

Bank of America Prepaid Cards

UNC Office of Sponsored Research
UNC Accounting Services, Cash Management



09/15/2021



2021

UNC SYMPOSIUM

for
RESEARCH ADMINISTRATORS

Presenters

Ben Wright, Assistant Director, Audit and Financial Compliance, OSR

bwright1@unc.email.edu

Stacy Barca, Assistant Director, Research Administration, OSR

sbarca@unc.edu

Brett Kenney, University Cash Manager, UNC Accounting Services

bwkenney@email.unc.edu

Brooke O'Neal, Merchant Manager, UNC Accounting Services

brooke_oneal@unc.edu



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Learning Objectives

- This session will offer an introduction to Bank of America (BOA) prepaid cards and how they can be used for UNC study subject payments or participant incentives.
- The presenters will discuss the steps required to establish access to begin using prepaid cards, the system used to manage prepaid cards, and the accounting treatment for charging prepaid cards to sponsored projects.
- The presenters will also answer questions from anyone interested in getting started with prepaid cards or anyone who is already currently using prepaid cards.



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Poll Question

Do you currently use prepaid cards for sponsored research?



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Introduction

- Prepaid cards can be utilized for UNC study subjects or participant incentives
- Prepaid cards are processed via Bank of America Visa Prepaid Administration Tool (PAT)
- UNC Accounting Services sets up Departments as locations in the PAT, with multiple projects/studies using the Department location
- <https://admin.visaprepaidprocessing.com/PAT/>



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Why Prepaid Cards?

- More efficient operations
 - Allow you to instantaneously load funds onto cards for immediate use
 - Can be issued in person or mailed directly to participants from BOA
- Two types of prepaid cards
 - Reloadable Charge (RC)
 - Anonymous
- With your help we closed over 120 imprest checking accounts – only 7 remain and those are closing soon!



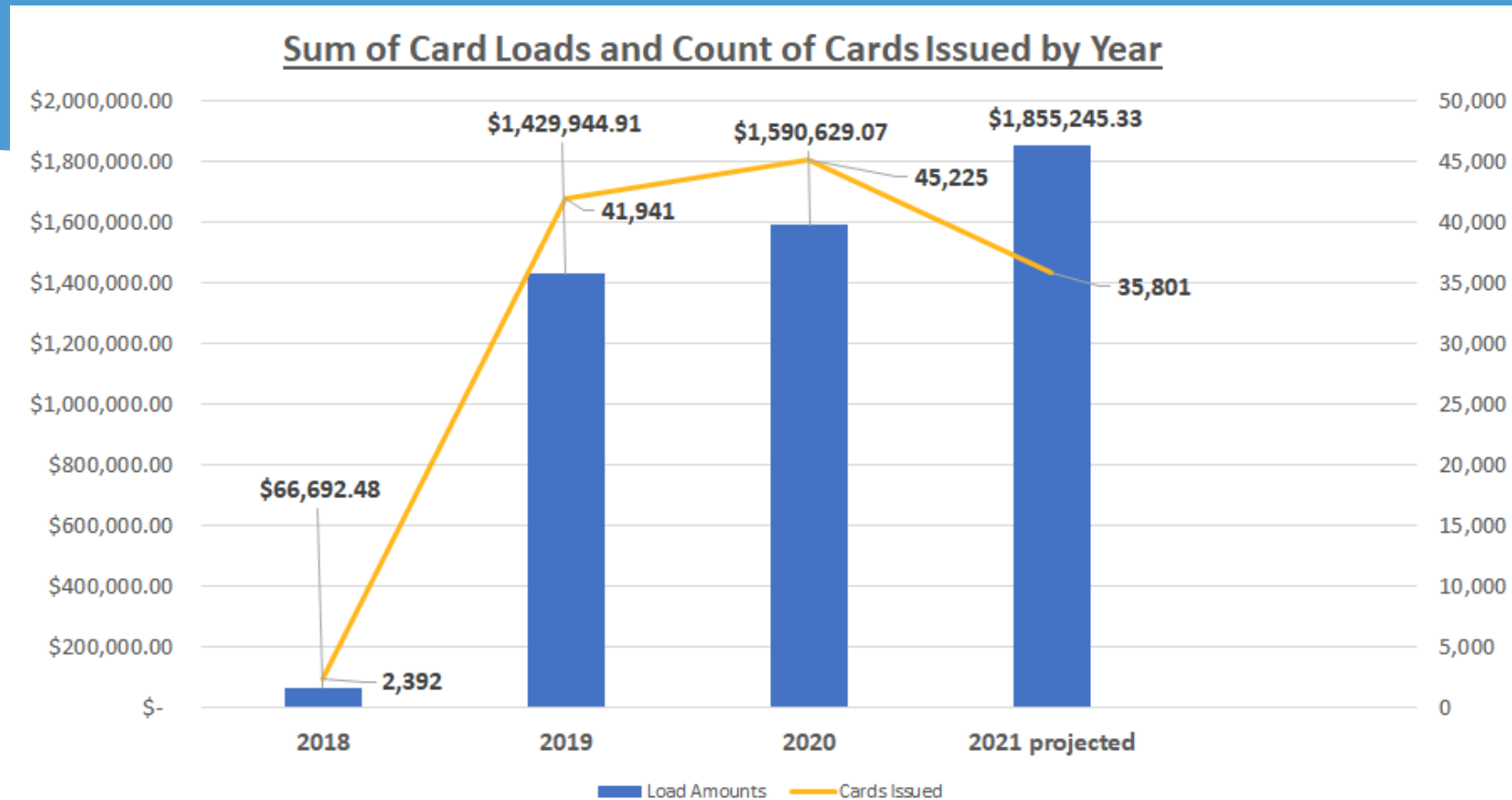
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UNC Sponsored Research Prepaid Card Activity



