ProCard Training

PLEASE SIGN THE ROSTER
ProCard Staff

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What is a ProCard?

• Short for Procurement Card
  – Also referred to as purchasing Card or P-Card

• Corporate VISA credit card

• Business Use only

• Issued in employee’s name

• Charges are billed to the University
Types of Cards

- Basic – any business related purchase that is not travel related
- Travel Upgrade – includes travel allowances
Steps to Receive a ProCard

**Can be completed in any order. **

- Attend class / pass test
- Banner ORG Security – access to all orgs you will need to use
- Complete Application
  - Complete travel upgrade form, if needed.
Policy and Procedures

- Cardholders must be ECU staff or faculty with “permanent” or “time-limited” employment status
- Department Head approval of card is required
- All Departmental, Travel and University policies and procedures must be followed.
Policy and Procedures

• Can ONLY be used by the named cardholder!

• There are NO “departmental” cards.

NO SHARING!!

• Depart from current position
  – Return card to ProCard office
Policy and Procedures

• Cardholder will be given a spending limit based on needs of program.
  – Monthly, daily and single transaction limit

• Splitting transactions to avoid spending limits are strictly prohibited.
## Spending Limits

<table>
<thead>
<tr>
<th>ECU – 3</th>
<th>Single Transaction</th>
<th>Daily Limit</th>
<th>Monthly Limit</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$1,500</td>
<td>$3,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>ECU – 4</td>
<td>$2,500</td>
<td>$5,000</td>
<td>$15,000</td>
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<tr>
<td>ECU – 5</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$25,000</td>
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Travel Expenses

MUST have travel upgrade processed.

• All travel policies and procedures still apply.

• Contact the Travel Office with travel questions.
  – traveloffice@ecu.edu

• Travel Request must be approved prior to any expenses being incurred.

• ProCard can be used for all travel costs while in travel status.
  – Excludes per diem meals
Travel Expenses

- Travel Expense number must be put on the receipt
- Do NOT request reimbursement for expenses paid on your ProCard.
  - Note - paid on ProCard on Travel Request Authorization
- Attach original priced documentation with the ProCard statement.
  - Include: dates of travel, cost of ticket, travel itinerary
Air, Bus or Train Expenses

• Do not accept insurance/trip protection or early check-in fees.

• Choice/upgrade seat fees are not allowed without a medical reason
  – Reason must be documented and approved by an ADA coordinator

• One personal bag each way is allowed.
  – Documented business purpose is required for more than one bag.
Lodging Expenses

• Room, Parking and Internet only
  – Occupancy tax is ok, but we are exempt from NC sales tax while in NC

• No valet parking

• No personal charges

• Ask hotel if they will honor the state per diem rate.

• Receipt needs to be itemized and show dates.
Lodging Expenses

Are you making a hotel reservation for another traveler?

• inform the hotel that the traveler will not have the card with them
  – You may be required to complete a 3rd party reservation form with the hotel.
  – Be sure to inform the hotel that this card can only be used for lodging, parking and internet
Personal Time on Travel

Extending your business trip for vacation?

• you MUST obtain two quotes
  – One showing how much your ticket would be if you only go for the required days
  – One showing how much the ticket is with your extra days
  – Both quotes must be from same vendor and you may only pay on the ProCard if the ticket is the same amount or less.

• “Combined Business and Personal Travel Memo” must be approved and submitted with ProCard statement if paid on ProCard
Conference Registrations

• Registrations may be paid using the ProCard.
  – Extra events / items are only allowed if business-related and fund approved.
  – Personal meals cannot be paid with the ProCard, due to per diem restrictions.
  – Exception: included in the registration fee or combined with a fund-approved event.

• Copy of registration form showing details must be included with ProCard statement.
International Transaction Fee

- Legit Charges – no receipt
- Approximately 1% of the purchase price
- Must be coded to the same FOAP as the transaction it belongs with.
- International Vendor?
  - Go to transaction tab
  - Click number beside vendor ID
  - Vendor address will show
Transaction Backup

• Receipt or invoice is required
  – Original
  – Itemized
  – Unit Price
  – No Sales Tax
  – Shipping
  – Total Amount

• Foundation Funds
  – Require you to attach receipts and all backup documentation in Works for review.

