

BOSTON COLLEGE

Department P-Card Administrator's Training

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Tools Provided:

Complete P-card Manuals for Cardholders and Department P-card Administrators

P-card Support Form

www.bc.edu/pcard



In This Class, You Will Learn:

- Department P-Card Administrator's responsibilities
- The reconciliation procedures of the cardholders
- University requirements for p-card reconciliation

Troubleshooting p-card issues within the department



Department P-Card Administrator's Responsibilities

- Reconcile all cardholder statements to PeopleSoft Financials
- Review transactions for compliance with both University and grant fund policies
- Bring any questionable transactions to the attention of the Department Manager, or other appropriate person
- Be the primary point of contact for cardholder questions or issues
- Serve as liaison with the Manager of the University P-Card Program in Procurement Services
- Ensure transactions have not been split to fit under \$4,999
- Ensure the use of p-card for small dollars (under \$4,999)
- Create new p-card chartstrings in PeopleSoft Financials
- Create a new p-card holder in PeopleSoft Financials
- Set individual limits as determined by the Department Manager and University standards



Department P-Card Administrator's Responsibilities

- Maintain and update cardholder information
- Review and update cardholders of any policy and changes affecting p-card use
- Troubleshoot issues within the department
- Deactivate p-cards for employees who have left the University, have moved to another department, or should no longer have access to the applicable chartstring
- Maintain adequate budgets in the p-card accounts, including monitoring pcards for low budget
- Make or request budget transfers
- Ensure cardholders are familiar with University and grant fund restrictions
- Identify possible fraud
- Review with cardholders the policies for receipt requirements designated by the University and the department
- Review and monitor p-card balances for fiscal year end
- Ensure that all credit card data is kept secure
- Ensure separation of duties in p-card review and reconciliation



Cardholder Reconciliation Procedures

- Obtain receipts
- Download the credit card statement from US Bank and attach receipts to statements
- Record additional documentation, such as business purpose and attendee listing for all dining receipts (including BC Dining).
- Record additional documentation for unusual or non-standard purchases
- Reconcile and sign the statement on a monthly basis
- Submit to P-Card Administrator for review and approval
- Report any discrepancies in statements *first* to the supplier. If the cardholder does not recognize the supplier or cannot resolve an unauthorized charge with the supplier, contact US Bank at 1-800-344-5696 to dispute the charge.
- If the cardholder lends a p-card to someone in the department, it is the cardholder's responsibility to obtain the receipts.



Department P-Card Administrator's Reconciliation Procedures

- •Downloads the BC_PCARD_DATA_BY_DEPT query in PeopleSoft
- •Confirms the cardholders have all receipts and have signed their statement
- Reviews p-card transactions for compliance
- •Ensures separation of duties in p-card review and reconciliation
- •Brings questionable transactions to the Department Manager or appropriate person
- •Is the primary contact person for p-card troubleshooting
- •Serves as liaison with the Manager of the University P-Card Program in Procurement Services



What Receipts are the Cardholders Required to Save?

- ➤ All receipts from non-contracted vendors no matter what the dollar amount
- ➤ All receipts from contracted, level 3 suppliers over \$1000
- ➤ All receipts for meetings and meals, including any BC Dining facility, along with a list of attendees and business purpose. If there are more than 20 people, then a group may be listed. *i.e.* snacks for new employee orientation, total attendees: 21



How Long are Receipts Held?

University Budgets: 3 complete fiscal years

Grants: Fund Code 500 and 120: Life of the grant plus a minimum of three years after the submission of the final expenditure report for restricted, funding agencies, contract or grant funds ledger accounts

Missing Receipts: If a cardholder does not have a receipt, a description of the item /s must be recorded on the statement as well as the Department Manager's signature



Reviewing P-Card Transactions

It is essential to review all p-card transactions to confirm:

- Official University purchases
- Internal abuse related to personal purchases
- Inadvertent personal purchases from business online accounts (i.e. mixing p-card with personal card at checkout at Amazon, Apple, iTunes, PayPal, etc.)
- External abuse related to fraud
- Split transactions which circumvent the university bid policy
- Purchases delivered off campus
- Purchases not in compliance with p-card policy
- Inappropriate purchases (i.e. expensive gifts for staff, donations, etc.)
- Review of fiscal year end purchases for inventory stockpiling (spending money for the sake of "using it all" for future fiscal year use)
- Taxes paid that should have been exempt
- Unusual stores or websites used outside of the University preferred and contracted suppliers (Staples, Macys, Target, Home Depot, etc.)
- Purchases with missing receipts (verify item is physically in the department and put a note on the statement with signature of cardholder and Department Manager)
- Even dollar amount purchases (may indicate a fraudulent invoice, split transaction or gift card purchase)
- Gift cards
- Small dollar dining purchases (BC Dining, Starbucks or Dunkin Donuts should NOT be purchased by the University unless there is a specific business purpose)



Reconciliation and Access-on-line

Every cardholder and Administrator must have access to US Bank's Access Online.

https://access.usbank.com

- Cardholders have access to their own cards
- Department P-Card Administrators have access to all cards assigned to their area by the Department Manager
- Please contact the P-Card Support form to gain access to new chartstrings (www.bc.edu/pcard)



Registration in Access Online

- Every cardholder will need to register in US Bank's Access Online
- Once in Access Online, they will need to enter an email address
- Once that is complete, the Email Notification field must be enabled
- By completing this field, the cardholder will receive a monthly notification when the statement is ready for reconciliation
- By entering the email address, the cardholder has the ability to use the "forgot password" field to retrieve an Authentication Code



Registration in Access Online

In Access Online: My Personal Information>Contact Information

Account Information

Reporting

Dashboard

Data Exchange

My Personal

Information

- Password
- Contact Information
- Manage Account Access
- Manage Favorites

Home

Contact Us

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Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

Step 1: First enter contact information including email address to turn on notification. for statement and retrieve forgotten password

o Email Notification Step 2: Enable email notification

Manage Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

Add Accounts

Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Statement Notification

Select accounts below to receive email notification when a statement is available in Access Online.

