

# Pcard Training

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UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

# Contact Information

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- Financial Services

- Accounts Payable

- Pcard

- [Pcard@ouhsc.edu](mailto:Pcard@ouhsc.edu)

- (405) 271-2410

- 865 Research Parkway, Suite #590

- <https://financialservices.ouhsc.edu/Departments/Accounts-Payable/Pcard>

# What is a Pcard?

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- Pcard = Procurement Credit Card
- Pcard is used for small dollar, low-risk purchases
  - Small dollar = \$5,000 or less
  - Split purchases are a direct violation of Regent's Policy
- Pcard is a procurement tool that provides payment flexibility
- Vendors paid with Pcard do not have to be established in PeopleSoft

# Purchasing Methods

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- Pcard
  - Office supplies, lab supplies, books, etc.
- Travel Card
  - Business travel expenses and business meals only
- Vouchers
  - Insurance, royalties, scholarships, etc.
- Requisitions/Purchase Orders
  - Orders greater than \$5,000, services, contracts, etc.

# Pcard is a Privilege

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- Pcard should **not** be used to circumvent established policies or procedures
- Possible consequences of improper usage
  - Warning sent to Cardholder, Approver, Business Manager and/or Department Head
  - Card suspension
  - Retraining of cardholder
  - Restricted transaction limits
  - Card cancellation
  - Refer to Internal Auditing and Legal Counsel

# Cardholder Responsibilities

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- Protect the security of your card
- Ensure that you are the only user of the card
- Ensure purchases follow the Pcard Guide
- Obtain appropriate documentation for every transaction
- Submit documentation to your department
- Reconcile and sign off on all transactions
- Respond timely to online review (audit) requests
- Monitor transactions frequently for unusual activity

# Approver Responsibilities

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- Review and approve Pcard applications
- Monitor usage and ensure cards are not shared in the department
- Ensure goods/services are received and used appropriately
- Ensure appropriate documentation is obtained and retained
- Sign off on transactions to ensure
  - Compliance with Pcard Guide
  - Correct expense allocation

# Application Process

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- Apply online
  - <https://apps.ouhsc.edu/FinancialServices/>
- Information needed
  - HR name and employee ID
  - Approver name and email address
  - Department name/section
  - Credit limits
  - Accounting information
  - Billing information



# Application Process

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- Cardholder submits to Approver
- Approver gets email notification of pending application
- Approver reviews application and submits to Pcard
- Pcard submits to Bank of America
- Card is available within 3 – 7 business days
- Training is required
- Card mailed to campus office or picked up from Accounts Payable

# Pcard and PIN Activation

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- Card is activated by calling the bank
- Full card account number is entered
- Verification ID is entered
  - Verification ID is six digit HR ID plus three zeroes
    - Example: 512345000
  - HR IDs beginning with zero, Verification ID will be 111 and then your HR ID
    - Example: 111012345
- PIN is created by the cardholder

# Amazon Business

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- Partnered with the State of Oklahoma's Amazon Business account
- Tax exemptions for most purchases
- Free Amazon Prime
  - Cannot be used for personal purchases
  - All purchases made through the account are visible and audited
- Accept invitation from [no-reply@amazon.com](mailto:no-reply@amazon.com)
- May appear to be spam
- Sent after Pcard training

# Tax Exemption

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- Exempt from sales tax in Oklahoma
- Also exempt in reciprocal states
  - Florida
  - Illinois
  - Kentucky
  - Maine
  - Missouri
  - New Jersey
  - North Dakota
- Vendors may require letter or tax exemption number
- Check with Customer Service prior to purchase
- Exemption listed on Pcard sleeve

# Pcard Protection and Security

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- The Cardholder is the only authorized user of the card
- Protect physical card and card number
- Be aware of your surrounding
- Use reputable vendors
- Ensure online purchases are made on a secure site
- Do not email your card number
- Do not keep copies of your card number, physically or electronically

# Pcard Purchases

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- Posted to OpenBooks.ok.gov and subject to Open Records
- Must be \$5,000 or less
- Must comply with Small Dollar Policy
- Must comply with Pcard Guide
- Must be used for business purposes only
- Will randomly be selected for audit by Pcard office
  - Documentation is scanned to [Pcard@ouhsc.edu](mailto:Pcard@ouhsc.edu) for review

