



WAKE FOREST
UNIVERSITY

University Card Program Manual



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Contacts for Assistance

Bank of America

Customer Service: **1-888-449-2273**

This number should be used for all customer services inquiries, reporting lost or stolen cards or disputing a transaction, and can be used to report fraud.

To report fraud: **1-877-451-4602**

Card Administrators

Laura Jane Kist, Buyer

Email: kistlj@wfu.edu

Phone: 336.758.5138

Dawn Cadd, Buyers' Assistant

Email: cadddk@wfu.edu

Phone: 336.758.5998

Procurement Services

P.O. Box 7245/ 1100 Reynolds Boulevard, Suite 1501

Fax: 336.758.4823

Responsibilities:

- Establishing new cards
- Modifying cardholder credit limits
- Training and assisting cardholders with Works

Accounting Coordinator

Angie Downing, Senior Accounts Payable Representative

Financial & Accounting Services

Email: downina@wfu.edu

Phone: (336) 758 – 1981

Fax: (336) 758 – 6163

Responsibilities:

- Auditing card transactions
- Reporting card misuse

To anonymously report card misuse or non-compliance

1 – 877 – 880 – 7888 (toll free), Monday through Friday from 9 am to 8 pm

This service is provided by an off-site third party. Calls will not be traced and nor will there any effort to identify you. For more information on compliance, visit

<http://www1.wfubmc.edu/WFUHScompliance/>.

Cardholder Process Overview

The following lists the steps that a cardholder will need to perform on each statement with use of the University Card.

<u>STEP</u>	<u>PAGE NUMBER</u>
1. Receive email from Procurement Services stating the end of the billing cycle	
2. Log into Works.....	15
3. Selection a transaction to update, including the following fields:	
a. Sales tax	10 - 11, 21
b. Business purpose.....	22
c. Accounting Information	24
4. Sign off on transaction	25
5. Print your billing cycle statement off of Works	29
6. Have the proper approvers sign your statement	33
7. Submit the statement and supporting documentation to Accounts Payable	33

SECTION 1
OVERVIEW OF
WFU REYNOLDA CAMPUS
UNIVERSITY CARD PROGRAM

1.1 Introduction

The Wake Forest University Card Program is a fast, flexible alternative for processing small dollar value purchases from suppliers that accept MasterCard. This program is designed to delegate the authority and capability to purchase small dollar items and travel expenditures directly to the person to whom it matters most – the user. **Small dollar items are defined as goods and services costing \$2,500 or less.**

With the completion and processing of the Cardholder Agreement, a University Card will be issued in an employee's name with the WFU logo. **This card is for University business purposes only and may not be used for any personal transactions.**

The University Card Program offers these benefits:

- University employees will have the ability to purchase travel and small dollar items without a purchase order.
- Departmental personnel will have fewer invoices to process and approve. Supplier calls regarding invoice routing and payment should decrease.
- The card is a corporate liability; therefore, the University will pay the bill.
- Purchasing with the card is flexible and convenient, including the ability to make online purchases. MasterCard is widely accepted worldwide.
- Departments can capture savings by not being charged for North Carolina sales tax for card transactions.
- Departmental personnel will have access to online, near real time reporting. University Card purchases will be integrated into your Banner financial reports.
- Credit limits can be set based on individual needs.

1.2 Restricted Items

The University Card is intended for small dollar purchases, not to exceed \$2,500 per transaction, and travel expenditures. All purchases made with the University card must comply with established WFU Reynolda Campus purchasing policies.

The following items cannot be purchased with the University card:

- Cash advances
- Legal Services
- Controlled Substances
- Non-business Items
- Radioactive Materials
- Motor Vehicles
- Professional/Consulting Services
- Tax Services
- Services rendered by non-incorporated individuals (i.e. 1099 suppliers)

Items purchased with grant funds must meet the restrictions of the grant.

1.3 Who Should Receive a University Card?

Individuals who make purchases of \$2,500 or less or travel on University business can best utilize a University Card. The Department Head and Director of Procurement Services shall approve all applicants. The Department Head's supervisor must approve the Department Head's application.

1.4 Obtaining a University Card

- Applicant completes and signs a University Cardholder Agreement. (http://procurement.wfu.edu/forms/mastercard_application.pdf)
- Applicant submits University Cardholder Agreement to Department Head for approval.
- Applicant forwards approved Agreement to Procurement Services for final approval.
- Applicant schedules a cardholder training session. (Link from the Procurement Services website procurement.wfu.edu and search for credit card). **Attending a cardholder training session is mandatory.**
- Cardholder will receive the card and sign receipt for card upon completion of training. Cards will not be mailed to cardholders.
- Cardholder may be asked to show photo ID when picking up their card.
- Although the card is issued in an employee's name, it is the property of Wake Forest University and is only to be used for official University purchases as defined in this manual.

1.5 Completing an Application

The application is on the Procurement Services website at procurement.wfu.edu. Complete all items; information should be typed or printed legibly.

- Cardholder Name
- Department Name
- Business Address – Wake Forest University PO Box for Reynolda Campus employees, street address for Graylyn employees.
- Business Telephone Number
- Business E-mail Address
- Default Chart, Fund, Department, Activity and/or Location number – This will be the default accounting information where purchases will be charged in Banner.

1.6 Setting up and Modifying of Cardholder Credit Limits

The single transaction limit is set in accordance with current purchasing regulations. This limit is currently set at \$2,500 per transaction, excluding travel and entertainment.

Temporary changes in credit lines may be requested by calling Procurement Services. Permanent changes must have Department Head approval and be forwarded to Procurement Services.

1.7 Cancellation of University Card

Cards should be canceled immediately when a cardholder terminates employment or assumes different duties or responsibilities, which do not require the use of a University Card.

Department Heads or their designees are responsible for notifying the Director of Procurement Services when a University Card should be canceled. Canceled cards should be destroyed.

1.8 Employee Transfers

If an employee transfers to another department and requires the use of a University Card, he/she must receive approval from the new department head to keep the credit card. Email authorization along with the new default budget information, forwarded to Procurement Services, is acceptable.

1.9 Card Security

The credit card must always be kept in a secure location. For some individuals, it would be more appropriate to carry the card. For others, it would be appropriate to store the card in a secure place within their place of employment. In either instance, the account number should be protected. The individual's name that appears on the card bears the responsibility for purchases made on their card. The individual to whom the card is issued should be the only person making purchases with that card.

1.10 Card Renewal

Bank of America will automatically mail renewal cards to Procurement Services prior to the expiration date on your card.

1.11 Lost, Misplaced, or Stolen Cards

Immediately upon realizing that a procurement card has been lost, misplaced or stolen, a cardholder must notify Bank of America at: **1-888-449-2273**.

1.12 Electronic Transaction Processing

- Works is the online application used to verify and edit transactions. Users can update or correct the default accounting information tied to each transaction.
- Individual cardholders have access to Works to view and edit transactions.
- Bank of America pays suppliers within 72 hours of transaction postings.
- Cardholders can view transactions in Works as soon as they are submitted by the supplier and posted by Bank of America.
- Cardholders review and make necessary edits to posted transactions.
- WFU must pay Bank of America for **all** transactions; returns and disputes are credited in a future billing cycle
- A valid Chart, Fund, Department, and Account number is required. For some transactions, a valid Activity and/or Location is appropriate. Works will default this information into each transaction; it is up to the cardholder to confirm that this information is correct and modify it, if necessary. Individual transactions may be split into as many 20 distributions as necessary.
- The transactions will be downloaded into the General Ledger on a monthly basis.

1.13 Reviewing and Editing Cardholder Transactions

Transactions are reviewed and edited by each cardholder. Instructions for reviewing and editing transactions can be found in the Works section of this manual.

Cardholder Responsibilities:

- Cardholders are responsible for correct and efficient buying when using their procurement card. **The University Card is not to be used for personal expenses for any reason.** It is intended for making small dollar purchases of allowable commodities and travel and is subject to a \$2,500 per transaction limit.
- Any supplier who accepts MasterCard credit cards can be used to purchase materials, supplies, or travel related expenses, excepting restricted items listed in section 1.2 on page 4. If a supplier does not accept MasterCard, please notify the Director of Procurement Services, providing the merchant's contact information. The supplier will be recruited to accept credit cards in the future.

1.14 Receipt of Material and Supplies

The cardholder is responsible for ensuring receipt of merchandise and following up with suppliers to resolve delivery problems, discrepancies or damaged merchandise.

In all cases, a paper receipt is required to document the purchase. If merchandise has been ordered by telephone, fax or mail order, ask the supplier to include a sales receipt in the package or email the receipt showing the payment. Either method must itemize the items purchased and amount paid.

1.15 Roles within the Credit Card Approval Process

Credit card holder

The individual submitting their credit card statement will:

- Verify that all expenses requested to be paid by the University are valid and conform to this Policy. Requests lacking the required documents and/or business purpose will be questioned.
- The credit card statement should include the original invoices and receipts (online or in store).
- Attest the expenses submitted have not been previously paid on a prior statement.
- Submit all forms related to the credit card statement to Accounts Payable within the proper billing cycle.
- The cardholder will remain accountable for ensuring that all expenses are incurred and all requests for payment are submitted in accordance to the Policy.

Authorizer/Approver

Individuals authorized to approve credit card statements of others will be responsible for administering this Policy. Approvers or Proxies must:

- Attest that the business purpose of each expense is valid and directly related to University business.
- Request further document or explanation of expenses that appear unusual or suspect of a violation as defined by this Policy.
- Submit the approved credit card statement to Accounts Payable on a timely basis.
- Understand that while Accounts Payable will review the credit card statement, the primary responsibility for the determination of the appropriateness of each expense rests with the individual cardholder and the individual responsible for approval and authorization.

Financial and Accounting Services/Accounts Payable

The Accounts Payable unit within Financial and Accounting Services (FAS) is responsible for reviewing credit card statements prior to payment to verify that expenses are reasonable and meet the following criteria:

- Information on the credit card statement is supported by accompanying documentation, which is both complete and in accordance with this Policy.
- Expenses conform to the requirements imposed by the Internal Revenue Service (IRS) or, if applicable, sponsoring agencies.
- Expenses have been reviewed and approved by the appropriate Authorizer/Approver.
- Expenses have been reviewed for compliance with other applicable University Policies.

Internal Audit

University Internal Audit personnel routinely examine invoices and credit card documentation to monitor compliance with University Policies and regulatory agencies.

1.16 Receipt Approval and Submission to Accounts Payable

Every two weeks, each cardholder will receive an email stating that the credit card statement is available. Each cardholder is then responsible for compiling all the receipts and other documentation for their purchases on the statement. This includes updating NC sales tax and entering a business purpose into Works and verifying that the accounting information defaulted in Works is correct.

Receipts should be attached to a Works report along with proper approvals and submitted to Accounts Payable via campus mail (see section 2.10 on page 33).

If you will be traveling for a period of time that will cause you to miss the reporting deadlines, you **must** request an extension to the deadlines from the AP Accounting Coordinator prior to your trip. Failure to inform the Accounting Coordinator and gain approval will be considered card misuse; please see section 1.19 on page 11 for more information on card misuse.

1.17 Resolving Errors, Disputes, Returns and Credits

The cardholder is responsible for resolving any problems with suppliers concerning erroneous charges, disputed items or returned merchandise as soon as a problem is discovered. Disputed items can result from failure to receive merchandise charged, fraud, misuse, altered charges, defective merchandise, incorrect amount being charged, duplicate charges or shipments, etc.

