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
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
Program Administrators

- 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
815-753-6114
wlietz1@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
NIU PC/DBC Business Procedure

• Read PC/DBC Business Procedure
  – Located at:

  – 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, upon the anniversary of receiving PC/DBC
- *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

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
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
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

- NO

Receipt attached to TXN? Properly Allocated? Business Purpose?

YES

Applying Manager

- YES

Approving Manager Queue

- NO

Flag TXN & Return

- YES

Approving Manager

- YES
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 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.
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
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

- 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 – **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
- 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>Line</th>
<th>Account</th>
<th>Fund</th>
<th>Cost Center</th>
<th>Program</th>
<th>Class</th>
<th>Project/Grant</th>
<th>Amount</th>
<th>P-Card Holder Name</th>
<th>Orig Trans</th>
<th>Optional</th>
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</tr>
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</table>

Grand Total: 0.00

Date
Entered by
Department
Phone No.
Approval:
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/
Bank of America Merrill Lynch
WORKS technical training
Bank of America Merrill Lynch
WORKS 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

### Action Items

<table>
<thead>
<tr>
<th>Action</th>
<th>Acting As</th>
<th>Count</th>
<th>Type</th>
<th>Current Status</th>
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<tbody>
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<td>AccountHolder</td>
<td>2</td>
<td>Purchase Request</td>
<td>Pending Approval</td>
</tr>
<tr>
<td>Sign Off</td>
<td>AccountHolder</td>
<td>3</td>
<td>Transaction</td>
<td>Pending</td>
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### Accounts Dashboard

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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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<td>0123</td>
<td>72,000.00</td>
<td>2,468.76</td>
<td>69,531.24</td>
<td>3%</td>
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My Announcements

No announcements at this time.
Card holders – allocating transactions

<table>
<thead>
<tr>
<th>Action</th>
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<th>Current Status</th>
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<tr>
<td>Sign Off</td>
<td>Accountholder</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Purchase Request</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Transaction</td>
<td>Pending</td>
</tr>
</tbody>
</table>

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%

My Announcements:
No announcements at this time.

Training Guides  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
<table>
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<th>Vendor</th>
<th>Attached To Purchase Request</th>
<th>Compt/Val/Auth</th>
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<tbody>
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<td>05/11/2015</td>
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Card holders – allocating transactions
Card holders – allocating transactions
Card holders – allocating transactions

Bank of America Merrill Lynch
Works

**Transactions - Accountholder**

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<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>

**Mass Allocate**

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

**GL01: CostCtr/Grant Fund**

BA35010-02

501420

**Empty Segment Field(s):**
- [ ] Retain original codes(s)
- [ ] Delete original codes(s)

[OK] [Cancel]
### Card holders – attaching receipts

#### Transactions - Account holder

<table>
<thead>
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<th>Primary Account holder</th>
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<th>Vendor</th>
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<th>Comp/Val/Auth</th>
<th>Allocation</th>
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<td>Cardholder, Joe</td>
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<td>05/11/2015</td>
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<td>✔ ✔</td>
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Card holders – attaching receipts
Card holders – attaching receipts

<table>
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<tr>
<th>Transaction ID</th>
<th>Account ID</th>
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<th>Date Purchased</th>
<th>Account Holder</th>
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<th>Comp(Vis/Ath)</th>
<th>Allocation</th>
<th>Amount Allocated</th>
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<tbody>
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<td>TX000001018</td>
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<td>05/11/2015</td>
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<td>340.50</td>
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</table>

- **Add** button
- **Remove** button
- **View PDF** button
- **New Receipt** button
- **Stored Receipt** button
Card holders – attaching receipts

REMOVE CARD NUMBER EXCEPT LAST 4-DIGITS
Card holders – attaching receipts
Card holders – attaching receipts

[Image of a Bank of America Merrill Lynch Works® application interface showing the process of adding a receipt to a transaction.]
Card holders – attaching receipts
Receipts are required to be attached to all transaction.