Accounts associated directly to this user id:

Status Account Number Account Name Account Type

Cardholder: Downloading a Statement From US Bank

In Access Online:

Account Information>Statement>Select Billing Cycle

US Bank provides 24 months of statements. Usually, a statement covers transaction beginning the 26th of the month and ending the 25th of the following month.

Request Status Queue Active Work Queue System Administration Account Administration Transaction Management	Cardholder Account Profile Search & Select an Account
Account Information Statement Account Profile	View Diversion Account View Managing Account
Reporting Dashboard	Cardholder Account Search
Data Exchange My Personal Information	Search for an account by Cardholder Account Number, Name, or Social Security Number. cardholder account by first Searching for a Managing Account.
Home Contact Us	Account Number:
Training	Last Name: First Name:
	OR Carlo
	Social Security Number: OR Social Security numbers are never used Search



Cardholder: Downloading a Statement From US Bank

RITA F CARLO	M.
View account profile	Two years of statements are available in Access Online
2018	
01/25/2018 (PDF)	
2017	
12/26/2017 (PDF)	06/26/2017 (PDF)
11/27/2017 (PDF)	05/25/2017 (PDF)
10/25/2017 (PDF)	04/25/2017 (PDF)
09/25/2017 (PDF)	03/27/2017 (PDF)
08/25/2017 (PDF)	02/27/2017 (PDF)
07/25/2017 (PDF)	01/25/2017 (PDF)



Cardholder: US Bank Statement





U.S BANCORP SERVICE CENTER P. O. Box 6343 Fargo, ND 58125-6343

RITA F CARLO 022601-PROCUREMENT 140 COMMONWEALTH AVE CHESTNUT HILL MA 02467-3800 **BOSTON COLLEGE**

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder Date Approver Date

		NEW ACCOUNT ACT	IVITY		
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	мсс	AMOUNT
11-30	11-29	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA PUR ID: 114-7737289-82802 TAX: 0.00	24692167333100180948180	5942	14.75
12-01	11-30	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA PUR ID: 114-9825553-18978 TAX: 0.00	24692167334100858257343	5942	6.49
12-06	12-04	WB MASON 888-9262766 MA PUR ID: I50225871 TAX: 0.00	24121577339552118314353	5111	70.33
12-07	12-05	WB MASON 888-9262766 MA PUR ID: I50274561 TAX: 0.00	24121577340634109081675	5111	19.95
12-13	12-11	WB MASON 888-9262766 MA PUR ID: I50454732 TAX: 1.20	24121577346557125668486	5111	14.12
12-14	12-12	WB MASON 888-9262766 MA PUR ID: I50497335 TAX: 0.00	24121577347630125752581	5111	17.52
12-18	12-15	IBISWORLD INC 310-8665181 CA PUR ID: 00000051068 TAX: 0.00	24388947351627132236612	8999	3,675.00
12-19	12-18	COLLEGIATE PRESS 617-552-3418 MA PUR ID: 0000000001 TAX: 0.00	24828247352017079994831	2741	36.00

Default Accounting Code: EAGLE022601100100000000 0000060168370



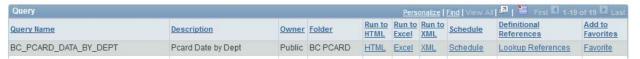
PeopleSoft Reports for Reconciliation

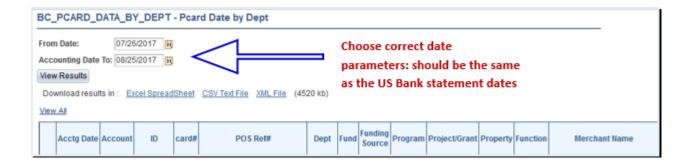
This query will give you all p-card data for your department(s). It must be must be downloaded and reviewed every month.

BC_PCARD_DATA_BY_DEPT (for all departments in your area)
BC_PCARD_DATA_BY_DEPT_W_PROMPT (per dept ID #)

PeopleSoft Navigation:

