Procurement Card (PC) and Declining Balance Card (DBC) Instructions
Goals

- Introduce P-card administrators
- Enhance understanding of NIU PC/DBC Business Procedure and cardholder’s responsibility
- Display examples of forms to utilize
- Technical training in WORKS system
Website Information

- NIU P-card Website – www.niu.edu/controllers/treasury/index.shtml
- Works application – go.niu.edu/works
Program Administrators

Email: P-Card@niu.edu

P-Card Administrator
P-Card@niu.edu
TBD

P-Card Manager
npolyak@niu.edu
753-5750
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 P-Card administration at P-Card@niu.edu
• Read PC/DBC Business Procedure
  – Responsibility of Cardholders, Proxy Reconcilers and Approvers to understand the Business Procedures
    • Accountability & Ownership of the PC/DBC
    • Refer to the Business Procedure for questions

– These instructions only summarize. **Please read the Business Procedures.**
PC/DBC Training

- New cardholders must complete mandatory training prior to receiving PC/DBC
  - *New cardholder’s Approving Manager & Proxy Reconciler must be current on respective training*

- PC/DBC holders must complete training under the following requirements:
  - To obtain the initial card
  - Annually

- *Cardholder’s Approving Manager & Proxy Reconciler must complete training at the same intervals*

- Failure to complete the training will result in removal of PC/DBC privileges
Cardholder Maintenance Responsibilities

Cardholders 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
• 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
Cardholder 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 cardholder, 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 cardholder as appropriate

• Address PC/DBC usage violations with cardholder, 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 Cardholders, as described previously (Cardholder 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

1. PC used to make purchase
2. Receipt uploaded to TXN in Works, properly allocated
3. TXN signed off, Business Purpose entered in comments
4. Cardholder or Proxy-Rec
5. TXN signed off
6. Flag TXN & Return
7. Approving Manager
8. Receipt attached to TXN? Properly Allocated? Business Purpose?
9. 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\textsuperscript{st}, but does not post until September 1\textsuperscript{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 Cardholder & Approving Manager within this time frame.
Allowed & Prohibited PC/DBC rules

• PC/DBC to be used *exclusively* for qualified University-related purchases
  – *PC/DBCs may not be used for personal purchases*

• The cardholder 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 and Ship to information

**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** (for complete list see PC/DBC Business Procedure)

- 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
- Office Furniture (under $500)
- Recurring Charges (e.g. bottled water)
- Capital assets w/ equipment form
- 50 series funding
- Non-network-related PC accessories
- 04 funding (with specific approval)
Allowed – UNDER EMERGENCY CIRCUMSTANCES ONLY

- Facilities equipment and services, only under EMERGENCY circumstances
- Payment for labor, only under EMERGENCY circumstances
Prohibited – P-Card (for complete list see PC/DBC Business Procedure)

- 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)
- Carpeting or furniture over $500
- 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:
    https://www.niu.edu/controllers/treasury/index.shtml
After Purchasing

• Equipment Form
  – Should be uploaded to Works system with receipt when using accounts beginning with 88xxxx
  – If unable to upload, send to the Controller’s Office
    • Scan and email in one document to P-Card@niu.edu
  – Form located at: https://www.niu.edu/controllers/treasury/index.shtml
WORKS

Bank of America Merrill Lynch

WORKS technical training
Cardholders – allocating, attaching receipts, and signing-off on transactions

Proxy Reconcilers – all requirements of cardholder in place of cardholder
- Reminder: only as a back-up in case cardholder is unavailable
Cardholders – allocating transactions
Cardholders – allocating transactions

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<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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Cardholders – allocating transactions

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**Mass Allocate**

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

GL01: CostCtr/Grant Fund

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**GL02: Account Code**

- [OK]  
- [Cancel]
Cardholders – allocating transactions
Cardholders – allocating transactions
Cardholders – attaching receipts

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Cardholders – attaching receipts

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<td>✓</td>
<td>340.50</td>
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</table>
Cardholders – attaching receipts
Cardholders – attaching receipts

REMOVE CARD NUMBER
EXCEPT LAST 4-DIGITS
Cardholders – attaching receipts
Cardholders – attaching receipts
Cardholders – 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**
Cardholders – signing off on transactions
Cardholders – signing off on transactions
Bank of America Merrill Lynch WORKS training

• Cardholders – resolving flagged transactions

Why a transaction might be flagged:

