

## **General Comments-**

Next call will be on **Wednesday, June 8, 2011**. You will receive a reminder e-mail two weeks prior, which will include the phone number to call as well as the access code.

Monique has moved on to another agency, so please be sure that you are sending all correspondence to [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov) to ensure a prompt response.

For state agencies, if you have a limit increase that falls within state guidelines, Credit Limit (CL) less than 100,000 and Single Transaction Limit (STL) less than 5,000, you as the PA can make changes in Works, you don't have to come through DOA. Increases that are over the above stated limits should come to DOA first. If you need assistance moving cards into profiles please let us know.

IL Travel Cards, if 2 cardholders are traveling, one person is not allowed to put both people's hotel stays on their IL card. This will be submitted to add to the CAPP for 2012 as well as be incorporated in the travel cardholder training.

ePayables will go live in May. We are currently in testing. As soon as we have a definite date we will let you know.

For all, the rollout of 3% withholding has been deferred until January 1, 2012. Pcard charges are exempt from 3% withholding.

## **Questions-**

### **Do PA's have the capability to copy/edit profiles?**

Yes, if you are copying a profile that you previously created or one that was set up during implementation. If you run into issues with copying and editing profiles, send a screen shot to [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov) and we will research it. The instructions for copy and editing profiles are located in the guide that was sent out during implementation. If you are in need of the guide please email CCA.

### **Is it okay if travel cardholders are paying for students travel?**

Yes this is okay; you should have an annual exception on file with DOA.

### **Once a payment is made via ePayables, will it show on the statement?**

No it will not be on the agency statement. Department of Accounts (Agency 997) will be processing the payments for ePayables transactions. Line agencies will know if it went ePayables in CARS by seeing in the Check number field a "Pxxxxxxx" number. Currently today for a check written its all numbers and an EDI is a "Txxxxxxx".

**Will the vendor incur a fee for using ePayables?**

The fees will be the same as they incur today. No additional fees will be charged with using ePayables.

**When should the Works upgrade be effective?**

We don't have a definite date, but will check into it and let you know once we hear something.