The cardholder first contacts the supplier to resolve any of these issues. (Most problems can be resolved in this manner.) If the cardholder is unable to reach a suitable agreement with the supplier, the cardholder should immediately begin the dispute process by contacting Procurement Services at (336) 758-5138.

1.18 North Carolina Sales Tax Guidelines

The University is required to pay North Carolina sales and use taxes along with federal taxes. However, the University is entitled to apply for a refund on North Carolina sales taxes when proper documentation for the taxes exists. When North Carolina sales tax is charged, the tax amount should be broken out on the paper receipt. Cardholders are responsible for ensuring that the proper tax amount is broken out on the transaction in Works. North Carolina sales taxes charged on the University Card and properly documented are not charged against a department's budget. In comparison, sales taxes on items reimbursed to an individual cannot be refunded and are charged to the departmental budget.

The following are guidelines for updating the tax in Works:

- Good shipped into the state of North Carolina should either:
 - Have North Carolina sales tax added, or
 - Not have tax charged on the invoice
- The following taxable item are exceptions and **should not have the tax broken out**:
 - Auto rentals
 - Airfare
 - Utilities
 - Power
 - Water/sewer
 - Telephone (excluding equipment purchases)
 - Cell phone (excluding equipment purchases)
 - Out-of-state transactions, including:
 - Hotels
 - Meals

-
- Alcoholic beverages
 - Food prep tax (currently charged in Wake and Mecklenberg counties in North Carolina)
 - Occupancy tax (charged in addition to the regular sales tax on North Carolina hotel charges)
 - Only break out sales tax on 7.75%, even if the county charges additional tax. Current North Carolina counties' tax rates are listed at http://www.dor.state.nc.us/taxes/sales/salesrates_10-09.html
 - Exception to the 7.75% rate is the 2% reduced rate charge don unprepared food purchases (typically found on North Carolina grocery store receipts); the tax should be broken out just like it would at the regular 7.75% sales tax rate.
 - Formula for calculating sales tax on a hotel charge that does not separate occupy tax and sales tax (North Carolina only):
 - Base room rate X 7.75% = TAX AMOUNT
 - Formula for calculating tax on a restaurant charge that has alcoholic beverages:
 - (Food amounts + non-alcoholic beverages) X 7.75% = TAX AMOUNT
 - If the transaction is a credit, the sales tax must be entered into Works as a credit.
 - TIPS: Tips are NOT taxable, however in Works; the amount of the tip is added into the taxable total field.

1.19 Misuse of the Card

The following situations are examples of “misuse” of the University Card:

- Personal (non-university related) purchases.
- Use of the University Card by a terminated employee.
- Assignment or transfer of an individual card to anyone other than the cardholder.
- Using the University Card in direct violation or violation of the spirit of set policies and procedures. An example: You need four of the same item and each item costs \$800.00. Purchasing each item individually allows you to make the purchase under the \$2,500.00 transaction limit; however, it violates the spirit of the policies because in actuality you are making a \$3,200.00 commodity purchase.
- Failure to provide satisfactory documentation within the guidelines set forth in section 1.15 on page 8.
- Going over the single item limit of \$2,500 for non-travel related purchases.
- Employees must have return credits processed to the University Card; employees are not allowed to accept cash when returning an item.
- Failure to update Works with a valid business purpose in a timely manner.

1.20 Consequences of Misuse

Violations and Weight Attributable to Each Violation

For every violation of the Policy with an individual's credit card, it will result in a strike or multiple strikes depending upon the violation committed as listed below in the chart. An individual will be allowed three strikes before the appropriate action will be taken. There are no exceptions to any violations committed.

Violation	Weight
No documentation (ND)	1:1
Missing Receipts (MR)	2:1
Business purpose (BR) – not a business purpose	2:1
Business purpose (BR) – clarification of business purpose	Look for an established pattern
Repeated late Offenses (LT)	2:1
Transaction Limit	2:1
Split Transaction	2:1
Sales Tax (ST)	Looking for an established pattern
Approval authority Issues (PA)	Look for an established pattern
Personal Charges (PC)	1:1 (If not reimbursed within the statement due date)
Lack of communication or responding to Phil Hendrix, Allison Belton, Laura Jane Kist, or AP reviewers emails requesting information	1:1 (Note: If the cardholder does not respond to AP Reviewer and then does not respond to Allison Belton this should only be one offense.)
Copies Submitted Instead of Originals	Looking for an established pattern

Misuse of the University Card will be handled promptly and uniformly for all cardholders. The Director of Procurement Services should be notified of any misuse. This notification must be in writing and include any documentation supporting the claim. If you feel uncomfortable reporting misuse, please use the hotline phone number on the bottom of page 1; you will remain completely anonymous. The University Card Coordinator will review the claim and act in the following manner:

First Offense: The Director of Procurement Services will submit a written notice of misuse to the cardholder.

Second Offense: The Director of Procurement Services will issue a formal letter of misuse to the cardholder. This letter will include a warning for University Card revocation pending further investigation and/or misuse. Copies of this letter will be sent to the Department Head and the cardholder's Supervisor.

Third Offense: The Director of Procurement Services will issue a formal letter of card revocation to the cardholder and cancel the card. Copies of this letter will be sent to the Department Head and cardholder's Supervisor.

Depending on the severity of misuse, the Director of Procurement Services has the authority to waive the above steps, if necessary.

1.21 Statement Reviews

Individual statements with corresponding original receipts and the signed approval of the cardholder's supervisor are forwarded to Accounts Payable.

Reviews will include steps to ascertain that:

- University cards are used for authorized purchases related only to University business.
- Proper documentation is submitted to support procurement card transactions.
- Supporting documentation and related reconciliation information are forwarded by the cardholder to Accounts Payable for retention in accordance with the University's established retention policy.

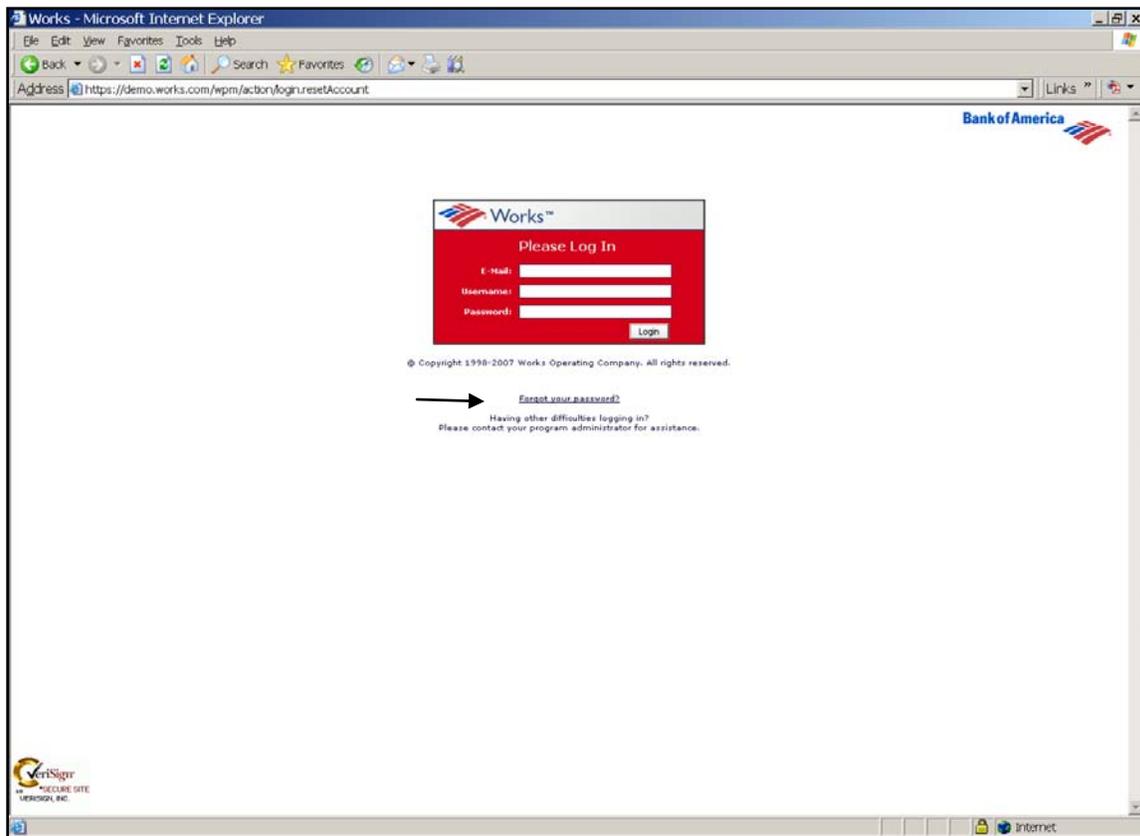
SECTION 2
BANK OF AMERICA'S WORKS
INSTRUCTIONS

A note about fonts in this section:

- If a specific word is in *italics*, then that refers to a label on the screen.
- If the word is in **bold**, then that refers to a link or button found on the screen.

2.1 Accessing Works

Launch your web browser (both Netscape or Internet Explorer will work; however, Internet Explorer is the preferred browser) and go to the following URL: **https:// payment2.works.com**



Enter your WFU *Email Address*, *Username* and *Password*. Press **Login**. After going to a University Card training session you should have received your username and password in an email from Works. When you return to the Works' site in the future from the same computer, it will remember that you are a WFU cardholder and only ask for your Username and Password.

- Both the Username and Password are case sensitive
- Passwords must be at least 8 characters long. Passwords expire after 60 days.
- If you forget your password, click on **Forgot your password?**. The application will send you a secure link from which you can reset your password. You may also call Procurement Services to have your password reset.

2.2 The Works Homepage

The Home Page displays when you first log into the application or when you click the Home Page icon (🏠). This page displays the navigation menu on the left, a listing of tasks or transactions in the top right panel and card or transaction detail information in the bottom right panel.

The screenshot shows the Bank of America Works homepage. The browser title is "Works - Microsoft Internet Explorer". The page header includes the Bank of America logo and the text "Home: Cardholder, Julie of Wake Forest University - demo". There are links for "Create: Reimbursement Request", "Go", and "Logout".

The left navigation menu includes: Home, Cardholder, Standard Reports, Configurable Reports, and Tools.

The top right panel displays a summary table:

Action Required	Count	Type	Acting As	Current State
Sign Off	60	Transaction	Cardholder	Pending

The central area contains a text box: "Task or transaction lists are displayed here".

The bottom right panel displays a table titled "Cards" with a "Privacy Access" dropdown. The table has columns: Card Name, Card ID, Avail. Funds, Credit Lim., Avail. Credit, Trans. Lim., Emboss, Profile, Buffer, and Activation ID. The data row shows: JULIE CARDHOLDER, 4122, N/A, \$10,000.00, (\$136,262.59), \$5,000.00, JULIE CARDHOLDER, CL10000, STL\$5000, 0%.

At the bottom of the table, it says "Viewing 1-1 of 1 items show 100 per page Page 1 of 1".

A "Message:" box is visible at the bottom left of the page.

2.3 Navigation Menu

Works offers users a range of options and functionality. To navigate to the different options, use the menu on the left side of the application.

The **Cardholder** section under **Tasks** shows all the actions that are available to you as a cardholder. Currently, Wake Forest is only utilizing **Transactions Requiring Sign Off**. See image A.

The **Configurable Reports** section gives cardholders the ability to build custom reports. Users can select the fields needed and add data filters when necessary. See image B.