- 53 departments and over 500 studies
- UNC-CH will have issued **\$4,942,511.79** and **125,359** prepaid cards since 2018



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Advantages to Prepaid Cards

- Free to use! No charge to order cards or load funds
- Cards can be loaded at the time of distribution to limit risk
- Reports are available within the PAT to keep inventory and track cards
- Training is available for users/administrators
- Less paperwork than a traditional cash advance



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Disadvantages of Prepaid Cards

- PAT does not interface with ConnectCarolina
- Departments need to be set up in the PAT
 - Studies/projects must use a consistent naming convention
 - Use **Employee ID** field to enter project ID and study subject number (ex. “5123456,BWK123”)
 - Consistent and accurate information is critical for audit documentation
- Some fees for recipients of cards (deducted from card balance)



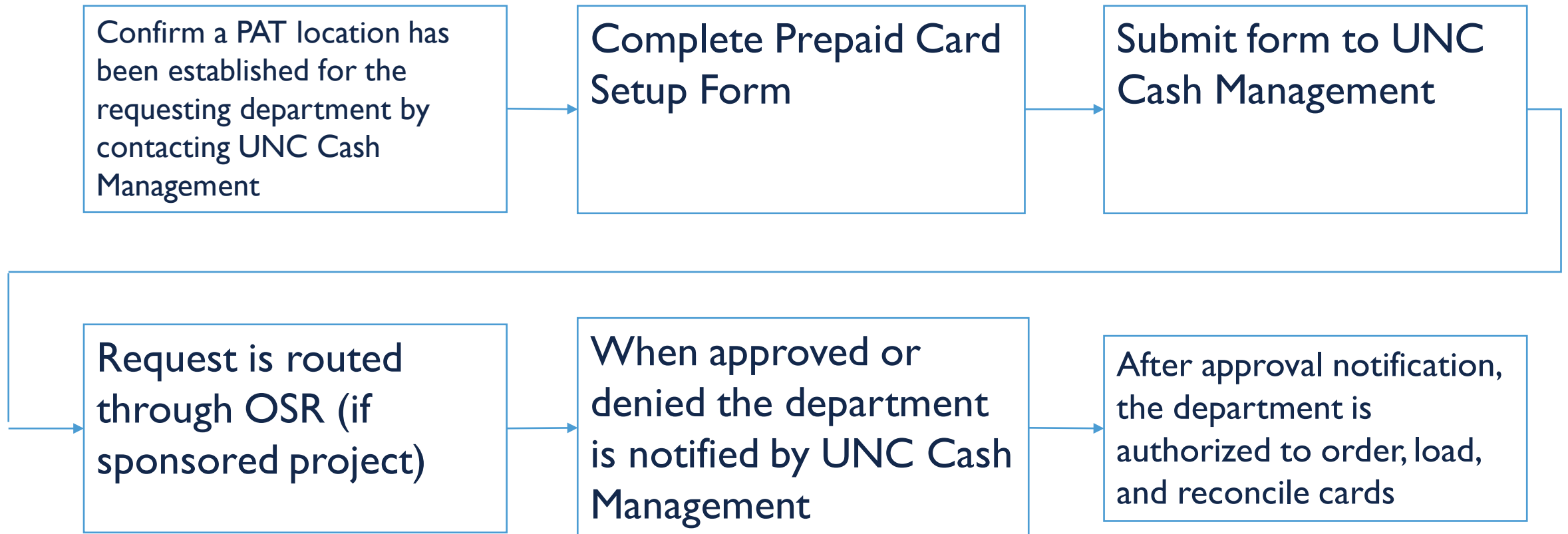
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Prepaid Card Setup Process