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
Card holders – signing-off on transactions
Bank of America Merrill Lynch
WORKS training

• 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

- Resolve: Accountholder, Count 1, Type Transaction, Status Resolved
- Resolve: Accountholder, Count 2, Type Purchase Request, Status Pending Approval
- Resolve: Accountholder, Count 2, Type Purchase Request, Status Approved - Open

No announcements at this time.
Card holders – resolving flagged transactions
Card holders – resolving flagged transactions
Card holders – resolving flagged transactions
Card holders – resolving flagged transactions

<table>
<thead>
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<th>Document</th>
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<th>Date Posted</th>
<th>Date Purchased</th>
<th>Primary Accountholder</th>
<th>Purchase Amount</th>
<th>Vendor</th>
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<th>Comp/Vol/Auth</th>
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<th>Uploaded Receipt</th>
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<tr>
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<td>All</td>
<td>05/11/2015</td>
<td>05/11/2015</td>
<td>Cardholder, Joe</td>
<td>250.00</td>
<td>Ace Mart</td>
<td>REQ00001012</td>
<td>Yes</td>
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</tbody>
</table>

1 Selected | 1 Item

Show | 10 per page

Attach | Mass Allocate | Receipt | Print | Remove Flag |
Card holders – resolving flagged transactions

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

Confirm Remove Flag

Remove flag on 1 transaction(s).

Comments: Supplies for office functions

OK Cancel
Bank of America Merrill Lynch
WORKS training

• 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

[Image of a Bank of America Merrill Lynch Works dashboard for approving managers, showing action items for Sign Off and Account Dashboard for Joe Cardholder 0123.]
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

<table>
<thead>
<tr>
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Confirm Raise Flag

Raise flag on 1 transaction(s).

Comments: Not allocated correctly

OK Cancel
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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<tr>
<th>Transaction</th>
<th>Allocation &amp; Detail</th>
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- **Purchase Amount:** 294.73
- **Post Date:** 05/11/2015
- **Vendor Name:** COURIER SERVICES-AIR OR GR CO.
- **MCC:** 4215 (COURIER SERVICES-AIR OR GRND/FREIGHT)
- **Allocation Variance:** 0.00
- **Comp Val Auth:** ✔ ✔ ✔
- **Sign Off History:** ✔
- **Purchase Request:** RC000001012
- **Upload Date:** 07/21/2015
- **Receipt Date:** 07/21/2015
- **File Name:** Purchase Receipt
- **File Size:** 7.2 KB
- **Document ID:** TX000001018

**View PDF**
Approving Managers – reviewing, flagging, and signing-off

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- **View Receipts**
  - Allocate/Edit
  - Sign Off
  - View Full Details
  - Print

*Training Guides, Tutorials, Privacy & Security, Recommended Settings, Payment Center*

© 2015 Bank of America Corporation. All rights reserved. Your last log in was July 31, 2015, 1:02 PM CDT.
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
  – Bank of America has flagged potential fraudulent activity
NIU Billing Cycle Allocation Report

• 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

Create Report
- *Category*: Spend
- *Template*: NIU Billing Cycle Allocation Report

Report Options
- Basic

Filters
- Card: 1 selected
- Transaction Type: Cash advance, Misc Credit, Misc Debit, Purchase, Remuneration, Payment
- Post Date: 05/30/2015 - 06/30/2015
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### NIU Billing Cycle Allocation Report

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**Post Date**: Between 2013-09-26 00:00:00 and 2013-09-27 00:00:00  
**Report Owner**: Tyrrell, Jessica L  
**Report Time**: 2013-09-26 11:20:13  
**Transaction Type**: One of Cash advance or Misc Credit or Misc Debit or Purchase or Payment

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<th>Vendor Name</th>
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**Tyrrell, Jessica L**
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# NIU Billing Cycle Allocation Report

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Report Owner: Tyrrell, Jessica L


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