The **Tools** section allows you to define personal preference, setup email alerts and perform searches on all of your data. See image C.

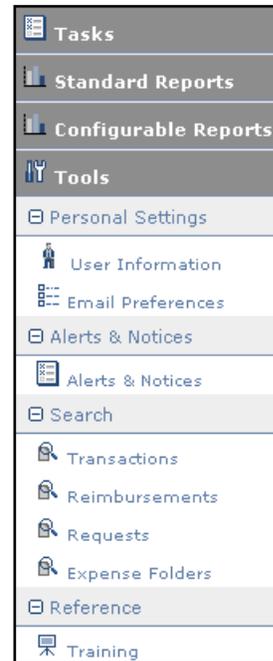
A



B



C



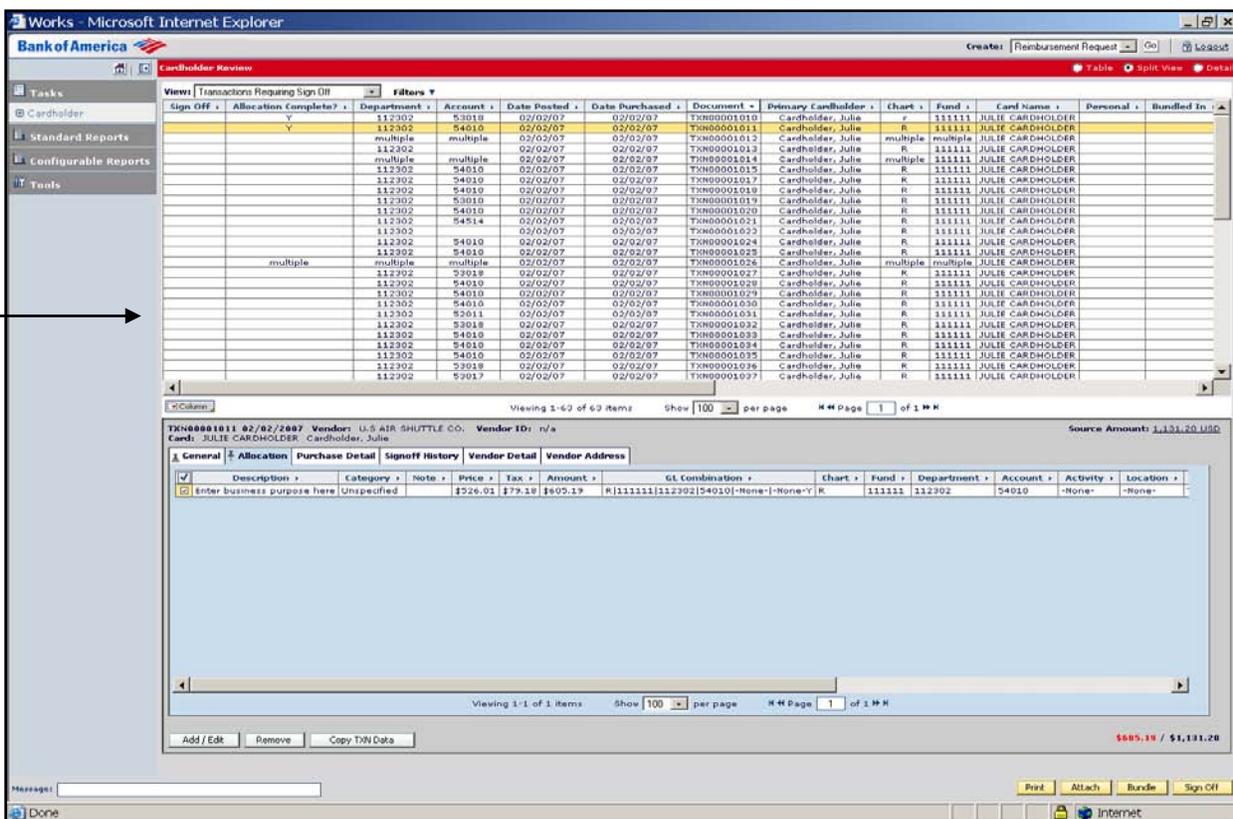
2.4 Adjusting the Data Displayed in Works

Works will allow you to adjust the columns displayed in the transaction listing portion of the Home Page. This will allow you to customize what you see to make Works as user friendly as possible.

Click on the **Sign Off** row in the top panel.

Action Required >	Count >	Type >	Acting As >	Current State >
Sign Off	60	Transaction	Cardholder	Pending

Click on the **Column** button ().

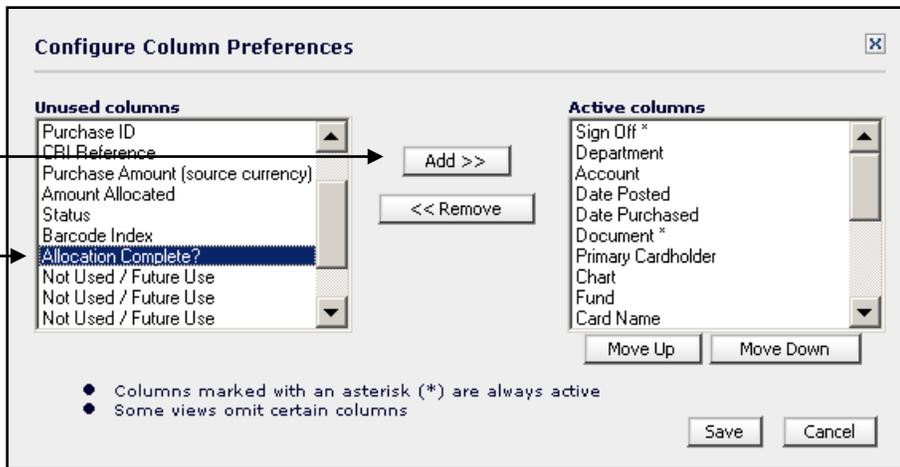


The screenshot shows the Bank of America Works interface. The top panel displays a summary for 'Sign Off' with a count of 60. Below this is a table of transactions requiring sign-off. An arrow points to the 'Column' button in the bottom left of the table area. Below the table, a detailed view of a transaction is shown, including fields for Allocation, Purchase Detail, Signoff History, Vendor Detail, and Vendor Address. The transaction details include a description, price, tax, amount, and various codes.

Once you press the **Column** button, the *Configure Column Preferences* dialogue box will appear.

You can add or remove fields by pressing the **Add** () and **Remove** () buttons. In order to make the sign off process easier (discussed later in this manual) you will probably want to add the *Allocation Complete?* field.

You can also reorder the fields by using the **Move Up** () and **Move Down** () buttons.



Press **Save** and your new Home Page will reflect the new columns added or the columns that were removed in the updated transaction listing.

Your changes will be saved for each subsequent login and may be changed at any time in the future.

2.5 Viewing Current Activity

In order to view current activity, single click on the Sign Off row in the top panel.

Action Required	Count	Type	Acting As	Current State
Sign Off	60	Transaction	Cardholder	Pending

Works will then generate a list of all current transactions in the top right panel of the homepage. If you click on a transaction, the detail of that transaction will appear in the bottom panel.

The screenshot displays the Bank of America Works Cardholder Review interface. The top panel shows a list of transactions requiring sign-off. The bottom panel shows the detailed view of a transaction for U.S. AIR SHUTTLE CO. with tabs for General, Allocation, Purchase Detail, Signoff History, Vendor Detail, and Vendor Address.

Sign Off	Date Posted	Date Purchased	Document	Primary Cardholder	Card Name	Personal	Bundled In	Attached To	Vendor	Purchase Amount
	02/02/07	02/02/07	TXN00001009	Cardholder, Julie	JULIE CARDHOLDER				RESERVE RENT-A-CAR CO.	\$2,334.13
	02/02/07	02/02/07	TXN00001011	Cardholder, Julie	JULIE CARDHOLDER				CLEANING AND MAINTENANCE J CO.	\$2,529.85
	02/02/07	02/02/07	TXN00001012	Cardholder, Julie	JULIE CARDHOLDER				U.S. AIR SHUTTLE CO.	\$1,131.20
	02/02/07	02/02/07	TXN00001013	Cardholder, Julie	JULIE CARDHOLDER				BOOKS, PERIODICALS AND NEW CO.	\$3,434.47
	02/02/07	02/02/07	TXN00001014	Cardholder, Julie	JULIE CARDHOLDER				NEVILE GRANDS RESORT AND C CO.	\$3,062.04
	02/02/07	02/02/07	TXN00001015	Cardholder, Julie	JULIE CARDHOLDER				ANSETT AIRLINES CO.	\$3,008.64
	02/02/07	02/02/07	TXN00001016	Cardholder, Julie	JULIE CARDHOLDER				TROPICAL RENT-A-CAR CO.	\$3,403.92
	02/02/07	02/02/07	TXN00001017	Cardholder, Julie	JULIE CARDHOLDER				EXTERMINATING AND DISINFEC CO.	\$3,557.53
	02/02/07	02/02/07	TXN00001018	Cardholder, Julie	JULIE CARDHOLDER				ALPHA RENT-A-CAR CO.	\$1,993.93
	02/02/07	02/02/07	TXN00001019	Cardholder, Julie	JULIE CARDHOLDER				WELCOMGROUP CO.	\$441.97
	02/02/07	02/02/07	TXN00001020	Cardholder, Julie	JULIE CARDHOLDER				U.K. SUPERMARKETS, ELECTRO CO.	\$3,148.39
	02/02/07	02/02/07	TXN00001021	Cardholder, Julie	JULIE CARDHOLDER				ANSETT AIRLINES CO.	\$1,138.01
	02/02/07	02/02/07	TXN00001022	Cardholder, Julie	JULIE CARDHOLDER				PROFESSIONAL SERVICES NOT CO.	\$2,327.64
	02/02/07	02/02/07	TXN00001023	Cardholder, Julie	JULIE CARDHOLDER				EVERSIDE RESORT HOTEL AND CO.	\$5,321.14
	02/02/07	02/02/07	TXN00001024	Cardholder, Julie	JULIE CARDHOLDER				CAR AND TRUCK DEALERS (NEW CO.	\$2,775.38
	02/02/07	02/02/07	TXN00001025	Cardholder, Julie	JULIE CARDHOLDER				RENT-A-WRECK CO.	\$1,202.09
	02/02/07	02/02/07	TXN00001026	Cardholder, Julie	JULIE CARDHOLDER				ETHIOPIAN AIRLINES CO.	\$4,226.80
	02/02/07	02/02/07	TXN00001027	Cardholder, Julie	JULIE CARDHOLDER				HEARING AIDS-SALES SERVIC CO.	\$3,951.18
	02/02/07	02/02/07	TXN00001028	Cardholder, Julie	JULIE CARDHOLDER				TERMINATING AND DISINFEC CO.	\$3,070.85
	02/02/07	02/02/07	TXN00001029	Cardholder, Julie	JULIE CARDHOLDER				AUBERGE DES GOUVERNEURS CO.	\$1,446.28
	02/02/07	02/02/07	TXN00001030	Cardholder, Julie	JULIE CARDHOLDER				AIR EUROPE CO.	\$2,533.05
	02/02/07	02/02/07	TXN00001031	Cardholder, Julie	JULIE CARDHOLDER				TILDER RENT-A-CAR CO.	\$3,047.43
	02/02/07	02/02/07	TXN00001032	Cardholder, Julie	JULIE CARDHOLDER				COMPUTER MAINTENANCE, REPA CO.	\$2,519.71
	02/02/07	02/02/07	TXN00001033	Cardholder, Julie	JULIE CARDHOLDER				CLEANING AND MAINTENANCE J CO.	\$4,281.33
	02/02/07	02/02/07	TXN00001034	Cardholder, Julie	JULIE CARDHOLDER				RENAISSANCE HOTELS CO.	\$1,624.67
	02/02/07	02/02/07	TXN00001034	Cardholder, Julie	JULIE CARDHOLDER				HOLIDAY RENT-A-CAR CO.	\$2,087.62

The detailed view for transaction TXN00001011 (U.S. AIR SHUTTLE CO.) shows the following information:

- Bank Transaction #:** SYNTH
- Purchase ID:** SYNTH
- Comments:** None
- Reference:** [Empty field]
- Tax Status:** Sales Tax Included
- Taxable Total:** \$1,052.00
- Sales Tax Total:** \$79.18
- Manually Adjust Taxable Total:** [Empty field]
- Use Tax Total:** \$0.00
- Merchant Address:** KS, 66112
- Shipping Address:** NC, 27109

Works provides a wealth of information about each transaction. To navigate through all of the information simply click on one of the tabs. Here is a brief discussion of each tab:

- **General:** Displays general information about the purchase including the grand total amount and sales tax, if any.
- **Allocation:** Allows the cardholder to view and update the current accounting information, create multiple/split accounting allocations, and enter a business purpose for the transaction.
- **Purchase Detail:** Presents additional information about the transaction, if available, from the merchant. This tab is especially useful for travel related purchases. Airlines and hotels are able to provide detailed itinerary information

(e.g. each leg of a flight and flight numbers for an airline, or parking and dining charges for a hotel). Larger merchants such as Office Depot also may provide a listing of all items purchased.