# Pcard Guide

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- Pcard payments have less oversight and present more risk
- Charges authorized elsewhere are not necessarily allowable on Pcard
  - Grants
  - Foundation
  - Accounts Payable
- Guide serves as a reference but is not all-inclusive
- Guide includes examples, explanations and GL account codes
  - <https://financialservices.ouhsc.edu/Departments/Accounts-Payable/Pcard/Pcard-Guide>
- Contact [Pcard@ouhsc.edu](mailto:Pcard@ouhsc.edu) for questions

# Yes List

Appliances	Books	Bottled Water/Beverages	Cellular/Smart Phone Service
Cellular/Smart Phones	Classroom Materials/ Educational Supplies	Coffee/Coffee Supplies	Computer Parts/ Technology Supplies
Copies/Prints	Décor	Electronic/Digital/ Online Materials	Electronics
Employee Testing/Exams	Employee Training	Equipment/Equipment Parts	Event Supplies
Fees	Freight/Shipping/Handling	Furniture	Greeting/Seasonal Cards
Laboratory Supplies	Laundry Services	Notary/Notary Renewal	Office Supplies
Patient Supplies	Personal Safety Supplies	Phone/Data/Internet Services	Photos/Videos
Physician Credentialing	Pike Pass	Resale Items/Merchandise	Shop Supplies
Subscriptions	Uniforms/Clothing Apparel	Webinars	



# No List

Advertising/Job Posting	Alcohol	Ammunition	Awards
Bottled Water Service/ Water Machine Rental	Cash	Certification/Accreditation	Cloud/Data Storage
Coffee Service/ Coffee Machine Rental	Conference Registrations	Construction/Renovation	Contracts/Agreements
Desktop Computers/ Laptop Computers	Domain Names	Entertainment/Events/ Activities	Firearms
Food	Foreign Vendors	Fuel	Gift Cards/Gift Certificates
Gifts	Insurance	Labor/Maintenance/Repair	Late Fees
Leases	Licenses	Lodging	Memberships
Personal Expenses	Photography/Videography	Postage Stamps	Printers
Prepayment	Radioactive Materials	Recruitment/Promotional Items	Rent/Lease Equipment
Royalties	Services	Software/Software Renewals/ Software Maintenance	Tobacco
Tuition	Utilities	Warranties	

# Pcard Declines

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- Pcards can be declined at the point of sale for various reasons
  - Incorrect PIN
  - Card not activated
  - Limits exceeded
  - Suspected fraudulent activity
  - Vendor categories
    - ATMs, hotels, pawn shops, etc.
- Contact Bank of America or [Pcard@ouhsc.edu](mailto:Pcard@ouhsc.edu) if declined

# Documentation

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- Must be obtained for every charge, including reoccurring charges
- Must be retained in accordance with the Record Retention Policy
- Types include
  - Invoice
  - Credit card receipt
  - Sales slip
  - Online order summary
- Must contain
  - Vendor name
  - Description/Itemization of purchase
  - Total amount charged, including shipping
  - Shipping address

# Itemized Documentation

The screenshot shows the Amazon Prime 'Order Details' page for an order placed on July 5, 2017, with order number 113-6321667-9113061. The page is divided into several sections: Shipping Address, Payment Method, Order Summary, Transactions, and a product listing. Red circles highlight the Amazon Prime logo, the shipping address (Pcard Holder, 865 Research Parkway, Oklahoma City, OK 73104, United States), the payment method (Debit \*\*\*\* 9276), the order summary (Total before tax: \$6.59, Estimated tax to be collected: \$0.00, Grand Total: \$6.59), and a product listing for a 'Generic Everconn Apple iPad Dock Connector to VGA Cable Adapter, iOS 5.1 compatible, Enjoy iPad Video and Audio on Big TV Screen or Projector' sold by ICW Retail for \$6.50. The product listing also includes a 'Buy it again' button and options to 'Write a product review' and 'Archive order'.

**amazon prime**

All ▾

Order Details

Ordered on July 5, 2017 | Order# 113-6321667-9113061

View or Print invoice

**Shipping Address**

Pcard Holder  
865 Research Parkway  
Oklahoma City, OK 73104  
United States


**Payment Method**

Debit \*\*\*\* 9276

**Order Summary**

Item(s) Subtotal:	\$6.59
Shipping & Handling:	\$0.00
Total before tax:	\$6.59
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$6.59</b>

▾ Transactions

 **Generic Everconn Apple iPad Dock Connector to VGA Cable Adapter, iOS 5.1 compatible, Enjoy iPad Video and Audio on Big TV Screen or Projector**  
Sold by: ICW Retail  
~~\$6.50~~  
**Condition: New - High Quality Fast Shipping**  
[Buy it again](#)

