Getting to Know Works

The New and Improved P-Card Reconciliation Tool

August 1st, 2018
Introduction

Presenters

Justin Case: Training Manager, Continuous Improvement & Staff Development
Chris Minter: Business Systems Analyst, ConnectCarolina Change Management
Jessica Hwang-Strickland: Director of Procurement Services Operations
Hua Shen: P-Card Program Manager
Celeste Nelson: P-Card Redeployment Project Manager
## What We Will Cover

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Why UNC is Changing P-Card Reconciliation Systems</td>
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<tr>
<td>High Level Summary of Changes</td>
<td></td>
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<td>Changes Specific to Accountholders (Cardholders) and Group Proxy Reconcilers (Operators)</td>
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</table>
Why UNC is Changing P-Card Systems

• To Promote more P-card transactions and less Purchase Orders/Campus Vouchers
• Deliver a more user-friendly, efficient, and flexible system
• Enhanced functionality and controls
Go Live is August 16th

Current in-house P-Card system will be replaced by Bank of America Merrill Lynch’s P-Card reconciliation tool called Works
Key Enhancements Provided by Works

- Ability to split allocations by percentage or dollar amount
- Electronic receipt capture and retention
  - All transactions require a receipt to be uploaded electronically
- Greater reporting capabilities
Key Enhancements Provided by Works

- Intuitive navigation and search features
- Daily feed of transactions, including Level 3 merchant data
- Summary and full transaction detail views
- Will get an email each day something occurs in the system that requires your attention
List of Allowable P-Card Charges Now Includes:

- Professional Memberships-includes subscriptions and journals
- All Conference Registrations
- Lyft and Uber-service provided for clinical trial studies only
- Equipment and Space Rentals-requires contract review by Purchasing
- Travel-limited to athletics and student travel by request
# High Level Summary of Changes

## Group Approval Workflow

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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| **ACCOUNTHOLDER** (formerly Cardholder) | Perform initial reconciliation of transactions  
* Review transaction details  
* Edit and dispute transactions  
* Upload receipts  
* Sign-off on transactions  
* Review and update Flagged transactions  
* Access Accountholder reports only |
| **GROUP APPROVER** (formerly Reconciler/Approver) | Approve transactions for users within their group  
* Edit, dispute, and Flag transactions  
* Upload receipts, if necessary  
* Access group reports |
| **GROUP PROXY RECONCILER** (formerly Operator) | Reconcile transactions on behalf of Accountholders within their group  
* Edit and dispute transactions  
* Upload receipts  
* Sign-off on transactions  
* Review and update Flagged transactions  
* Access group reports |
| **SCOPED AUDITOR**            | Generate reports  
* Access and export dashboard and detailed reports for their assigned group  
* Automatically granted to Group Approvers; others upon request |

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**Note:** The workflow is designed to facilitate efficient and organized management of transactions within a group, ensuring accuracy and compliance. Each role is assigned specific tasks to maintain a clear hierarchy and reduce errors in transaction processing.
### High Level Summary of Changes

#### Billing cycle and deadline for approving transactions

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*Cycle Ends*

*Approval Deadline*
Access Request Process

• All users still have to submit the appropriate access request form(s) to their Access Request Coordinators (ARCs) for access

• New Accountholders will not receive access to Works until they have successfully completed the Initial P-Card Accountholder computer-based training
High Level Summary of Changes

Logging Into Works

### Option 1
Type
[www.bankofamerica.com/worksonline](http://www.bankofamerica.com/worksonline)
into browser

### Option 2
Log in to ConnectCarolina
### What We Will Cover

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Changes Specific to Accountholders and Group Proxy Reconcilers

Key Responsibilities

• Review transaction details
• Review chartfield string allocations and edit when necessary
• Upload receipts
• Review and update flagged transactions
• Sign-off on transactions to send to Group Approver
  • Important to do this in a timely fashion so Group Approver can approve by 20th of the month
Intuitive navigation and search features

Daily feed of transactions, including Level 3 merchant data

Summary and full transaction detail views

Changes Specific to Accountholders and Group Proxy Reconcilers
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Changes Specific to Accountholders and Group Proxy Reconcilers

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Changes Specific to Accountholders and Group Proxy Reconcilers
Intuitive navigation and search features

Daily feed of transactions, including Level 3 merchant data

Summary and full transaction details

Key Responsibilities

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Accountholders and Group Proxy Reconcilers: Reconciling Transactions and Uploading Receipts in Works

Changes Specific to Accountholders and Group Proxy Reconcilers

Bank of America

Merrill Lynch

Works®
Intuitive navigation and search features
• Daily feed of transactions, including Level 3 merchant data
• Summary and full transaction detail views

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Summary and full transaction detail views

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Resources

https://finance.unc.edu/departments/strategic-sourcing-payment/procurement/operations/

https://finance.unc.edu/departments/training/

Procurement Services Operations

The Procurement Services Operations team maintains records of the University’s capital equipment inventory and assures the integrity of the fixed asset system in order to secure continued sponsor funding for University research. The Procurement Services Operations team assists University departments in safeguarding their equipment by monitoring the annual physical count and processing assets retirement appropriately.