- *Signoff History*: Shows who has signed off on the transaction. Wake Forest is currently not utilizing this feature.
- *Vendor Detail*: Displays the vendor Merchant Category Code (MCC), tax ID and any known demographic information (e.g. minority owned, woman owned, SBA registration, etc.)
- *Vendor Address*: Allows the cardholder to view the vendor's address associated with the credit card processing.

2.6 Updating a Transaction

Each user will be responsible for updating their transaction details. This includes confirming that the accounting values (Chart, Fund, Department, Account, Activity and Location) assigned to the transaction are correct. Users are also responsible for specifying the amount of North Carolina sales tax on the transaction and providing a business purpose for the purchase.

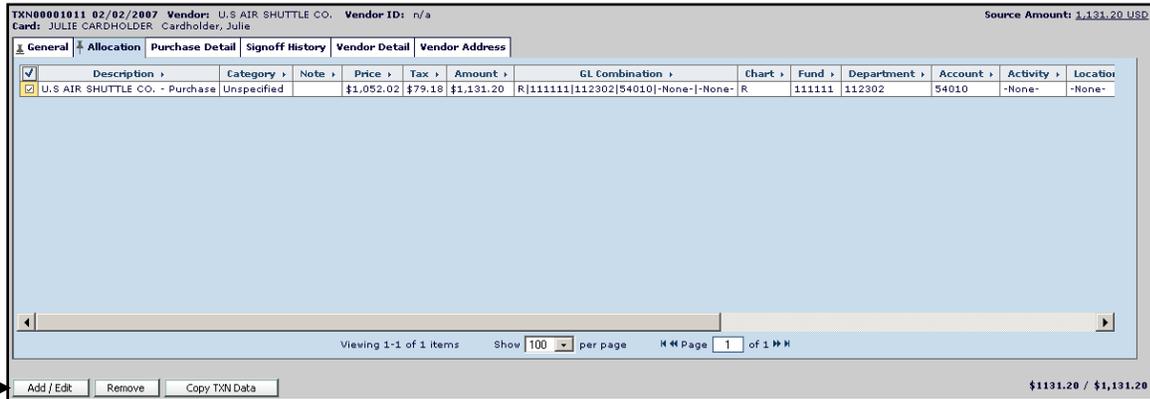
Step 1: Entering North Carolina Sales Tax. Navigate to the *General* tab. Works allows you to confirm that the North Carolina sales tax amount shown on the receipt is the same that is found in the system. Please note that, more often than not, this is not true. There are several levels of merchants and only the higher levels can transmit details such as tax. It is imperative that you confirm the proper tax amount is shown in the transaction. If not, the department will not get a credit for this amount and it will be considered an expense. As a reminder, only North Carolina sales taxes are refundable. If other states' taxes are charged, you must enter zero (\$0) into the *Sales Tax Total* field. If a merchant did not transmit any sales tax but the transaction has sales tax you will need to ensure that the *Tax Status* drop down box is 'Sales Tax Included.' If this was a non-taxable purchase, then you must mark the *Tax Status* drop down box 'Non-taxable Purchase.' See Section 1.17 on page 9 for more information on taxes.

The screenshot displays a web-based transaction update form. At the top, it shows transaction details: TXN0001011 02/02/2007, Vendor: U.S AIR SHUTTLE CO., Vendor ID: n/a, Card: JULIE CARDHOLDER Cardholder, Julie, and Source Amount: 1,131.20 USD. The form has several tabs: General, Allocation, Purchase Detail, Signoff History, Vendor Detail, and Vendor Address. The 'General' tab is active. It contains fields for Bank Transaction # (SYNTH), Purchase ID (SYNTH), CRI Reference, Reference, Tax Status (Sales Tax Included), Taxable Total (\$1,052.02), Sales Tax Total (\$73.18), Manually Adjust Taxable Total (checkbox), Use Tax Total (\$0.00), Merchant Address (KS, 66112), and Shipping Address (NC, 27109). At the bottom, there are buttons for Save, Dispute, and Add Comment, and a summary of the source amount: \$1,131.20 / \$1,131.20.

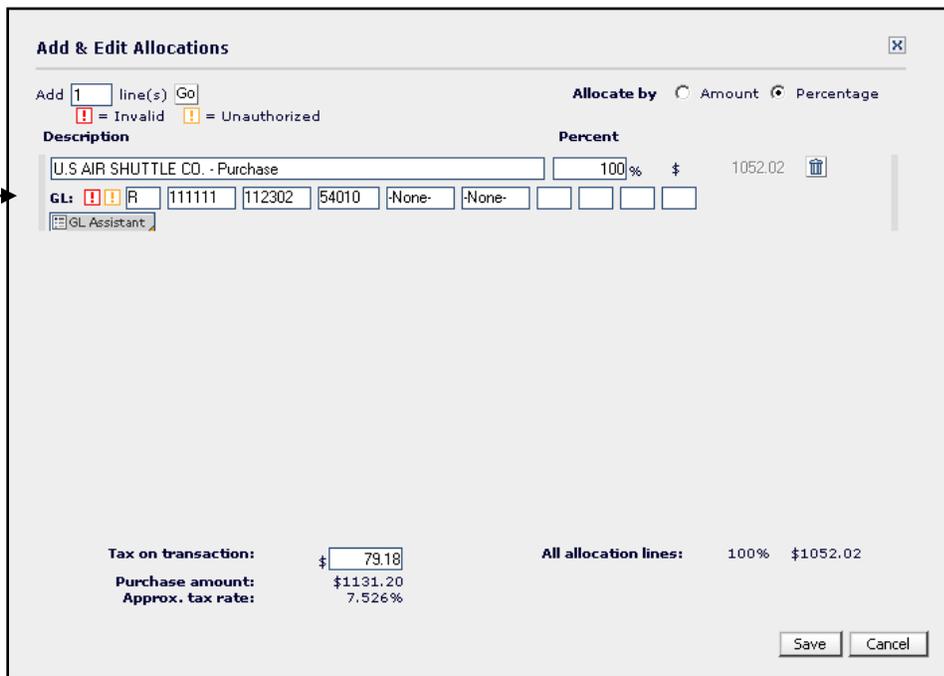
Press **Save**.

Step 2: Updating the Accounting Distribution and Entering a Business Purpose.

Navigate to the *Allocation* tab. Works will display all current distributions for the selected transaction. By default all new transactions will have only one distribution. To update the accounting information and enter a business purpose, click on the **Add/Edit** button.



Once you click on it, a new *Add & Edit Allocations* dialogue box will appear.



In the *Description* field, delete the default description and enter a specific business purpose for your purchase. Information entered here will display within your Banner financial reports through Cognos. All transactions must have a business purpose, including credits and disputes.

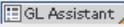
Below the *Description* field you will see a horizontal row of small boxes that contain the

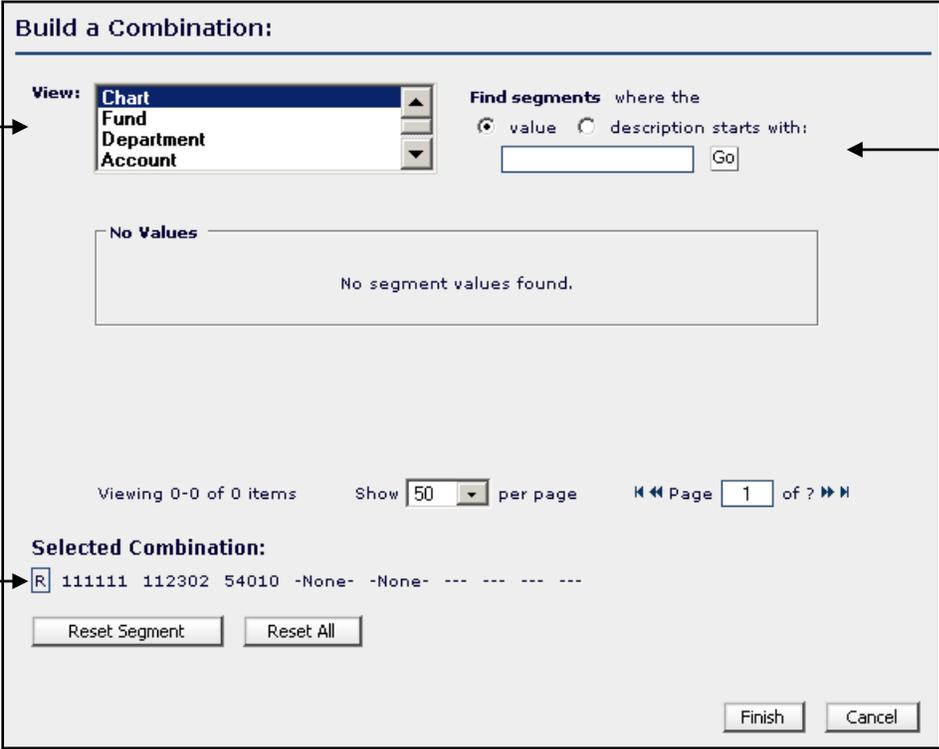
default accounting distribution for your transaction. To see which element is in which box you can put your cursor over the box and a label will appear.

Wake Forest uses six Banner accounting elements within the Works application:

Element	Required?	Default Source	Example
Chart	Yes	Card setup	R
Fund	Yes	Card setup	111111 or P00381
Department	Yes	Card setup	112302 or 505047
Account	Yes	Merchant category	53010 or 54010
Activity	No	Card setup	U00063
Location	No	Card setup	L00004

Once you finish updating your business purpose and updating the assigned accounting information, click **Save**.

If you need assistance to search for a different accounting element, you can click on the **GL Assistant** button (). A new dialogue will open up to help you search for the element that you need:



Build a Combination:

View: Chart
Fund
Department
Account

Find segments where the
 value description starts with:

No Values
No segment values found.

Viewing 0-0 of 0 items Show 50 per page Page 1 of ?