• Clear Business Purpose
Transaction Funding

Can all be used as long as your funding office approves.

- State Funds
- Grant Funds
- Practice Plan
- Special Funds
- Foundation Funds

Does not change WHAT you can buy,

but HOW you pay for it!
State Funded Transactions

• Contracted Items must be purchased through the contract source

• State Funds rarely allow food. Preapproval required in most situations.
Unauthorized Purchases

- No Purchases for personal use.
- No Animals
- No Weapons and ammunition
- No purchases from Pawn Shops
- No Cash Advances
- No Entertainment
- No gift cards without prior approval
Unauthorized Purchases

• No Software

• No Computers or Laptops

• No beverages other than Coca-Cola products in small quantities
  – Coke has the exclusive rights on campus

• No drone services/payments
Billing Address

Billing/Statement Address is set by the ProCard Office

- East Campus: 1000 E 5th Street, 27858
- West Campus: 600 Moye Blvd, 27834

Delivery Address is set by the Cardholder when you place the order.
Returns

• Credit must be issued back against your card
• Never accept cash or cash equivalents
• Handle with vendor and follow return instructions
• Utilize ECU Central Stores & Receiving for shipping needs (328-9932)
Tax Exempt Status

• ECU is NC sales tax exempt for most purchases
• ECU’s tax ID number is printed on all cards
• Cardholder must inform the vendor of the tax exempt status at time of purchase
• If tax is charged, it is the cardholder’s responsibility to obtain a credit from the vendor to his/her ProCard
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- ECU’s tax ID number is printed on ProCard
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- Special Tax ID vendors:
  - Lowes 059800021
  - Office Depot 39120714
  - Walmart 1003978
Card Declined?

• Is the purchase over your single transaction limit?
  – Daily limit?
  – Monthly limit?

• Invalid information
  – was all information entered correctly?

• Travel Purchases – was a travel upgrade completed?

• Fraud watch by bank
Lost or Stolen Cards

• Report to Bank of America immediately (1-888-449-2273)

• Notify ProCard staff (737-5545)

• Review transactions carefully
  – notify ProCard staff if there are any fraudulent charges
  – disputes must be submitted within 30 days of the transaction date
ProCard Reconciler

• Pivotal Point of Oversight

• Responsibilities
  – Over-sees ProCard transactions
  – Verifies FOAP information

• Monthly Duties
  – Review and approve each transaction on-line monthly
  – Verify and edit FOAPAL codes
  – Review documentation
  – Counter-sign statements
ProCard Reconciler

• Must report any changes in employee status
• Must report any unusual cardholder spending activity
• Must monitor card spending levels closely to ensure sufficient funds are available to cover departmental charges
  – DEPARTMENTS ARE RESPONSIBLE FOR ANY CARDHOLDER SPENDING BEYOND THE SET BUDGET LIMITS
Monthly Process

• Cycle ends on the 15th of each month
  – Friday before if the 15th falls on the weekend.

• Approximately 4 business days to process approvals and complete FOAPAL reallocation

• Statements arrive by mail in 5 – 10 days
Statement Processing

• Attach ALL receipts in order of the statement
  – Staple in top, left-hand corner (NO paper clips!!)
  – Tape small receipts to 8.5”x11” paper. Be sure tape is not covering details.
  – One copy of any thermal paper (shiny) receipts attached

• Verify Amounts ($) Match

• Verify tax was not charged, as we are tax exempt.
Statement Processing

- Business purpose is clear for every purchase.
- No food on State Funds.
- State Contract Vendors are being utilized.
- No splitting of charges
- Confirm purchase is supported by fund
Statement Processing

• Must have 2 different signatures
  – Cardholder & reconciler
  – If the cardholder and the reconciler are the same individual, the department head must counter-sign
  – Example: Cardholder & reconciler; Cardholder & Department Head; Cardholder, reconciler & department head/division head.