Reporting Tools > Query > Query Viewer







PeopleSoft Query: BC_PCARD_DATA_BY_DEPT or BC_PCARD_DATA_BY_DEPT_W_PROMPT

caru pate i	11										
Acctg Date	Account	Dept	Fund	Funding	Function	Merchant Name	Amount	Trans Date	Year	JRNL DESCR	Name
12/26/2017	68370	022601	100	10000	601	BOSTON COLLEGE DINING II	35.720	12/22/2017	2018	BOSTON COLLEGE DININ-mcgowap	McGowan,Paul
12/26/2017	68370	022601	100	10000	601	DROPBOX*YW2Q8FB25QHV	99.000	12/22/2017	2018	DROPBOX*YW2Q8FB25QHV-mcgo	McGowan,Paul
1/2/2018	68370	022601	100	10000	601	D&B*DUN&BRADSTREET AD	2014.650	12/30/2017	2018	D&B*DUN&BRADSTREET A-cardar	Carlo,Rita F
1/3/2018	68370	022601	100	10000	601	PAYPAL*NAEB NE	35.000	1/2/2018	2018	PAYPAL *NAEB NE-cardarri	Carlo,Rita F
1/4/2018	68370	022601	100	10000	601	WB MASON	25.780	1/2/2018	2018	WB MASON-cardarri	Carlo,Rita F
1/5/2018	68370	022601	100	10000	601	WB MASON	20.850	1/3/2018	2018	WB MASON-cardarri	Carlo,Rita F
1/8/2018	68370	022601	100	10000	601	WB MASON	19.950	1/5/2018	2018	WB MASON-cardarri	Carlo,Rita F
1/16/2018	68370	022601	100	10000	601	D J*WALL ST JOURNAL	110.970	1/15/2018	2018	D J*WALL ST JOURNAL-cardarri	Carlo,Rita F
1/18/2018	68370	022601	100	10000	601	WB MASON	29.740	1/16/2018	2018	WB MASON-cardarri	Carlo,Rita F
1/23/2018	68370	022601	100	10000	601	NATLASSOCEDPROC	800.000	1/22/2018	2018	NATLASSOCEDPROC-simardl	Hoole,Laurie A
1/24/2018	68370	022601	100	10000	601	NAPCP	-795.000	1/22/2018	2018	NAPCP-cardarri	Carlo,Rita F
		January 2	018 Re	conciled l	oy Anna	Branco					



P-Card Review: Level 3 Data

A level 3 query provides line item detail, including descriptions, for transactions from level 3 suppliers only. This is not a p-card reconciliation report but it is helpful in reviewing questionable transactions. All level 3 suppliers will appear in this query.

PeopleSoft Navigation: Reporting Tools > Query > Query Viewer>BC PCARD LEVEL3 ALL

BC PCARD LEVEL3 ALL - Pulls LINE detail-if available Enter the % sign in any field to select all values for that field. Note: SetID (Enter SHARE): SHARE Q The Merchant Name must be spelled exactly. If you are unsure of the From Posting Date (Req'd): 08/01/2014 spelling, type a portion of the name and use the % To Posting Date (Req'd): 08/31/2017 Department (Use % if all): 022601 Fund Code (Use %): Funding Source (Use %): Program Code (Use %): Project/Grant (Use %): Property (Use %): Function (Use %): Account (Use %): EmplID (Use %): Merchant Name: %MASON% View Results



P-card Review: Level 3 Data

After editing, the query result will look like this:

Merchant Name	Item Descr	Posting Date	Trans Date	LINE_AMT	QTY UOM	Dept	Fund	Funding	Program	Pro Function	Account
AMAZON MKTPLACE PMTS	50 WHITE A7 SELF SEAL 5X7	1/4/2018	1/3/2018	17.980	2 PCE	012101	111	10000	13002	401	68370
DMI* DELL HLTHCR/REL	Dell Mini DisplayPort(M)	1/4/2018	1/3/2018	19.000	1 EA	023000	300	10000	00000	501	68370
DMI* DELL HLTHCR/REL	Kit - E5 90W AC Adapter (1/4/2018	1/3/2018	53.400	2 EA	023000	300	10000	00000	501	68370
DMI* DELL HLTHCR/REL	C2G 8in DisplayPort to HD	1/4/2018	1/3/2018	103.140	6 EA	023000	300	10000	00000	501	68370
DMI* DELL HLTHCR/REL	Kit - E5 90W AC Adapter (1/4/2018	1/3/2018	26.700	1 EA	023000	300	10000	00000	501	68370
DMI* DELL HLTHCR/REL	Dell Security Lock, Premi	1/4/2018	1/3/2018	23.980	2 EA	023000	300	10000	00000	501	68370
DMI* DELL HLTHCR/REL	Dell Adapter - DisplayPor	1/4/2018	1/3/2018	550.000	25 EA	023000	300	10000	00000	501	68370
WB MASON	CALENDAR, DESK PAD, MO, 22X1	1/2/2018	12/29/2017	10.680	2 EA	023000	300	10000	00000	501	68370
WB MASON	PLANNER, TEACHERS, 8.5"X11"	1/2/2018	12/29/2017	11.090	1 EA	023000	300	10000	00000	501	68370
WB MASON	REFILL,NOTEBOOK,A5	1/2/2018	12/29/2017	4.000	2 EA	023000	300	10000	00000	501	68370
WB MASON	CALENDAR, WALL, MO, 15X12, JA	1/2/2018	12/29/2017	5.350	1 EA	023000	300	10000	00000	501	68370
WB MASON	CALENDAR, WALL, MO, 15-1/2X2	1/2/2018	12/29/2017	16.380	2 EA	023000	300	10000	00000	501	68370
DISCOUNT SCHOOL SUPPLY	1 LB PLASTIC GLITTER - RE	1/4/2018	1/3/2018	8.180	1 Unit	024201	390	10000	00000	501	68370
DISCOUNT SCHOOL SUPPLY	1 LB PLASTIC GLITTER - GO	1/4/2018	1/3/2018	8.180	1 Unit	024201	390	10000	00000	501	68370
DISCOUNT SCHOOL SUPPLY	1 LB PLASTIC GLITTER - WH	1/4/2018	1/3/2018	8.180	1 Unit	024201	390	10000	00000	501	68370
	1	. / . /	- 1- 1			/	7	7 .	7	/	/



Process for an Accidental Personal Purchase on P-card

Cardholder identifies error (hopefully) when reconciling and goes to the Department P-Card Administrator

Department P-Card Administrator requests a check payable to BC from Cardholder

Cardholder takes a copy of the check (account #s blacked out on the copy) and forwards the check to The Manager of the University P-Card Program in Procurement.

