

P-Card Accountholder Training Script (3.23.2023)

1. P-Card Accountholder Training

1.1 P-Card Accountholder Training



Notes:

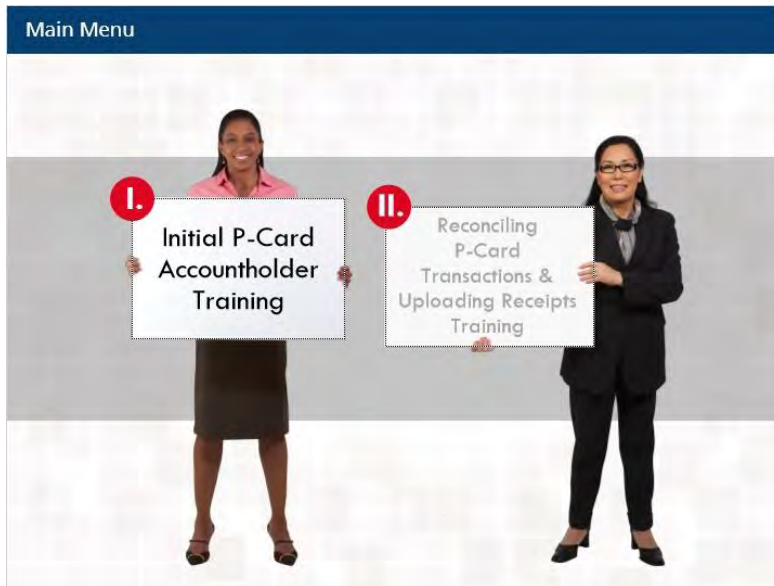
Welcome to the P-Card Accountholder Training.

This course is intended for individuals who are requesting a P-Card.

This training contains audio. Please be sure the audio is working on your device and the volume is turned up. Also, this training works best using Google Chrome or Firefox internet browsers.

Click the Get Started button to begin.

1.2 Main Menu



Notes:

During this training we will go through some of the most important guidelines and policies related to being a P-Card Accountholder, reconciling transactions, and uploading receipts.

Begin by clicking on the first part of the training, Initial P-Card Accountholder Training.

Once completed, part two of the training will be activated and you can continue to the second part of the training.

Finally, once both sections of the training have been completed the Next button will become activated and you can conclude the training.

2. Menu: Initial P-Card Accountholder Training

2.1 Menu: Initial P-Card Accountholder Training



Notes:

During this segment of the training, we will go through some of the most important P-Card policies and by the end you should be able to:

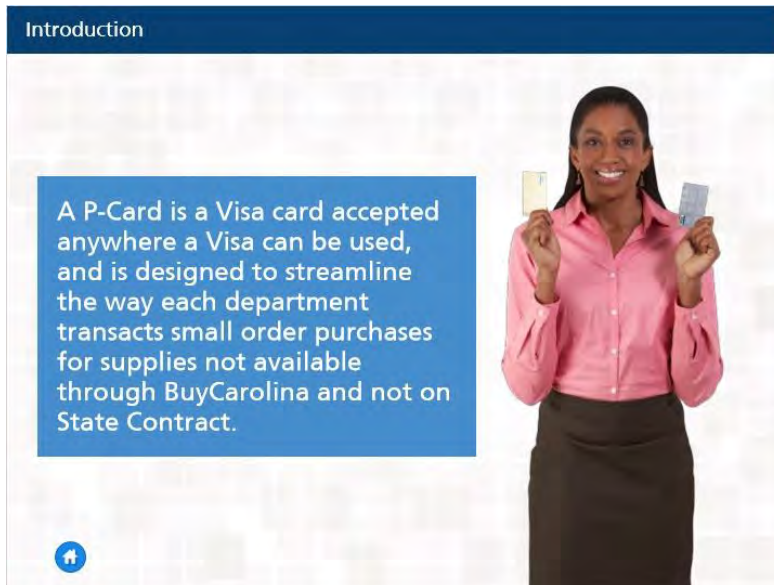
- Explain what a Purchasing Card (P-Card) is and the benefits.
- Describe your responsibilities as an Accountholder.
- Differentiate between what a P-Card can and cannot be used for.
- Apply policies and best practices related to transaction disputes, fraud, reconciliation, and P-Card cancellation.

Click on the Introduction button to begin the training or if you are returning to the training click on the appropriate module.

Once all of the modules in this section have been viewed the Next button will be activated and you can continue to part two of the training.

3. Introduction

3.1 What is a P-Card?



Notes:

The purpose of the Purchasing Card Program is to simplify procurement and payment processes for selected low dollar, high volume business commodities and services.

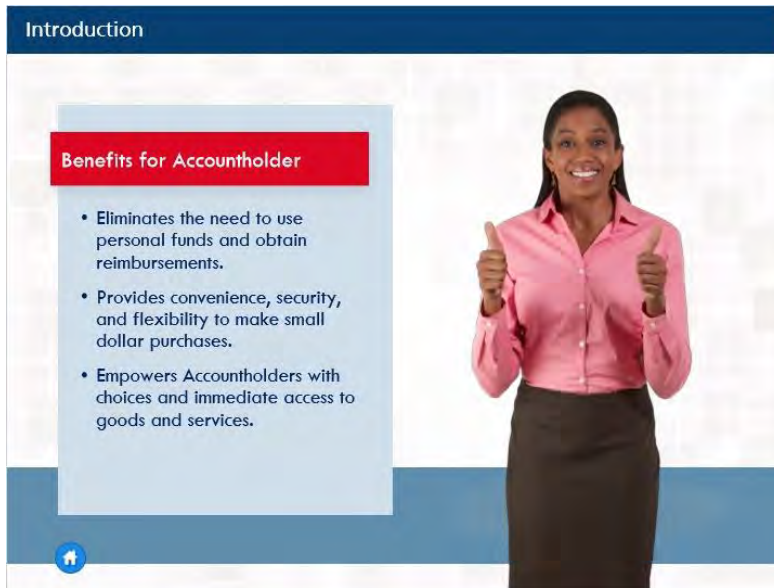
The program is designed to maintain accountability while reducing the cycle time and administrative burden of procurement procedures, such as purchase requisitions/orders, direct pay requests, and expense reimbursements.

The card is issued by Bank of America (BOA) and is widely accepted by vendors that support Visa card purchases.

Your purchasing card, also known as a P-Card, is mostly for small departmental purchases, such as office supplies, or lab supplies that are less than \$5,000.

Click the Next button to continue.

3.2 Benefits for Accountholder



The slide features a dark blue header with the word "Introduction" in white. On the left, a light blue box contains a red header "Benefits for Accountholder" and a bulleted list of three points. To the right of the text box is a photograph of a smiling woman in a pink shirt and dark skirt, giving two thumbs up. A small blue home icon is located in the bottom left corner of the slide area.

Introduction

Benefits for Accountholder

- Eliminates the need to use personal funds and obtain reimbursements.
- Provides convenience, security, and flexibility to make small dollar purchases.
- Empowers Accountholders with choices and immediate access to goods and services.

Notes:

P-Cards offer benefits to both the Accountholder and to the University.

For the Accountholder it:

- Eliminates the need to use personal funds and obtain reimbursements.
- Provides convenience, security, and flexibility to make small dollar purchases and
- Empowers Accountholders with choices and immediate access to goods and services.


Click the Next button to continue.

3.3 Benefits for UNCCH

Introduction

Benefits for UNCCH

- Significant cost savings in the procure-to-pay cycle.
- Increased expense analysis power.
- Increased ability to concentrate on value-added services.



A blue home button icon is located in the bottom left corner of the slide.

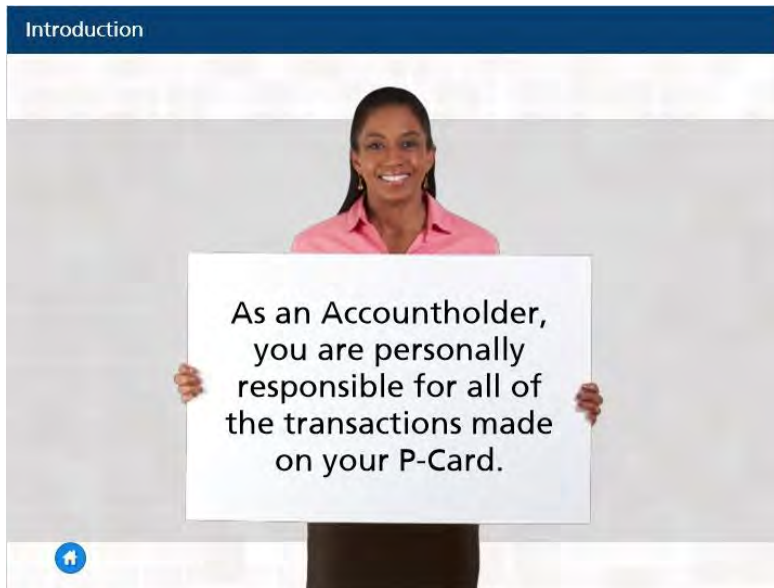
Notes:

For the University of North Carolina at Chapel Hill, it results in:

- Significant cost savings in the procure-to-pay cycle.
- Increased expense analysis power.
- Increased ability to concentrate on value-added services.

Click the Next button to continue.

3.4 Accountholder Responsibilities



Notes:

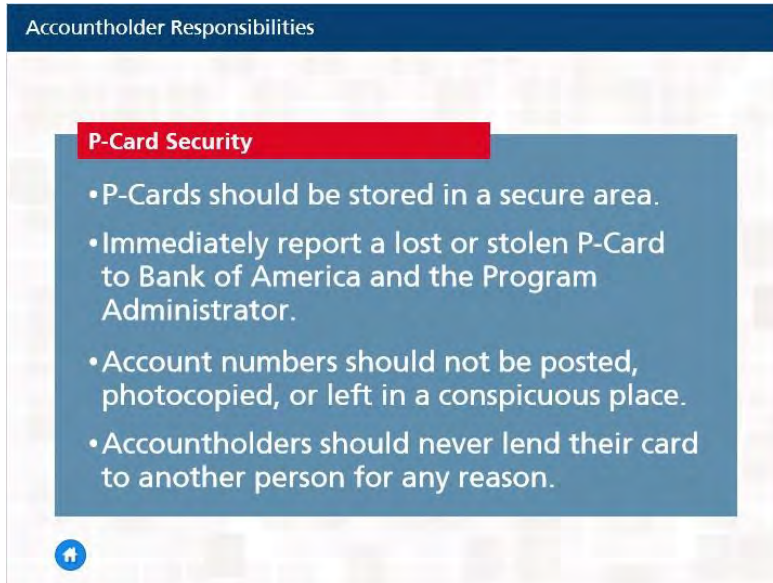
One of the most important things to remember is that as an Accountholder, you are personally responsible for all the transactions on your P-Card.

As an Accountholder you must also follow purchasing policies and restrictions.

Click the Next button to return to the Initial P-Card Accountholder Training Menu.

4. Accountholder Responsibilities

4.1 P-Card Security



The image is a screenshot of a presentation slide. At the top, there is a dark blue header bar with the text 'Accountholder Responsibilities' in white. Below this, the main content area has a light blue background. A red rectangular box highlights the title 'P-Card Security'. Below the title, there is a list of four bullet points in white text on a dark blue background. At the bottom left of the slide, there is a small blue circular icon with a white house symbol.

Accountholder Responsibilities

P-Card Security

- P-Cards should be stored in a secure area.
- Immediately report a lost or stolen P-Card to Bank of America and the Program Administrator.
- Account numbers should not be posted, photocopied, or left in a conspicuous place.
- Accountholders should never lend their card to another person for any reason.

Notes:

As an Accountholder you have a scope of responsibilities. Let's begin with P-Card security.

Your P-Card should be kept in a safe place.

Contact Bank of America and the Program Administrator immediately if your card has been lost or stolen.

In addition, account numbers should not be posted, photocopied, or left in a conspicuous place.

Likewise, Accountholders should never lend their card to another person for any reason.

Click the Next button to continue.

4.2 What You Cannot Use Your P-Card For



Accountholder Responsibilities

You Cannot Use Your P-Card For:

- Any purchase that requires agreements or contracts
- Items available from BuyCarolina
- Alcohol/Tobacco
- Anything costing more than \$5,000.00
- Avoiding State Contracts
- Cash Advances
- Gift Certificates/Gift Cards

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Notes:

You cannot use your P-Card for:

- Any purchase that requires agreements or contracts. Any agreement or contract must be submitted for review and approval by Procurement Services. Procurement Services will advise if a P-Card is appropriate to complete the purchase.
- Items available from BuyCarolina.
- Alcohol/Tobacco
- Anything costing more than \$5,000.00
- Avoiding State Contracts
- Cash Advances – as these are already blocked on your P-Card.
- Gift Certificates/Gift Cards – these are similar to getting cash in advance, so you cannot put them on your P-Card.
- However, the University has a gift card program that is managed by Accounting Cash Management team.

Click the Next button to continue.

4.3 What You Cannot Use Your P-Card For

Accountholder Responsibilities

You Cannot Use Your P-Card For:

- Personal Items
- Radioactive Materials
- Research Gases
- Services from a Sole Proprietor
- "Splitting" of transactions to avoid purchasing thresholds
- Employee Travel (including hotel reservations and airfare)

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Notes:

In addition, you cannot use your P-Card for:

- Personal Items
- Radioactive Materials or Research Gases – For these items you need to contact the Health and Safety department.
- Services from a Sole Proprietor as these are Independent Contractors. Payments to Independent Contractors may only be made through Accounts Payable for tax reporting purposes.
- "Splitting" of transactions to avoid purchasing thresholds.
- Employee Travel (including hotel reservations and airfare).

Click the Next button to continue.

4.4 What you Can Use Your P-Card For

Accountholder Responsibilities

You Can Use Your P-Card For:

- Advertising (if no contract/agreement required)
- Caterers or restaurants that are providing food/beverage for University meetings and events (if no contract required)
- Conference Registrations (no financial donation/gift component included)
- Copying/Framing/Photo Developing (that produces a supply item)
- Credential Verification/Background Checks



A woman with dark hair, wearing a pink button-down shirt and a black skirt, stands to the right of a blue rectangular screen. She is smiling and gesturing with her hands as if presenting. The screen displays a list of items that can be purchased with a P-Card. Above the list is a green header with white text. The background behind the screen is a blurred office setting. In the bottom left corner of the screen, there is a small blue circular icon with a white house symbol.

Notes:

You can use your P-Card for:

- Advertising (no contract/agreement required)
- Caterers or restaurants that are providing food or beverage for University meetings and events (if no contract required)
- Conference Registrations (no financial donation/gift component included)
- Copying/Framing/Photo Developing (that produces a supply item)
- Credential Verification/Background Checks

Click the Next button to continue.

4.5 What You Can Use Your P-Card For

Accountholder Responsibilities

You Can Use Your P-Card For:

- Business Membership Dues
- In-Restaurant Dining (Alcohol not permitted)
- Medical License/DEA License/Passport Renewal
- Newspaper/Magazine/Online Subscriptions
- Postage/Shipping/Courier
- Repairs from a vendor (a corporation or partnership)
- Reprints



A woman in a pink shirt and black skirt is standing next to a blue screen displaying a list of items that can be purchased with a P-card. She is pointing towards the list with her right hand. The list includes: Business Membership Dues, In-Restaurant Dining (Alcohol not permitted), Medical License/DEA License/Passport Renewal, Newspaper/Magazine/Online Subscriptions, Postage/Shipping/Courier, Repairs from a vendor (a corporation or partnership), and Reprints. There is a small blue icon with a white house symbol in the bottom left corner of the screen.