• Due Dates
  – Division of Health Sciences - Cathy Alphin by the 1st of the month
  – All Other Statements – Due to ProCard Office by the 10th of the month
Click Reports Tab, search “GL Memo Statement – Configured for everyone’s Use.”
Place mouse over the report name and a drop-down arrow will appear.
Click “Modify / Run”
Click the calendar beside post date and choose the cycle you need.
You can also change card if you have multiple cardholders.
Click Submit Report at the bottom of the page.
Click Reports, then completed.

Click “PDF”

Open the report and print.

This can be put with your statement and receipts in lieu of handwriting the business purpose and FOAP on each receipt.
Audits

• ProCard Manager reviews all transactions daily

• May receive an email requesting additional information
  – Must make every effort to resolve any issues promptly

• Transactions may be audited by:
  – ProCard Office
  – Internal Audit
  – Office of the State Auditor
Violations

- Late statements
- Insufficient statement documentation
- Consistent problems and errors
- Multiple violations will result in your card being suspended or cancelled.
Records Retention

- Original statements and receipts are kept by ProCard Office
- Archived for a period of 5 years in University Archives
- Departments should keep their documentation at least 3 years
- Keep files secure and confidential as card account numbers may be visible
- Shred all discarded ProCard documentation
Works Payment Manager

Online system provided by Bank of America

- Help manage your charges and budget
- Review charges and transaction details
- Edit FOAPAL codes
- Add online comments
- Online reporting
- Electronic approval / Sign off on transactions

ECU
Works Features

• Charges can be reconciled (approved) and FOAPAL codes changed as soon as the transaction posts in Works

• System generated email notifications

• Charges can be split coded
Getting Started

You will receive a “Welcome email” from Works Payment Manager

– DO NOT DELETE THIS EMAIL

– Email will contain your username, password validation steps, and instructions on changing your password

– Email will be deleted after 60 days
Alan,

To set your password, begin by entering your username or email address at this URL:

username: AlanCardholder

If the above link does not work, copy and paste the link directly into your browser's location field. Before accessing the application, make sure your browser enables cookies, allows pop-up windows (for the Works domain), and checks for newer versions of stored (cached) pages automatically. For more information on how to configure these settings, consult your browser's documentation.

Please also note that the link above allows you to access the application one time only. After your initial login, you must access the application by entering the following URL in your browser's location field: https://payment2.works.com/vpm/bookmark. Works recommends that you use your browser to create a bookmark for this address to quickly access the application in the future.

Your account provides you with certain authorities. You can find more specific information about these authorities in the documentation on the site.
About Works

The Works application is a Web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- Utilizes a built-in supplier network of millions of merchants worldwide
- Encourages cardholders to control spending and comply with company policy
- Increases your process and spending controls
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works and how to purchase it, please contact your Card products Account Representative. If you do not have one, you can request to be contacted through our website: Bank of America Card Solutions.

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Works
Examples
Works Link

www.bankofamerica.com/worksonline
Allocating a Transaction

Open Works

1. Click Expenses > Transactions > Accountholder

2. Click Document on the desired account. The single action menu displays.


4. Enter an allocation code in each GL# to identify how the segment will be allocated.

5. Click Save. The allocation fields update.
Allocating a Transaction

Multiple FOAPS

1. Select the check box beside the desired allocation row.
2. Click **Duplicate**.
3. Select the number of lines to be added.
4. Update each line to correct FOAP.
5. Click **Save**.
Attaching a Receipt

1. Click Expenses > Transactions > Accountholder.
2. Click Document of the transaction associated with the receipt image.
3. Select Manage Receipts.
4. Click Add.
5. Select New Receipt.
6. Click Browse to locate the receipt image you wish to upload.
7. Select the desired receipt image.
8. Click Open.
9. Click the calendar to enter a Receipt Date.
10. Enter a Description in the box.
11. Click OK. A confirmation message displays.
12. Click Close. The Receipt and Uploaded Receipt columns update to Yes.
Signing Off on a Transaction

- Click Expenses > Transactions > Accountholder.
- Select the check box for each desired transaction.
- Click Sign Off.
- Enter the business purpose in the box.
- Click OK. A confirmation message displays.