The Manager of P-Card program looks up the cardholder's chartstring, prints a copy of the cardholder's statement, writes the correct account # (68380 p-card correction account) and brings to cashier's office.

When the check clears in the 68380 account, the department will do a budget transfer back into the 68370 (p-card) account



Reconciled P-Cards

BC_PCARD_DATA_BY_DEPT reports should be saved to a secured server or be readily available for Internal Audit (monthly).

Receipts and statements should also be readily available for Internal Audit and FVP review.

Important: Two independent individuals are required for reconciliation.

If the department requires the Department P-Card Administrator to have a p-card, then the Department Manager is responsible to make sure there are additional controls and oversight in place.



Managing and Troubleshooting P-Cards

The majority of all declines can and should be resolved at the department level.



Managing and Troubleshooting P-Cards

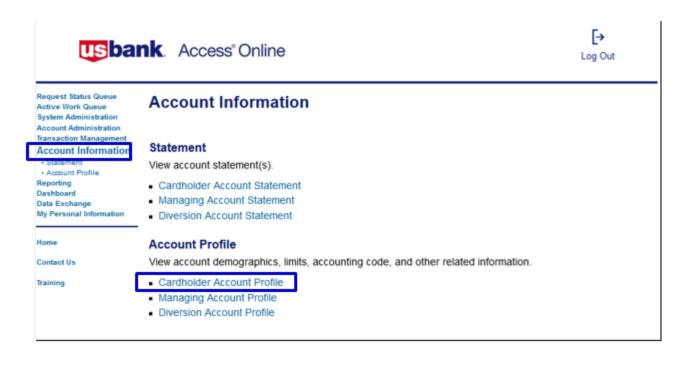
Features provided in Access Online for the P-Card Administrator:

- Real-time balances to compare to PeopleSoft Financials and determine if the budget is low
- Ability to look at a transaction to see why it declined so you can provide solutions to the cardholder
- Ability to search for pending transactions that are not yet in PeopleSoft Financials
- Decline reports to review for compliance to policy and potential external fraud



Access Online Navigation:

Account Information > Cardholder Account Profile > View a Managing Account > Authorizations Limits





Request Status Queue Active Work Queue System Administration Account Administration Transaction Management	Cardholder Account Profile Search & Select an Account
Account Information - Statement - Account Profile	View Diversion Account View Managing Account
Reporting Dashboard	Cardholder Account Search
Data Exchange	
My Personal Information	Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a
*	ardholder account by first Searching for a Managing Account.
H	
Home	Account Number:
Contact Us	Account Hamber.
Training	
	Last Name: First Name:
	OD C
	OR Carlo
	Social Security Number:
	Social Security Number.
	OR
	Search

Request Status Queue Active Work Queue System Administration Account Administration	Cardholder Account Profile Cardholder Account Summary
Transaction Management Account Information - Statement	Card Account Number: **************6396, RITA F CARLO Switch Accounts Card Account ID: 215306000100
Account Profile Reporting Dashboard Data Exchange	Select an item below to view its contents. You can also View a Managing Account
My Personal Information	View Account Profile
Home	View account information such as Account Owner Details, Account Details, Default Accounting Code, Authorization Limits.
Contact Us	
Training	Account Authorizations View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.



Request Status Queue Active Work Queue System Administration Account Administration Transaction Management Account Information

ACCOUNT IIIION

- Statement
- Account Profile

Reporting Dashboard

Data Exchange My Personal Information

Home

Contact Us

Training

Managing Account Profile Managing Account Summary

Managing Account Number: 4246044555542210, BOSTON COLLEGE

Managing Account ID: 212095516471

Select an item below to view its contents. You can also View a Cardholder account or View a Diversion Account

Demographic Information

View account name, address, contact information, and alternate address.

Account Information

View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

Extract Information

View financial extract information assigned to the account.

Default Accounting Code

View the default accounting code assigned to the account.

Switch Accounts

Authorization Limits

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

Financial History

View the account 12-month history, 7-year history analysis, and 7-year history.



- > You must be in the View a Managing Account screen
- ➤ The **limit** is the total budget in PeopleSoft and the **total** is the year-to-date spend
- > Limit minus total equals balance available

If the custom velocity is low or almost equal to the total, please initiate a budget transfer into the p-card account (usually 68370) in PeopleSoft.