Notes:

You can also use your P-Card for:

- Business Membership Dues
- In-Restaurant Dining (Alcohol not permitted)
- Medical License/DEA License/Passport Renewal
- Newspaper/Magazine/Online Subscriptions
- Postage/Shipping/Courier
- Repairs from a vendor (a corporation or partnership)
- Reprints

Click the Next button to continue.

4.6 What You Can Use Your P-Card For

Accountholder Responsibilities

You Can Use Your P-Card For:

- Equipment Rentals
- Services from a vendor (a corporation or partnership only)
- State Contract Purchases (must use contract vendor)
- Supplies (office/shop/IT/lab)
- Utility (power/water/gas/cable)
- Zipcars



A woman with dark hair, wearing a pink long-sleeved shirt and a black skirt, is standing and pointing her right index finger towards the list of items. The background is a blurred office setting.



A small blue circular icon with a white house symbol, representing a home or back button.

Notes:

And you can use your P-Card for:

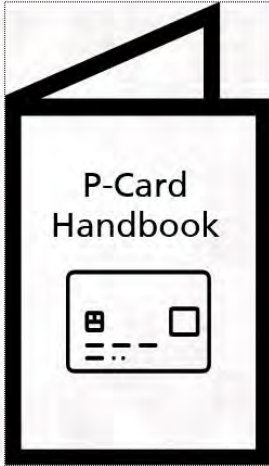

- Equipment Rentals
- Services from a vendor (a corporation or partnership only)
- State Contract Purchases (must use contract vendor)
- Supplies (office/shop/IT/lab)
- Utility (power/water/gas/cable)
- Zipcars and
- With all these items be sure to remember that contracts must be reviewed and approved by Procurement Services prior to purchase.

Click the Next button to continue.

4.7 P-Card Handbook

Accountholder Responsibilities

Periodically check the P-Card Handbook for any changes.

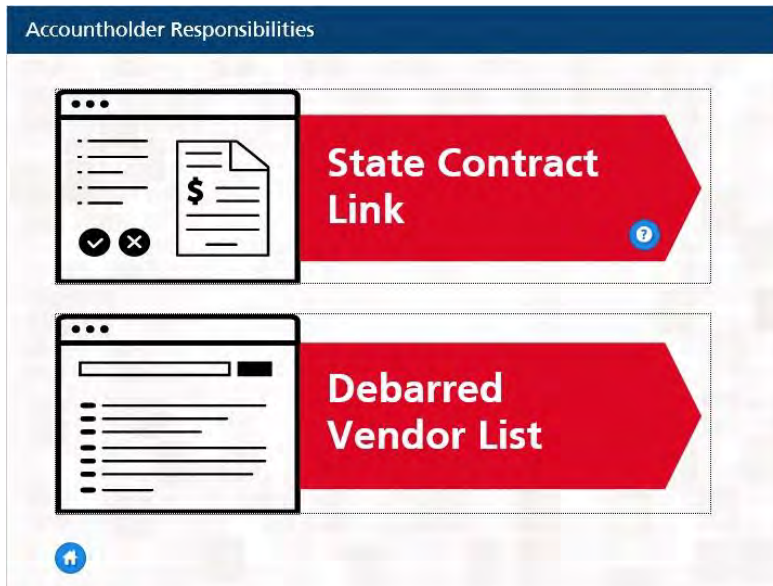
An icon of a P-Card Handbook, depicted as a document with a folded top edge. The text "P-Card Handbook" is written on the document, and below it is a small icon of a P-Card. The entire icon is enclosed in a thick black border.A small blue circular icon with a white house symbol, representing a home or back button.

Notes:

You will also want to periodically check the P-Card Handbook for any changes. To view the handbook, click on the P-Card Handbook icon on the screen.

Click the Next button to continue.

4.8 State Contracts & Debarred Vendors



Notes:

If you have large item purchases, you need to check the state contracts.

If your purchase is over the state contract minimum purchase requirement you need to stay with the state contract.

To view vendors who have state contracts click on the red button labeled State Contract Link.

If you have additional questions about the state contracts, please contact your purchasing agent. You can view purchasing agent contact information by clicking on the question mark on the red State Contract Link button.



Also, debarred vendors should never be used. For more information and a listing of debarred vendors you can click on the red button labeled Debarred Vendors List.

Click the Next button to continue.

4.9 Sales & Use Tax

Accountholder Responsibilities

- North Carolina Sales & Use Tax should not be paid when making purchases with the P-Card.
- The sales tax-exempt number is embossed on the bottom of your card. Be sure to mention that number to every vendor before you pay an order.



Notes:

North Carolina Sales and Use Tax should not be paid when making purchases with the P-Card.

To view a copy of the University's Sales Tax-Exempt Letter, click on the Tax Exemption Status Letter icon.

The University's sales tax-exempt number is embossed on the bottom of your card. Be sure to mention that number to every vendor before you make a purchase.

Click the Next button to continue.

4.10 Reconciliation

Accountholder Responsibilities

Reconciliation

Accountholders must complete online reconciliation in the Works® Application.

1. Review and allocate transactions.
2. Upload receipts and business justification.
3. Dispute transactions, if necessary.
4. Sign-off to submit to Group Approver.
5. Resolve Flagged transactions.

Notes:

Accountholders must also perform initial online reviews and complete reconciliation of P-Card Transactions in the Works Application: It is the Accountholder's responsibility to:

1. Review and allocate transactions.
2. Upload receipts and business justification.
3. Dispute transactions, if necessary.
4. Sign-off to submit to Group Approver, and
5. Resolve Flagged transactions.

We will discuss the reconciliation responsibilities in more detail in a later module.

Click the Next button to return to the Initial P-Card Accountholder Training Menu.

5. Cycle Dates & Transactions

5.1 Transaction Limits



Notes:

P-Cards have two limits: a billing cycle limit and a single transaction limit.

Limits are determined by your department based on your purchasing needs and are listed on the P-Card Application.

Billing cycle credit limits can vary but the maximum allowable single transaction limit is \$5,000.

Click the Next button to continue.

5.2 Transaction & Billing Cycle Limits

Cycle Dates & Transactions

Single Transaction Limit	Billing Credit Limit
<ul style="list-style-type: none">▪ Includes item, all taxes (if applicable), fees and freight.▪ Department may modify limit based on spending needs.	<ul style="list-style-type: none">▪ Includes item, all taxes (if applicable), and freight.▪ Department usually sets billing credit limit to \$5,000 but it can be increased up to \$50,000.

Merchant Category Codes (MCC) Blocking Travel and Entertainment Services

Notes:


P-Cards may be declined due to single transaction and billing cycle limits. If your card has been declined, please contact the P-Card Office to request a temporary or permanent limit increase. It is a violation of P-Card policy to split a transaction to circumvent your P-Card spending limits.

In addition, P-Cards may be declined with certain vendors based on their Merchant Category Code (MCC). The University blocks specific merchant codes to prevent fraud and improper use of the P-Card. If your P-Card has been declined due to a blocked MCC, please contact the P-Card Office for more information.

Click the Next button to continue.



5.3 Online Transaction Problems

Cycle Dates & Transactions



If an order was declined, please check your transaction authorization log in Works® or email the P-Card Office to find out why. Do not try multiple times without knowing the reason.

Be alert for “Phishing Scams” such as getting emails from xxx@boa.org or xx@boa.com. Please follow the [UNCCH instructions for reporting email phishing](#).



Notes:

P-Card declines may occur for a variety of other reasons including incorrect billing information, incorrect PIN, incorrect CVV, incorrect expiration date, and so on. P-Card decline reasons may be reviewed by logging into Works and reviewing your authorization log. For assistance with declines please contact the P-Card Office.

Also, if you receive any email from an email address that ends in boa.org or boa.com, do not click the links in that email. Always beware of “Phishing Scams” such as getting emails from xxx@boa.org or xx@boa.com. If you encounter this, please follow the instructions provided by the UNCCH Help Desk.

Click the Next button to continue.

5.4 Disputing Transactions

Cycle Dates & Transactions



- Work with the vendor to resolve discrepancies first.
- Report disputes to the bank within 60 days of statement closing date.
- If you have a fraudulent charge call the Bank Fraud Department immediately:

Bank of America Fraud Department
1-866-500-8262



Notes:

If there is a discrepancy with a P-Card transaction, it is your responsibility to contact the vendor to resolve the issue. If the vendor is unable or unwilling to resolve the issue, you may then dispute the transaction with the bank.

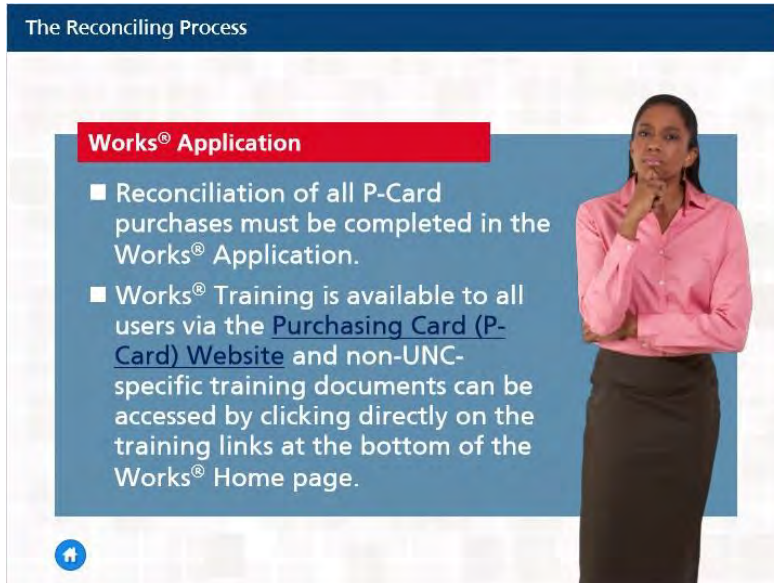
Disputes must be initiated within 60 days of the statement closing date that the transaction was charged. The bank will review all information regarding the dispute to determine a resolution. Please note that if a vendor is unable to refund sales tax charged, the bank will not accept this as a reason for a dispute.

If you see suspicious or unauthorized transactions on your P-Card, please call the Bank of America Fraud Department immediately to report the fraud. The bank will review all recent activity on your card to determine if any additional fraud has occurred and issue the appropriate fraud credits. They will also close your existing card and issue a new card number.

- Click the Next button to return to the Initial P-Card Accountholder Training Menu.

6. The Reconciling Process

6.1 Works Application



The Reconciling Process

Works® Application

- Reconciliation of all P-Card purchases must be completed in the Works® Application.
- Works® Training is available to all users via the [Purchasing Card \(P-Card\) Website](#) and non-UNC-specific training documents can be accessed by clicking directly on the training links at the bottom of the Works® Home page.

A woman in a pink shirt and black skirt stands to the right of the slide, looking thoughtful with her hand on her chin.

Notes:

The Works Application is where all P-Card purchases must be reconciled.

Works Training is available to all users and non-UNC-specific training documents can be accessed by clicking directly on the training links at the bottom of the Works Home page.



Click the Next button to continue.

6.2 Works Application

The Reconciling Process

Works® Application

- Upon successful completion of this P-Card training, the Accountholder will be setup for Works® access and receive an email from Works® containing their login information.
- If there is a need for a non-Accountholder, Proxy Reconciler, or Group Approver to have access to Works®, the potential applicant must submit a request through their Access Request Coordinator (ARC).



Notes:

Upon successful completion of this P-Card training, the Accountholder will be setup for Works access and will receive an email from Works containing their login information.

If there is a need for a new Proxy Reconciler to be setup to assist the Accountholder with reconciliation in Works, the Proxy must submit a request for access through their Access Request Coordinator (ARC) and complete the required training.

Click the Next button to continue.

6.3 Getting Started with Reconciliation



The Reconciling Process

Getting Started with Reconciliation

- Last date of transmission (based on the transaction posted date) is the 15th of the month.
- Reconciliation Period ends on the 20th of each month. If the 20th falls on a weekend or holiday, the reconciliation period is extended until the next business day.
- Review and allocate transactions.
- Sign-off to submit to Group Approver.

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Notes:

The monthly billing cycle typically begins on the 16th of the month and ends on the 15th of the following month. The monthly cycle dates are the Post Dates of the transactions which are typically 2-3 business days after the purchase is made (i.e. the transaction date).

All transactions must be fully reconciled by the 20th of the month (or the next business day if the 20th falls on a weekend or holiday).

It is important for all transactions to complete the reconciliation and approval workflow in a timely manner. Transactions not reconciled during a given billing cycle will affect the Accountholders spending power, as those funds will not be restored until sign-off by the Group Approver has occurred.


Click the Next button to continue.

6.4 Reviewing and Allocating Transactions

The Reconciling Process

Reviewing & Allocating Transactions

- Ensure compliant use of the P-Card according to University policies, purchasing guidelines, and the Purchasing Card Handbook.
- Verify that each transaction has a valid, itemized, and legible receipt uploaded into Works®.
- Review and update allocations as needed.
- Dispute transactions, if necessary.
- Resolve Flagged transactions.
- Confirm that spending limits of fund budgets have not been exceeded on any transaction.



Notes:

While the cycle cut off is not until the 15th of each month, with the reconciliation deadline being the 20th of each month, it is recommended that Accountholders or the group proxy reconciler view, allocate, and upload receipts as transactions are posted. For each transaction you will want to:

- Ensure compliant use of the P-Card according to University policies, purchasing guidelines, and the Purchasing Card Handbook.
- Verify that each transaction has a valid, itemized, and legible receipt uploaded into Works.
- Verify that each transaction has a brief business justification detailing what was purchased and why.
- Review and update allocations as needed.
- Dispute transactions, if necessary.
- Resolve Flagged transactions.
- Confirm that spending limits of fund budgets have not been exceeded on any transaction.

Click the Next button to continue.

6.5 Uploading Receipts


The Reconciling Process

Uploading Receipts

All receipts are to be uploaded to Works® as soon as the transactions are posted.

An itemized valid receipt must include:

1. The vendor name.
2. Date of purchase.
3. Item description.
4. Total amount of purchase.
5. Method of payment.



Notes:

All receipts are to be uploaded to Works as the transactions are posted. Each receipt must be a valid receipt.