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

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<td>AH</td>
<td>05/11/2015</td>
<td>05/11/2015</td>
<td>Cardholder, Joe</td>
<td>250.00</td>
<td>Ace Mart</td>
<td>REQ00001912</td>
<td>TD5634K-11-80150</td>
<td>250.00</td>
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Cardholders – resolving flagged transactions

![Bank of America Merrill Lynch Works interface](image)

### Allocation Details
- **TX800001019 - Ace Mart**
- **Purchase Amount:** $250.00
- **Allocation Total:** $200.00, **80%**
- **Variance:** $50.00

#### Allocation
- **Value**
  - **Amount:** $200
- **Description**
  - Ace Mart - Purchase
  - Ace Mart - Food

#### Reference & Tax
- **Reference**
  - Sales Tax Included
- **Goods & Services:** $200.00
- **Tax Total:** $0.00
- **Use Tax:** $0.00
- **Shipping ZIP:** 60115

#### Transaction Details
- **Comments**
  - Not allocated correctly
  - Sally Approver: 07/31/2015

[Save + Close]
Cardholders – resolving flagged transactions

- In the Bank of America Merrill Lynch Works platform, navigate to the Transactions section.
- Select the flagged transaction by clicking on it.
- A red circle highlights the "Remove Flag" button next to the action buttons below the transaction details.

This action will resolve the flagged status of the transaction.
Cardholders – 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

Bank of America Merrill Lynch
Works

Action Items

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<tr>
<th>Action</th>
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Joe Cardholder 0123

Accounts Dashboard

<table>
<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>
</tr>
</thead>
<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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Show 10 per page

Welcome, Sally Approver - Log Out

Northern Illinois Univ

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, 11:14 AM CDT.
Approving Managers – reviewing, flagging, and signing-off

<table>
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<th>Document</th>
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- Document: TX0000001019
- Account ID: 1395994-41-8309390
- Amount: 250.00
- Vendor: Ace Mart
- Date Purchased: 05/11/2015
- Primary Accountholder: Cardholder Joe
- Upload Receipt: Yes
- Mass Allocate: Yes
- Print: Yes
- Sign Off: Yes

Clear Filters | Column
--- | ---

Note: The image shows a screenshot of a webpage interface with various options and buttons for managing transactions, including sign-off, flagging, and printing.
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

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<td>Ace Mart - Food</td>
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- Mass Allocate
- Flag
- Print
- **Sign Off**
Approving Managers – reviewing, flagging, and signing off
Approving Managers – reviewing, flagging, and signing off
Approving Managers – reviewing, flagging, and signing off

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<th>DatePurchased</th>
<th>PrimaryAccountholder</th>
<th>PurchaseAmount</th>
<th>Vendor</th>
<th>Comp/ValAuth</th>
<th>Allocation</th>
<th>AmountAllocated</th>
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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

- **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**

![Bank of America Merrill Lynch Works](image)

### Action Items

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<th>Acting As</th>
<th>Count</th>
<th>Type</th>
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2 items. Show 10 per page.

### Accounts Dashboard

**In Scope**

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<tr>
<th>Account Name</th>
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<th>Credit Limit</th>
<th>Current Balance</th>
<th>Available Credit</th>
<th>% of Credit Limit Used</th>
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<td>Joe Cardholder</td>
<td>0123</td>
<td>72,008.08</td>
<td>2,488.76</td>
<td>69,511.24</td>
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1 item. View Auth Log.
Viewing card declines
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

Select Account(s)

- Include Deactivated Accounts

<table>
<thead>
<tr>
<th>Accountholder</th>
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Page: 1 of 1
NIU Billing Cycle Allocation Report
Report Options

- Card: 1 selected
- Transaction Type: Cash advance, Misc Credit, Misc Debit, Purchase, Payment
- Post Date: 08/28/2013 - 09/27/2013

Output Format

- Formats: Excel, PDF
- Output Files: Full Details, Summary Only
- Paper: US Letter
- Orientation: Portrait, Landscape
- Add Signature Line to: Header, Footer
- Insert Page Break: No Page Break

Summary Grouping: No Summary Data

⚠ 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.
### Completed Reports

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### NIU Billing Cycle Allocation Report

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Tyrrell, Jessica L

1 of 2

2013-09-26 11:20:13
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Activating a P-Card

• To activate your P-Card, call the number located on 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.
• Cardholders set their individual 4-digit PINs when they call to activate their cards.
  – You may look up your PIN at the Bank of America PIN Check website: baml.com/PINcheck
  – P-Card administration does not have PIN information.
Spend Responsibly!

If you have any questions, please email P-Card@niu.edu.