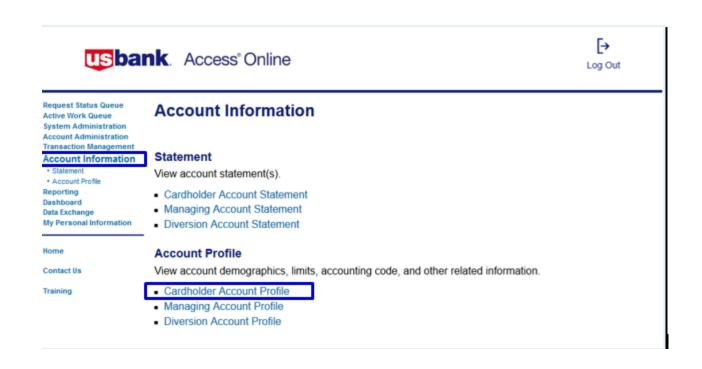
	Limit	Total	
Daily Dollar:	0	0	
Daily Transaction:	0	0	
Cycle Dollar:	0	326	
Cycle Transaction:	0	10	
Monthly Dollar:	0	268	
Monthly Transaction:	0	7	
Quarterly Dollar:	0	268	
Quarterly Transaction:	0	7	
Yearly Dollar:	0	8659	For all Cardholders against this charstring
Yearly Transaction:	0	76	
Custom Velocity Limits	Budget	Total spend	Limit: \$ 21,337
outless releasely Emilia	Limit	Total	Minus Total: \$ 8,659
Other Dollar:	21337	8659	= Available: \$ 12,678
Other Transaction:	0	76	



Understanding Decline Reasons and Resolutions

Access Online Navigation:

Account Information > Cardholder Account Profile > Account Authorizations





Looking at a P-Card Decline

Request Status Queue Active Work Queue System Administration Account Administration Transaction Management	Cardholder Account F Search & Select an Account	Profile
Account Information Statement Account Profile	View Diversion Account View Man	aging Account
Reporting Dashboard Data Exchange My Personal Information	Cardholder Account Search Search for an account by Cardholder cardholder account by first Searching	Account Number, Name, or Social Security Number. You can also find a for a Managing Account.
Home Contact Us Training	Account Number:	
Training	OR Carlo	Name:
	OR Number:	Do not use Social Security Number. BC P-cards are never associated with an employee's SS#
	Search	

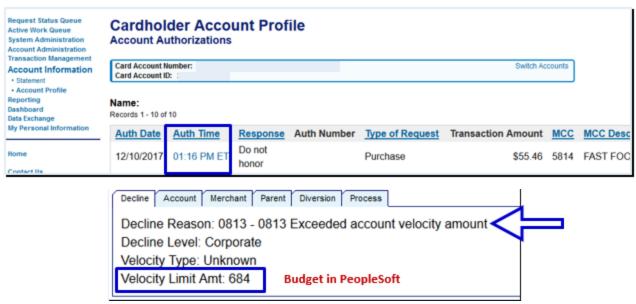
Request Status Queue Active Work Queue System Administration Account Administration	Cardholder Account Profile Cardholder Account Summary	
Transaction Management Account Information Statement	Card Account Number: RITA F CARLO Card Account ID:	Switch Accou
Account Profile Reporting Dashboard Data Exchange	Select an item below to view its contents. You can also View a Managing Account	
My Personal Information	View Account Profile	
	View account information such as Account Owner Details, Account Details, Default Account	ting Code,
Home	Authorization Limits.	
Contact Us		
Training	Account Authorizations View Account Authorization information such as Request Type, Request Source, MCC, and Amount	Transaction



Decline: Exceeded Account Velocity Amount

All declines will have the status of Do not honor or Declined

For detailed information about the decline select the time link under the Auth Time column



<u>Issue:</u> There are not enough budget funds in the p-card account in PeopleSoft Financials for the transaction. Pending transactions may not have appeared in PeopleSoft so the real-time balance should be checked in Access Online

Resolution: A budget transfer must be made into the p-card account (usually account 68370). The best practice is to properly fund the p-card account in PeopleSoft at the beginning of the fiscal year and monitor the p-card spend throughout the year.



Decline: MCCG Exclude



Issue: This purchase is not allowed on the p-card based on the supplier's Merchant Category Code (MCC). All suppliers have a specific MCC code assigned by their credit card provider. P-cards are set up with certain restrictions, which are not allowed such as cash advances, travel, and entertainment related expenses and are designed to decline if attempted.

<u>Resolution:</u> Please contact_Procurement via the P-card Support Form if you know this is an allowed purchase for your department or club.



Decline: CRV Status

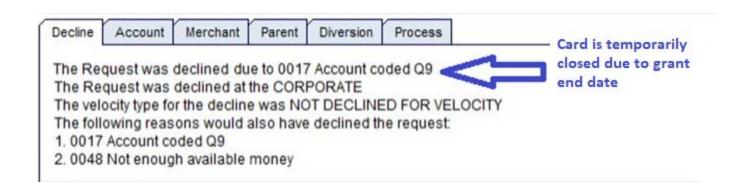


<u>Issue:</u> Card is not activated. New and renewed p-cards must be activated by calling US Bank. Upon receipt of your p-card, instructions are given to every cardholder to activate the card with specific four (4) digits instead of the last four digits of the cardholder's social security number. (Social security numbers and employee IDs are *never* associated with a cardholder's p-card.)