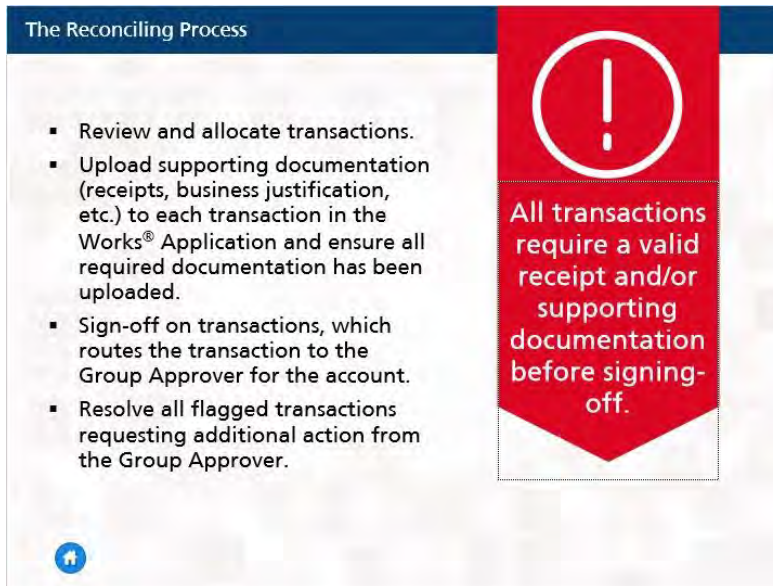
A valid receipt must include:

1. The vendor 's name.
2. Date of purchase.
3. Item description.
4. The total amount of the purchase.
5. And the method of payment.

More information about uploading receipts will be provided later in the training.

Click the Next button to continue.

6.6 Review of the Reconciliation Process



The Reconciling Process

- Review and allocate transactions.
- Upload supporting documentation (receipts, business justification, etc.) to each transaction in the Works® Application and ensure all required documentation has been uploaded.
- Sign-off on transactions, which routes the transaction to the Group Approver for the account.
- Resolve all flagged transactions requesting additional action from the Group Approver.

All transactions require a valid receipt and/or supporting documentation before signing-off.

Notes:

Remember the reconciling process begins with you. In summary, when reconciling the Accountholder will:

- Review and allocate transactions.
- Upload supporting documentation (itemized receipts, business justification, etc.) to each transaction in Works and ensure all required documentation has been uploaded.
- Sign off on transactions, which routes the transaction to the Group Approver for the account.
- Resolve all flagged transactions requesting additional action from the Group Approver.

Lastly, it is important to remember that all transactions require a valid receipt and/or supporting documentation before being signed-off.

Click the Next button to return to the Initial P-Card Accountholder Training Menu.

7. P-Card Cancellation Policy

7.1 Employee Separation



Notes:

There are various reasons why your P-Card may be canceled or revoked. The first one we will review is Employee Separation.

If you leave the University or change departments, you need to return your card to your department. Your department will then need to complete and submit the Purchasing Card Account Maintenance Form to the P-Card Office to cancel the account.

Click the Next button to continue.

7.2 Misuse



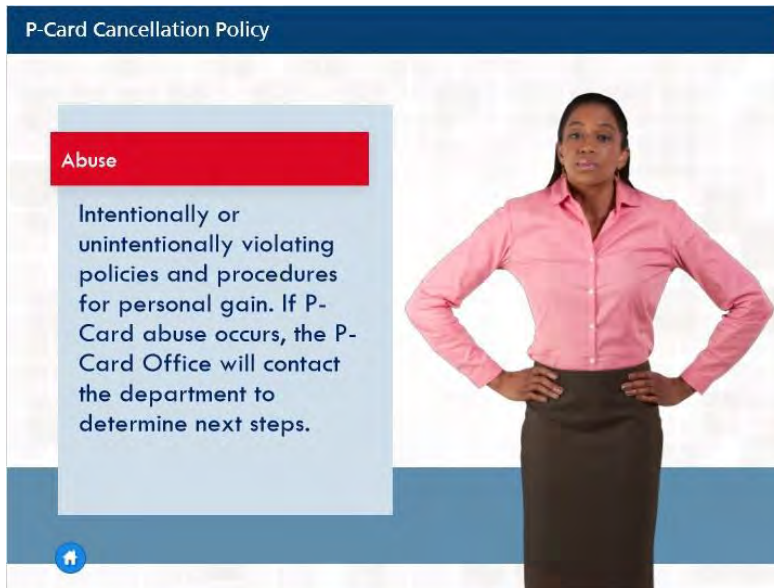
The image shows a presentation slide with a dark blue header containing the text "P-Card Cancellation Policy". On the left side, there is a light blue box with a red header labeled "Misuse". Below this header, the text reads: "Intentionally or unintentionally violating policies and procedures for work related gain. If misuse occurs, we will notify the Accountholder and Group Approver." To the right of the text box, a woman in a pink shirt and dark skirt is standing and holding up three fingers. A small blue home icon is visible in the bottom left corner of the slide area.

Notes:

Misuse and abuse can also result in your P-Card privileges being revoked. Misuse is intentionally or unintentionally violating policies and procedures for work related gain. If misuse occurs, the P-Card Office will notify the Accountholder and Group Approver.

Click the Next button to continue.

7.3 Abuse



The image shows a presentation slide titled "P-Card Cancellation Policy" with a sub-section "Abuse". The text on the slide reads: "Intentionally or unintentionally violating policies and procedures for personal gain. If P-Card abuse occurs, the P-Card Office will contact the department to determine next steps." The slide features a woman in a pink shirt and black skirt standing with her hands on her hips. A small blue home icon is visible in the bottom left corner of the slide.


Notes:

Abuse is intentionally or unintentionally violating policies and procedures for personal gain. If P-Card abuse occurs, the P-Card Office will contact the department to determine next steps.

Click the Next button to continue.

7.4 How to Remedy an Incorrect Charge for Personal Purchase

P-Card Cancellation Policy



- Write a check payable to "The University of North Carolina at Chapel Hill" and deposit it in the appropriate account per normal procedures for departmental deposits.
- Upload a copy of the check, Deposit Transmittal, and completed [P-Card Misuse and Abuse Form to Works®](#).
- Email a copy of the completed P-Card Misuse and Abuse Form to pcard@unc.edu.

NOT EXCUSABLE!
P-Card privileges may be revoked.

Notes:

Making personal purchases on your P-Card is not excusable and your privileges may be revoked.

However, if you accidentally use the P-Card for your personal items,

- You will need to reimburse the University by writing a check and providing it to your department to deposit to the proper account.
- A copy of that check must be uploaded to the transaction(s) in Works along with a copy of the Deposit Transmittal and completed Misuse and Abuse Form. A copy of the Misuse and Abuse Form should also be emailed to the P-Card Office at pcard@unc.edu.

Click the Next button to continue.

7.5 Personal Purchases

P-Card Cancellation Policy



All personal purchases made intentionally are considered criminal activity.



Notes:

It is important to know that all personal purchases made intentionally are considered criminal activity.

Click the Next button to continue.

7.6 Inactivity

P-Card Cancellation Policy

Inactivity

If the card is inactive for a significant period of time, the card may be canceled unless the Accountholder provides justification for retaining the card.

Notes:

The P-Card Office monitors cards for inactivity on a consistent basis and may contact you to determine whether you have a need to retain your card. Please respond to all inquiries from the P-Card Office in a timely manner to ensure continued use of your card.

Click the Next button to continue.

7.7 P-Card Infractions

P-Card Cancellation Policy

Accountholder Infractions	Offenses
<ul style="list-style-type: none">▪ Failure to reconcile transactions in a timely manner.▪ Failure to submit complete receipt documentation and/or business justification.▪ Failure to report lost or theft of a card in a timely manner.▪ Splitting transactions to circumvent transaction limits.▪ Misuse of any temporary exemption to P-Card restrictions.▪ Failure to supply audit documentation▪ Other infractions warranting disciplinary actions, as deemed appropriate by Procurement Services or the Accountholder's Business Manager or Department Head.	<p>1st Courtesy email warning to Accountholder and Group Approver.</p> <p>2nd Email notification of infraction to Business Manager and Campus Unit Finance Lead.</p> <p>3rd Thirty-day P-Card suspension.</p>

Notes:

Individuals who violate the Purchasing Card Program Policies and Procedures may have card privileges suspended or permanently revoked and may face additional disciplinary action up to and including termination of employment. General descriptions of Accountholder Infractions include:

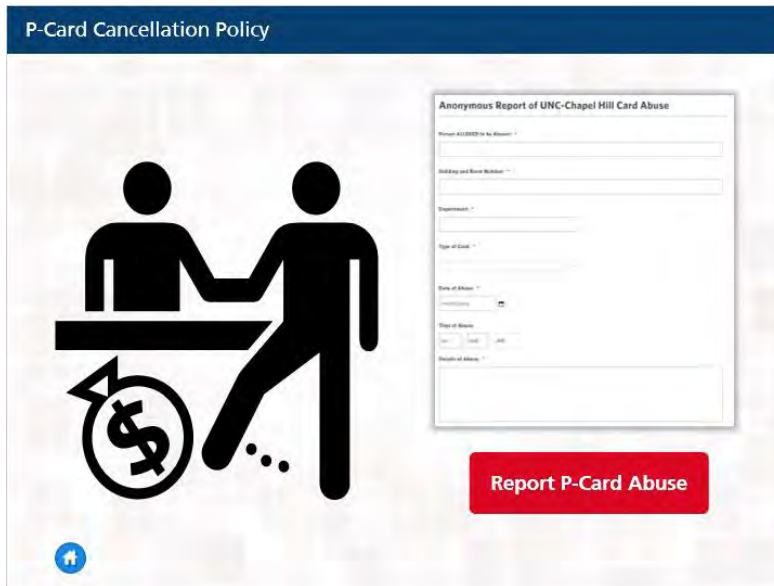
- Failure to reconcile transactions in a timely manner.
- Failure to submit complete receipt documentation and/or business justifications.
- Failure to report loss or theft of a card in a timely manner.
- Splitting transaction to circumvent transaction limits.
- Misuse of any temporary exemption to P-Card restrictions.
- Failure to supply audit documentation.
- Other infractions warranting disciplinary actions, as deemed appropriate by Procurement Services or the Accountholder's Business Manager or Department Head.

Accountholder infractions will result as follows:

- On the first offense a courtesy email warning will be sent to the Accountholder and Group Approver.
- The second offense will result in an email notification of the infraction being sent to the Business Manager and Campus Unit Finance Lead.
- And on a third offense a thirty-day P-Card suspension may be imposed.

Click the Next button to continue.

7.8 Reporting Fraud or Abuse Anonymously



The screenshot displays a web page titled "P-Card Cancellation Policy". On the left, there is a large black icon depicting a person sitting at a desk with a computer, while another person stands next to them, pointing at the screen. A large dollar sign with a lightning bolt is positioned below the desk. On the right side of the page, there is a white form titled "Anonymous Report of UNC-Chapel Hill Card Abuse". The form contains several input fields: "Person Account to be Reported", "Holiday and Bank Number", "Department", "Type of Card", "Date of Abuse", "Step of Abuse" (with "Next" and "Back" buttons), and "Reason of Abuse". Below the form is a prominent red button labeled "Report P-Card Abuse". A small blue home icon is visible in the bottom left corner of the page.

Notes:

If you suspect that another employee may be committing P-Card related fraud or abuse, you can file an anonymous report online. To view the link, click on the red Report P-Card Abuse button.

Click the Next button to return to the Main Menu.

8. Menu: Reconciling P-Card Transactions and Uploading Receipts

8.1 Menu: Reconciling P-Card Transactions and Uploading Receipts




Notes:

Click on the "Introduction" button to begin the training or if you are returning to the training click on the appropriate module.

Once all of the modules have been visited the Next button will become active and you can continue the training.

8.2 Review of Key Points



Key Points to Remember

To upload receipts in Works® Accountholders can take a photo using their phone, or scan and save receipts to their computer.

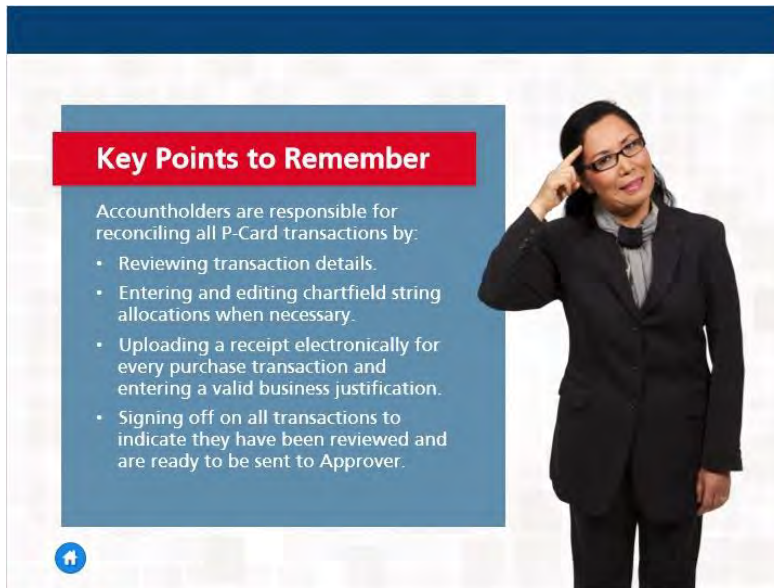
↑

Notes:

To upload receipts in WORKS, Accountholders can take a photo using their phone, or scan and save receipts to their computers.

Click the Next button to continue.


8.3 Review of Key Points



Key Points to Remember

Accountholders are responsible for reconciling all P-Card transactions by:

- Reviewing transaction details.
- Entering and editing chartfield string allocations when necessary.
- Uploading a receipt electronically for every purchase transaction and entering a valid business justification.
- Signing off on all transactions to indicate they have been reviewed and are ready to be sent to Approver.



Notes:


Here are some key points to remember.

Accountholders are Responsible for reconciling all P-Card transactions by:

- Reviewing transaction details.
- Entering and editing chartfield string allocations when necessary.
- Uploading a receipt electronically for every purchase transaction and entering a valid business justification.
- Signing off on all transactions to indicate they have been reviewed and are ready to be sent to the Approver.


Click the Next button to continue.

8.4 Review of Key Points



Key Points to Remember

- Approvers must approve all transactions by the 20th of the month so Accountholders should reconcile transactions and sign off frequently throughout the billing cycle so the Approver can meet the deadline.
- Any P-Card transactions that have not been approved by the 16th of the month, Accountholder's available credit will be reduced by the amount of transactions until they are signed off.



Notes:

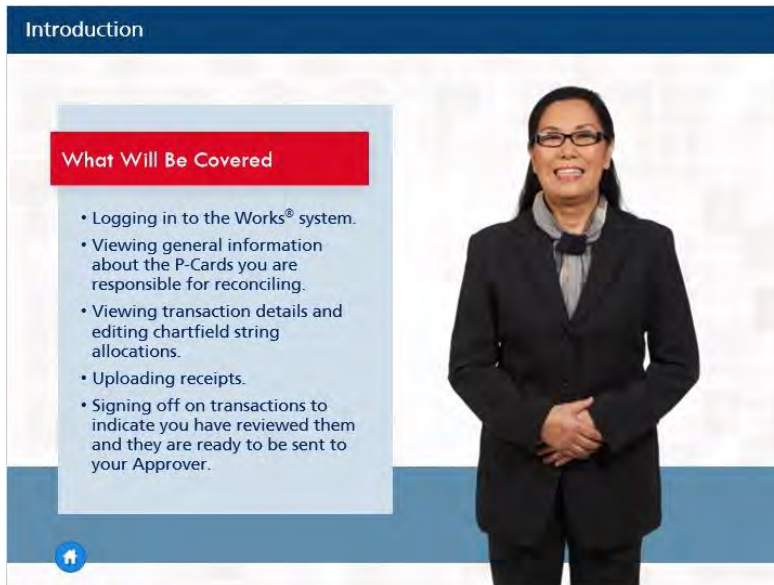
Approvers must approve all transactions by the 20th of the month. Accountholders should reconcile transactions and sign off frequently throughout the billing cycle, so the Approver can meet the deadline.