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Employee ID Field



VISA Visa Prepaid Administration Tool

Bank of America Consumer Refunds and Payments **SEARCH** :: Home :: Security & Preferences :: Help :: Sign Out

Manage... Card Sales Reports

Mail Order Card Sale

Home > Card Sales > Mail Order Card Sale

Card Information

* Location: UNC Chapel Hill Rsrch Anony Radiology Dept **FILTER**

* Card Program: Bank of America Consumer Refunds and Payments

* Card Class: Visa COM Personalized PINPOS/SIG No Cash

* Card Design: UNC Chapel Hill Research Anonymous

Country Information

* Country of Residence: United States - USA **FILTER**

Cardholder Profile:

Employee ID: 5123456-BWK123456

* First Name: MI:

* Last Name: Suffix:

Telephone: Phone Type: - Select -

Date of Birth: MM/DD/YYYY

Address Line 1: ?

Address Line 2:

City:

State/Province: - Select -

Postal Code:

Email Address:

Confirm Email Address:

Government ID

Social Security Number: ?

Matricula Card:

Passport Number:

Country of Issue: - Select -

Embossing Information

* Embossed Message: Custom:

Predefined: - Select -

None

Card Expiration

* Expiration Date [MM/YY]: 01/22

Alternative Date /

Shipping Information

Choose where and how you would like the card shipped.

Ship To: Ship to Cardholder



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Accounting Treatment – Advance

- After approval and department set up, funds will be advanced for use with prepaid cards
- “Spending Authority” recorded with debit to account 559520 (sponsored project) or 119200 (trust funds)
- Accounting Services and OSR will create and process this initial Journal Entry (JE) to establish advance amount in 559520



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Accounting Treatment – Advance

- Project may load and distribute cards totaling up to the spending authority amount (debit balance of account 559520)
- Do NOT load and distribute cards for a total amount that exceeds the balance in account 559520.
- Money is pooled in the Prepaid Card Bank Account. If you exceed your spending authority, Accounting Services will request additional funds from the departmental CFS.



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Accounting Treatment – Reconciliation

- Distributed cards should be reconciled via JE:
 - Debit to expense account (ex. 523150 Study Subject Payments)
 - Credit to advance account (559520 or 119200)
- Prepaid cards distributed in a calendar month should be reconciled by the 15th (or next business day) of the following month.
 - Ex.: Prepaid cards distributed in September should be reconciled by October 15
- Funds reconciled from the prepaid card advance **should not** exceed the available balance in the prepaid card advance account code.
- If there are remaining funds in account 559520 that will not be used, contact Accounting Services to initiate a return of advance funds.