Selected Combination:
 R 111111 112302 54010 -None- -None- --- --- --- ---

To use this dialogue box, select the element from the View box or by clicking on the value at the bottom of the screen. Then use the search feature to find the proper element's value. Once you complete your searches click **Finish**.

Step 3: Splitting Transactions (Optional). On occasion, you will have transactions that are to be charged across several departments or projects. On the *Add & Edit Allocations* dialogue box you will see the following:

Enter the number of lines that you want to add into the *Add* field (you can have to 20 distributions per transaction) and press **Go**. These new distribution lines will be added. The *Allocate by* radio buttons will allow you to pick the distribution method, either by *Amount* or *Percentage*. Tax should not be included in the distribution. It will be prorated to each line.

An example two line distribution is shown below. It is distributed by percentage. Notice that the amount per line is shown in gray for your reference (if you had distributed by amount, the percentage for each line would be shown in gray).

Description	Percent	Amount
Enter business purpose here	50%	526.01
Enter additional business purpose information here	50%	526.01

Tax on transaction: \$ 79.18
Purchase amount: \$1131.20
Approx. tax rate: 7.526%

All allocation lines: 100% \$1052.02

If you need to delete a line of the distribution, press the trash can button (🗑️).

Tip: If you add a line after entering the business purpose, Works will copy the business purpose to the added line.

Step 4: Signing Off. In order for Accounts Payable to pick up your transaction for further processing, you must complete the transaction by pressing the **Sign Off** button () ,which is found in the bottom right corner of the transaction detail. Once you sign off on the transaction you can no longer edit the transaction in any way.

Optional Signing Off Method: For some cardholders that maintain a large number of transactions and/or make a lot of changes to the data before it is submitted to Accounts Payable, immediately signing off on a transaction may not be useful. For those cardholders there is an additional method.

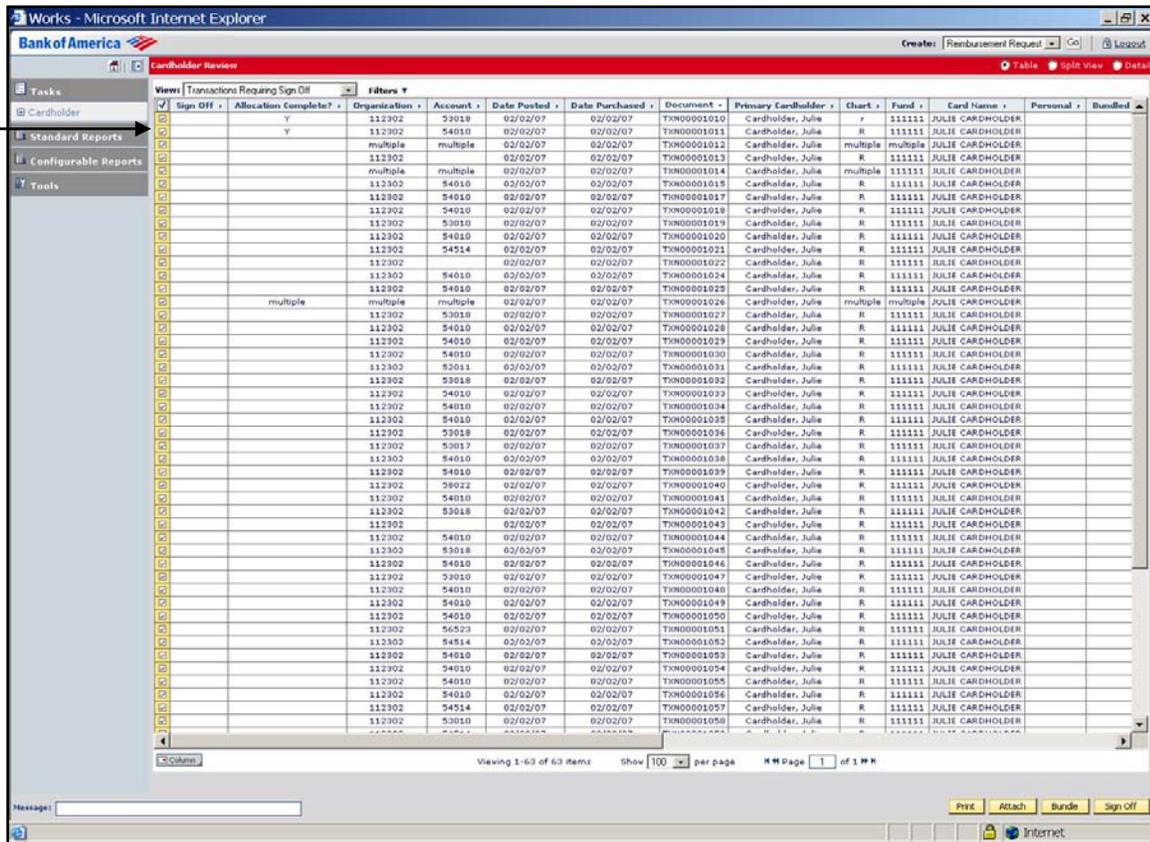
On the *Add & Edit Allocations* dialogue box there is a field labeled *Allocation Complete?* if you put your mouse over it. Put a ‘Y’ in this field.

Press **Save**.

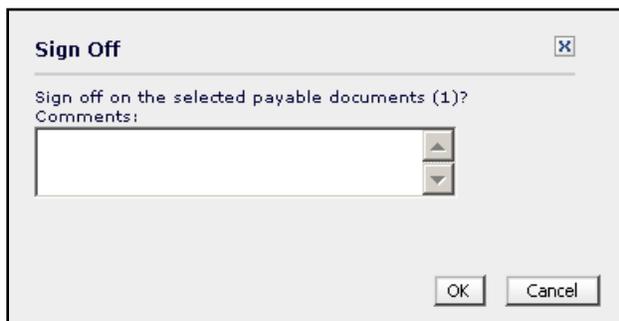
When you are ready to sign off on all transactions, choose the *Table* radio button in the red bar at the top of the screen. Notice that the screen will change its format.



You will need to select all the records that are ready to be signed off (i.e. ones that have a 'Y' in the *Allocation Complete?* column). You can check the boxes on the left side of each record or you can simply click on the **Check Mark** button (☑) at the top of the column to select all records.



Then press the **Sign Off** button () at the bottom of the page. Once you sign off on the transactions you can no longer edit them in any way.



There is no need to put in a description. Press **OK**.

2.7 Searching Transactions

Works has a very powerful search feature. To access this feature, click on **Tools**, **Search** and then **Transactions**. The following dialogue box will appear:



The dialog box titled "Transaction search criteria" contains the following fields and controls:

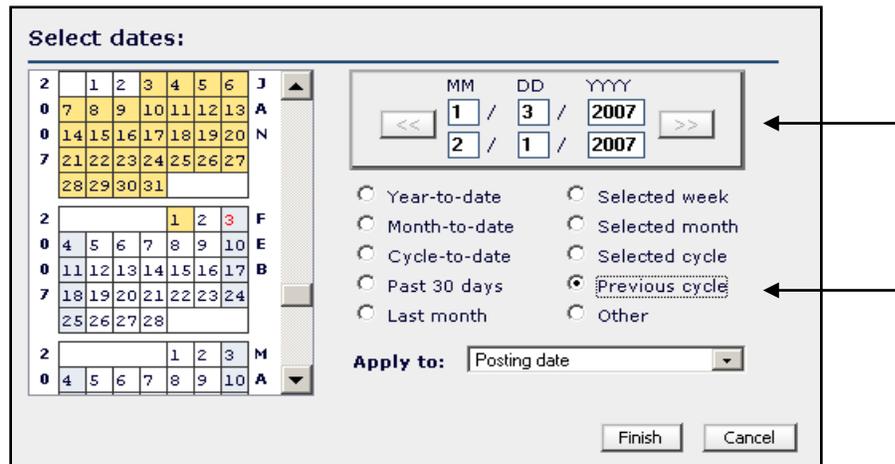
- Cardholder first name:
- Cardholder last name:
- Document number:
- Vendor: Starts With
- Posting date: Date... 11/20/2008 - 12/05/2008
- Card: Card (any)
- Amount between: and
- Status:
- Disputed: Unspecified
- Acting as: Accountant
- Cardholder signoff: Unspecified
- Manager signoff: Unspecified
- Accountant signoff: Unspecified
- Open/Closed Account: Unspecified

Buttons: Search, Clear, Cancel

If you have the ability to view cardholders other than yourself, you can enter in the *Cardholder first name* or *Cardholder last name* fields to refine your search.

The *Vendor* drop down box allows a search of the merchant name. Choose the appropriate search criteria (e.g. 'Starts with') and search value.

The Posting date button (Date...) will open up a dialogue box that will let you select a particular date range:



The "Select dates:" dialog box includes:

- A calendar grid showing dates from 2 to 31 for the month of January 2007.
- MM/DD/YYYY input fields: 1/3/2007 and 2/1/2007.
- Radio buttons for selection: Year-to-date, Month-to-date, Cycle-to-date, Past 30 days, Last month, Selected week, Selected month, Selected cycle, **Previous cycle** (selected), and Other.
- Apply to: Posting date
- Buttons: Finish, Cancel

Arrows point from the "Previous cycle" radio button and the date input fields to the right.

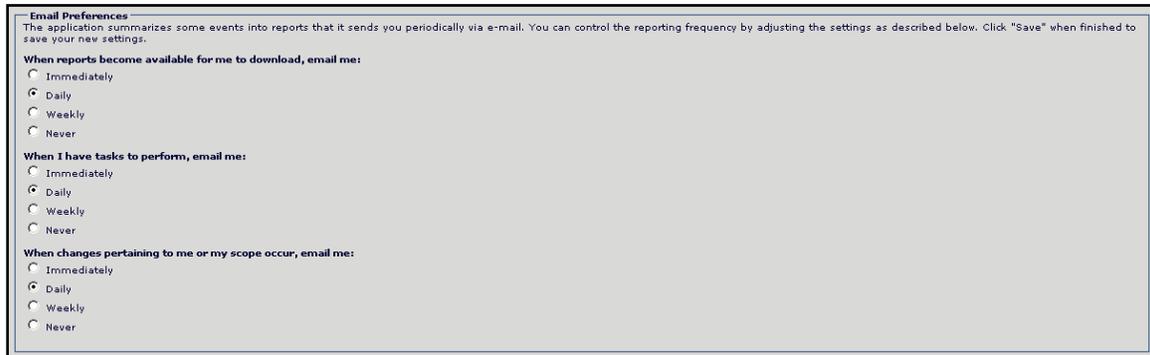
You may select any of the radio buttons to let the Works application select the date range for you or you may type in your own range. Works understands the Wake Forest billing cycle dates so you do not have to remember what they are. Press **Finish**.

Press **Search**. Works will display all transactions that match your search criteria. To search again with similar information, press the Refine Search button (Refine search).

2.8 Email Alerts

Email alerts allow users to manage account activity through system-generated emails that are set once and then run whenever that particular event occurs on their specific account.

To setup an email alert, click on **Tools, Personal Settings** and then **Email Preferences**. The Works homepage will display the following:



The screenshot shows a form titled "Email Preferences" with the following text: "The application summarizes some events into reports that it sends you periodically via e-mail. You can control the reporting frequency by adjusting the settings as described below. Click 'Save' when finished to save your new settings."

