ECU ProCard Program

Training Guide for Cardholders and Reconcilers

JUNE 2014
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**Overview**

As of January, 2007, Bank of America is the purchasing card provider for East Carolina University and the State of North Carolina. ProCard transaction review, funding reallocation, and approving will take place in the Works Payment Manager system provided by Bank of America. This is a web-based program that has increased user functionality, electronic approval routing, and online reporting. The approval function uniquely identifies and routes requests through the appropriate approval authorities. This eliminates the need to generate purchase orders and manually prepare purchasing card logs for items purchased with your ProCard. Online reporting offers a variety of reports that will allow you to view spending by cardholder, department, location, and account number. These functions allow greater flexibility and management of expenditures.

This training guide provides instruction on how to use the Works Payment Manager system.

**Note:** The Works application can be run on the following combination of browser and operating system: Internet Explorer 6.0 or above (for Windows users) or Mozilla 1.0 or above (for Windows or Mac users).

You MUST enable your browser to allow pop-up windows for the Works domain to access the application.

**Processing Cycle**

The typical cycle for ProCard usage is:

- ProCard user initiates a transaction on their card
- Email notification sent to cardholder of transactions posted on the ProCard system. Transactions are typically posted on the system 24-72 hours after purchase.
- Cardholder will log into Works Payment Manager and review transactions and account coding.
- Cardholder will Sign off on the transaction
- Transaction is routed to the manager for approval
- Manager logs into system and reviews transaction
- Manager signs off on transaction or requests additional information from user
- Credit line is replenished for the amount of approved transaction
- ProCard office will sweep transactions for the monthly billing cycle and import into Banner.
- Users will receive a hard-copy bank statement monthly and attach receipts. The monthly statements with attached receipts are signed and forwarded to ECU Materials Management by the 10th of the following month.
**PROCESSING DEADLINES**

**TRANSACTIONS SHOULD BE SIGNED OFF ON A REGULAR BASIS.**

All transactions must be “Signed Off” and reallocations complete by the 4th business day following the close of the billing cycle. Each billing cycle runs from the 16th of one month to the 15th of the next month, unless the last day falls on the weekend. In that case, the close of the cycle is Friday. (See ProCard Activity Schedule)

If you are close to your credit limit at the end of the ProCard cycle (15th of the month) and the cardholder or the reconciler has not “Signed Off” on any or some of your transactions, credit funds will not be available until transactions have been allocated and “Signed off”.

**Example 1:**
Credit limit: $10,000
Transactions Requiring Sign Off: $8,000
Credit Limit: $2,000

**Example 2:**
Credit limit: $10,000
Transactions Requiring Sign Off: $0
Credit Limit: $10,000

**CONTACTS**

Contact the Program Administrators with any questions or comments relating to the Works Website.

**Main Phone Number: 328-6434**

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CREATING A PASSWORD

To access the Works application, a ProCard Administrator must first add you as an application user and assign you a username. The username for all ECU participants is your first and last name in lower case with no spaces or punctuation (i.e. firstlast). Once you have been added to the system, a welcome email will automatically be sent to your email address that includes your username and information on how to set up your password.

DO NOT delete your welcome email until you have successfully created your password and have successfully logged into the Works system.

Follow the instructions in your welcome email:

1. Click the first link in the email message.
2. Enter your username and click OK (first name last name, no space, no punctuation, all lower case).
3. Create a password (must be at least 8 characters, can be any combination of letters or numbers, and is case sensitive).

4. Click the arrow in the **Question** field and select the desired security validation question.

5. In the **Answer** field, enter an answer to the question you specified in the previous step, then enter the same answer in the **Confirm** field.
6. Click OK. The Home Page will be displayed.

NOTE: If your username is not working, a ProCard Administrator can send you an automated email reminding you of your username. If you forget your password, click the appropriate link on the Login page. The Forgot Your Password page displays and prompts you to enter your username. After entering your username and clicking Submit, the system will send you an email with instructions on how to create a new password; however, you must know the answer to your security question. If you do not know your security validation answer, a ProCard Administrator can reset your password, which enables you to select a new security validation question and answer.

