# LEWIS & CLARK COLLEGE PURCHASING CARD PROGRAM

Cardholder, Proxy and Approver Training

# Agenda

- Purchase Card Support Team
- What has Changed for Visa Card Holders
- Why Use a L&C Visa Card?
- *Works* Flowchart
- *Works* for the Cardholder or Proxy
- *Works* for the Approver
- Monthly Billing Statement Tips
- Lost or Stolen Card
- Take Aways

# Purchase Card Support Team

- **Program Administrators:**
  - Steve Kirkwood, x7798, kirkwood@lclark.edu
  - Wendy Washburn, x7878, washburn@lclark.edu

# What has changed for Visa Cardholders?

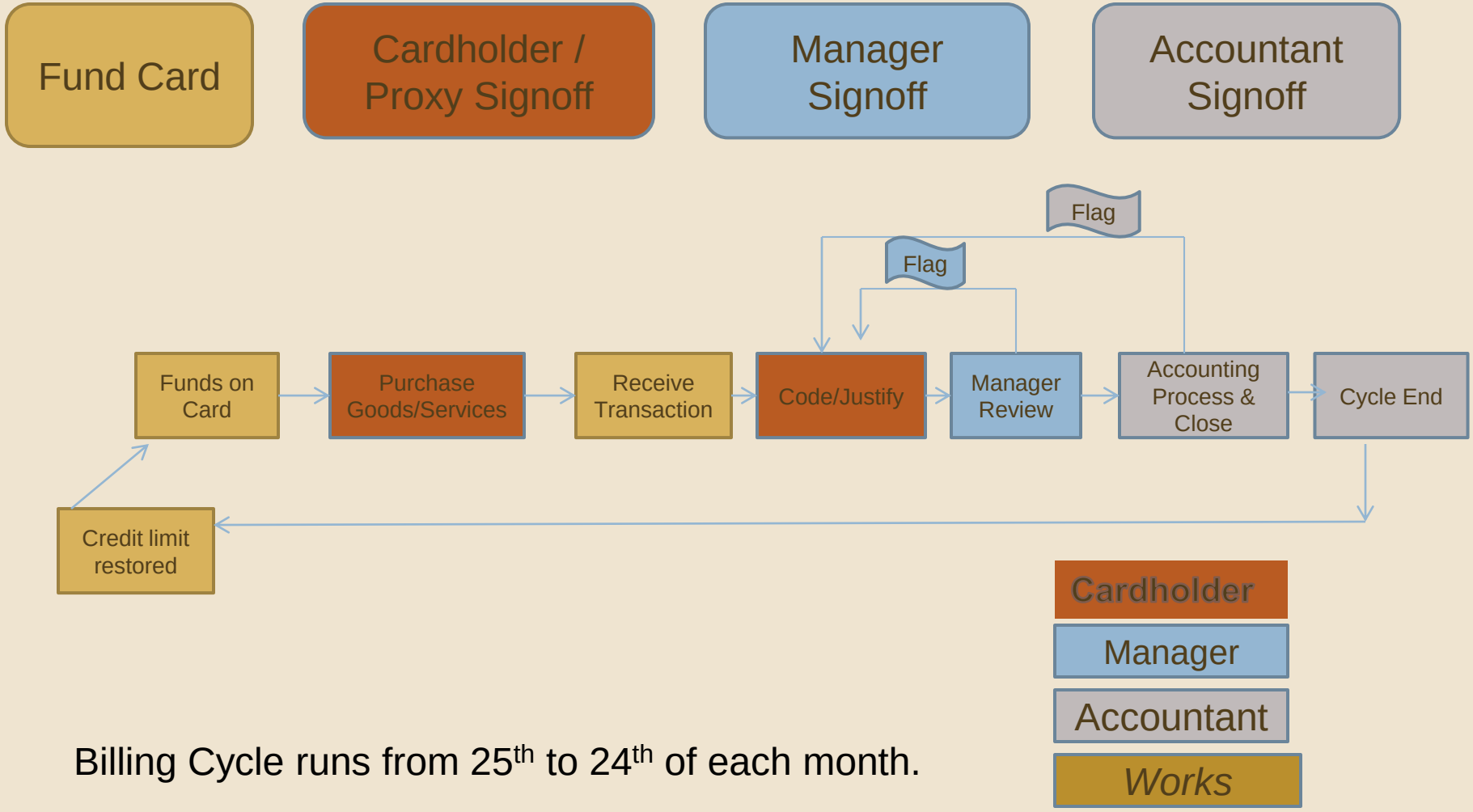
- The corporate VISA credit card issued by Bank of America to Lewis & Clark College-approved cardholders is now managed in *WORKS*, a web-based application.