Any P-Card transactions that have not been approved by the 16th of the month, will result in the Accountholder's available credit during the subsequent billing cycles(s) to be reduced by the amount of transactions until they are signed off.

Click the Next button to return to the Main Menu.

9. Introduction

9.1 What Will Be Covered



The slide is titled "Introduction" in a dark blue header. Below the header, a woman in a dark suit and glasses stands with her hands clasped. To her left is a light blue box with a red header that says "What Will Be Covered". Inside this box is a bulleted list of five items. In the bottom left corner of the slide, there is a small blue circular icon with a white house symbol.

Introduction

What Will Be Covered

- Logging in to the Works® system.
- Viewing general information about the P-Cards you are responsible for reconciling.
- Viewing transaction details and editing chartfield string allocations.
- Uploading receipts.
- Signing off on transactions to indicate you have reviewed them and they are ready to be sent to your Approver.

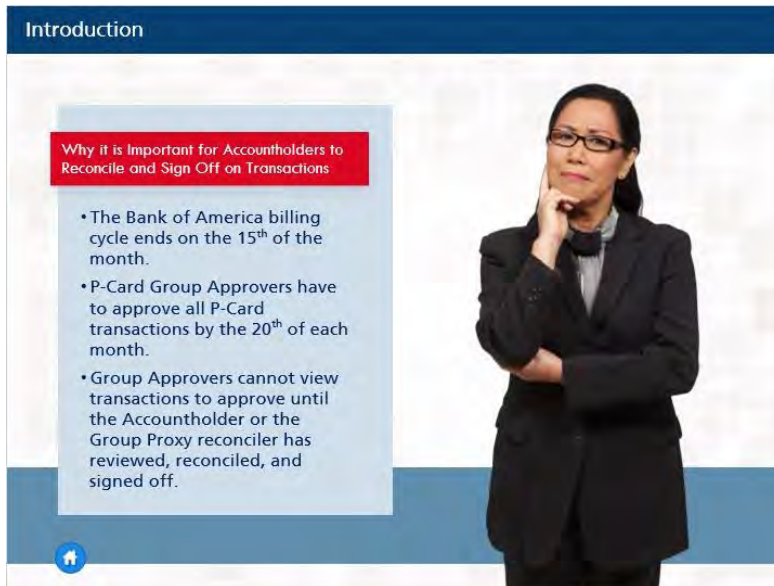
Notes:

During this segment of the training, you'll learn about:

- Logging in to the Works system.
- Viewing general information about the P-Cards you are responsible for reconciling.
- Viewing transaction details and editing the chartfield string allocations.
- Uploading receipts.
- Signing off on transactions to indicate you have reviewed them and they are ready to be sent to your Approver.

Click the Next button to continue.

9.2 Why it is Important to Reconcile and Sign Off



The slide features a dark blue header with the word 'Introduction' in white. Below the header is a light blue background with a woman in a dark suit and glasses, resting her chin on her hand in a thoughtful pose. On the left side, there is a red box with white text and a light blue box with black text. A small blue home icon is located in the bottom left corner of the slide area.

Introduction

Why it is Important for Accountholders to Reconcile and Sign Off on Transactions

- The Bank of America billing cycle ends on the 15th of the month.
- P-Card Group Approvers have to approve all P-Card transactions by the 20th of each month.
- Group Approvers cannot view transactions to approve until the Accountholder or the Group Proxy reconciler has reviewed, reconciled, and signed off.

Notes:

Why is it important for Accountholders to reconcile and sign off on transactions in a timely fashion?

- The Bank of America billing cycle ends on the 15th of the month.
- P-Card Group Approvers must approve all P-Card transactions by the 20th of each month.
- Group Approvers cannot view transactions to approve until the Accountholder or the Group Proxy reconciler has reviewed, reconciled, and signed off.

For any P-Card transactions that have not been approved by the 16th of the month, the Accountholder's available credit for the subsequent billing cycle will be reduced by the amount of transactions not reconciled. Funds from each outstanding transaction will not be restored to the account until the Group Approver has signed off.

Click the Next button to continue.

9.3 Why is it Important to Reconcile and Sign Off



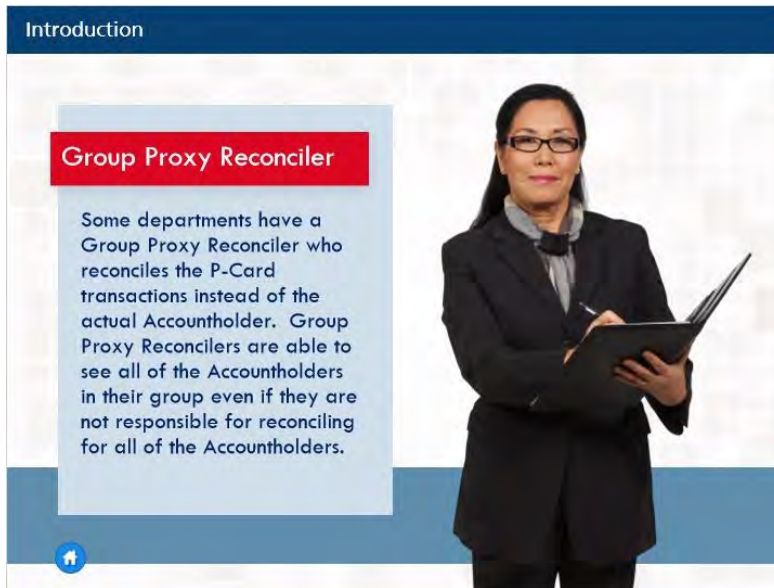
Notes:

Accountholders can reconcile and sign off on transactions as soon as they post to Works, they do not have to wait until the 20th of the month. In fact, it is best to reconcile regularly throughout the billing cycle.

This way, Approvers are not waiting for Accountholders to reconcile when working to approve all transactions by the deadline on the 20th of the month. Typically, reconciling P-Card transactions is the responsibility of the Accountholder. However, some departments have a Group Proxy Reconciler who reconciles the P-Card transactions instead of the actual Accountholder.

Click the Next button to continue.

9.4 Group Proxy Reconciler



The slide features a dark blue header with the word "Introduction" in white. On the left, a light blue box contains a red header "Group Proxy Reconciler" and a paragraph of text. On the right, a woman in a dark suit and glasses stands holding a tablet. A small blue home icon is in the bottom left corner.

Introduction

Group Proxy Reconciler

Some departments have a Group Proxy Reconciler who reconciles the P-Card transactions instead of the actual Accountholder. Group Proxy Reconcilers are able to see all of the Accountholders in their group even if they are not responsible for reconciling for all of the Accountholders.

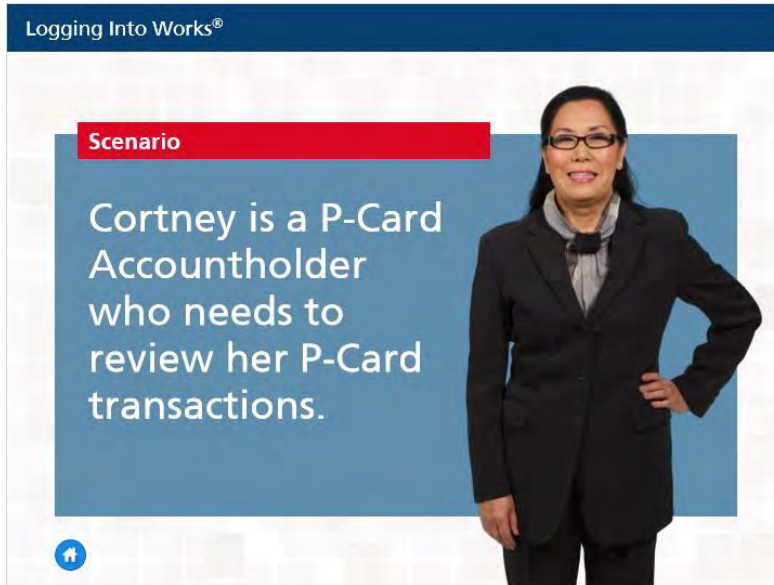
Notes:

Typically, reconciling P-Card transactions is the responsibility of the Accountholder. However, some departments have a Group Proxy Reconciler who reconciles the P-Card transactions instead of the actual Accountholder. Group Proxy Reconcilers can see all of the Accountholders in their group even if they are not responsible for reconciling for all of the Accountholders. In a later module, we will discuss in more detail about how to filter the view for Group Proxy Reconcilers to see specific transactions or Accountholders.

Click the Next button to return to the Reconciling P-Card Transactions and Uploading Receipts Menu.

10. Logging Into Works®

10.1 Scenario

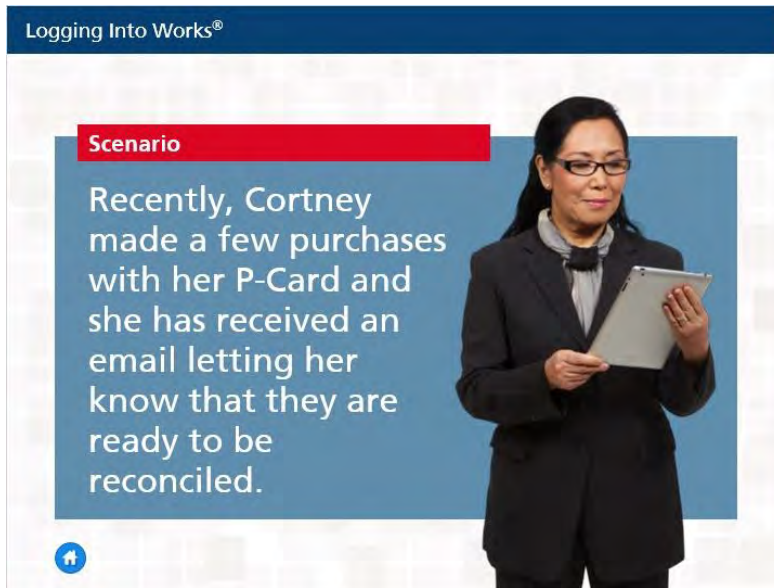


Notes:

This is Cortney. She is a P-Card Accountholder who needs to review her P-Card transactions.

Click the Next button to continue.

10.2 Scenario



The screenshot shows a training interface. At the top, a dark blue header contains the text "Logging Into Works®". Below this, a woman in a dark suit and glasses is holding a tablet. To her left, a blue rectangular box contains the following text:

Scenario

Recently, Cortney made a few purchases with her P-Card and she has received an email letting her know that they are ready to be reconciled.

In the bottom left corner of the blue box, there is a small blue circular icon with a white house symbol.

Notes:

Cortney made a few recent purchases with her P-Card and she has received an email letting her know that they are ready to be reconciled.

Click the Next button to continue.

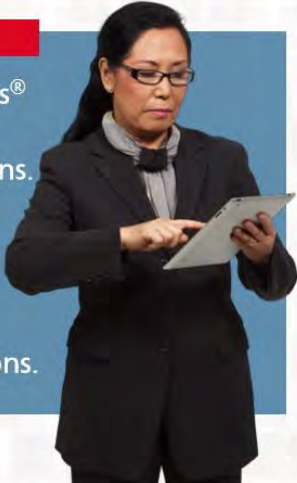
10.3 Scenario

Logging Into Works®

Scenario

She wants to go into Works® to:

1. Review the transactions.
2. Edit some of the chartfield string allocations.
3. Upload receipts.
4. Sign Off on transactions.



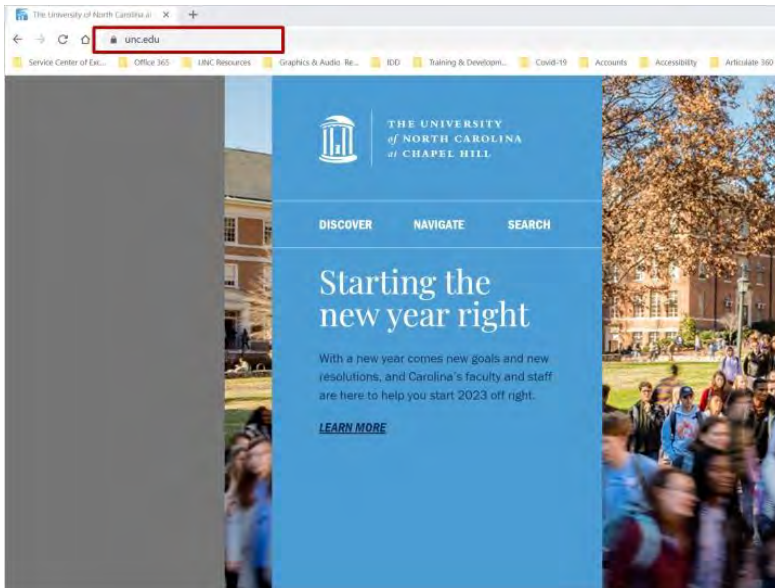
A woman in a black business suit and glasses is holding a tablet and looking at it. She is standing next to a blue rectangular area containing text and a list. The text says 'She wants to go into Works® to:' followed by a numbered list of four tasks. The list items are: '1. Review the transactions.', '2. Edit some of the chartfield string allocations.', '3. Upload receipts.', and '4. Sign Off on transactions.'. There is a red box with the word 'Scenario' in white text above the list. In the bottom left corner of the blue area, there is a small blue circle with a white house icon.

Notes:

She wants to go into Works to review the transactions, edit some of the chartfield string allocations, upload receipts, and sign off on the transactions so they will be sent to the Approver for her department.

Click the Next button to continue.

10.4 Untitled Slide

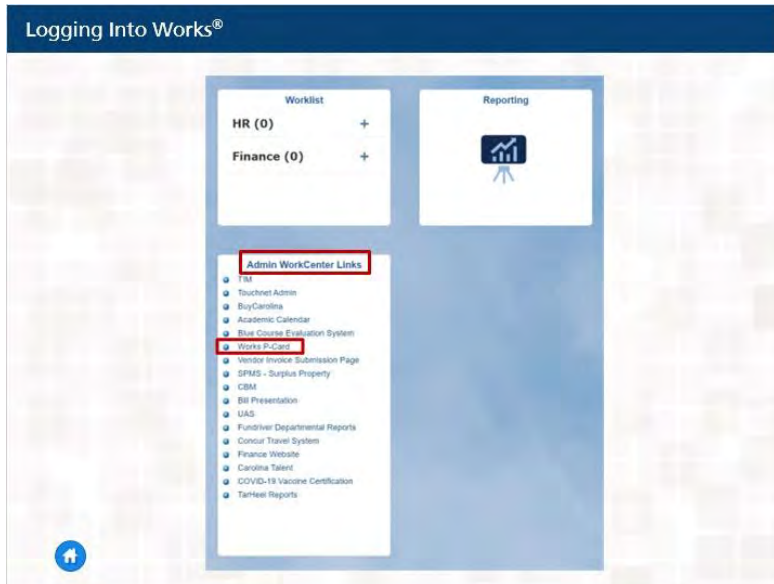


Notes:

There are two different ways Cortney can log in to Works.