<u>Resolution:</u> Have the cardholder activate his/her card. If you do not know what those 4 digits are, please contact Procurement Services via P-card Support Form



Decline: Q-9 Status

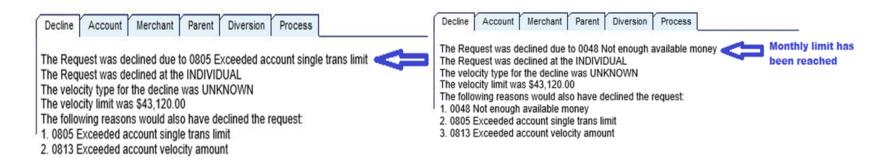


<u>Issue:</u> The grant has ended. P-cards on grants have an end date different from operating budgets.

Resolution: Check to see if the grant end date has been extended in PeopleSoft Financials.



Decline: Individual Level, Not Enough Money or Exceeded Single Purchase Limit



<u>Issue:</u> The single transaction limit OR the monthly limit has been reached.

Resolution for single transaction limits: First check with the Department Manager to review what limits have been set for the cardholder and then review those limits with the cardholder. The Department Manager can authorize the single limit increase up to \$4,999 (the University maximum) and up to \$2,999 for grant p-cards. Some Department Managers may set lower limits for cardholders.

It is not an option having the supplier split the transaction. This is against P-Card Policy.



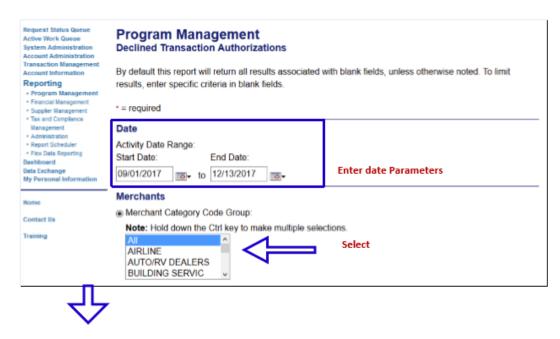
Benefits of the Declined Transaction Authorizations Report

- Find declines no longer accessible on the account authorizations screen
- Red-flag a cardholder who is attempting to use the card for non-business related purchases
- Determine if funds need to be added
- Check for external fraud attempts
- Check for declined recurring charges

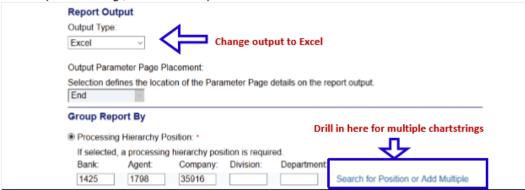
Access Online Navigation:

Reporting > Program Management> Declined Transaction Authorizations





Scroll down again and under **Group Report By** for departments with only one chartstring, the fields will default into the **bank #1425**, the agent #1798 (Boston College) and the company # (represents a particular chartstring). For multiple chartstrings, drill into the department field





Request Status Queue Active Work Queue System Administration Account Administration Transaction Management Account Information Reporting - Program Management	Program Management Select a Processing Hierarchy Position Search for a Hierarchy Position Select the hierarchy level you wish to locate, and enter any known or partial values, then search.
Financial Management Supplier Management Tax and Compliance Management Administration	Hierarchy Level: Company
Report Scheduler Fiex Data Reporting Dashiboard Data Exchange My Personal Information	Bank: Agent: Company: Division: Department:
Home Contact Us	Search Click Search



Select Position will move the company #s to the right

After selecting the company #'s, select Accept Hierarchy and run report

Select	Bank	Agent	Comp.	Div	Dept		Select Positio		Remove	1425	Agent 1798	Comp. 30811	DIV	Dept
G	1425	1798	30811	DIV	Dept				N N	1425	1798	30813		
	1425	1798	30813				<< Remove Po	sition		1425	1798	30819		
	1425	1798	30819				_			1425	1798	30835		
	1425	1798	30835			_				1425	1798	30916		
	1425	1798	30916			_	$\overline{}$			1425	1798	30923		
	1425	1798	30923							1425	1798	30929		
	1425	1798	30929	Λ.					₩	1425	1798	30934		

Once the hierarchy is accepted scroll down and select Run Report



1) Is a budget transfer needed to increase the p-card budget?

Account Short Name	Decline Date	Decline T Decline Reason	Requested Amount Merc	chant Merchant Category Code Description	Merchant Name
JOHN SMITH	2017/09/14	20:24:53 Exceeded account velocity amount	\$74.85	5411 GROCERY STORES, SUPERMARK	#07566 STAR MARKET
JANE DOE	2017/09/25	12:47:56 Exceeded account velocity amount	\$254.87	5734 COMPUTER SOFTWARE STORES	ADOBE SYSTEMS, INC.
JOHN SMITH	2017/09/11	10:01:40 Exceeded account velocity amount	\$1,225.50	5969 OTHER DIRECT MARKETER	Adorama Inc
JANE DOE	2017/09/09	02:26:38 Exceeded account velocity amount	\$2,279.00	5732 ELECTRONICS STORES	APL*APPLE ONLINE STORE
MARY DOE	2017/09/22	12:57:36 Exceeded account velocity amount	\$81.86	5411 GROCERY STORES, SUPERMARK	ARAX MARKET
JANE DOE	2017/09/14	17:01:13 Exceeded account velocity amount	\$68.95	8299 SCHOOLS/EDUCATIONAL SCHL	AWL*PEARSON EDUCATION
JANE SMITH	2017/10/02	14:42:36 Exceeded account velocity amount	\$271.73	5251 HARDWARE STORES	B L OGILVIE AND SONS I
JANE DOE	2017/09/26	17:24:05 Exceeded account velocity amount	\$210.00	8220 COLLEGES, UNIVERSITIES	BC ATHLETIC ASSOC/MOTO
JANE SNOW	2017/09/11	10:33:58 Exceeded account velocity amount	\$12.00	8220 COLLEGES, UNIVERSITIES	BC ROBSHAM THEATER
MARY SMITH	2017/09/05	11:02:19 Exceeded account velocity amount	\$51.92	5814 FAST FOOD RESTAURANTS	BILL'S PIZZERIA

2) Does a cardholder need to be retrained if they are continuously using the p-card for restricted commodities or travel?