[Write a product review](#)

[Archive order](#)

# Itemized Documentation

**HOBBY LOBBY**  
*Super Savings, Super Selection!*  
2417 W. Main St.  
Norman, OK 73069  
Hobby Lobby Store #15 (405) 366-7783

5-15 R-7 T-1455 CHENO A B SALE

106000000	Home Decor	26.99 N	— Basket
COUPON CODE: 23442 40 % Off Coupon (44.99-18.00)			
105000000	Crafts	11.98 N	> Ribbon
2 @ 5.99 ea			
105000000	Crafts	6.98 N	> Ribbon
2 @ 3.49 ea			
106000000	Home Decor	9.99 N	⇒ Jars
106000000	Home Decor	6.99 N	⇒ Jars
106000000	Home Decor	4.99 N	⇒ Jars
106000000	Home Decor	4.99 N	⇒ Jars

SUBTOTAL 72.91  
TAX TOTAL 0.00  
**TOTAL 72.91**  
TAX EXEMPT CUSTOMER

ISA 72.91  
ACCOUNT #: \*\*\*\*\*6751  
AUTH#: 074434  
ACCT: VISA INSERTED  
VISA CREDIT  
CARD # \*\*\*\*\*6751 EXP \*\*/\*\*  
REF # AUTH # RESP 00  
164510281042 074434 ISO 00  
AID: A0000000031010  
TSI: F800 ARC:00 CUR:0840  
IVR: 0000048000  
APP: VISA CREDIT  
IAD: 06010A03A02002  
Verified by PIN

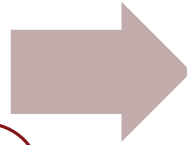
Supplies for booth at vendor fair

# Reconciliation Process

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## Accountholder/Cardholder

- Ensure purchase is allowable
- Ensure documentation is sufficient
- Update default chart field spread, if necessary
- Add comments, if required
- Sign off on transactions before cutoff date



## Approver

- Ensure purchase is allowable
- Ensure documentation is sufficient
- Ensure chart field spread is accurate
- Add additional comments, if necessary
- Sign off on transaction before cutoff date

# Works Welcome Email

- From Works on behalf of Pcard – Bank of America
- First link
  - Initial setup
  - Used only once
- Username
- Email address
- Second link
  - Works link to bookmark

**From:** Works <worksno-reply@works.com> on behalf of Pcard - Bank of America <worksno-reply@works.com>  
**Subject:** [EXTERNAL] Pcard - Welcome to the Works application!

Please do not reply to the sender of this email. It is a system-generated email from the Works application used by your organization.

Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

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**A Notice From the Bank of America Merrill Lynch Works Application**  
To set your password, begin by entering your username or email address at this URL:

[https://urldefense.proofpoint.com/v2/url?u=https-3A\\_payment2.works.com\\_works\\_password-3FviewType-3DvalidateInitial-26pwdCode-3D2155665443-2D2e90c921dbd78f06988473ac6bda10d11d6112f8b06546f4cb7edf679c612c1b&d=DwlCag&c=VjzId-SM5S6aVB\\_cCGQ0d3uo9UfKByQ3sl6Audoy6dY&r=dYudE79yxSaUWqdWESXPag&m=8jQ8gszPqCk5xuszBTWwwKjHNhvwb-3lm9lxFjN86CU&s=YG0DuVhKOnDGsXiCGmFi-MVRc\\_qlsjWYtSQ-wBftv38&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A_payment2.works.com_works_password-3FviewType-3DvalidateInitial-26pwdCode-3D2155665443-2D2e90c921dbd78f06988473ac6bda10d11d6112f8b06546f4cb7edf679c612c1b&d=DwlCag&c=VjzId-SM5S6aVB_cCGQ0d3uo9UfKByQ3sl6Audoy6dY&r=dYudE79yxSaUWqdWESXPag&m=8jQ8gszPqCk5xuszBTWwwKjHNhvwb-3lm9lxFjN86CU&s=YG0DuVhKOnDGsXiCGmFi-MVRc_qlsjWYtSQ-wBftv38&e=)

Your username: Test123  
Your email address: Pcard@ouhsc.edu

If the above link does not work, copy and paste the link directly into your browser's location field. Before accessing the application, make sure your browser enables cookies, allows pop-up windows (for the "https://urldefense.proofpoint.com/v2/url?u=http-3A\_works.com&d=DwlCag&c=VjzId-SM5S6aVB\_cCGQ0d3uo9UfKByQ3sl6Audoy6dY&r=dYudE79yxSaUWqdWESXPag&m=8jQ8gszPqCk5xuszBTWwwKjHNhvwb-3lm9lxFjN86CU&s=JKLNr0708E4aYsonkQAQ5XEsqcm1hgg12OrRcwblts&e=" domain), and checks for newer versions of stored (cached) pages automatically. For more information on how to configure these settings, consult your browser's documentation.