See: 601 – Definition of Capital Equipment

The Procurement Services Operations team is here to help you with:

- Purchasing Cards (P-Cards)

  - Policy 1252 – Small Order Purchase via P-Card (Updates coming soon!)
  - Procedure 1252.1 - Obtaining a Purchasing Card (Updates coming soon!)
  - Procedure 1252.2 – Using a Purchasing Card (Updates coming soon!)
  - Procedure 1252.3 – Reconciling a Purchasing Card (P-Card) (Updates coming soon!)
  - Form 1252.11F – P-Card Application
  - Form 1252.12F – P-Card Account Maintenance Form
  - Form 1252.31F – Missing Receipt Affidavit

- P-Card Handbook
- P-Card Training
- Report P-Card Abuse
- Frequently Asked Questions (page 17 of the P-Card Handbook)

Other Finance Training

- Accounting
- CPE
- How-to Brochures
- Procurement
- TIM
- Travel

- Bill Presentation
  - Bill Presentation Manual

- Customer Billing Management
  - Customer Billing Management CBT
  - Correcting Posted CBM Charges Instructions

- Purchasing

  Purchasing training information can be found on the Connect Carolina User Information site.

- Purchasing Card (P-Card)

  Computer-Based Trainings (CBTs)
  The CBTs may display more clearly in the Mozilla Firefox browser than in Internet Explorer or Chrome.

  - Initial P-Card Accountholder Training CBT
  - Reconciling P-Card Transactions and Uploading Receipts CBT
  - Approving P-Card Transactions CBT

- Purchasing Card (P-Card) Program Handbook

- Quick Reference Cards (QRCs)

  - P-Card Reconciling Transactions QRC
  - P-Card Approving Transactions QRC
  - P-Card Uploading Receipts QRC
  - P-Card Running Reports QRC

- Surplus Property

  - Surplus Property Management System (SPMS) Manual
For questions on navigating Works

Contact the Business Systems Help Desk at 919-962-HELP (4357), option 2 for Finance

For questions on P-Card policies and procedures

Contact the UNC Chapel Hill Purchasing Card Office at pcard@unc.edu or 919-962-2255
# What We Will Cover

- Why UNC is Changing P-Card Reconciliation Systems
- High Level Summary of Changes
- Changes Specific to Accountholders (Cardholders) and Group Proxy Reconcilers (Operators)
- Resources that Can Help
- **Q&A**
- Changes Specific to Group Approvers
- **Q&A**
# What We Will Cover

<table>
<thead>
<tr>
<th>Topic</th>
<th>Notes</th>
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<td></td>
</tr>
</tbody>
</table>

Accountholders and Group Proxy Reconcilers may now drop off of webinar, Group Approvers please stay!
Changes Specific to Group Approvers

Key Responsibilities

• Verify transactions are allowable charges
• Verify chartfield string allocations are correct
  • If not, edit or flag to send back to Accountholder
• Verify receipts match transactions
• Approve by 20th of the month
Changes Specific to Group Approvers

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.

Login to Works

Organization: UNC Chapel Hill
Login Name: filoy@unc.edu
Password: **********

Forgot your password?

Need more help? Please contact your Program Administrator for assistance.
Changes Specific to Group Approvers
Intuitive navigation and search features

Daily feed of transactions, including Level 3 merchant data

Summary and full transaction detail views

Group Approvers: Reviewing and Approving Transactions

Changes Specific to Group Approvers

My Announcements

No announcements at this time.

Accounts Dashboard

In Scope

Account Name: JOANNE FILLEY
Account ID: 1603
Credit Limit: 50,000.00
Current Balance: 269,495.42
Available Spend: (219,495.42)
Available Credit: (219,495.42)

4 Items
Show 10 per page

Page 1 of 1
Intuitive navigation and search features

Daily feed of transactions, including Level 3 merchant data

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### Changes Specific to Group Approvers

- Intuitive navigation and search features
- Daily feed of transactions, including Level 3 merchant data
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#### Transaction Approver Interface

<table>
<thead>
<tr>
<th>Document</th>
<th>Account ID</th>
<th>Group</th>
<th>Sign Off</th>
<th>Flipped</th>
<th>Comments</th>
<th>Date Posted</th>
<th>Date Purchased</th>
<th>Purchase Amount</th>
<th>Amount Allocated</th>
<th>Vendor</th>
<th>Vendor Details</th>
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**Sign Off Confirmation**

Sign off 1 transaction(s).

**Comments:**

[OK] [Cancel]
Resources

https://finance.unc.edu/departments/strategic-sourcing-payment/procurement/operations/

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