To login to Works, Cortney enters payment2.works.com into the web browser.

10.5 Logging Into Works with ConnectCarolina



Notes:

Or she can log into ConnectCarolina, and click the Works P-Card link, in the Admin WorkCenter Links tile.

Click the Next button to continue.

10.6 Logging into Works

Notes:

Cortney knows that the first time you login to Works, the initial Login to Works screen requests the Login Name, Password, and email address associated with your credentials. After the initial login to Works, subsequent logins will no longer require her to enter an email address. Cortney also acknowledges that her Works password will expire every 90 days so she sets a reminder on her calendar so she will remember to change it.

Click the Next button to return to the Reconciling P-Card Transactions and Uploading Receipts Menu.

11. Tour of Features on Opening Screen

11.1 Works Homepage

The screenshot displays the Bank of America Works homepage. The top navigation bar includes 'Home', 'Expenses', and 'Reports'. The user is logged in as 'UNC Chapel Hill'. The main content area is divided into three sections, each highlighted with a red box:

- Action Items:** A table with columns for 'Action', 'Action As', and 'Count'. It shows a 'Sign Off' action for 'Account holder'.
- Accounts Dashboard:** A table listing accounts with columns for 'Account Name', 'Account ID', 'Credit Limit', 'Current Balance', 'Available Spend', and 'Available Credit'. The data is as follows:

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
AMTA COLLINS	8341	50,000.00	21,748.36	28,250.64	28,250.64
CORTNEY ALSTON	8857	50,000.00	290,183.10	(240,183.10)	(240,183.10)
JUSTIN CASE	8672	50,000.00	280,667.23	(230,667.23)	(230,667.23)
- My Announcements:** A section titled 'My Announcements' with a sub-header 'All announcements at this time:' and an 'Alerts' section below it.

At the bottom of the page, there are links for 'Training Guides', 'Transfer Videos', 'Privacy & Security', 'Recommended Software', and 'Payment Center'. The footer includes the copyright notice: '© 2018 Bank of America Corporation. All rights reserved. You last log in was June 25, 2018, 1:59 PM CDT.'

Notes:

Now that she is logged in to Works, Cortney can view the information available to her on the homepage.

She can see Action Items requiring her attention such as transactions pending sign off or items that have been flagged by her Approver. She can also see the Accounts Dashboard that lists the accounts she is authorized to use along with summary information including the Credit Limit, Current Balance, Available Spend, and Available Credit.

Lastly, Cortney will see the My Announcement section where messages posted by her P-Card Administrator will appear.

11.2 Works Homepage

The screenshot shows the Bank of America Works homepage. At the top, there is a navigation bar with 'Home', 'Expenses', and 'Reports' tabs. Below the navigation bar, there are several sections: 'Actual Items' with a 'Sign Off' button and a table with columns 'Action', 'Acting As', and 'Count'; 'Accounts Dashboard' with a table of accounts; and 'My Announcements' with a message 'No announcements at this time.' The 'Accounts Dashboard' table has the following data:

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
ANITA COLLINS	6341	50,000.00	23,749.36	-8,250.62	26,250.62
CORTNEY ALSTON	1857	50,000.00	290,183.10	(240,183.10)	(240,183.10)
JUSTIN CASE	9572	50,000.00	280,887.23	(230,887.23)	(230,887.23)

At the bottom of the page, there are links for 'Training Guides', 'Trained Videos', 'Privacy & Security', 'Discontinued Services', and 'Payment Center'. The footer contains the text: '© 2018 Bank of America Corporation. All rights reserved. Your last log in was June 25, 2018, 1:59 PM CDT.'

Notes:

Across the top of the screen, Cortney will also be able to use the Expenses dropdown to view her receipts and transactions, the Reports dropdown to create, view, and schedule reports, and the Profile icon to view her user information and permissions as well as to edit her password.

When clicking the My Profile icon. The user can view their user information, permissions, and edit their own password.

When clicking the Works link, the system will return you to the Works home page.

The Question Mark icon links you to a popup window providing you online help resources for Works.

And the Phone icon, when clicked, presents a new screen with contact information for Accountholder Support Services that include: Customer Service, Fraud, and Card Activation.

Lastly, across the bottom of the screen, Cortney will see links to Bank of America's detailed user guides for Works.

Click the Next button to continue.

11.3 Tour of Transactions Screen

The screenshot displays the Bank of America 'Work' interface. At the top, there are navigation tabs for 'Home', 'Expense', and 'Reports'. A mouse cursor is pointing at the 'Expense' tab. Below the navigation, there are two main sections: 'Action Items' and 'Accounts Dashboard'. The 'Action Items' section shows a table with columns for 'Action', 'Action Ac', 'Count', 'Type', and 'Current Status'. It lists one item: 'Sign Off' for 'Account Balance' with a count of '20' and type 'Transaction'. The 'Accounts Dashboard' section shows a table with columns for 'Account Name', 'Account ID', 'Credit Limit', 'Current Balance', 'Available Spend', and 'Available Credit'. It lists three accounts: 'AMTA COLLINS', 'CORTNEY ALSTON', and 'JUSTIN CAISE'. The footer of the page includes the text '© 2018 Bank of America Corporation. All rights reserved. Your last log in was June 15, 2018, 10:03 AM CDT' and a home button icon.

Notes:

To reconcile and sign off on her recent transactions, Cortney clicks....

11.4 Tour of Transactions Screen

The screenshot displays the Bank of America online banking interface. The 'Transactions' menu item is selected, and the page shows a search bar and a table of account balances. The table is titled 'Accounts Dashboard' and lists three accounts with their respective details.

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
ANITA COLLING	8341	50,000.00	23,749.38	26,250.62	26,250.62
CORNEY ALSTON	1957	50,000.00	18,549.85	31,450.15	31,450.15
JUSTIN CASE	9872	50,000.00	12,833.88	37,166.12	37,166.12

Notes:

Expenses, Transactions

11.5 Tour of Transactions Screen

The screenshot displays the Bank of America online banking interface. At the top, the 'Works' section includes 'Home', 'Expenses', and 'Reports'. A dropdown menu is open under 'Reports', with 'Accountholder' selected. Below this, there are sections for 'Transactions' and 'Accounts Dashboard'. The 'Accounts Dashboard' section contains a table with the following data:

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
AMTA COLLING	8341	50,000.00	23,749.38	26,250.62	26,250.62
CORTNEY ALSTON	1957	50,000.00	18,549.85	31,450.15	31,450.15
JUSTIN CASE	9872	50,000.00	12,833.88	37,166.12	37,166.12

At the bottom of the page, there is a footer with the text: '© 2018 Bank of America Corporation. All rights reserved. Your last log in was June 15, 2018, 10:03 AM CDT.'

Notes:

then Accountholder.

11.6 Tour of Transactions Screen

The screenshot displays the Bank of America Transactions screen. The interface includes a navigation bar with 'Home', 'Expenses', and 'Reports'. The main content area shows a list of transactions under the 'Pending Sign Off' tab. The table columns are: Document, Account ID, Group, Sign Off, Date Picked, Date Purchased, Primary Accountholder, Purchase Amount, Amount Allocated, Vendor, Comp/Val/Aut, Allocation, and Update Recpt. The table contains several rows of transaction data, including details like 'LIFT HANSA CO.', 'ENGINEERING ARCHITECTURAL CO.', and 'PUBLIC WAREHOUSING-FARM RM CO.'. The bottom of the screen shows a search bar, a 'Show' dropdown, and a 'Page' indicator.

Notes:

The next screen defaults to the Pending Sign Off tab that displays all the transactions Cortney needs to reconcile and sign off, along with useful information about each one including the Date Purchased, the Purchase Amount, the Vendor, and whether the transaction allocation is complete.

Also, Group Proxy Reconcilers can view all the Acountholders in their group. Therefore, Group Proxy Reconcilers may need to enter the Acountholder's name in the Primary Accountholder field to filter and only display the Acountholders they are responsible for.

11.7 Tour of Transactions Screen

Document	Account ID	Group	Sign Off	Date Picked	Date Purchased	Primary Accountholder	Purchase Amount	Amount Allocated	Vendor	Allocation	Update Receipt
TAN0001421	5522	Training	ACT	05/17/2018	05/17/2018	Class_Judge	45.77	45.77	LIFTHANSA CO	559270	Go
TAN0001422	5522	Training	ACT	05/17/2018	05/17/2018	Class_Judge	4,618.48	4,618.48	ENGINEERING ARCHITECTURAL CO	549730	Go
TAN0001423	5522	Training	ACT	05/17/2018	05/17/2018	Class_Judge	3,256.24	3,256.24	PUBLIC WAREHOUSING-FARM PR CO	524730	Go
TAN0001424	5522	Training	ACT	05/17/2018	05/17/2018	Class_Judge	3,952.55	3,952.55	COUNSELING SERVICE-DEBT M CO	559270	Go
TAN0001425	5311	Training	ACT	05/17/2018	05/17/2018	Class_Assn	4,392.47	4,392.47	HERTZ CORPORATION CO	559270	Go
TAN0001426	5311	Training	ACT	05/17/2018	05/17/2018	Class_Assn	3,405.68	3,405.68	LIFTHANSA CO	559270	Go
TAN0001427	5311	Training	ACT	05/17/2018	05/17/2018	Class_Assn	3,214.12	3,214.12	ENGINEERING ARCHITECTURAL CO	549730	Go
TAN0001428	5311	Training	ACT	05/17/2018	05/17/2018	Class_Assn	2,428.85	2,428.85	PUBLIC WAREHOUSING-FARM PR CO	524730	Go
TAN0001429	5311	Training	ACT	05/17/2018	05/17/2018	Class_Assn	2,454.04	2,454.04	COUNSELING SERVICE-DEBT M CO	559270	Go
TAN0001430	1857	Training	ACT	05/17/2018	05/17/2018	Assoc_Science	1,652.44	1,652.44	HERTZ CORPORATION CO	559270	Go

Notes:

Complete means that all the required fields in the chartfield allocation have been entered. All required GL segments EXCEPT the Account will pre-populate based on the P-Card default values.

In many cases, the Account segment information will automatically be pre-populated thanks to data from the vendor. However, sometimes, the Account will not be provided, or it will be incorrect, and it will be up to the Accountholder to enter the correct code to describe what was purchased.

Accountholders should always review the Account segment to ensure it is complete and accurate; Account 559530 P-Card Clearing Account should never be used and must always be updated.

Valid and Authorized will always automatically be green checks so Cortney knows that she does not have to worry about these two columns.

Cortney first reviews all the transactions on the list to make sure that the Purchase Amounts appear to be correct and that there are no unrecognized purchases or vendors.

Click the Next button to return to the Reconciling P-Card Transactions and Uploading Receipts Menu.

12. Reviewing & Editing Transaction Details

12.1 Entering Descriptions and Chartfield Allocations



Notes:

Next, Cortney wants to enter the chartfield string allocation for the first transaction on the list. To do so, she clicks the Document transaction number, which is also known as TXN.

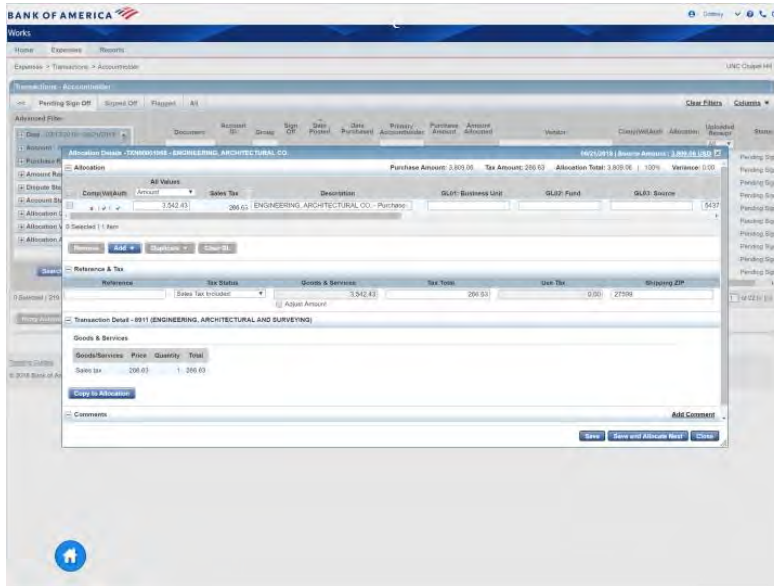
12.2 Entering Descriptions and Chartfield Allocations

The screenshot displays the Bank of America Workday interface for the 'Transactions - Account Holder' page. The main area is a table of transactions with the following columns: Document, Account, Group, Sign Off, Date Posted, Date Purchased, Priority, Account Holder, Purchase Amount, Amount Allocated, Vendor, Comp/W/Alloc, Allocation, Unallocated Amount, and Status. The table contains several rows of data, with the first row highlighted. A mouse cursor is pointing at the 'Allocate' icon in the 'Actions' column for the first row. The interface also includes a search bar, a 'Show' button, and a 'Print' button. The footer of the page contains the text: '© 2018 Bank of America Corporation. All rights reserved. Your last log in was: June 21, 2018, 11:19 AM CDT'.

Notes:

and selects Allocate/Edit.

12.3 Entering Descriptions and Chartfield Allocations



Notes:

First, she reviews the information in the Transaction Detail section at the bottom of the pop-up box to verify that everything appears to be accurate.

12.4 Entering Descriptions and Chartfield Allocations

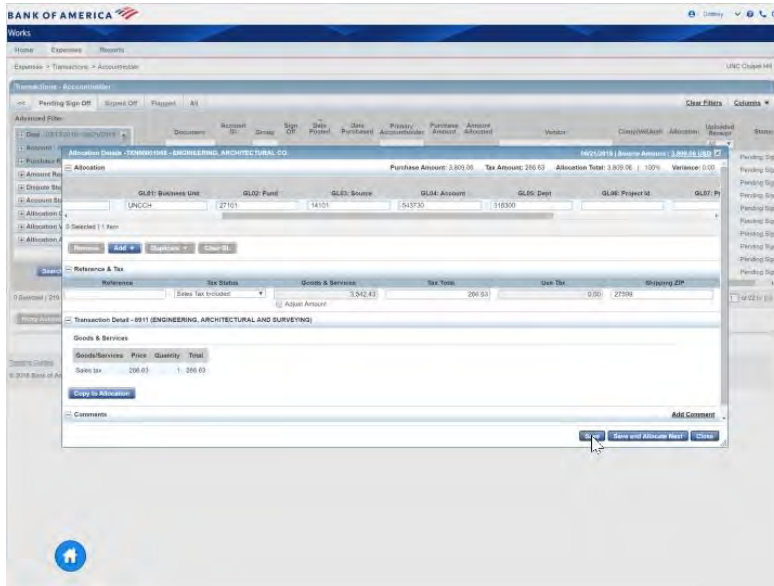
Important:
You must replace the code for transactions that have an account segment of Clearing Account 559530.

Notes:

Then she enters the Business Unit, Cortney notices her list of selections narrows as she begins to enter the code or description. She then continues to enter the Fund number, and the Source number. She reviews or enters the Account number that best describes what was purchased and enters the Department number.