Please also note that the link above allows you to access the application one time only. After your initial login, you must access the application by entering the following URL in your browser's location field:

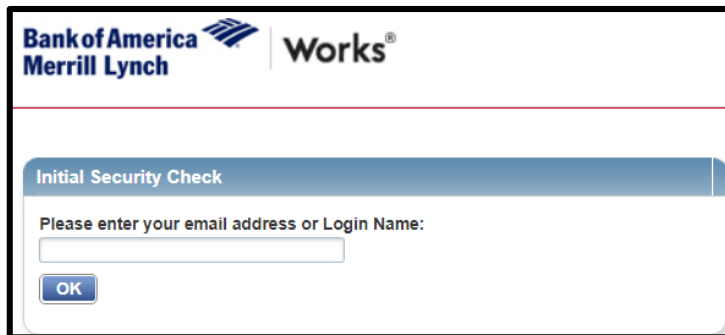
[https://urldefense.proofpoint.com/v2/url?u=http-3A\\_www.bankofamerica.com\\_worksonline&d=DwlCag&c=VjzId-SM5S6aVB\\_cCGQ0d3uo9UfKByQ3sl6Audoy6dY&r=dYudE79yxSaUWqdWESXPag&m=8jQ8gszPqCk5xuszBTWwwKjHNhvwb-3lm9lxFjN86CU&s=Y3iITjWsfvVEEkZexvQwIFXeJLNRcUP2mTV8KKha9o0&e=](https://urldefense.proofpoint.com/v2/url?u=http-3A_www.bankofamerica.com_worksonline&d=DwlCag&c=VjzId-SM5S6aVB_cCGQ0d3uo9UfKByQ3sl6Audoy6dY&r=dYudE79yxSaUWqdWESXPag&m=8jQ8gszPqCk5xuszBTWwwKjHNhvwb-3lm9lxFjN86CU&s=Y3iITjWsfvVEEkZexvQwIFXeJLNRcUP2mTV8KKha9o0&e=)

We recommend that you use your browser to create a bookmark for this address to quickly access the application in the future.

# Works Initial Login

- Initial Security Check

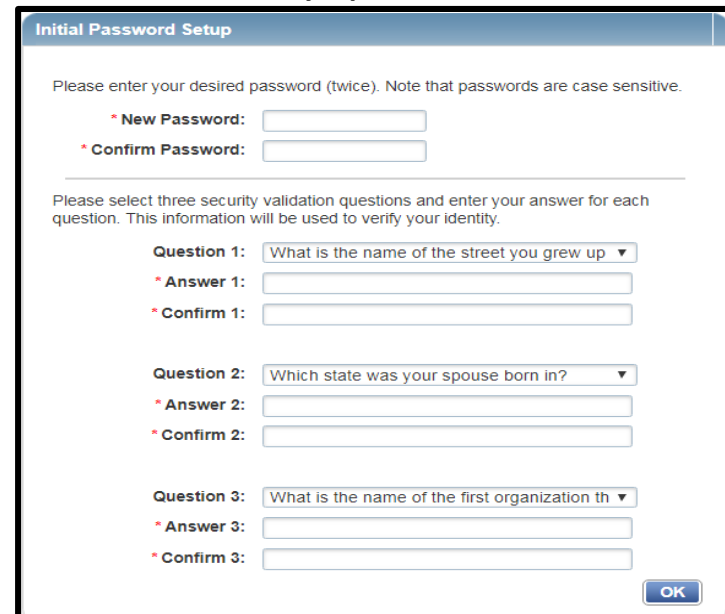
- Enter email address or HR ID



The screenshot shows the 'Initial Security Check' screen. At the top left, the 'Bank of America Merrill Lynch' logo is displayed next to the 'Works' logo. Below the logos, a blue header bar contains the text 'Initial Security Check'. Underneath, the instruction 'Please enter your email address or Login Name:' is followed by a text input field. A blue 'OK' button is located at the bottom left of the form area.