Account Short Name	Decline Date	Decline Time	Decline Reason	Requested Amount	MCC Code	Merchant Name
GREYJOY, EURON	2017/09/13	00:35:48	MCCG exclude	\$20.00	4784	E-ZPass MA
LANNISTER, CERSEI	2017/09/22	11:27:38	MCCG exclude	\$753.03	3543	FOUR SEASONS HOTEL BOSTO
STARK, SANSA	2017/09/12	10:57:31	MCCG exclude	\$150.00	3751	HOMEWOOD SUITES BY HILTO
LANNISTER, JAIME	2017/09/15	10:58:27	MCCG exclude	\$750.00	7512	PETER FULLER CAR RENTAL
STARK, SANSA	2017/09/12	11:12:18	MCCG exclude	\$286.46	3066	SOUTHWEST AIRLINES
STARK, EDDARD	2017/09/18	19:18:55	MCCG exclude	\$135.80	5812	THAI NORTH RESTAURANT
BARATHEON, ROBERT	2017/09/18	13:41:13	MCCG exclude	\$390.00	5812	TOP OF THE HUB
TARTH, BRIENNE	2017/09/01	16:29:20	MCCG exclude	\$294.98	4511	VIVA AEROBUS CIB USD AP

3) Should a cardholder's p-card be replaced due to excessive fraud attempts?

Decline Time Decline Reason	Requested Amount Request Type	Merchant Merchant Category Code Description	Merchant Name
22:20:53 ADS I STRATEGY	\$1,030.00 Purchase	5231 GLASS,PAINT,AND WALLPA	GUIRY'S ASPEN PARK PAI
15:00:52 ADS I STRATEGY	\$359.90 Purchase	5231 GLASS,PAINT,AND WALLPA	GUIRY'S ASPEN PARK PAI
13:18:46 ADS I STRATEGY	\$580.00 Purchase	5231 GLASS,PAINT,AND WALLPA	GUIRY'S ASPEN PARK PAI
13:20:22 ADS I STRATEGY	\$580.00 Purchase	5231 GLASS,PAINT,AND WALLPA	GUIRY'S ASPEN PARK PAI
11:29:25 ADS I STRATEGY	\$1,230.00 Purchase	5231 GLASS,PAINT,AND WALLPA	GUIRY'S ASPEN PARK PAI
06:47:24 ADS I STRATEGY	\$550.60 Purchase	5231 GLASS,PAINT,AND WALLPA	GUIRY'S ASPEN PARK PAI
12:28:15 ADS I STRATEGY	\$843.33 Purchase	5231 GLASS,PAINT,AND WALLPA	GUIRY'S ASPEN PARK PAI
01:43:28 ADS I STRATEGY	\$680.00 Purchase	5231 GLASS,PAINT,AND WALLPA	GUIRY'S ASPEN PARK PAI
02:38:27 ADS I STRATEGY	\$680.00 Purchase	5231 GLASS, PAINT, AND WALLPA	GUIRY'S ASPEN PARK PAI
03:09:38 ADS I STRATEGY	\$680.00 Purchase	5231 GLASS, PAINT, AND WALLPA	GUIRY'S ASPEN PARK PAI
	22:20:53 ADS STRATEGY 15:00:52 ADS STRATEGY 13:18:46 ADS STRATEGY 13:20:22 ADS STRATEGY 11:29:25 ADS STRATEGY 06:47:24 ADS STRATEGY 12:28:15 ADS STRATEGY 01:43:28 ADS STRATEGY 02:38:27 ADS STRATEGY	22:20:53 ADS I STRATEGY \$1,030.00 Purchase 15:00:52 ADS I STRATEGY \$359.90 Purchase 13:18:46 ADS I STRATEGY \$580.00 Purchase 13:20:22 ADS I STRATEGY \$580.00 Purchase 11:29:25 ADS I STRATEGY \$1,230.00 Purchase 06:47:24 ADS I STRATEGY \$550.60 Purchase 12:28:15 ADS I STRATEGY \$680.00 Purchase 01:43:28 ADS I STRATEGY \$680.00 Purchase 02:38:27 ADS I STRATEGY \$680.00 Purchase	22:20:53 ADS I STRATEGY \$1,030.00 Purchase 5231 GLASS,PAINT,AND WALLPA 15:00:52 ADS I STRATEGY \$359.90 Purchase 5231 GLASS,PAINT,AND WALLPA 13:18:46 ADS I STRATEGY \$580.00 Purchase 5231 GLASS,PAINT,AND WALLPA 13:20:22 ADS I STRATEGY \$680.00 Purchase 5231 GLASS,PAINT,AND WALLPA 11:29:25 ADS I STRATEGY \$1,230.00 Purchase 5231 GLASS,PAINT,AND WALLPA 06:47:24 ADS I STRATEGY \$550.60 Purchase 5231 GLASS,PAINT,AND WALLPA 12:28:15 ADS I STRATEGY \$843.33 Purchase 5231 GLASS,PAINT,AND WALLPA 01:43:28 ADS I STRATEGY \$680.00 Purchase 5231 GLASS,PAINT,AND WALLPA 02:38:27 ADS I STRATEGY \$680.00 Purchase 5231 GLASS,PAINT,AND WALLPA



4) Are there recurring charges on a deactivated card?