The form contains three sections, each with a heading and four radio button options:

- When reports become available for me to download, email me:**
 - Immediately
 - Daily
 - Weekly
 - Never
- When I have tasks to perform, email me:**
 - Immediately
 - Daily
 - Weekly
 - Never
- When changes pertaining to me or my scope occur, email me:**
 - Immediately
 - Daily
 - Weekly
 - Never

Most users will set the first and second options to *Immediately*, the third option is usually set to *Never*.

2.9 Configurable Reports

Configurable reports allow cardholders to build a customized report from basic templates. These reports allow you to add or delete columns, add data filters, define sorts and output the results to PDF, Excel or a CSV file. To access these reports, choose **Configurable Reports, Reports** and then **Spend Reports**.

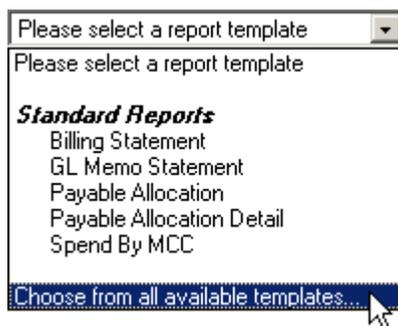
Note: Report data will be current as of the time indicated in the line below the drop-down box. The time is Central time. Transactions updated later than the time shown will not be reflected on the report.

Step 1: Choose Report Template. There are several templates for Spend Reports:

- *Spend Reports:*
 - *Billing Statement:* Contains card activity that posted during a selected date range. This report is organized by card.
 - *GL Memo Statement:* Contains card activity that posted during a selected date range. This report is organized by the accounting elements (Chart, Fund, Department, Account, Activity and/or Location) associated with the transaction.
 - *Payable Allocation:* Displays all transaction created during a selected date range. This report is organized by individual transaction.
 - *Payable Allocation Detail:* This report is similar to the one above but contains additional detailed information.
 - *Spend by MCC:* Contains card activity that posted during a selected date range. This report is organized by the Merchant Category Code (MCC) associated with the transaction.

Step 1: Choose a Spend Reports Template
Report template: Please select a report template
Report data is current as of February 4, 2007 1:44 PM CST.

To produce a statement for cardholder transactions, from the *Report Template* menu, select *Choose from all available templates...*



On the *Select a Report* page, check the box to *Include shared reports*. From the list of shared reports displayed, select the *Cardholder Statement for Individual Cardholder* (if you are not a proxy) or *Cardholder Statement for Proxies* (if you are a proxy) and then click *Finish*.

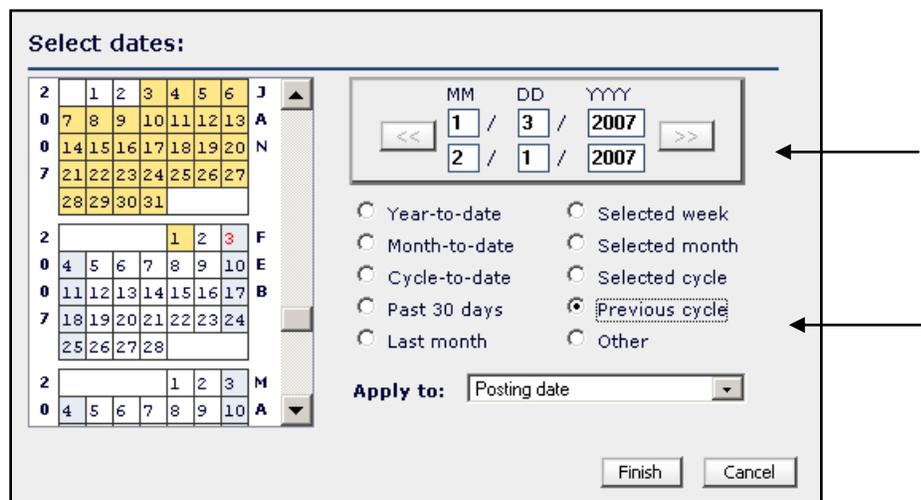
The *Report Configuration* screen will appear. In the *Choose Report Template* box, Confirm that you are in the *Simple View* mode. When you are in the *Simple View* mode, the button that toggles between *Simple View* and *Expert View*, will currently read **Show Expert View**. Do not click the button. Remain in *Simple View*.



Choose the Export Format. Works allows you to determine the export format. Please note that once the report is generated you can render it in any of the other additional formats that you would need.

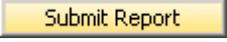
- *PDF:* This option will produce an Adobe Acrobat PDF file. This option is best if you want a nicely formatted document that you can immediately print or save.
- *Excel:* This option will create a Microsoft Excel file. This option is best if you want to download the data and manipulate it (e.g. sort it differently, add subtotals by merchant, etc.).
- *CSV:* This option produces a comma separated value (CSV) text file.

Add General and Column Filters. Confirm that the date range is correct. If the default date range is not correct, click the **Post Date** button (). A dialogue box will open that allows you to select the desired dates. (*Previous cycle* is the default.)



Press **Finish**.

If running a statement for proxies, select the employee by clicking on the **Cardholder** button.

Click . Within a few moments, you will be prompted to download the file.

Customized Reports. To build a customized report from the basic templates toggle to the *Expert View*. In *Expert View*, columns can be configured, data filters applied, reports bookmarked and scheduled. More information about customizing reports can be found in Works. In the navigation bar, choose **Tools > Training and Help > Documentation**. Customized reporting information can be downloaded in the online User's Guide, Chapter 10: Reports.

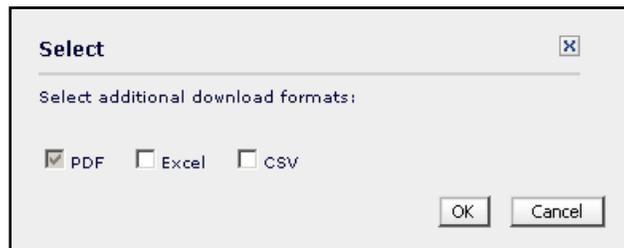
View Completed Reports. Once executed, reports are stored in Works until their expiration and can be viewed by using the navigation menu and choosing **Configurable Reports, Reports** and then **Completed Reports**. The default expiration is 7 days but can be changed in Step 6 of *Expert View – Scheduling and Expiration*.



To determine if a report is complete, look at the *Status* column (fourth column in the top panel). If it says 'Ready' then the output is ready to be displayed or downloaded. To view the output for a particular report, click on it in the top panel and the details will be displayed in the bottom panel.

Click on the **Download** button (in this case the report was rendered in PDF format so the button says Download PDF). The output will be opened up for you.

If you would like to view the data in a different format than what was specified when the report was built, click on the **Add Another Format** button. A dialogue box will open up asking you what additional formats you like to have for the report:



Choose the format and press **OK**.

To clean up your list of completed reports you may at anytime delete report output by pressing the Delete button () button. The application will confirm that you really want to delete the report output.

Please note that it may take Works up to 24 hours for all data changes to take effect in the application's reporting module. Delays – from a few minutes to a few hours - should be expected during the heaviest use peak times between 9am and 3pm.

Once the report is printed, obtain all proper approvals, staple all receipts for the statement period and submit to Accounts Payable by the statement due date stated in the Procurement Services email.

2.10 Required Accounts Payable Documentation

Users must print out documentation from the Works system to keep Wake Forest University compliant with IRS regulations.

Print a copy of your *Cardholder Statement for Individual Cardholder* following the steps in ***2.9 Configurable Reports*** (see p. 27.)

Obtain all proper approvals. Supervisor signature on the report itself; signature or email documentation for charges to budget codes other than your own;

Staple all of your receipts for the statement period to this report.

Submit it to Accounts Payable by the due date (usually 4-5 business days after the statement closing date.)

Appendix A: Merchant Category Codes (MCC) Listing

The following is a listing of the codes and their associated Wake Forest account number. The MCC's are attached by the credit card processor to each transaction based on the merchant.

MCC	MCC Description	WFU Account	WFU Account Description
742	Veterinary services	54514	Professional Services
763	Agricultural cooperatives	54517	Contract Services
780	Landscaping and horticultural services	54517	Contract Services
1520	General contractors-residential and commercial	80010	General Construction
1711	Heating, plumbing, and air conditioning contractors	80042	HVAC
1731	Electrical contractors	80160	Electrical
1740	Masonry, stonework, tile set, plastering, and insulation contractors	80016	Masonry
1750	Carpentry	80010	General Construction
1761	Roofing, siding, and sheet metal work contractors	80010	General Construction
1771	Contractors, concrete work	80010	General Construction
1799	Special trade contractors--not elsewhere classified	80010	General Construction
2741	Miscellaneous publishing and printing services	53013	Printing
2791	Typesetting, plate making & related services	53013	Printing
2842	Specialty cleaning, polishing and sanitation preparations	53018	Housekeeping Supplies
3000-3350	Airlines	54010	Travel
3351-3500	Car rental agencies	54010	Travel
3501-3799	Hotels and motels	54010	Travel
4011	Railroads	54010	Travel
4111	Local and suburban commuter pass trans, including fee	54010	Travel
4112	Passenger railways	54010	Travel
4119	Ambulance services	56527	Miscellaneous Expense
4121	Taxicabs and limousines	54010	Travel
4131	Bus lines, charters, tour buses	54010	Travel
4214	Motor freight carriers, and trucking	58019	Freight In
4215	Courier services-air and ground, and freight forwarders	58019	Freight In
4225	Public warehousing	53010	Supplies - Office
4411	Steamship and cruise lines	54010	Travel
4457	Boat rentals and leasing	54010	Travel
4468	Marinas, marine service, and supplies	54010	Travel
4511	Airlines and air carriers	54010	Travel
4582	Airports, flying fields, and airport terminals	54010	Travel
4722	Travel agencies	54010	Travel

MCC	MCC Description	WFU Account	WFU Account Description
4723	Package tour operators (Germany)	54010	Travel
4761	Telemarketing of travel related services and vitamins	54010	Travel
4784	Tolls and bridge fees	54010	Travel
4789	Transportation services not elsewhere classified	54010	Travel
4812	Telecommunication equipment and telephone sales	51515	General Equipment
4813	Key-entered telecom merchant	51515	General Equipment
4814	Telecommunication services	53512	Telephone Expense
4815	Visa phone	51515	General Equipment
4816	Computer network/information services	53023	Computer Software
4821	Telegraphic services	53512	Telephone Expense
4829	Wire transfer money order	53010	Supplies - Office
4899	Cable and other pay television services	58022	Cost of Cable Service
4900	Utilities - electric, gas, water, sanitary	52511	Electric
5013	Motor vehicle supplies and new parts	52015	Vehicle Maintenance
5021	Commercial furniture	51510	Furnishings
5039	Construction materials not elsewhere classified	80059	Materials
5044	Office, photographic, photocopy, and microfilm equipment	51515	General Equipment
5045	Computers, computer peripheral equipment, software	51513	Computer Equipment
5046	Commercial equipment, not elsewhere classified	51515	General Equipment
5047	Dental/laboratory/medical/opthalmic hosp equipment and supplies	51515	General Equipment
5051	Metal service centers and offices	53010	Supplies - Office
5065	Electrical parts and equipment	80160	Electrical
5072	Hardware equipment and supplies	51515	General Equipment
5074	Plumbing and heating equipment and supplies	80041	Plumbing
5085	Industrial supplies not elsewhere classified	53010	Supplies - Office
5094	Precious stones and metals, watches & jewelry	53010	Supplies - Office
5099	Durable goods, not elsewhere classified	53010	Supplies - Office
5111	Stationery, office supplies, printing and writing paper	53010	Supplies - Office
5122	Drugs, drug proprietaries, and druggists sundries	53010	Supplies - Office
5131	Piece goods, notions, and other dry goods	53010	Supplies - Office
5137	Men's, women's and children's uniforms and commercial clothing	53015	Uniforms
5139	Commercial footwear	53010	Supplies - Office
5169	Chemicals and allied products not elsewhere classified	53010	Supplies - Office
5172	Petroleum and petroleum products	52514	Gasoline/Fuel
5192	Books, periodicals and newspapers	55510	Books & Periodicals
5193	Florists supplies, nursery stock & flowers	56533	Flowers & Plants
5198	Paints, varnishes and supplies	80028	Painting
5199	Non-durable goods not elsewhere classified	53010	Supplies - Office
5200	Home supply warehouse stores	53010	Supplies - Office
5211	Lumber and building materials stores	80059	Materials