- Initial Password Setup

- Eight characters
- One alpha and one numeric required
- Three security questions



The screenshot shows the 'Initial Password Setup' screen. At the top, a blue header bar contains the text 'Initial Password Setup'. Below the header, the instruction 'Please enter your desired password (twice). Note that passwords are case sensitive.' is followed by two input fields: '\* New Password:' and '\* Confirm Password:'. Below these fields, the instruction 'Please select three security validation questions and enter your answer for each question. This information will be used to verify your identity.' is followed by three sets of questions. Each set includes a question dropdown menu, an 'Answer' input field, and a 'Confirm' input field. The questions are: 'Question 1: What is the name of the street you grew up', 'Question 2: Which state was your spouse born in?', and 'Question 3: What is the name of the first organization th'. A blue 'OK' button is located at the bottom right of the form area.



# Works Regular Login

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- Login Name
  - HR ID
  - Password
- Works password
  - No single sign on
  - Password reset
    - Click *Forgot your password?*

**Bank of America Merrill Lynch** | **Works**

### 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

**Organization:** University of Oklahoma - HSC ▾


**Login Name:**

**Password:**

[Forgot your password?](#)

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

# Works Homepage – Accountholder/Cardholder

**Bank of America**  | **Works**<sup>®</sup>  
**Merrill Lynch**

**Home** | Expenses | Reports

### Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	6	Transaction	<a href="#">Pending</a>

1 item      Show  per page      Page:  of 1

### Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
<b>PCARD HOLDER</b>	6300	25,000.00	31.08	24,968.92	0%

1 item      Show  per page      Page:  of 1

# Pending Transactions







Bank of America Merrill Lynch | Works®

Home | Expenses | Accounts | Reports | Accounting | Administration

Expenses > Transactions > Accountholder

Transactions - Accountholder

>> Pending Sign Off | Signed Off | Flagged | All

	Document	Date Purchased	Date Posted	Vendor	Purchase Amount	Sales Tax	Allocation
<input type="checkbox"/>	<a href="#">TXN00415070</a>	12/13/2018	12/17/2018	OFFICE DEPOT #1079	70.26	0.00	602700-CLNOP-COM220-00124-M3200-(None)-2019--
<input type="checkbox"/>	 Allocate / Edit	8	12/17/2018	STAPLS7209574892000001	126.72	0.00	602700-STATE-COM072-00211-00000-(None)-2019--
<input type="checkbox"/>	 Sign Off	8	12/17/2018	FEDEX 31051602	31.16	0.00	602700-STATE-COM072-00211-00000-(None)-2019--
<input type="checkbox"/>	 View Full Details	8	12/17/2018	STAPLS7209921760000001	24.89	0.00	602700-CLNOP-COM550-00124-00000-COM22001-2019--
<input type="checkbox"/>	 Dispute	8	12/17/2018	NPDB NPDB.HRSA.GOV	2.00	0.00	829000-CLNOP-OUP020-00224-M0514-(None)-2019--
<input type="checkbox"/>	 Attach to Purchase Request	8	12/17/2018	BUY FOR LESS #3501	26.99	0.00	921100-SUAUX-ADM600-00051-00000-AXADM600-2019--
<input type="checkbox"/>	 Print	8	12/17/2018	APL APPLE ONLINE STORE	1,352.64	0.00	602700-MISCA-ADM175-00116-00000-(None)-2019--
<input type="checkbox"/>	<a href="#">TXN00415095</a>	12/13/2018	12/17/2018	HOMELAND #153	76.86	0.00	921100-SUAUX-ADM600-00051-00000-AXADM600-2019--
<input type="checkbox"/>	<a href="#">TXN00415097</a>	12/15/2018	12/17/2018	KINESIO	119.09	0.00	multiple
<input type="checkbox"/>	<a href="#">TXN00415098</a>	12/16/2018	12/17/2018	FEDEX 31061698	121.70	0.00	602700-CLNOP-COM612-00124-00000-(None)-2019--

0 Selected | 976 items Show 10 per page

# Allocate/Edit

Allocation Details - TXN00415070 - OFFICE DEPOT #1079 12/17/2018 | Source Amount : 70.26 USD

**Allocation** Purchase Amount: 70.26 Tax Amount: 0.00 Allocation Total: 70.26 | 100% Variance: 0.00

All Values	Sales Tax	Description	GL01: Account	GL02: Fund	GL03: Org	GL04: Program	GL05: Subclass	GL06: Project/Grant	GL07: Fiscal Year
Amount: 70.26	0.00	OFFICE DEPOT #1079 - Purchase	602700 602700   SUPP-OFFICE <a href="#">See More...</a>	CLNOP	COM220	00124	M3200	(None)	2019