IMPORTANT: After clicking the link included in the email and setting a password, DO NOT attempt to access the Works application by using that link again. After initial use that link is rendered inactive.

Follow the steps below under Logging In to now access the Works application:
LOGGING INTO WORKS PAYMENT MANAGER

1. **Launch** your *Internet Browser*.

2. **Go to** the Works Payment Manager website:

   http://www.bankofamerica.com/worksonline

   Note: the application will be launched. You may be prompted to enable pop-ups for this site (if applicable):

3. **Enter** your ECU E-mail address, Username, and Password, and **click** *Login*.
WORKS HOME PAGE

Homepage Features

This person is a cardholder and a reconciler/approver. The Accountholder queue shows all cardholder transactions. The Approver queue shows all transactions that the cardholders have signed off/approved.

1. **Home Button** – Takes you back to the homepage
2. **Task Pane** – Links to different features in the Works application
3. **Action Required** – Shows the number of transactions awaiting action
4. **Logout** – Logs you out of Works Payment Manager. Upper, right-hand corner.
5. **Card Summary** – Shows card information such as credit limit, available credit, and transaction limit.
Show/Hide Task Button – Once you select a queue by clicking “Pending,” you will see this option. Allows you to show or hide the Task Pane so you can search for certain transactions by amount, dates, etc.
You can access trainings and videos showing an overview of navigating the application in the WORKS system. All links are located at the bottom of each screen.

http://www.bankofamerica.com/worksonline
WORKS TRANSACTION VIEW

Cardholder View Features

1. **Column Button** – Allows you to change the order of the columns displayed in the Table Section

2. **Table Section** – Displays list of open transactions for sign off, reallocation, etc.

   **Click “TXN” number in Document column to access the following options.**

3. **Allocate / Edit** – Review FOAPAL information and change, as needed

4. **Full Details** – Shows detailed information about the transaction

5. **Sign Off Button** – Allows you to sign off on a transaction in order to approve
CUSTOMIZING COLUMNS ~ PERSONAL SETTINGS

The column button enables you to specify the columns of information to display. We recommend you set the active columns as displayed below. We have set the global settings, so your columns should be set like this already.

Click the columns you would like to include and click “save.”
Click in the grey area and drag the columns in order to place them in the desired order.

**RECONCILING TRANSACTIONS ~**

**CHANGING FOAPAL CODES AND SIGNING OFF (APPROVING)**

From the homepage:

1. CARDHOLDER: In the Accountholder row, under “Current Status,” **click** “Pending” to show a list of transactions to review.
2. RECONCILER: In the Approver row, under “Current Status,” click “Pending” to show a list of transactions that cardholders have already approved. Your Accountholder queue will show all your transactions, as a cardholder, and reconciler, even if cardholders have not signed off on them.
When you select “Pending,” it will bring up all charges.
3. **Click** the Document number (TXN) to view the transaction details. Options will pop up.

4. **Verify** that the charge is accurate and your invoice/receipt matches the transaction in Works.

   **NOTE:** If the purchase is invalid or the amount does not match your backup, contact the vendor immediately to resolve the issue. If the matter cannot be resolved or the charge needs to be disputed, contact the ProCard Office for guidance.

   You may see tax information if the vendor is a level three reportable vendor. You **DO NOT** need to enter anything in these fields:
5. **Click** the “Allocate / Edit” change FOAPAL code assigned to each transaction, if needed.

6. In this example, the account needs to be changed. Click in the box of the item you need to change, then click “See More…”

   ![Image](image.png)

   If you know the number, type it in under Value, select it, then click OK.

   If you know a word in the description, type it in under description, select it, then click OK.

   Click “Save” when complete and correct.
Once all is correct, click “Sign Off” and put the business purpose in the box that pops up.

NOTE: The vendor has to be a level 3 reportable vendor to see item detail. The more information the vendor passes to the bank (i.e. level 3), the more information the bank can display.

7. Click the “View Full Details” tab to see items purchased.
7. To sign off on a transaction after all details are correct, click “Sign off.”

Once you click “Sign Off,” a pop up box will appear. Place business purpose in this box. Click “Save.”

NOTE: Comments cannot be deleted. Do not add any inappropriate comments.

