Small Purchase Charge Card (VISA) Electronic Allocation Training

Presented by Fiscal Services
Objectives

- Understand the new procedures for allocating and approving transactions in Bank of America Works program
- Role of the cardholder
- Role of the approver
- Available resources
New Process (1 of 2)

- Cardholder and approver process P-Card transactions electronically in Works
- Paper P-Card log and P-Card Payment Approval forms eliminated
- P-Card under $2,000 transactions approved in Works only (no longer approved in eVA)
- Budget oversight enhanced with timelier posting of P-Cards transactions to Banner
New Process (2 of 2)

- P-Card transactions may be processed as they occur no need to wait until month end
- Electronic approval is “gold standard” results in less oversight for fund/org reconciliation similar to payroll approval in Banner
- Electronic “Monthly Purchase Log” may be generated in Works by cardholder or approver
- Request guidance for unit specific items
No Change

- Allowable and unallowable purchases
- Credit limits
- Card security
- Sales tax exemption
- Confirming orders in eVA
- Record retention
Role of Cardholder (1 of 2)

- Uses new card beginning 5/16/2015
- Utilizes Bank of America Works
- Allocates each transaction to fund/org, account and activity (if applicable) code(s)
- Uses Comment section to provide detail previously included on P-Card log
- Attaches receipts when required
Role of Cardholder (2 of 2)

- Submits final P-Card Payment Approval form for statement ending 5/15 by June 10, 2015 deadline (unless 6/15 statement received)
- Discontinues after May/June time frame
  - Paper P-Card log use
  - Monthly statement reconciliation
  - P-Card Payment Approval form
Role of Approver (1 of 2)

• Electronically approves transactions in Works
• No longer approves P-Card transactions less than $2,000 in eVA
• May approve transactions as they occur
• No longer approves paper P-Card Payment Approval form
Role of Approver (2 of 2)

- May delegate authority in his/her absence
  - Start in Works
  - Directions on Quick Guide
  - FAST will complete the delegation process in Banner Finance
  - Critical before 27\textsuperscript{th} of month deadline
Additional functionality

P-Card team available to advise/set-up

- High volume purchasers may mass allocate
- Additional unit approvers/reviewers
  - auditor role available
- BoA Works to generate reports
  - purchase log or customize templates
Bank of America Works Login

- Login Name = 247netid
- Net id is all lower case
- Mason email address before the suffix @gmu.edu
- New password required
Deadlines (1 of 2)

First billing cycle 5/16/15 - 6/15/15

• Transactions posted to Works through 6/15 must be allocated by 6/25 and approved by 6/27

OR

• Transactions will be “swept” to Account 74093 in default fund/org

• Unit must prepare a correcting journal voucher (JV)

• P-Card will be suspended until approved
Deadlines (2 of 2)

• Normal billing cycle transactions posted to Works from the 16\textsuperscript{th} of one month to the 15\textsuperscript{th} of the following month must be allocated by the 25\textsuperscript{th} and approved by the 27\textsuperscript{th} of the month.

• Begin processing a few days after the 15\textsuperscript{th} if not processing throughout the month.

• Earlier deadlines-June/November/December.
Optional Processes for Units

- May request that cardholders scan and attach all receipts for ease of approval
- May request that cardholders and/or approvers run the electronic Monthly P-Card Log in Works
- May modify fund/org reconciliation process
Register New P-Card in eVA

Update eVA with new P-Card information

- Log-in
- Preferences
- Manage P-Card Information
- Create a new P-Card
Resources – Bank Of America

• Bank of America Cardholder Customer Service is available 24 hours a day, 7 days a week at 1-888-449-2273

• Generic training guides and videos listed at the bottom of the screens
Resources – Fiscal Services

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Quick Reference Guides and Videos for Cardholders and Approvers

Fiscal Services website: http://fiscal.gmu.edu/purchasing/use-a-p-card/