- All Card Holders can now use their card for college-approved travel expenses, as well as supply purchases.

# Why Use the L&C Visa Card

- Makes it unnecessary for employees to charge travel expenses against their personal credit cards.
- Reduces paperwork, providing a more economical process to the Department and Business Office by reducing the number of purchase orders, vendor payments, cash advances and W-9's.
- Allows for online reconciliation and approval of transactions, providing better oversight of credit card purchases by the Department and the Business Office.
- Provides the ability to see posted transactions 24/7.

# *Works* Flowchart




Billing Cycle runs from 25th to 24th of each month.

# *WORKS* for the Cardholder or Proxy

- After this training, you will receive a Welcome Email from worksnoreply@works.com with login information.

**Do not delete this email.**

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A Notice From The Works Application

John,

To set your password, begin by entering your username or email address
at this URL:
https://payment2.works.com/wpm/validate?code=2149031045--48e4e38b6cc94f57c6535cc7117c036

Your username: jdoe
Your email address: jdoe1@lclark.edu

# *WORKS* for the Cardholder or Proxy

- To reconcile transactions log into Works
  https://payment2.works.com/wpm/bookmark

- On the home page tool bar, click on Cardholder, and Transactions Requiring Sign Off

- Review details of each transaction: (See handout)
  - **Select /highlight a transaction (txn)**
  - **Assign a General Ledger # Using the GL Assistant**
  - **Indicate Receipt** and state **Business Purpose for charge**
  - **Sign off**

***If the transaction did not leave your queue then it was *not* signed off.

# *WORKS* for the Departmental Approver

- Once the cardholder or proxy for whom you are the approver has made purchases with their P-card and they have signed off on the transactions, the Approver will be able to log into the *WORKS* application (https://payment2.works.com) and sign off on any reconciled transactions.
  - On the home page click on Manager /Transactions Requiring Sign Off
  - Review details of each transaction
  - You can change the GL that has been allocated, if necessary
  - FLAG to send it back to the cardholder or Add comments
  - Sign Off

# Monthly Billing Statements

- Your online billing statement will be available on the 27th of each month. You should have signed off on all transactions within 5 business days of the cycle end date. Refer to your handout entitled **Printing Your Visa P Card Billing Statement** This document also resides on the Purchase Card Program webpage.

- After the approver signs–off to approve your transactions, attach all receipts, in transaction order, and submit your statement to the Business Office by the 10th business day after the end of the billing cycle. No receipts are required for transactions under $25.

- **Failure to submit timely, reconciled monthly statements to the Business Office may result in your Visa card being suspended or cancelled.**

# Timeline

- The billing cycle runs from the 25th to the 24th of each month.
- Works will send weekly (Thursday) emails to cardholder or proxy and/or the manager alerting them to transactions needing signoff.
- Cardholder or proxy will receive Works email on the 27th of the month notifying them that the billing statement is ready to print. In order to have all transactions coded and receipts indicated, you must have your signoffs <u>done before the 27th</u>.
- Attach receipts to the printed statement and submit to the Business Office by the deadline on the 10th of each month.

# Monthly Billing Statement Tips

- If you did not use your Visa card during the billing cycle month your report will be blank. You do not need to submit your statement to the business office.

- If you did not print your monthly billing statement before it was removed from your task list, follow these steps:

  Under Reports, Select Reports, Spend Reports
  Under Report Template drop down
  Select Choose from all available templates… (at the bottom)
  Select the Billing Statement for the month that you want
  Select Finish. Note: Do not make any changes.
  Select Submit Report
  Download PDF
  Open or Save and Print a hard copy

# Lost or Stolen Card

- To report a lost or stolen card immediately contact Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year).

- You also need to notify the Business Office once you've reported card status to Bank of America.
  - Program Administrator, Steve Kirkwood x7798

# 4 Take Aways

- Do not delete the Welcome Email.
  Contact Wendy Washburn if you have not received your Welcome email.
- Your available credit depends upon the monthly approval process.  Your purchases must be approved before your full credit limit becomes available again.
- The card is a privilege--you are responsible for managing it appropriately.
- We are here to help, just ask.