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New Operating Standards, Policies, and Resources

- OSR Operating Standard 500.17 – Prepaid Cards
 - <https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=134173>
- OSR Procedure for 500.17 – Prepaid Card Request and Reconciliation
 - <https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=134186>
- UNC Accounting Services Prepaid Card Resources available online
 - <https://finance.unc.edu/services/prepaid-card-program/>



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Reminders

- Locations in the PAT are set up at the Department level (not project level)
- F&A funds no longer allowed as a source of funds
- Must use the naming convention by entering Project ID and study subject ID number in the Employee ID field
- Must reconcile distributed cards by the 15th of the following month
- Can input study subject name, address, phone number, phone type if the subject gave this consent – confirm with IRB
- Card numbers are now redacted within BOA PAT Reports



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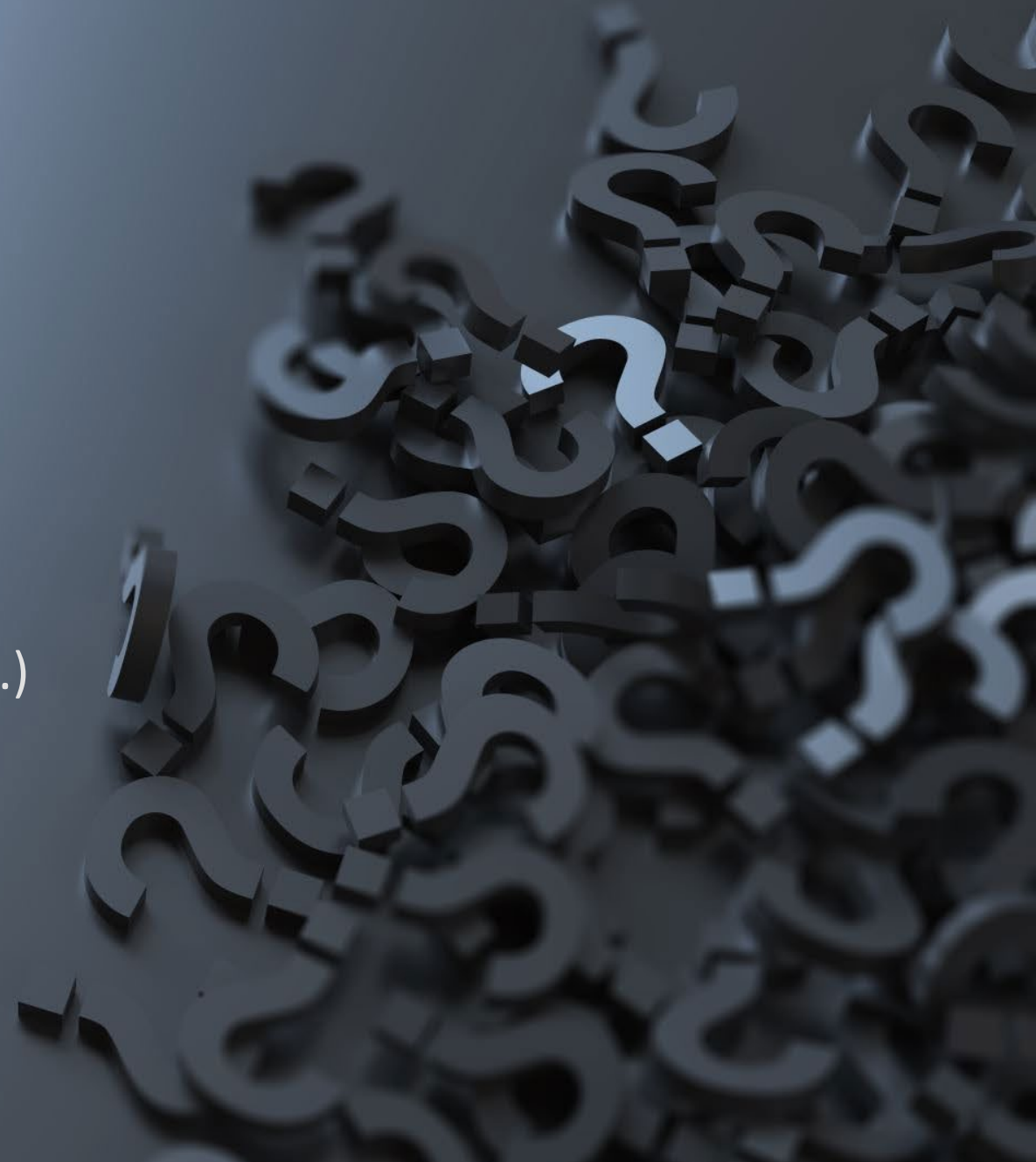
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Questions?

(Contact information can be found on slide 2.)





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of NORTH CAROLINA
at CHAPEL HILL