Also, if she wants to, she can change the information in the Description field to provide a better description of the transaction.

12.5 Entering Descriptions and Chartfield Allocations



Notes:

Then she clicks Save to simply save her entries, or Save and Allocate Next to move to the next transaction.

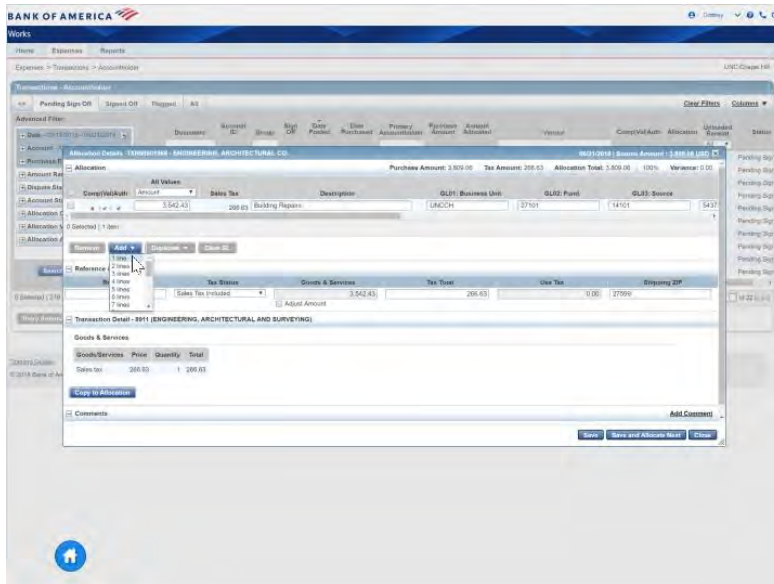
12.6 How to Split Allocation



Notes:

If Cortney, ever wants to split an allocation by Amount or Percent across multiple chartfield strings, she could do so by clicking Add...

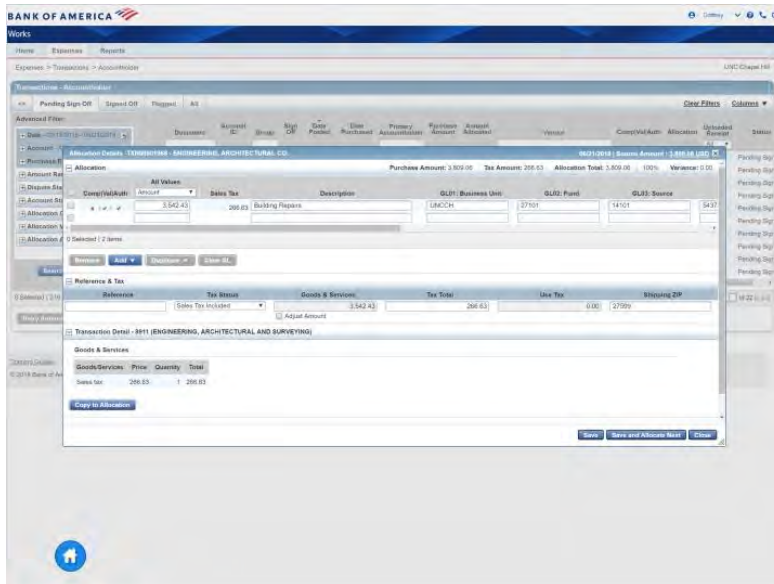
12.7 How to Split Allocation



Notes:

and then selecting the additional number of lines she would like to add. Cortney can add up to 20 lines at a time, as many times as she needs.

12.8 How to Split Allocation



Notes:

Then she would just enter the amount or percent of the transaction Purchase Amount that she would like to allocate to each chartfield string that she enters.

12.9 How to Split Allocation

The screenshot displays the Bank of America Expense Management interface. The main window is titled "Allocation Details" for a transaction with a purchase amount of 3,809.00. The "Allocation" section shows a total allocation of 3,809.00 (100%) with a variance of 0.00. Below this, a table lists the allocation details:

GLDI Business Unit	GLDI Fund	GLDI Source
LACCA	27501	14701

The "Reference & Tax" section shows a reference to "Sales Tax Inclusive" with an amount of 3,842.42. The "Goods & Services" section shows a table with one row:

Goods/Services	Price	Quantity	Total
Sales Tax	266.83	1	266.83

Buttons for "Save", "Save and Allocate Next", and "Cancel" are visible at the bottom right of the form.

Notes:

12.10 How to Split Allocation

The screenshot shows the 'Allocation Details' window in the Bank of America 'Works' system. The window title is 'Allocation Details: 1480980198 - ENGINEERING, ARCHITECTURAL, E&S'. It displays a table of allocation items with columns for 'All Values', 'Description', 'GL#', 'Business Unit', 'GL#', 'Fund', and 'GL#'. The 'Reference & Tax' section shows 'Sales Tax Included' as 3,542.43 and 'Tax Total' as 266.63. The 'Goods & Services' table lists 'Sales Tax' with a price of 266.63 and a total of 266.63. The window also includes buttons for 'Save', 'Save and Allocate Next', and 'Close'.

All Values	Description	GL#	Business Unit	GL#	Fund	GL#
100.000	Building Repairs	0400	0000	2750	14101	543

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
Sales Tax Included		3,542.43	266.63	0.00	2750

Goods/Services	Price	Quantity	Total
Sales Tax	266.63	1	266.63

Notes:

12.11 How to Split Allocation

Transaction - Administrative

Transaction Details: 1409090198 - ENGINEERING, ARCHITECTURAL, ETO

06/21/2018 - Service Amount: 3,499.04 USD

Purchase Amount: 3,500.00 Tax Amount: 296.63 Allocation Total: 3,499.04 Variance: 0.53

Completed/Alloc	Percent	Deduction	Description	GLP1 Business Unit	GLP2 Fund	GLP3 Source	Amount
			Building Repairs	UNCCM	27501	14101	\$437

Selected: 1 item

Buttons: Remove, Add, Exclude, View GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
Sales Tax Inclusive		3,542.43	296.63	0.00	27501

Transaction Detail - 3811 (ENGINEERING, ARCHITECTURAL AND SURVEYING)

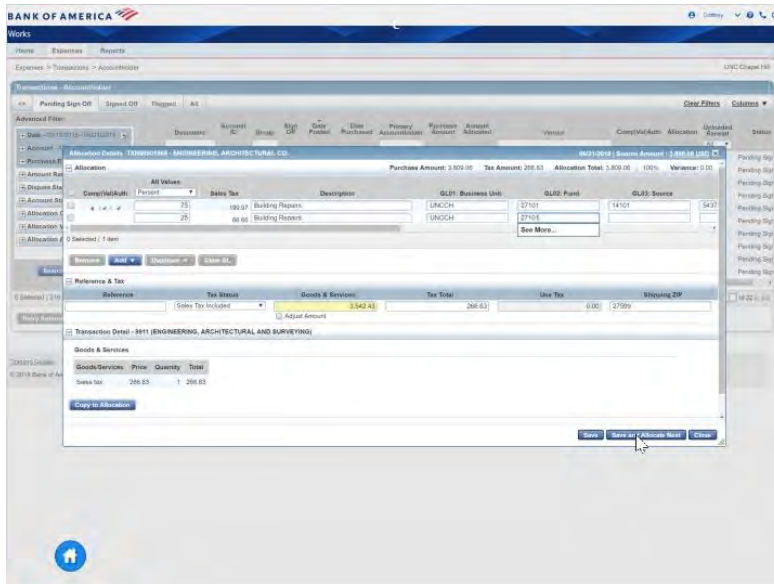
Goods/Services	Price	Quantity	Total
Sales Tax	296.63	1	296.63

Copy to Allocation

Buttons: Save, Save and Allocate Next, Close

Notes:

12.12 How to Split Allocation



Notes:

12.13 How to Split Allocation

The screenshot shows the Bank of America WorkSpace interface. The user is logged in as Cortney. The page displays a list of transactions under the heading 'Transactions - AccountHolder'. The table has columns for Document, Account ID, Group, Sign Off, Date Picked, Date Purchased, Primary AccountHolder, Purchase Amount, Amount Allotted, Vendor, CorpVIAuto, and Allocation. The first transaction, document TN00001968, has a green checkmark in the 'Complete' column. Below the table, there are buttons for 'Show #', 'Show #/page', and 'Show #/page'. At the bottom, there is a footer with copyright information for Bank of America Corporation.

Document	Account ID	Group	Sign Off	Date Picked	Date Purchased	Primary AccountHolder	Purchase Amount	Amount Allotted	Vendor	CorpVIAuto	Allocation
TN00001968	0522	Training	0028	06/21/2018	06/21/2018	Corp_Julio	3,800.00	3,800.00	ENGINEERING, ARCHITECTURAL CO	<input checked="" type="checkbox"/>	IN00427101-1410154373381000
TN00001967	0522	Training	0028	06/21/2018	06/21/2018	Corp_Julio	3,230.48	3,230.48	PIZZA AIR CO	<input type="checkbox"/>	-543730
TN00001966	0522	Training	0028	06/21/2018	06/21/2018	Corp_Julio	4,081.52	3,961.52	ENGINEERING, ARCHITECTURAL CO	<input type="checkbox"/>	-537210
TN00001965	0522	Training	0028	06/21/2018	06/21/2018	Corp_Julio	3,947.51	3,947.51	MEDICAL SERVICES & HEALTH CO	<input type="checkbox"/>	-537210
TN00001964	0522	Training	0028	06/21/2018	06/21/2018	Corp_Julio	1,080.06	1,080.06	ACCOUNTING, AUDITING AND B CO	<input type="checkbox"/>	-
TN00001963	0522	Training	0028	06/21/2018	06/21/2018	Corp_Julio	4,176.58	4,176.58	TRANSPORTATION/TRAVEL/RELA CO	<input type="checkbox"/>	-
TN00001962	0522	Training	0028	06/21/2018	06/21/2018	Corp_Julio	3,812.38	3,812.38	ENGINEERING, ARCHITECTURAL CO	<input type="checkbox"/>	-543730
TN00001961	0522	Training	0028	06/21/2018	06/21/2018	Corp_Julio	4,475.34	4,475.34	PRICE GOOD ACTIONS AND UTILITY CO	<input type="checkbox"/>	-537210
TN00001960	0522	Training	0028	06/21/2018	06/21/2018	Corp_Julio	2,143.82	2,143.82	ACCOUNTING, AUDITING AND B CO	<input type="checkbox"/>	-
TN00001959	0522	Training	0028	06/21/2018	06/21/2018	Corp_Julio	3,886.92	3,886.92	THE RETIREMENT AND PENSION CO	<input type="checkbox"/>	-524140

Notes:

After entering the chartfield string allocations for the first transaction on her list, Cortney can see that there is now a green check mark for the transaction in the Complete column.

12.14 Mass Allocating



Notes:

If there was ever a situation in which Cortney wanted to change any part of a chartfield string allocation for multiple transactions at a time...

12.15 Mass Allocating

The screenshot shows the Bank of America 'Works' interface. At the top, there are navigation tabs for 'Home', 'Expenses', and 'Reports'. Below this, the user is logged in as 'LINC Chapel Hill'. The main area displays a list of transactions under the heading 'Transactions - Accountholder'. A search filter is on the left, and a table of transactions is in the center. The table has columns for 'Account ID', 'Group', 'Sign Off', 'Date Posted', 'Date Purchased', 'Primary Accountholder', 'Purchase Amount', 'Amount Allocated', 'Vendor', and 'Allocation'. A 'Mass Allocate' button is located at the bottom of the table. Below the table, there are links for 'Transaction Status', 'Training Videos', 'Project & Details', 'Recommended Settings', and 'Payment Center'. At the bottom, there is a copyright notice for Bank of America Corporation and a log-in timestamp.

Account ID	Group	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Amount Allocated	Vendor	Allocation
TN00001421	0572	Training2	05/17/2018	05/17/2018	Case Justice	45.77	45.77	LUFTMANNA CO.	-526210
TN00001422	0572	Training2	05/17/2018	05/17/2018	Case Justice	4,818.48	4,818.48	ENGINEERING ARCHITECTURAL CO.	-543730
TN00001423	0572	Training2	05/17/2018	05/17/2018	Case Justice	3,236.24	3,236.24	PUBLIC WAREHOUSING-FARM PH CO.	-524730
TN00001424	0572	Training2	05/17/2018	05/17/2018	Case Justice	3,952.85	3,952.85	COUNSELING SERVICE-DEBT M CO.	-50
TN00001425	0561	Training2	05/17/2018	05/17/2018	Colleen Acosta	4,392.47	4,392.47	HERTZ CORPORATION CO.	-524810
TN00001426	0561	Training2	05/17/2018	05/17/2018	Colleen Acosta	3,400.68	3,400.68	LUFTMANNA CO.	-526210
TN00001427	0561	Training2	05/17/2018	05/17/2018	Colleen Acosta	3,214.12	3,214.12	ENGINEERING ARCHITECTURAL CO.	-543730
TN00001428	0561	Training2	05/17/2018	05/17/2018	Colleen Acosta	2,429.85	2,429.85	PUBLIC WAREHOUSING-FARM PH CO.	-524730
TN00001429	0561	Training2	05/17/2018	05/17/2018	Colleen Acosta	2,454.04	2,454.04	COUNSELING SERVICE-DEBT M CO.	-50
TN00001435	0562	Training2	05/17/2018	05/17/2018	Alison Callahan	1,892.44	1,892.44	HERTZ CORPORATION CO.	-524810

Notes:

she could do so by checking the box to the left of each of the transactions...