Account Short Name	Decline Date	Decline Tin	ne Decline Reason	Requested Amount Request Type	Merchant Merchant Name
JOHN SMITH	2017/09/03	15:42:00	Account coded (CREDIT RATING)	\$99.00 Bill Payment	5968 AmazonPrime Membership
JANE SNOW	2017/09/28	15:56:30	Account coded (CREDIT RATING)	\$14.95 Purchase	5968 Audible
JOHN SMITH	2017/09/04	12:21:48	Account coded (CREDIT RATING)	\$10.63 Bill Payment	5968 CTC*CONSTANTCONTACT.(
JANE SNOW	2017/09/01	07:44:07	Account coded (CREDIT RATING)	\$0.00 Purchase	4816 DNH*GODADDY.COM
JOHN SMITH	2017/09/05	02:24:58	Account coded (CREDIT RATING)	\$19.95 Purchase	5111 WB MASON
JOHN SMITH	2017/09/07	12:18:53	Account coded (CREDIT RATING)	\$79.98 Purchase	4814 VZWRLSS*IVR VB
JANE SMITH	2017/09/07	12:19:25	Account coded (CREDIT RATING)	\$0.00 Purchase	4814 VZWRLSS*IVR VB

5) Have cardholders activated their cards yet?

Account Short Name	Decline Date	Decline Time	Decline Reason	Requested Amoun	Request Type	Merchant N	Merchant Name
JOHN SMITH	2017/09/20	11:09:53	CRV status	\$33.07	Purchase	5411 #	#07645 STAR MARKET
MARY MERRY	2017/09/16	02:33:33	CRV status	\$5.99	Purchase	5818 A	Amazon Digital Ser
THOMAS SMITH	2017/09/17	12:44:07	CRV status	\$0.00	Purchase	5942 A	AMAZON.COM
JOHN SMITH	2017/09/01	14:13:32	CRV status	\$425.00	Purchase	2741 (COLLEGIATE PRESS
THOMAS SMITH	2017/10/03	12:48:37	CRV status	\$454.22	Bill Payment	5968 (CTC*CONSTANTCONTACT.COM
JOHN SMITH	2017/09/03	11:02:01	CRV status	\$5.30	Bill Payment	4816 E	ONH*GODADDY.COM
MARY MERRY	2017/09/19	09:43:01	CRV status	\$2,050.00	Purchase	8398 II	N *COMMISSION ON ACCR
JOHN MERRY	2017/09/20	18:00:51	CRV status	\$17.95	Purchase	5411 N	MADDIES CITY CONVENIENCE



Decline: ADS 1 Strategy, ADS 11 Filter, Caution Account, Arrest, Fraud or Account Coded (Credit Rating)

ADS 1 Strategy: This is a fraud alert code. The cardholder may be able to correct this if the transaction is legitimate. Something did not verify in the approval process such as the name, billing address, security code on the back of the card or the expiration date. The billing address is needed to verify the address associated with the p-card and is provided on the cardholder's statement. Have the cardholder go back to the supplier to check the verification information. Make sure the cardholder does not confuse the billing address of the p-card with the physical delivery address.

ADS 11 Filter, Caution Account & Credit Rating: If a p-card has unusual activity, small dollar charges (such as \$1.00), red-flag suppliers (such as foreign suppliers or unsecured websites), suppliers not normally used by the cardholder, or if using your p-card while traveling outside of Massachusetts, the bank will temporarily stop the transaction until the cardholder verifies the purchase.

Resolution

The cardholder will need to contact US Bank directly to verify (or deny) a transaction @ 1-800-344-5696.

The cardholder will need to contact US Bank before placing an order with a foreign supplier. All purchases from outside of the US decline unless the cardholder contacts US Bank before the transaction is made to verify the purchase.

Contact US Bank before traveling outside the state.



Common Internal Audit Violations and Red Flags

No Reconciliation of P-card

Missing Receipts

Split Transactions

P-cards not deactivated after an employee leaves the department

Gift Cards



DATA SECURITY





DATA SECURITY

- •Maintain the confidentiality of P-card information stored on your computer. (recording full p-card numbers is not necessary)
- Never store credit card information on your desktop.
- •Remember: Some Access Online reports have credit card data. This column should be deleted before saving reports.
- Never put credit card numbers in e-mail.
- •Empty recycling bin after deleting sensitive information.



Business Ethics

As the Department P-Card Administrator, you must bring any questionable purchases to the Department Manager. If you cannot confide in the Department Manager, you can contact the Director of Procurement Services (2-4561), the University Controller (2-3361), or the Director of Internal Audit (2-8689).



Business Ethics Hotline

Anonymously report ethical concerns

www.bc.ethicspoint.com

1-855-327-4477