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	70.26	0.00	0.00	731045036

Adjust Amount

**Transaction Detail - 5965 (COMBINATION CATALOG AND RETAIL MERCHANT)**

**Purchase Summary**

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount	Unique Invoice Number
Line Item Summary - Charges for 12/11/18	0.00	1	70.26		000		13.00	0.00	12/11/2018				0.00	0.00	0000000000000000

**Purchase Detail**

Description	Unit Amount	Quantity	Total Amount	Item Commodity Code	Item Product Code
PAPER,30% REC,OD,CASE,10 NMB	64.99	1	64.99	940650	940650
BATTERY,COPPERTOP,AAA,36 NMB	27.49	1	27.49	991152	991152

[Copy to Allocation](#)

**Comments** [Add Comment](#)

[Save](#) [Save and Allocate Next](#) [Close](#)

# See More

**General Ledger Picker** ✕

	All Values	Description
<input type="radio"/>	600100	SUPP-LABORATORY
<input type="radio"/>	600300	UNIFORMS
<input type="radio"/>	600400	SUPP-LAB ANIMALS
<input type="radio"/>	600600	SUPP-LAB ANIMALS
<input type="radio"/>	600800	RADIATION
<input type="radio"/>	602200	SUPP-OTHER
<input type="radio"/>	602300	SUPP-COMPUTER & TECH
<input type="radio"/>	602500	SUPP-ONLINE MATERIALS
<input type="radio"/>	602600	SUPP-PHOTOGRAPHY
<input type="radio"/>	602700	SUPP-OFFICE

0 Selected | 208 items      Show  per page      Page:  of 21

# Split Chart Field Spread

Allocation Details - TXN00415070 - OFFICE DEPOT #1079 12/17/2018 | Source Am

Allocation Purchase Amount: 70.26 Tax Amount: 0.00 Allocation Total: 70.26 | 100%

Comp Val Auth	All Values	Sales Tax	Description	GL01: Account	GL02: Fund	GL03: Org	GL04
<input type="checkbox"/>	Amount						
<input checked="" type="checkbox"/>	Amount	0.00	OFFICE DEPOT #1079 - Purchase	602700	CLNOP	COM220	00124
<input type="checkbox"/>	Percent						
<input type="checkbox"/>			OFFICE DEPOT #1079 - Purchase	602700	CLNOP	COM220	00124

0 Selected | 2 items

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping
	Sales Tax Included	70.26	0.00	0.00	731045036