12.16 Mass Allocating

Allocation Filter

- Allocation Filter: All
- Dispute Status: All
- Account Status: All
- Allocation Complete: All
- Allocation Valid: All
- Allocation Authorized: All

Document	Amount	Date	Primary Accountholder	Purchase Amount	Vendor	Comp/Vol/Auth	Allocation	Upload Record
TEN0001421	43.77	05/17/2018	Collis, Justin	43.77	LUFTHANSA CO.		-526210	99
TEN0001423	4,816.48	05/17/2018	Collis, Justin	4,816.48	ENGINEERING ARCHITECTURAL CO.		-524730	99
TEN0001424	3,236.24	05/17/2018	Collis, Justin	3,236.24	PUBLIC WAREHOUSING-FARM PH CO.		-524730	99
TEN0001424	3,952.85	05/17/2018	Collis, Justin	3,952.85	COUNSELING SERVICE-DEBT M CO.		-	99
TEN0001425	4,392.47	05/17/2018	Collis, Justin	4,392.47	HERTZ CORPORATION CO.		-524810	99
TEN0001426	3,406.68	05/17/2018	Collis, Justin	3,406.68	LUFTHANSA CO.		-526210	99
TEN0001427	3,214.12	05/17/2018	Collis, Justin	3,214.12	ENGINEERING ARCHITECTURAL CO.		-524730	99
TEN0001428	2,429.85	05/17/2018	Collis, Justin	2,429.85	PUBLIC WAREHOUSING-FARM PH CO.		-524730	99
TEN0001429	2,454.04	05/17/2018	Collis, Justin	2,454.04	COUNSELING SERVICE-DEBT M CO.		-	99
TEN0001435	1,992.44	05/17/2018	Alison, Catherine	1,992.44	HERTZ CORPORATION CO.		-524810	99

Notes:

12.17 Mass Allocating

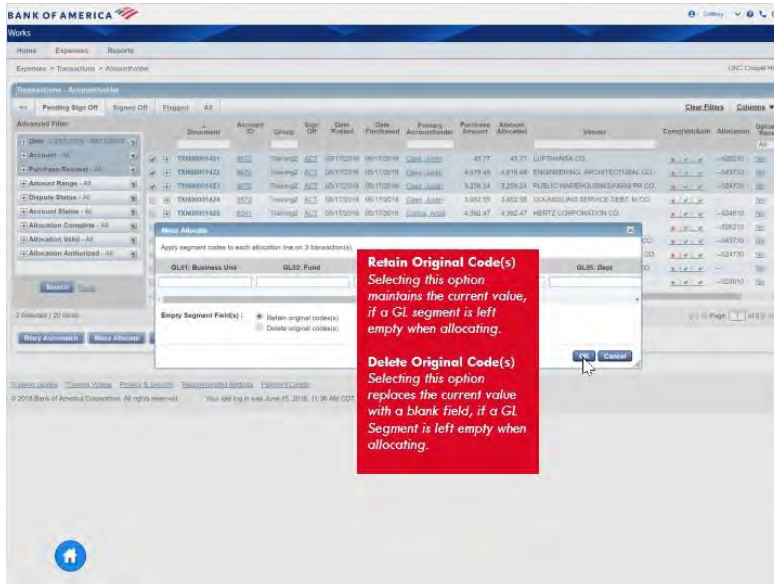
The screenshot shows the 'Works' interface in the Bank of America system. The main area displays a table of transactions with columns for Document, Amount, Date, Primary Accountholder, Purchase Amount, and Amount Allocated. A sidebar on the left contains various filters such as 'Account ID', 'Purchase Request', 'Amount Range', 'Dispute Status', 'Account Status', 'Allocation Valid', and 'Allocation Authorized'. At the bottom of the interface, a row of buttons includes 'New Account', 'Mass Allocate', 'Attach', 'Print', 'Sign Off', and 'Upload Receipt'. The 'Mass Allocate' button is highlighted with a mouse cursor.

Document	Amount	Date	Primary Accountholder	Purchase Amount	Amount Allocated
TN00001421	43.77	05/17/2018	LIU THINMA CO.	43.77	43.77
TN00001422	4,818.48	05/17/2018	ENGINEERING ARCHITECTURAL CO.	4,818.48	4,818.48
TN00001423	3,256.24	05/17/2018	PUBLIC WAREHOUSING FARM PR CO.	3,256.24	3,256.24
TN00001424	3,942.55	05/17/2018	COUNSELING SERVICE-DEBT M CO.	3,942.55	3,942.55
TN00001425	4,392.47	05/17/2018	HERTZ CORPORATION CO.	4,392.47	4,392.47
TN00001426	3,400.68	05/17/2018	LIU THINMA CO.	3,400.68	3,400.68
TN00001427	3,214.12	05/17/2018	ENGINEERING ARCHITECTURAL CO.	3,214.12	3,214.12
TN00001428	2,429.85	05/17/2018	PUBLIC WAREHOUSING FARM PR CO.	2,429.85	2,429.85
TN00001429	2,454.04	05/17/2018	COUNSELING SERVICE-DEBT M CO.	2,454.04	2,454.04
TN00001435	1,892.44	05/17/2018	HERTZ CORPORATION CO.	1,892.44	1,892.44

Notes:

and clicking the Mass Allocate button at the bottom of the screen.

12.18 Mass Allocating



Notes:

When Mass allocating acountholders should be careful when selecting how the replacement data works. You have the option to Retain or Delete Original Codes. Selecting Retain Original Codes maintains the current value, if a GL segment is left empty when allocating. Selecting Delete Original Codes replaces the current value with a blank field if a GL segment is left empty when allocating.

Then Cortney could enter the Chartfield string allocation for the transactions. Unless the items purchased are the same for every transaction Cortney will want to leave the Account segment blank because she will still need to edit the allocation for each transaction to enter a unique Account number describing what was purchased.

13. Uploading a Receipt

13.1 Uploading a Receipt



Notes:

Now that Cortney has entered chartfield string allocations for her transaction pending sign off, she is ready to upload and attach her receipt.

Before uploading her receipts, Cortney must either scan her receipts and save them to her computer or take pictures of each one with her mobile device.

Once Cortney has images of all her receipts saved to her computer, she is ready to upload the receipt for the first transaction on her list.

13.2 Uploading a Receipt

The screenshot shows the Bank of America WorkSpace interface. At the top, there is a navigation bar with 'Home', 'Expenses', and 'Reports'. Below this, the breadcrumb trail reads 'Expenses > Transactions > Account/Code'. The main area displays a table of transactions under the heading 'Transactional - Account/Code'. The table has columns for 'Document', 'Account ID', 'Group', 'Start Date', 'End Date', 'Date Purchased', 'Primary Account/Code', 'Purchase Amount', 'Amount Allocated', 'Vendor', 'Check/Vol/Am', 'Allocation', 'Upload Receipt', and 'Status'. A mouse cursor is pointing at the 'Document' column for the transaction with ID TKN0001432. Below the table, there are buttons for 'New Transaction', 'New Address', 'Add', 'Print', 'Sign On', and 'Upload Receipt'. At the bottom, there is a footer with '© 2013 Bank of America Corporation. All rights reserved.' and 'Your last log in was June 18, 2016, 7:38 AM CDT.'

Notes:

To do so, she clicks the Document number for the transaction and selects Manage Receipts.

She clicks Add.

13.3 Uploading a Receipt

The screenshot shows the Bank of America online banking interface. The user is logged in as 'LUC Chapel Hill'. The page displays a list of transactions under the heading 'Transactions - All-Consolidated'. A context menu is open over a transaction, showing options such as 'Account - All', 'Amount Range - All', 'Change Status - All', 'Allocation Complete - All', 'Allocation Valid - All', 'Allocation Authorized - All', 'Documents', 'Print', 'Manage Receipts', and 'Upload Receipt'. The 'Upload Receipt' option is highlighted with a mouse cursor.

Account	Group	Sign Off	Date Posted	Date Purchased	Primary AccountHolder	Purchase Amount	Amount Allocated	Vendor	Company/Inst	Allocation	Upload Receipt	Status
ACT	05/17/2018	05/17/2018	Case, Judith	45.77	45.77	LIFPHANVA CO						Open
ACT	05/17/2018	05/17/2018	Case, Judith	4,614.48	4,614.48	ENGINEERING ARCHITECTURAL CO						Open
ACT	05/17/2018	05/17/2018	Case, Judith	3,298.24	3,298.24	PUBLIC W/HP-HOUSING-FARM PR CO						Open
ACT	05/17/2018	05/17/2018	Case, Judith	3,902.59	3,902.59	COUNSELING SERVICE-HEBT,M CO						Open
ACT	05/17/2018	05/17/2018	Colins, John	4,382.47	4,382.47	HERTZ CORPORATION CO						Open
ACT	05/17/2018	05/17/2018	Colins, John	3,400.08	3,400.08	LIFPHANVA CO						Open
ACT	05/17/2018	05/17/2018	Colins, John	3,214.02	3,214.02	ENGINEERING ARCHITECTURAL CO						Open
ACT	05/17/2018	05/17/2018	Colins, John	2,428.85	2,428.85	PUBLIC W/HP-HOUSING-FARM PR CO						Open
ACT	05/17/2018	05/17/2018	Colins, John	2,454.58	2,454.58	COUNSELING SERVICE-HEBT,M CO						Open
ACT	05/17/2018	05/17/2018	Blinn, Christine	1,692.44	1,692.44	HERTZ CORPORATION CO						Open

Notes:

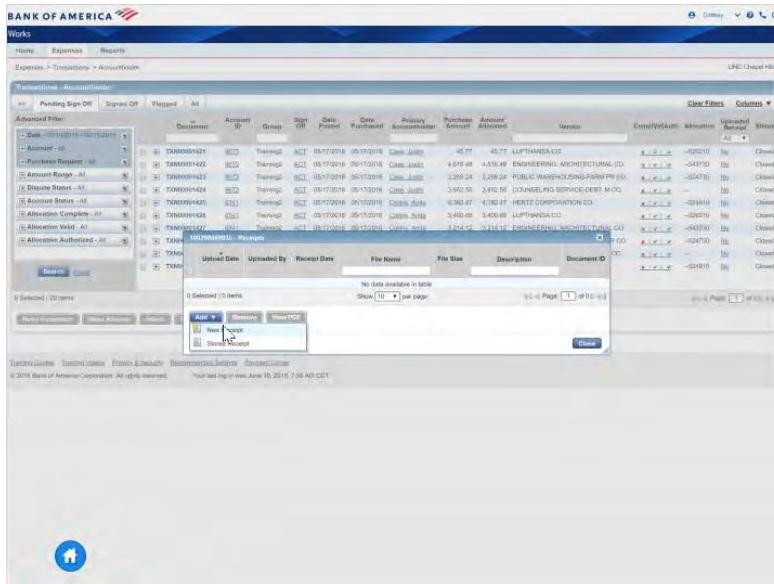
13.4 Uploading a Receipt

The screenshot displays the Bank of America online banking interface. At the top, the 'BANK OF AMERICA' logo is visible. Below the navigation bar, the 'Transactions - Account Information' section is active. A table lists various transactions with columns for Document ID, Group, Sign Off, Date Posted, Date Postback, Primary Account Number, Purchase Amount, Amount Advanced, Status, and Unavailable Amount. A modal dialog box titled 'Transactions Receipt' is open, showing a table for uploading receipts with columns for Upload Date, Uploaded By, Receipt Date, File Name, File Size, Description, and Document ID. The dialog indicates '0 Selected' items and '0 Selected / 10 items'.

Document ID	Group	Sign Off	Date Posted	Date Postback	Primary Account Number	Purchase Amount	Amount Advanced	Status	Unavailable Amount			
TRN0001421	REG	Savings	ACT	05/17/2016	05/17/2016	Cash Loans	45.77	45.77	LIFTSWAGS CO	-45.77	IN	Closed
TRN0001422	REG	Savings	ACT	05/17/2016	05/17/2016	Cash Loans	4,699.08	4,699.08	ENGINEERING ARCHITECTURAL CO	-4,699.08	IN	Closed
TRN0001423	REG	Savings	ACT	05/17/2016	05/17/2016	Cash Loans	3,298.24	3,298.24	PUBLIC WASHCOCKING FARM PR	-3,298.24	IN	Closed
TRN0001424	REG	Savings	ACT	05/17/2016	05/17/2016	Cash Loans	3,982.05	3,982.05	CHANGELING BOPHICLEDET, M CO	-3,982.05	IN	Closed
TRN0001425	REG	Savings	ACT	05/17/2016	05/17/2016	Cash Loans	6,382.67	6,382.67	WEST COOPERATION CO	-6,382.67	IN	Closed
TRN0001426	REG	Savings	ACT	05/17/2016	05/17/2016	Cash Loans	3,400.08	3,400.08	LIFTSWAGS CO	-3,400.08	IN	Closed
TRN0001427	REG	Savings	ACT	05/17/2016	05/17/2016	Cash Loans	3,982.05	3,982.05	CHANGELING BOPHICLEDET, M CO	-3,982.05	IN	Closed
TRN0001428	REG	Savings	ACT	05/17/2016	05/17/2016	Cash Loans	3,982.05	3,982.05	CHANGELING BOPHICLEDET, M CO	-3,982.05	IN	Closed

Notes:

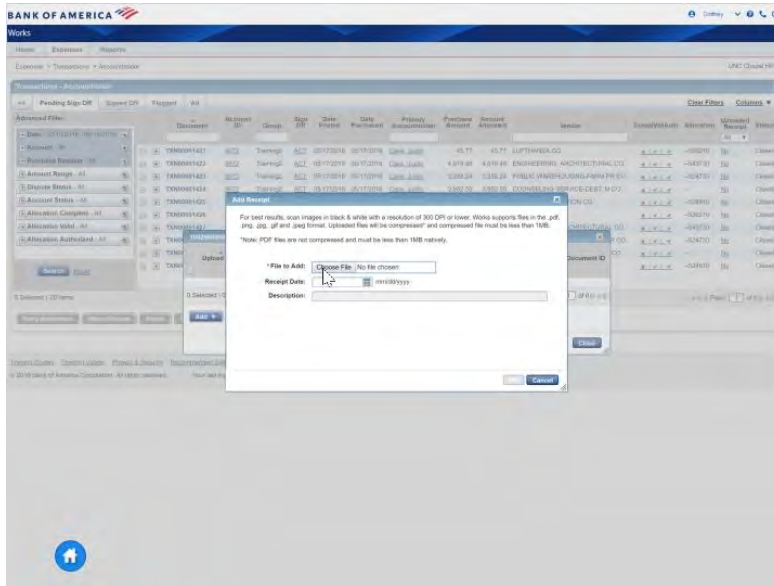
13.5 Uploading a Receipt



Notes:

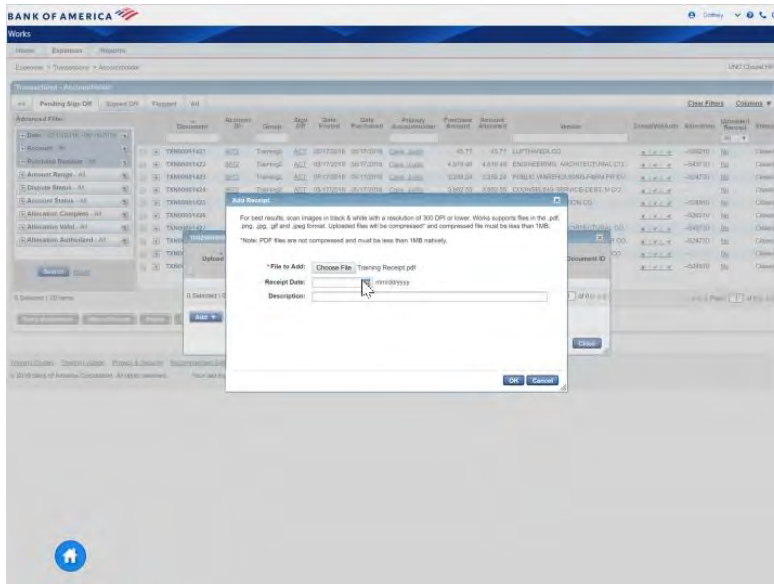
Optionally, Cortney can select a file from the list of Stored Receipts previously uploaded and reserved for attachment to its related transaction.

