

Boston University Purchasing Card



Cardholder Training



Purchasing Card Usage

Authorized Use & Restrictions

- All purchases must be for University business purposes only. Personal use is strictly prohibited. Any violation of this policy will result in disciplinary action, beginning with revocation of card privileges.
- Only the approved cardholder is authorized to use the card and must maintain confidentiality of his or her account information. Sharing the card number only increases the risk of fraud.
- The PCard is NOT to be used for business travel expenses or non-local meeting expense; these expenses must be purchased on the Travel and Business Expense Card.

Spending Limits

- Each cardholder has a specific transaction amount and monthly credit limits. With very few exceptions, the limit per transaction is \$1,000 and the limit for monthly expenditures is \$10,000. The monthly limit may be adjusted by the PCard Program Administrator with the approval of department and unit fiscal managers upon request.
- Asking a vendor to split the purchase of an item into separate transactions (or on multiple days) in order to keep the purchase under the cardholders' single purchase limit is strictly prohibited.

Usage Of the Bank of America Works System

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Logging in

To Login to the system

- You will receive a welcome email from Works worksnoreply@works.com
- Within the email will be a link to the Works Site
- Your Username will be your UID
- Your Email has already been provided
- You will create your own password
- REMEMBER THEY WILL NOT ASK YOU FOR ANY PERSONAL INFORMATION.



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

Email:

Login Name:

Password:

[Forgot your password?](#)

Need more help? Please contact your Program Administrator for assistance.

[Privacy & Security](#) [Recommended Settings](#) [About SSL Certificates](#)

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Allocating or Editing a Transaction

To allocate a transaction, complete the following:

- Click **Expenses > Transactions > Accountholder**. The
 - Pending Sign Off screen displays.
 - Select the **Flagged** tab, if needed.
 - From the **Signed Off** screen, a transaction may be allocated/
 - edited only if it has been flagged.
- Click the desired **Document** number. A menu displays.
- Select **Allocate / Edit**. The Allocation Details screen displays.
- Complete fields that are required
- Complete one of the following:
 - Click **Save**. The allocation fields update.
 - Click **Save and Allocate Next** to save the current edits and

Allocation Details - TXN0104873 - SUPER STORE 07/21/2016 | Source Amount : 517.05 USD

Allocation Purchase Amount: 480.86 Tax Amount: 36.19 Allocation Total 517.05 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Sales Tax	Description	GL01: Company Code	GL02: Business Area	GL03: Cost Center
	480.86	0.00	STORES CO. - Purchase	0701	8055	5488

0 Selected | 1 Item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	480.86	36.19	0.00	77077

Adjust Amount

Transaction Detail - 5251 (HARDWARE STORES)

Details are not available for this transaction.

Copy to Allocation

Comments Add Comment

Save Save and Allocate Next Close

Managing the Receipt Status of a Transaction

- 1. Click **Expenses > Transactions > Accountholder**.
 - The Pending Sign Off screen displays.
- 2. Select the check box for each **Document**.
- 3. Click **Receipt**. The Receipt screen displays.
- 4. Select the desired receipt status option.
- 5. Enter **Comments**, as needed.
- 6. Click **OK**.

The screenshot shows the 'Transactions - Accountholder' interface. The table contains the following data:

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp(M)/Auth	Allocation	Amount Allocated	Uploaded Receipt
TX00000006	0001	cccc	12/05/2016	12/05/2016	Abrams, Matthew	749.77	HOLIDAY RENT-A-CAR CO.	✓✓✓✓	5100101080150000	749.77	Yes
Alibaba / Fiat	cccc	cccc	12/05/2016	12/05/2016	Abrams, Matthew	897.21	THAI AIRWAYS CO.	✓✓✓✓	5100101080150000	897.21	Yes
	cccc	cccc	12/05/2016	12/05/2016	Abrams, Matthew	284.43	ACCOUNTING AUDITING AND I CO.	✓✓✓✓	5100101080150000	284.43	Yes
	cccc	cccc	12/05/2016	12/05/2016	Abrams, Matthew	859.28	PUBLIC WAREHOUSING-FARM PR CO.	✓✓✓✓	5100101080150000	859.28	Yes
	cccc	cccc	12/05/2016	12/05/2016	Abrams, Matthew	723.21	GRAND CASINO HOTEL CO.	✓✓✓✓	5100101080150000	723.21	Yes

At the bottom of the screen, the 'Receipt' button is highlighted in the navigation bar.

Split Allocation

To divide a transaction, complete the following:

- Click **Expenses > Transactions > Accountholder**. The
 - Pending Sign Off screen displays.
- Click **Document** of the transaction. A drop-down menu displays.
- Click **Divide**. The Divide Transaction screen displays.
- Enter the number of **Parts** into which the transaction will be divided. The desired lines display.
- Select a value from the **Value** drop-down menu.
- Enter the **Value** amount next to each **New TXN Number**.
- Click **OK**. A confirmation message displays.

Divide Transaction
✕

TXN00005887
Purchase Amount: 3,077.68

Parts	New TXN Number	Value
<input type="text" value="2 x"/>		Amount ▾
1	TXN00005887-A	<input type="text"/>
2	TXN00005887-B	<input type="text"/>

Remaining: 3,077.68

OK
Cancel

Disputing a Transaction within Works

The process to dispute a Transaction online within the Works site is available or you can call Bank of America Merrill Lynch regarding the dispute. **Important:** To dispute a transaction that is more than 60 days old, call Bank of America Merrill Lynch at 800-673-1044.

To dispute a transaction within Works, complete the following:

- Click **Expenses > Transactions > Accountant**. The Pending Sign Off screen displays.
- Click **Document** of the transaction. A drop-down menu displays.
- Click **Dispute**. The Dispute screen displays.
 - In the *Dispute Details* section, complete the following:
 - Enter the **Dispute Amount**, if needed.
 - Select the **Reason for Dispute** from the drop-down menu.
 - Enter **Comments**.
- Select the check box, **I have examined the charge(s) made to my account and wish to dispute the transaction**. **Important:** If the check box is not selected, **OK** does not become activated.
- Click **OK**. A confirmation message displays. **Note:** If the Dispute Submitted column is displayed, the selected transaction displays an **X**.

Dispute Transaction
✕

Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from the bank is required, please complete this form and provide any required documentation within 60 days from the billing close date.

Bank of America - Commercial Card Services Operations
PO Box 53101
Phoenix, AZ 85072-3101
Phone: 800-673-1044 Fax: 888-678-6046

Transaction Details

Account Nickname:	Smith, John	Billing Close Date:	09/22/2016
Account ID:	1234	Purchase Date:	08/23/2016
Accountholder:	Smith, John	Reference Number:	
Phone:	<input type="text" value="555-123-4567"/>	Vendor Information:	ABC Company 123 Main Street Anywhere, US

Dispute Details

Posted Amount: 169.99

Dispute Amount:

Reason for Dispute:

Comments:

I have examined the charge(s) made to my account and wish to dispute the transaction.

Signing Off on Transactions

To sign off on one or more transactions, complete the following:

- Click **Expenses > Transactions > Accountholder**.
- Select the check box for each desired **Document**.
- Click **Sign Off**. The Confirm Sign Off screen displays.
- Enter **Comments**, if desired.
- Click **OK**. A confirmation message displays.

Any further questions please contact Pcard@bu.edu