MCC	MCC Description	WFU Account	WFU Account Description
5231	Glass, paint, and wallpaper stores	80059	Materials
5251	Hardware stores	53010	Supplies - Office
5261	Nurseries, lawn and garden supply stores	56533	Flowers & Plants
5271	Mobile home dealers	53010	Supplies - Office
5300	Wholesale clubs	53010	Supplies - Office
5309	Duty free stores	53010	Supplies - Office
5310	Discount stores	53010	Supplies - Office
5311	Department stores	53010	Supplies - Office
5331	Variety stores	53010	Supplies - Office
5399	Miscellaneous general merchandise	53010	Supplies - Office
5411	Grocery stores, and supermarkets	54010	Travel
5422	Freezer and locker meat provisioners	54010	Travel
5441	Candy, nut, and confectionery stores	54010	Travel
5451	Dairy products stores	54010	Travel
5462	Bakeries	54010	Travel
5499	Miscellaneous food stores-convenience stores and specialty markets.	54010	Travel
5511	Car and truck dealers (new and used)	51517	Vehicles
5521	Car and truck dealers (used only)	51517	Vehicles
5531	Auto and home supply stores	52015	Vehicle Maintenance
5532	Automotive tire stores	52015	Vehicle Maintenance
5533	Automotive parts and accessories stores	52015	Vehicle Maintenance
5541	Service stations (with or without ancillary services)	52015	Vehicle Maintenance
5542	Automated fuel dispenser	52514	Gasoline/Fuel
5551	Boat dealers	51517	Vehicles
5561	Camper, recreational and utility trailer dealer	52015	Vehicle Maintenance
5571	Motorcycle dealers	51517	Vehicles
5592	Motor homes dealers	51517	Vehicles
5598	Snowmobile dealers	51517	Vehicles
5599	Misc. automotive, aircraft, and farm equipment dealers	51517	Vehicles
5611	Men's and boy's clothing and accessory stores	53010	Supplies - Office
5621	Women's ready-to-wear stores	53010	Supplies - Office
5631	Women's accessory and specialty stores	53010	Supplies - Office
5641	Children's and infant's wear stores	53010	Supplies - Office
5651	Family clothing stores	53010	Supplies - Office
5655	Sports and riding apparel stores	53010	Supplies - Office
5661	Shoe stores	53010	Supplies - Office
5681	Furriers and fur shops	53010	Supplies - Office
5691	Men's and women's clothing stores	53010	Supplies - Office
5697	Tailors, seamstress, mending, alterations	53010	Supplies - Office
5698	Wig and toupee shops	53010	Supplies - Office
5699	Miscellaneous apparel and accessory stores	53010	Supplies - Office
5712	Furniture, home furnishings and equipment stores	51510	Furnishings

MCC	MCC Description	WFU Account	WFU Account Description
5713	Floor covering, rug and carpet stores	51510	Furnishings
5714	Drapery, window covering, and upholstery stores	51510	Furnishings
5718	Fireplaces, fireplace screens and accessories stores	51510	Furnishings
5719	Miscellaneous home furnishing specialty stores	51510	Furnishings
5722	Household appliance stores	51510	Furnishings
5732	Electronics stores	51515	General Equipment
5733	Music stores-musical instruments, pianos, and sheet music	53010	Supplies - Office
5734	Computer software stores	53023	Computer Software
5735	Record stores	53010	Supplies - Office
5811	Caterers	54011	Catering
5812	Eating places and restaurants	54010	Travel
5813	Drinking places (alcoholic beverages)	54010	Travel
5814	Fast food restaurants	54010	Travel
5912	Drug stores and pharmacies	53010	Supplies - Office
5921	Package stores--beer, wine, and liquor	54018	Travel
5931	Used merchandise and secondhand stores	53010	Supplies - Office
5932	Antique shops	53010	Supplies - Office
5933	Pawn shops	53010	Supplies - Office
5935	Wrecking and salvage yards	53010	Supplies - Office
5937	Antique reproduction stores	53010	Supplies - Office
5940	Bicycle shops-sales and service	53010	Supplies - Office
5941	Sporting goods stores	53010	Supplies - Office
5942	Book stores	55510	Books & Periodicals
5943	Stationery, office and school supply stores	53010	Supplies - Office
5944	Jewelry, watch, clock, and silverware stores	53010	Supplies - Office
5945	Hobby, toy, and game stores	53010	Supplies - Office
5946	Camera and photographic supply stores	56523	Photography
5947	Gift, card, novelty, and souvenir stores	53010	Supplies - Office
5948	Luggage and leather goods stores	53010	Supplies - Office
5949	Sewing, needlework, fabric and piece goods stores	53010	Supplies - Office
5950	Glassware and crystal stores	53010	Supplies - Office
5960	Direct marketing insurance services	53010	Supplies - Office
5961	Mail order	53010	Supplies - Office
5962	Direct marketing--travel related arrangement services	54010	Supplies - Office
5963	Direct selling establishments, door to door sales	53010	Supplies - Office
5964	Catalog merchants	53010	Supplies - Office
5965	Combination catalog and retail merchant	53010	Supplies - Office
5966	Outbound telemarketing merchants	53010	Supplies - Office
5967	Direct marketing--inbound telemarketing merchants	53010	Supplies - Office
5968	Continuity/subscription merchants	53010	Supplies - Office
5969	Direct marketing/direct marketers--not elsewhere classified	53010	Supplies - Office

MCC	MCC Description	WFU Account	WFU Account Description
5970	Artist supply and craft stores	53010	Supplies - Office
5971	Art dealers and galleries	53010	Supplies - Office
5972	Stamp and coin stores	53010	Supplies - Office
5973	Religious goods stores	53010	Supplies - Office
5974	Rubber stamp stores	53010	Supplies - Office
5975	Hearing aids--sales, service, and supplies	53010	Supplies - Office
5976	Orthopedic goods and prosthetic devices	53017	Supplies – Office
5977	Cosmetic stores	53010	Supplies - Office
5978	Typewriter stores-sales, service, rentals	53010	Supplies - Office
5983	Fuel dealers--fuel oil, wood, coal, and liquid petrol	52514	Gasoline/Fuel
5992	Florists	56533	Flowers & Plants
5993	Cigar stores and stands	54010	Travel
5994	News dealers and newsstands	55510	Books & Periodicals
5995	Pet shops, pet food and supplies	53010	Supplies - Office
5996	Swimming pools-sales, supplies, services	53010	Supplies - Office
5997	Electric razor stores-sales and service	53010	Supplies - Office
5998	Tent and awning stores	53010	Supplies - Office
5999	Miscellaneous and specialty retail stores	53010	Supplies - Office
6010	Financial institutions--manual cash disbursements	53010	Supplies - Office
6011	Financial institutions--automated cash disbursements	53010	Supplies - Office
6012	Financial institutions--merchandise and services	53010	Supplies - Office
6050	Quasi-cash (e.g. western union)	53010	Supplies - Office
6051	Non financial institutions	53010	Supplies - Office
6211	Securities--brokers and dealers	53010	Supplies - Office
6300	Insurance-sales & underwriting	56010	Insurance - General
6381	Insurance-premiums	56010	Insurance - General
6399	Insurance-not elsewhere classified	56010	Insurance - General
6513	Real estate agents and managers - rentals	54010	Travel
6529	Remote stored value load-member financial institution	53010	Supplies - Office
6530	Remote stored value load-merchant	53010	Supplies - Office
6535	Value purchase - member financial institution	53010	Supplies - Office
6611	Over payments	53010	Supplies - Office
6760	Savings bonds	53010	Supplies - Office
7011	Lodging--hotels, motels, and resorts	54010	Travel
7012	Timeshares	54010	Travel
7032	Sporting and recreational camps	54010	Travel
7033	Trailer parks and campgrounds	54010	Travel
7210	Laundry, cleaning, and garment services	56517	Laundry Expense
7211	Laundry services--family and commercial	56517	Laundry Expense
7216	Dry cleaners	56517	Laundry Expense
7217	Carpet and upholstery cleaning	53018	Housekeeping Supplies
7221	Photographic studios, portraits	56523	Photography
7230	Beauty and barber shops	53010	Supplies - Office

MCC	MCC Description	WFU Account	WFU Account Description
7251	Shoe repair shops, shoe shine parlors, and hat cleaning shops	56517	Laundry Expense
7261	Funeral services and crematories	53010	Supplies - Office
7272	Escort services	54018	Entertainment
7273	Dating and escort services	53010	Supplies - Office
7276	Tax preparation service	53010	Supplies - Office
7277	Counseling services--debt, marriage, personal	53010	Supplies - Office
7278	Buying and shopping services and clubs	53010	Supplies – Office
7280	Hospital patient personal funds withdrawal accounts	53010	Supplies - Office
7295	Babysitting services	54517	Contract Services
7296	Clothing rental--costumes, uniforms, and formal wear	53015	Uniforms
7297	Massage parlors	54018	Supplies - Office
7298	Health and beauty spas	54018	Supplies - Office
7299	Miscellaneous personal services--not elsewhere	53010	Supplies - Office
7311	Advertising services	56524	Marketing / Advertising
7321	Consumer credit reporting agencies	54517	Contract Services
7322	Debt collection agencies	54517	Contract Services
7332	Blueprinting and photocopying services	80202	Architect
7333	Commercial photography, art, and graphics	56523	Photography
7338	Quick-copy and reproduction services	54517	Contract Services
7339	Stenographic services	54514	Professional Services
7341	Window cleaning services	53018	Housekeeping Supplies
7342	Exterminating and disinfecting services	53018	Housekeeping Supplies
7349	Cleaning and maintenance, janitorial services	53018	Housekeeping Supplies
7361	Employment agencies and temporary help services	54517	Contract Services
7372	Computer programming, data processing, and integrated system design s	54517	Contract Services
7375	Information retrieval services	54517	Contract Services
7379	Computer maintenance, repair and services not elsewhere	52011	Equipment Maintenance
7392	Management, consulting and public relations service	54514	Professional Services
7393	Detective agencies, protective agencies, and security services	54514	Professional Services
7394	Equip, tool, furniture, and appliance rental and leas	51515	General Equipment
7395	Photo finishing laboratories, photo developing	56523	Photography
7399	Business services not elsewhere classified	54514	Professional Services
7511	Truck stops	54010	Travel
7512	Automobile rental agency	54010	Travel
7513	Truck and utility trailer rentals	54010	Travel
7519	Motor home and recreational vehicle rental	54010	Travel
7523	Parking lots and garages	54010	Travel
7524	Express payment service merchants--parking lots and garages	54010	Travel
7531	Automotive top and body shops	52015	Vehicle Maintenance