13.6 Uploading a Receipt



Notes:

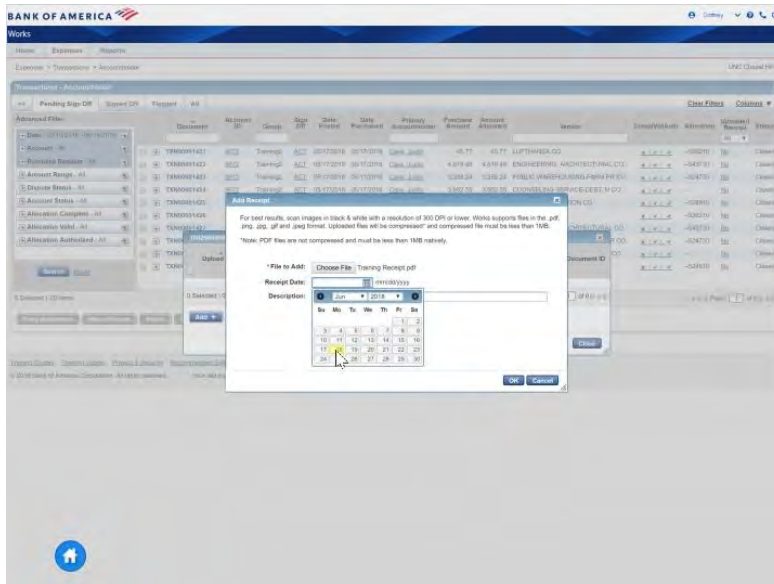
13.7 Uploading a Receipt



Notes:

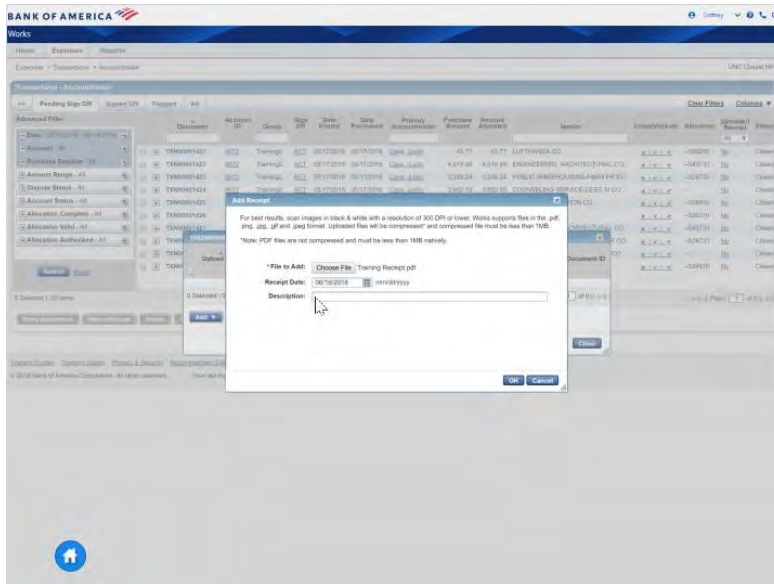
She uses the calendar icon to select the Receipt Date.

13.8 Uploading a Receipt



Notes:

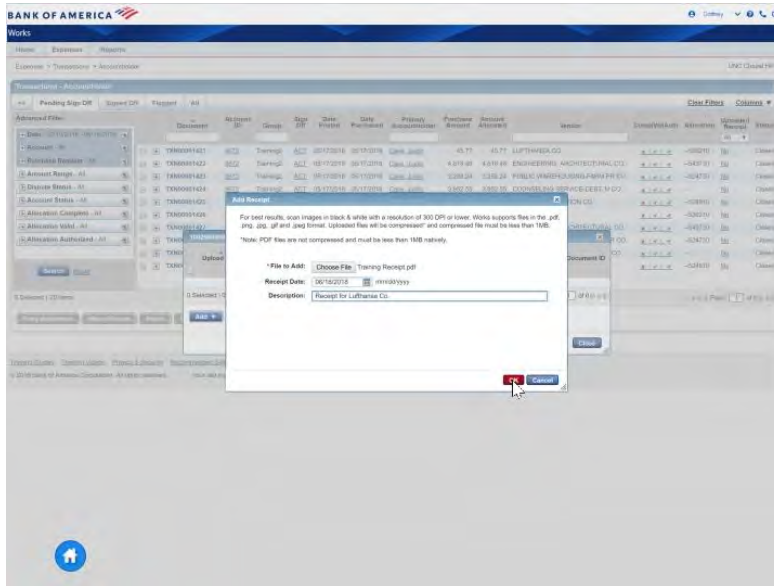
13.9 Uploading a Receipt



Notes:

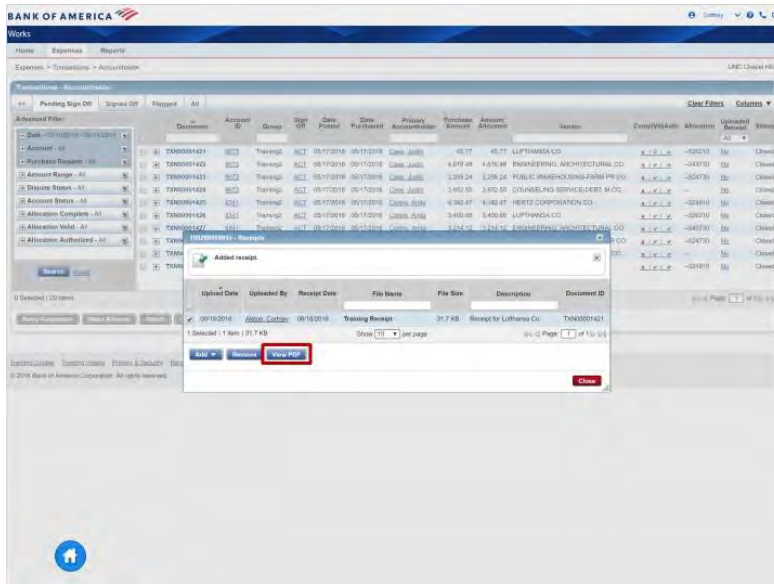
Cortney provides a brief description for the receipt and clicks OK.

13.10 Uploading a Receipt



Notes:

13.11 Uploading a Receipt



Notes:

Then she can click View PDF to view the receipt to make sure that the receipt was uploaded successfully.

While the system only requires one attachment it is usually a good idea to include any other documents that help to tell the story behind the purchase, such as an email from a supervisor approving the purchase, for example.

Click the Next button to return to the Reconciling P-Card Transactions and Uploading Receipts Menu.

14. Signing Off on Transactions

14.1 Signing Off on Transactions



Notes:

Now Cortney is ready to sign off on the transactions. Before doing so, she double checks to make sure that the Purchase Amount is correct, there is a green check mark in the Complete column, the chartfield string allocation is correct, and it says Yes in the Upload Receipt column.

Cortney has verified that the transactions are ready for sign off. She clicks the Document Transaction Number (TXN)...

14.2 Signing Off on Transactions

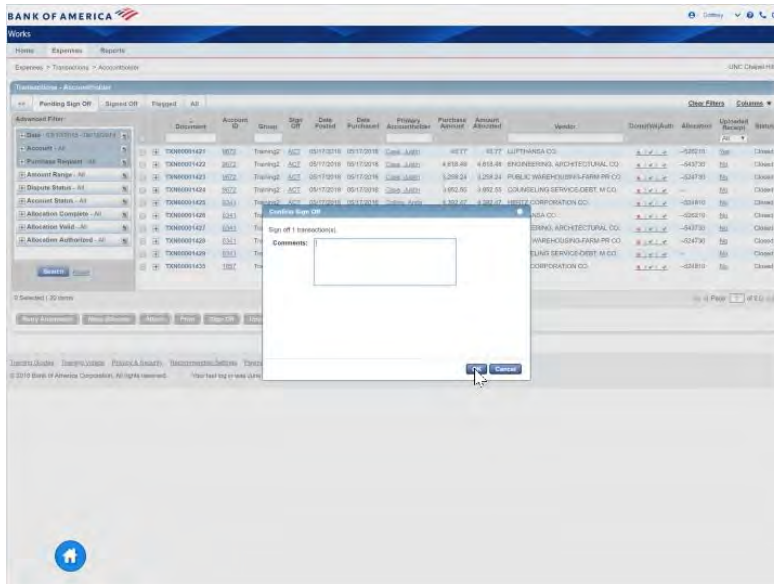
The screenshot displays the Bank of America 'Transactions - Account History' interface. The page shows a list of transactions with columns for Document, Amount, Date, and Vendor. The transactions are filtered by 'Pending Sign Off' and 'Signed Off'. The list includes transactions from LUFTHANSA CO., ENGINEERING ARCHITECTURAL CO., PUBLIC WAREHOUSES FARM PR CO., COUNSELING SERVICE DEBT IN CO., and HERTZ CORPORATION CO. The interface also includes a search bar, a 'Show' dropdown, and a 'Page' indicator.

Document	Amount	Date	Vendor
TR00001421	45.77	05/17/2018	LUFTHANSA CO.
TR00001422	4,619.48	05/17/2018	ENGINEERING ARCHITECTURAL CO.
TR00001423	3,259.24	05/17/2018	PUBLIC WAREHOUSES FARM PR CO.
TR00001424	3,952.55	05/17/2018	COUNSELING SERVICE DEBT IN CO.
TR00001425	4,362.47	05/17/2018	HERTZ CORPORATION CO.
TR00001426	3,400.68	05/17/2018	LUFTHANSA CO.
TR00001427	3,274.12	05/17/2018	ENGINEERING ARCHITECTURAL CO.
TR00001428	3,429.95	05/17/2018	PUBLIC WAREHOUSES FARM PR CO.
TR00001429	2,454.04	05/17/2018	COUNSELING SERVICE DEBT IN CO.
TR00001430	1,882.44	05/17/2018	HERTZ CORPORATION CO.

Notes:

and selects sign off.

14.3 Signing Off on Transactions



Notes:

Cortney knows that she is required to include a brief comment describing the business purpose for the purchase. The business purpose should explain not just what was purchased but why the purchase was made as well.

She types her comments and clicks OK.

Click the Next button to return to the Reconciling P-Card Transactions and Uploading Receipts Menu.

15. Viewing the Authorization Log & How to View Flagged Transactions

15.1 Viewing the Authorization Log

Viewing the Authorization Log

select your answer
3. Click the Submit button

Notes:

Accountholders, Group Approvers, and Group Proxy Reconcilers can view transactions that may have been declined. If a purchase is declined, do not try multiple times without knowing the reason for the decline.

You can view real time transaction logs yourself by logging into Works. After logging in go to the Accounts Dashboard, click the hyperlink number under the Account ID you would like to view. Then select View Auth Log to see which transactions have been authorized and which have been declined.

Click the Next button to return to continue.

15.2 How to View Flagged Transactions



Notes:

After the transaction has been signed off and sent to the Approver, it will move into Cortney's Signed Off list. She can now repeat the same steps to reconcile and sign off on any of the other transactions on the Pending Sign Off and/or Flagged tabs.

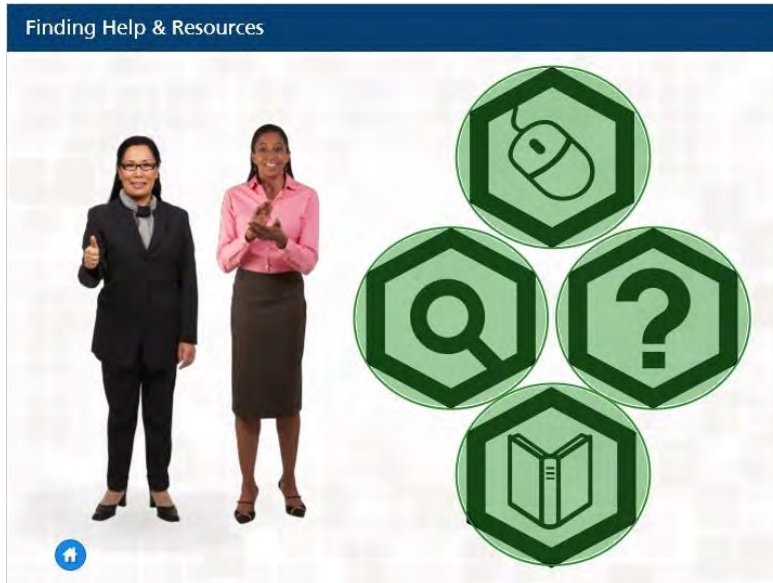
If Cortney's Approver or anyone in the Central P-Card Office ever flags one of her signed off transactions, Cortney will need to click the Flagged tab here on the Transaction screen. To view her Approver's comments about the flagged item, it is best for Cortney to include the "Comments" column view to her transaction list.

Flagged transactions will also show on Cortney's list of Action Items that appears when she first logs in to Works.

Click the Next button to return to the Reconciling P-Card Transactions and Uploading Receipts Menu.

16. Conclusion and Quiz

16.1 Finding Help and Resources



Notes:

Congratulations! You have successfully completed the course.

Online training is available. Please click on the computer mouse icon to view current online training's that are available.

Additional training and resources are available online as well. Click on the magnifying glass icon to see resources available here at UNC at Chapel Hill.

You can also gain access to Bank of America's training manuals by clicking the book icon.

If you need assistance with or have questions about navigating Works®, please contact the Business Systems Help Desk. You can also contact the UNC Chapel Hill Purchasing Card Office for matters concerning P-Card program policies and procedures.

Click on the question mark icon to view the contact information for the Business Systems Help Desk and the P-Card Office.

Finally, click the Next button to gain access to the quiz.

P-Card Office Contact Information (Slide Layer)

Finding Help & Resources

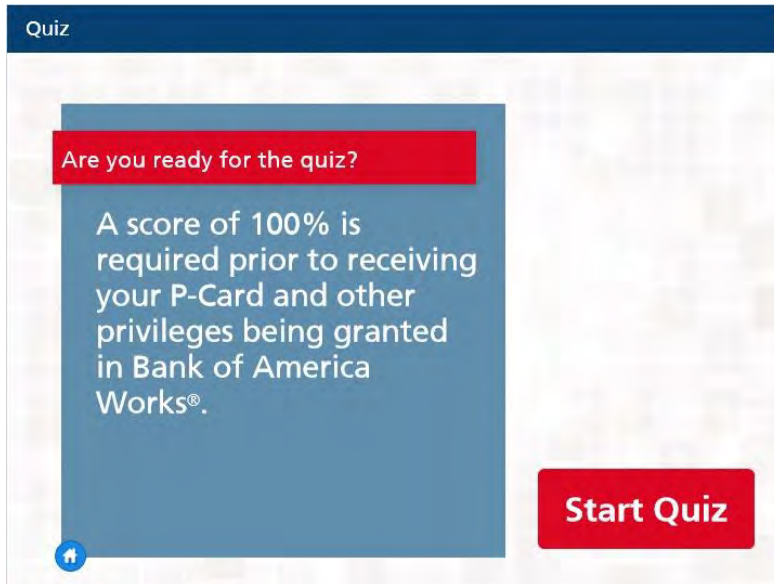


**UNCCH Business Systems
Help Desk**
Webpage: help.unc.edu
Phone: 919-962-4357

P-Card Office
Email: pcard@unc.edu

The background image shows two women standing on the left. To their right are four green hexagonal icons: one with a question mark, one with a book, and two others with abstract symbols. A blue home icon is in the bottom left corner of the slide area.

16.2 Quiz



Notes:

Are you ready for the quiz?

Upon completion you will immediately know your results. Please note that a score of 100% is required prior to submitting your P-Card application.

Once your application has been processed, you will receive an email from Bank of America with your login information to access Bank of America Works.

You may update your login information to Works prior to picking up your card.

The P-Card Office will notify you via email with detailed information when your new P-Card is available for pick up.

Thank you for your participation!

Click the Start Quiz button to take the quiz.