Adjust Amount

# Sign Off

Bank of America Merrill Lynch | Works®

Home | Expenses | Accounts | Reports | Accounting | Administration

Expenses > Transactions > Accountholder

Transactions - Accountholder

>> Pending Sign Off | Signed Off | Flagged | All

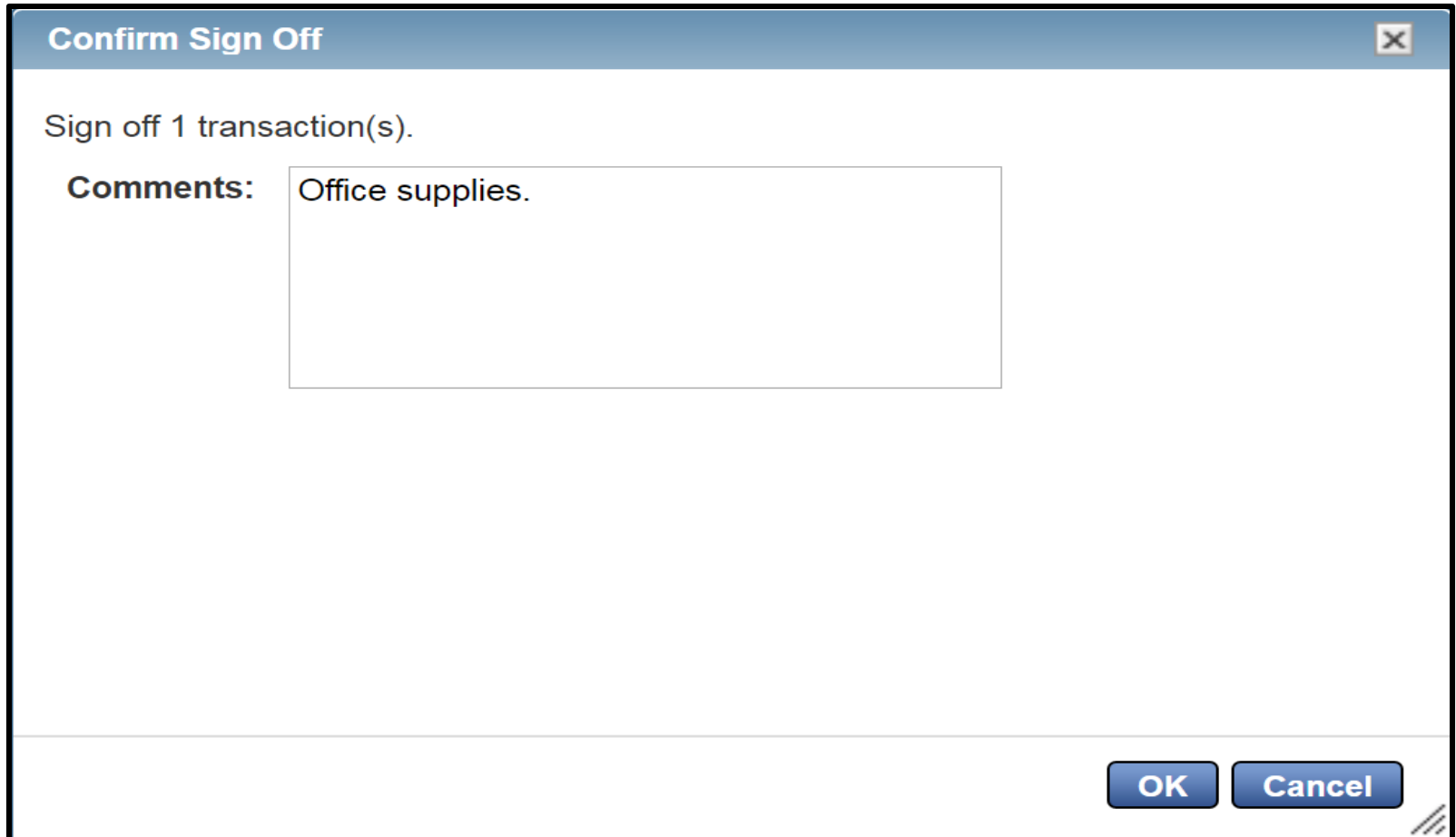
	Document	Date Purchased	Date Posted	Vendor	Purchase Amount	Sales Tax	Allocation
<input type="checkbox"/>	TXN00415070	12/13/2018	12/17/2018	OFFICE DEPOT #1079	70.26	0.00	602700-CLNOP-COM220-00124-M3200-(None)-2019--
<input type="checkbox"/>	TXN00415078	12/13/2018	12/17/2018	STAPLS7209574892000001	126.72	0.00	602700-STATE-COM072-00211-00000-(None)-2019--
<input type="checkbox"/>	TXN00415079	12/13/2018	12/17/2018	FEDEX 31051602	31.16	0.00	602700-STATE-COM072-00211-00000-(None)-2019--
<input type="checkbox"/>	TXN00415080	12/13/2018	12/17/2018	STAPLS7209921760000001	24.89	0.00	602700-CLNOP-COM550-00124-00000-COM22001-2019--
<input type="checkbox"/>	TXN00415081	12/13/2018	12/17/2018	NPDB NPDB.HRSA.GOV	2.00	0.00	829000-CLNOP-OUP020-00224-M0514-(None)-2019--
<input type="checkbox"/>	TXN00415082	12/13/2018	12/17/2018	BUY FOR LESS #3501	26.99	0.00	921100-SUAUX-ADM600-00051-00000-AXADM600-2019--
<input type="checkbox"/>	TXN00415083	12/13/2018	12/17/2018	APL APPLE ONLINE STORE	1,352.64	0.00	602700-MISCA-ADM175-00116-00000-(None)-2019--
<input type="checkbox"/>	TXN00415095	12/13/2018	12/17/2018	HOMELAND #153	76.86	0.00	921100-SUAUX-ADM600-00051-00000-AXADM600-2019--
<input type="checkbox"/>	TXN00415097	12/15/2018	12/17/2018	KINESIO	119.09	0.00	multiple
<input type="checkbox"/>	TXN00415098	12/16/2018	12/17/2018	FEDEX 31061698	121.70	0.00	602700-CLNOP-COM612-00124-00000-(None)-2019--

0 Selected | 976 items

Show 10 per page

Mass Allocate | Attach | Print | Sign Off

# Optional Comments



A screenshot of a software dialog box titled "Confirm Sign Off". The dialog has a blue header bar with the title and a close button (X) in the top right corner. Below the header, the text "Sign off 1 transaction(s)." is displayed. Underneath, there is a label "Comments:" followed by a text input field containing the text "Office supplies.". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

**Confirm Sign Off** [X]

Sign off 1 transaction(s).