MCC	MCC Description	WFU Account	WFU Account Description
7534	Tire retreading and repair shops	52015	Vehicle Maintenance
7535	Automotive paint shops	52015	Vehicle Maintenance
7538	Automotive repair shops (non-dealer)	52015	Vehicle Maintenance
7542	Car washes	52015	Vehicle Maintenance
7549	Towing services	52015	Vehicle Maintenance
7622	Radio, television and stereo repair shops	52010	General Maintenance
7623	Air conditioning and refrigeration repair shops	52010	General Maintenance
7629	Electrical and small appliance repair shops	52010	General Maintenance
7631	Watch, clock and jewelry repair shops	52010	General Maintenance
7641	Furniture--reupholster, repair, and refinishing	52010	General Maintenance
7692	Welding services	80010	General Construction
7699	Miscellaneous repair shops and related services	52010	General Maintenance
7829	Motion picture and video tape production and distribution	53020	Audio/Visual
7832	Motion picture theaters	54018	Entertainment
7833	Express payment service merchants -motion picture theaters	54018	Entertainment
7841	Video tape rental stores	54018	Entertainment
7911	Dance halls, studios, and schools	54018	Entertainment
7922	Theatrical producers (except motion pictures), tickets	54018	Entertainment
7929	Bands, orchestras, entertainers	54018	Entertainment
7932	Billiard and pool establishments	54018	Entertainment
7933	Bowling alleys	54018	Entertainment
7941	Commercial sports, pro sports clubs, athletic fields	54018	Entertainment
7991	Tourist attractions and exhibits	54018	Entertainment
7992	Public golf courses	54018	Entertainment
7993	Video amusement game supplies	54018	Entertainment
7994	Video game arcades and establishments	54018	Entertainment
7995	Betting	54018	Entertainment
7996	Amusement parks, circuses, carnivals, and fortune tellers	54018	Entertainment
7997	Membership clubs,(sports, recreation, athletic)	54018	Entertainment
7998	Aquariums, seaquariums and dolphinariums	54018	Entertainment
7999	Recreation services--not elsewhere classified	54018	Entertainment
8011	Doctors and physicians--not elsewhere classified	53017	Medical Supplies
8021	Dentists and orthodontists	53017	Medical Supplies
8031	Osteopathic physicians	53017	Medical Supplies
8041	Chiropractors	53017	Medical Supplies
8042	Optometrists and ophthalmologists	53017	Medical Supplies
8043	Opticians and dispensing	53017	Medical Supplies
8044	Optical goods and eyeglasses	53017	Medical Supplies
8049	Podiatrists and chiropodists	53017	Medical Supplies
8050	Nursing and personal care facilities	53017	Medical Supplies
8062	Hospitals	53017	Medical Supplies

MCC	MCC Description	WFU Account	WFU Account Description
8071	Medical and dental laboratories	53017	Medical Supplies
8099	Medical services & health practitioners not elsewhere	53017	Medical Supplies
8111	Legal services and attorneys	54513	Legal
8211	Elementary and secondary schools	53010	Supplies - Office
8220	Colleges, universities, professional schools	53010	Supplies - Office
8241	Correspondence schools	53010	Supplies - Office
8244	Business and secretarial schools	53010	Supplies - Office
8249	Trade and vocational schools	53010	Supplies - Office
8299	Schools and educational services not elsewhere classified	53010	Supplies – Office
8351	Child care services	53010	Supplies - Office
8398	Charitable and social service organizations	53010	Supplies - Office
8641	Civic, social and fraternal associations	53010	Supplies - Office
8651	Political organizations	53010	Supplies - Office
8661	Religious organizations	53010	Supplies - Office
8675	Automobile associations	53010	Supplies - Office
8699	Membership organizations--not elsewhere classified	51010	Memberships, Dues & Subsc.
8734	Testing laboratories (non-medical)	53014	Lab Supplies
8911	Architectural, engineering, and surveying services	80202	Architect
8931	Accounting, auditing and bookkeeping services	54514	Professional Services
8999	Professional services not elsewhere classified	54514	Professional Services
9211	Court cost including alimony and child support	54513	Legal
9222	Fines	53010	Supplies - Office
9223	Bail and bond payments	53010	Supplies - Office
9311	Tax payments	53010	Supplies - Office
9399	Government services--not elsewhere classified	53010	Supplies - Office
9401	I-purchasing pilot	53010	Supplies - Office
9402	Postage stamps	53011	Postage
9405	Intra-government purchases--government only	53010	Supplies - Office
9411	Government loan payments	53010	Supplies - Office
9700	Automated referral service	53010	Supplies - Office
9701	Visa credential server	53010	Supplies - Office
9702	Gcas emergency services	53010	Supplies - Office
9751	U.K. supermarkets, electronic hot file	54010	Travel
9752	U.K. petrol stations, electronic hot file	54010	Travel
9950	Intra-company purchases	53010	Supplies - Office

Appendix B: Frequently Asked University Card Questions

- **Can I use my card for travel expenses over \$2,500.00?**

Yes, but if your purchase is greater than your single transaction limit, call Procurement Services to have your limit temporarily increased.

- **What are other examples of items costing more than \$2,500.00 that may be purchased with the credit card?**

Allowable expenditures greater than \$2,500.00 are usually items on which Procurement Services cannot obtain competitive bids or contract purchase prices. Examples include conference registrations and catering. For non-travel related purchases over \$2,500.00, Procurement Services will need to send an authorization to Accounts Payable.

- **What do I do about a charge that is on my account for a purchase that I did not make?**

If possible, contact the supplier to find out more information about the purchase to try to “jog your memory”. If you cannot resolve the issue with the supplier, call Procurement Services. If you suspect fraudulent activity, call Procurement Services or the Bank of America number on your card.

- **What address do I use for my card when making an online purchase?**

For Reynolda Campus employees, the address is your departmental PO Box number. For Graylyn employees, the address is the street address.

- **How do I reset my password?**

*Click on **Forgot your password?** or call Procurement Services.*

- **I am traveling internationally. Will I be able to use my card?**

Yes. However, call Bank of America before you depart and give them your travel dates and itinerary. Otherwise, they may suspect fraudulent activity and decline your international transactions. Also call Procurement Services to have your single transaction limits and credit card limits adjusted to cover your specific travel needs.

- **What is an example of an adequate business purpose?**

Bad Examples for Business Purposes	Good Example for Business Purposes
Flowers sent to employee	Flowers sent to EMPLOYEE'S NAME in hospital
Lunch	Budget lunch meeting for NAME OF DEPARTMENT
Shelter Rental	Reservation for shelter for department picnic on July 12 th
Food for event	Food for PROJECT NAME
Lunch for 2 speakers and 4 staff members	Lunch for NAME of the speakers and the staff members for CERTAIN LECTURE or CERTAIN PURPOSE
Copies of flyers	Flyers for the production (NAME production)
Purchase of gifts for department or production	Purpose of gifts for NAME the people and the dollar amount for each person. Gifts are taxable to the employees (STATE REASON FOR GIFT)
Trip to Houston, Texas	Conference NAME or REASON of TRIP to PLACE ON CERTAIN DATE
ACC tournament tickets	Tournament tickets for NAME OF PEOPLE for cultivation or solicitation, etc.
Registration	Registration for NAME OF EVENT and CERTAIN DATES

- **What do I do if one of my receipts is lost/missing?**

Please provide a separate statement or memo itemizing the item(s) purchased and/or service(s) rendered, along with a clear and complete business purpose. Note on this statement that receipt was lost/misplaced and get separate approval from your supervisor.

- **I submitted a receipt, but AP is asking me for a detailed, itemized receipt. What's the difference?**

A detailed, itemized receipt shows line item detail for all items purchased or services provided and shows any sales tax. The summary receipt generally shows only the total charge, or in the case of a restaurant charge, the total plus any gratuity.

- **Why do I need to submit a detailed receipt?**

A detailed receipt is needed in order to break out any applicable NC sales tax, as well as to assist during the review process in substantiating the business purpose. Without the detailed receipt, further questioning is sometimes necessary by the reviewer.

- **Who needs to approve my statement?**

Anyone officially authorized to approve for the budget to which the funds are charged can approve. However, a cardholder cannot self-approve any travel or entertainment related expenses. A one-up approval is needed for those types of expenses. Exception: expenses charged to a Grant; if the cardholder controls the Grant, he/she can approve T&E expenses as well, since Grant charges will be reviewed by the Grant Accounting Manager.

If you are using another Department's budget code, please make sure you have the proper approval from the individual authorized to sign for that budget. Approval can be obtained via email, as long as the email request contains detailed information for the approver.

- **What if my Department Head or Chair is out-of-office and I cannot get my statement approved by the statement deadline?**

Please turn in your documentation to AP by the due date without the needed approval, noting that supervisor is out of the office. AP will obtain approval after the review process is complete.

- **I will be traveling during the time frame the statement is due. What should I do?**

Notify your AP rep that you are traveling and your documentation will be late. Your updates in Works can be done from any computer with internet access. Simply log into the Works website as you would from your work computer. Your Works updates must be completed by the due date stated in the reminder email from Procurement Services. If you will not have internet access during your travel, please arrange for a proxy to make your updates in Works while you are away.

- **I have updated my transactions in Works and printed my statement; however, my updates are not showing up on my statement print out.**

There is a time delay in Works for posting any changes you make. In the morning the time delay is typically longer than in the afternoon. When running your statement, pay attention to the time listed under the template drop down. It reflects the time of the most recent posting in Central Standard Time.

- **I know I have some transactions, but they did not show up on my statement. Why are they not there?**

First, make sure the statement date range you are using corresponds with the date range given by Procurement Services in their reminder email. Second, note

that Works looks at the posting date of a charge, not the transaction date, so make sure the posting date falls within the billing cycle date range.

- **I accidentally used my card for a personal purchase. What do I do?**

Go to the cashier's window to reimburse WFU for the total amount of the purchase (including tax). Deposit your reimbursement into the same account to which the credit card transaction was charged. Attach the cashier's receipt to your Works statement. In the business purpose of the transaction detail, write that this was an accidental personal purchase and that you have reimbursed the university.

Appendix C: Commonly Used Account Numbers

Account Numbers	Description
51010	Memberships and Dues
51011	Licensing/Certification
51012	Workshops/Programs/Seminars
51510	Furnishings
51511	Security/Safety Equipment
51512	Audio/Visual Equipment
51513	Computer Equipment
51515	General Equipment
51516	Scientific Equipment
51517	Vehicles
52010	General Maintenance
52011	Equipment Maintenance
52012	Software Maintenance
52013	Grounds Maintenance
52014	Building Maintenance
52015	Vehicle Maintenance
52016	Network Maintenance
52510	Water
52511	Electric
52512	Natural Gas
52513	Storm Water
52514	Gasoline/Fuel
53010	Supplies
53011	Postage
53012	Copy Expense
53013	Printing
53014	Lab Supplies
53015	Uniforms
53016	Instructional Supplies

53020	Audio/Visual Supplies
Account Number	Description
53021	Binding Supplies
53022	Maintenance Supplies
53023	Computer Software
53028	Bulletins/Brochures
53512	Telephone Expense
54010	Travel
54011	Catering
54017	Recruitment
54018	Entertainment
54514	Professional Services
54516	Speakers
54517	Contract Services
54524	Employee Recruitment Fees
55510	Books & Periodicals
55511	Subscriptions
56010	Insurance
56016	Rent Expense
56523	Photography
56524	Marketing/Advertising
56533	Flowers & Plants