Once the transaction is signed off by the cardholder, it will be removed from the “Transactions Requiring Sign Off” and we be added to the Reconciler/Approver’s que for review and sign off.

After a cardholder signs off on a charge, the charge goes to the Approver’s queue and is removed from the cardholder’s list.

Sign off on multiple transactions at one time:
Click the check mark to select all transactions or Click each individual box to mark your selections one at a time.

If you would like to sign-off (approve) on more than one charge at a time, click the box at the top left-hand corner or click the box beside each charge you would like to select. If the FOAPAL codes and comments are correct, click “SIGN OFF.”

If changes need to be made and all are the same FOAPAL/comment, click “Mass Allocate.” Once FOAPs are correct, click “sign off.” Comment box will pop up. Put business purpose in box.
Reconciling Transactions and Reallocation

Reconciler (Manager) Instructions

A reconciler will use the same instructions above for obtaining a password and logging in the system.

The reconciler’s HOME PAGE looks like the cardholders but the reconciler may see additional “actions required”.

NOTE: To see all transactions for you and/or all your cardholders, click “sign off,” acting as cardholder with status of pending. This will allow you to see all transactions even if the cardholder has NOT signed off on their transactions.

1. Under “Action Required” click “Sign Off” to show all transactions for review
2. Click on each transaction to review.
3. Verify charges are correct and properly allocated.
4. Click on the “Allocation” tab to review FOAPAL codes and to verify the defaults are correct.
5. Click “Add/Edit” to update any part of the FOAPAL code.
6. Click on “GL Assistant” to change any part of the FOAP or to add an Actv or Locn.

A list of valid ECU Funds, Orgns, Acct, Progs, Actv, and Locn is available along with a description. From these lists you should only select the authorized Fund and Orgn combination for your department.

IMPORTANT: It is the reconciler’s responsibility to review all FOAPAL codes to ensure charges will be paid from the correct GL values. If a FUND is charged in error, it is the reconciler’s responsibility to ensure a Banner ID Charge (interdepartmental transfer) is processed to correct the error in funding.

NOTE: Banner ORGN security is based on the cardholder. Transactions can only be charged to ORGNs the cardholder has access to. If you attempt to use an ORGN the cardholder does not have permission to in Banner, we will divert the charge to the cardholder’s default ORGN when we export the charges from Bank of America to ECU Banner.

7. Click on “Acct” for this example to locate the list of valid Banner Acct codes.
8. Type the Acct in the lookup box and click “go” or use the scroll bar to search for your Acct.
9. Once you’ve located ‘72181’ (for this example), **click** on the value to select it and notice that ‘72181’ has now replaced the ACCT. **Click** ‘finish’ when done.

10. Click “save” to save your change.

11. **Click** “sign off” (bottom right of screen).

12. **Click** “OK”.
~Split Coding~

1. **Click** on the TXN # beside the transaction to be split and **click** the “Allocate/Edit” button.

2. **Click** “Add” button and enter the number of GL lines you want to add. Up to 20 lines can be added and amounts can be allocated by amount or percentage.

3. **Select** the appropriate Fund, Orgn, Acct, Prog, to assign the account number (Actv and Locn are optional). **Type** the value in the lookup box and **click** “go” or use the scroll bar to locate your Fund.

4. **Follow previous instructions on changing FOAPAL codes and signing off.**
REPORTS

Each user can monitor his or her spend activity by accessing his or her memo statement and personal reports.

Users can access “My Memo Statement”. The “My Memo Statement” report enables cardholders to view all of their card transactions for a specified date range.

TO ACCESS PERSONAL REPORTS:

1. Click “Reports” at the top navigation bar.
2. Select “Template Library”
3. Type “GL Memo” in the Template Name box.
4. Place mouse over the report name and a drop-down arrow will appear.
5. Click “Modify / Run”

Click the calendar beside post date and choose the cycle you need. You can also change the card if you have multiple cardholders under you. Click “Submit Report” at the bottom of the page.
ONLINE TRAINING

You can access the WORKS Payment Manager Trainings and Manuals online as follows:

1. At bottom of WORKS application, see “Training Guides,” “Training Videos,” and “Live Training.”