**Comments:** Office supplies.

OK Cancel



# Mass Allocate/Sign Off

Bank of America Merrill Lynch | Works®

Home | Expenses | Accounts | Reports | Accounting | Administration

Expenses > Transactions > Accountholder

Transactions - Accountholder

>> Pending Sign Off | Signed Off | Flagged | All

	Document	Date Purchased	Date Posted	Vendor	Purchase Amount	Sales Tax	Allocation
<input checked="" type="checkbox"/>	TXN00415070	12/13/2018	12/17/2018	OFFICE DEPOT #1079	70.26	0.00	602700-CLNOP-COM220-00124-M3200-(None)-2019--
<input checked="" type="checkbox"/>	TXN00415079	12/14/2018	12/17/2018	STAPLS7209574892000001	126.72	0.00	602700-STATE-COM072-00211-00000-(None)-2019--
<input type="checkbox"/>	TXN00415081	12/16/2018	12/17/2018	FEDEX 31051602	31.16	0.00	602700-STATE-COM072-00211-00000-(None)-2019--
<input checked="" type="checkbox"/>	TXN00415085	12/15/2018	12/17/2018	STAPLS7209921760000001	24.89	0.00	602700-CLNOP-COM550-00124-00000-COM22001-2019--
<input type="checkbox"/>	TXN00415086	12/14/2018	12/17/2018	NPDB NPDB.HRSA.GOV	2.00	0.00	829000-CLNOP-OUP020-00224-M0514-(None)-2019--
<input type="checkbox"/>	TXN00415088	12/14/2018	12/17/2018	BUY FOR LESS #3501	26.99	0.00	921100-SUAUX-ADM600-00051-00000-AXADM600-2019--
<input type="checkbox"/>	TXN00415091	12/16/2018	12/17/2018	APL APPLE ONLINE STORE	1,352.64	0.00	602700-MISCA-ADM175-00116-00000-(None)-2019--
<input type="checkbox"/>	TXN00415093	12/13/2018	12/17/2018	HOMELAND #153	76.86	0.00	921100-SUAUX-ADM600-00051-00000-AXADM600-2019--
<input type="checkbox"/>	TXN00415097	12/15/2018	12/17/2018	KINESIO	119.09	0.00	multiple
<input type="checkbox"/>	TXN00415098	12/16/2018	12/17/2018	FEDEX 31061698	121.70	0.00	602700-CLNOP-COM612-00124-00000-(None)-2019--

3 Selected | 975 items

Show 10 per page

Mass Allocate | Attach | Print | Sign Off

# Works Homepage - Approver

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- Acting As Accountholder
  - Transactions not signed off on by the cardholder
  - Act as the accountholder when signoff cannot be completed by the cardholder
  - After sign off as the accountholder, transactions are not visible to the cardholder
- Acting As Approver
  - Transaction signed off on by the cardholder
  - Act as the approver for all transactions
  - After sign off as the approver, no other changes can be made in Works

Action Items				
Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	974	Transaction	<a href="#">Pending</a>
Sign Off	Approver	172	Transaction	<a href="#">Pending</a>

# Cutoff Dates

- Billing cycles cross months
- Named by when they begin
- Dates vary each month
- Separate cutoff dates for each cycle
- 24 hour posting delay
- Works available 24/7
- Calendar events available on Pcard website

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<b>21</b>	22	23	24	25	26
27	28	29	30	31		

# AP Pcard Website

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- General Information
- Cutoff Information
  - List of current year dates
  - Calendar events as reminders
- Forms
  - Receipt and Agreement
  - Property Clearance Checklist
  - Tax Exemption Letter
- Pcard Application
- Pcard Guide
  - PDF document
  - Quick reference chart
    - GL Codes
    - Clarifications
- Policy and Procedures
  - Pcard Policy
  - Works procedural information

<https://financialservices.ouhsc.edu/Departments/Accounts-Payable/Pcard>

# Next Steps

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- Apply for a Pcard
- Review the Pcard Guide
- Discuss internal processes with your department
- Accept invitation to Amazon Business account
- Contact [Pcard@ouhsc.edu](mailto:Pcard@ouhsc.edu) with questions

# Questions?

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