>
<td></td>
<td>72,000.00</td>
<td>2,400.70</td>
<td>59,511.24</td>
<td>2%</td>
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</table>
Approving Managers – reviewing, flagging, and signing-off
Approving Managers – reviewing, flagging, and signing-off
Approving Managers – reviewing, flagging, and signing-off

Bank of America Merrill Lynch

**Transactions - Approver**

<table>
<thead>
<tr>
<th>Document</th>
<th>Account ID</th>
<th>Sign Off</th>
<th>Date Posted</th>
<th>Date Purchased</th>
<th>Primary Accountholder</th>
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- **Flagging:**
  - Raise Flag
  - Remove Flag

- **Sign Off**

- **Clear Filters**

- **Columns**

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

<table>
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View Full Details

Bank Transaction #: SYNTH
CRI Reference: SYNTH
Vendor ID: SYNTH
Vendor Address: NY, 125240000

Account Nickname: Joe Cardholder
Account ID: [redacted]
Accountholder: Joe Cardholder
Receipt: Unknown

Comments:
Classroom material for student instruction
Joe Cardholder | 07/31/2015
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 Admin

- Why did PC/DBC Decline?
  - Over card limits
  - VISA system is down
  - Vendor system is down
  - MCC restriction
Viewing card declines

Joe Cardholder 0123

Welcome, Sally Approver - Log Out

Northern Illinois Univ

Bank of America
Merrill Lynch
Works®

Action Items

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2 items

Show 10 per page

My Announcements

No announcements at this time.

Accounts Dashboard

In Scope

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

Additional Assistance

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1 item

[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.
• Running the NIU Billing Cycle Allocation Report
My Announcements

This is a reminder that all allocations are due Monday (9/30). Please have all of your journal entries and equipment forms done by then also.

Posted by your Program Administrator, Kathleen M Jones, on September 26, 2013.
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- Post Date: 05/27/2013 - 06/27/2013

Output Format

- Formats: Excel, PDF
- Output Files: Full Details, Summary Only
- Add Summary Data in Header, Add Signature Line to: Header, Footer
- Insert Page Break: No Page Break

Summary Grouping: No Summary Data

Note: Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.
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Tyrrell, Jessica L

1 of 2

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QUESTIONS?
Before you leave…

• Please sign training session log before leaving
• Pick up your card
  – Review for errors
  – Call to activate
    • Employee ID with enough preceding zeros to make nine digits
      – EX: 000123456