

General Comments-

Next call will be on **Wednesday, July 14, 2010 @ 10 am**. You will receive a reminder e-mail two weeks prior, which will include the phone number to call as well as the access code.

Annual Exceptions were due by May 31, 2010. Exceptions need to be submitted if your agency current need is not outlined in the CAPP manual sections 20355 and 20360. Make sure you are checking the CAPP manual to determine if you actually need an exception or not. Also, double check your requests to make sure that you have correctly notated the proper CAPP topic, page number, and section on your exception requests. Make sure that cardholder's names and last 4 digits of card numbers are correct as well. All responses will be sent back to you by July 1, 2010. If you have not received a response by then, the exception was not valid. If you are running late with submitting your exceptions please send them in ASAP. We are in the process of reviewing and sending back the exceptions with approvals or questions that need to be clarified before we can approve them. If you can get your exception request submitted by June 15, 2010 please email cca@doa.virginia.gov.

Annual Certifications and Cardholder Reviews are due by June 30, 2010. You guys are doing GREAT with submitting your certifications. If you are experiencing difficulties with LMS please report the problem to cca@doa.virginia.gov immediately. Please don't wait until certifications are due to report an issue. We will begin to contact agencies early next week that have not submitted their forms as a friendly reminder.

Localities are not required to submit annual exceptions or annual certifications.

Year end is quickly approaching. PCards cycle on the 15th of June. Agencies should not stop using their cards until the new Fiscal Year. If you have transactions that post after June 15, you can pull your statement in Works (not Payment Center) using the template for cardholders (SPCC, Gold, ATC Statement) in order to account for transactions that occurred after June 16. You can calculate the amount of the transactions that posted after the cycle date and submit a batch to Bank of America in that amount or less. You cannot prepay your charge card bill. You can pay the amount on the Works statement or less, not anything more than that. If you are going to wait close to year end to submit a batch, make sure you get the deadline cut off dates to submit batches in CARS for FY 2010. Make sure you are paying close attention to the payment to ensure that it has not hit the error file or any other issues occur to ensure it processing in FY2010. You can email cca@doa.virginia.gov if you want to make sure that a payment was received by DOA and being sent to Bank of America. If you have questions regarding this or need to discuss your situation in more detail, please email cca@doa.virginia.gov and we will assist you. To view the 2010 Fiscal Year End Closing Procedures click on the provided link.
http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm

If you submit payment for your Bank of America bill and it is short any amount, (ex: \$0.01), your bill is not considered to be paid and full. You will be reported late on the quarterly report and prompt pay. Make sure you are paying the amount on the statement. For Localities, short payments will affect your rebate.

To receive quick responses to your e-mail, please send them to cca@doa.virginia.gov and not to an individual. Just in case someone is not in the office.

Questions-

If you have an existing exception, does it have to be re-submitted every year?

Yes

When looking in Works, there are no new transactions posted since June 4, 2010. Is there a specific time of day to look to see newly posted transactions?

Works is update nightly. If you don't see the transactions posted, you can run the Authorization report to show what transactions have been authorized on what card(s). Remember that vendors have up to 12 months to submit a charge on a charge card. If you feel the vendor is holding a charge, you may call them to inquire.

Do fiscal managers handle the partial payments that can be made after the June 15th cycle?

Who ever is responsible for processing the charge card payments can submit a partial pay batch. The PA's can assist in pulling any documentation that Fiscal staff may not have access to in Works.

When does the cycle close for June?

Cycle closes 11:59 pm on June 15, 2010.

Is there a way to tell if transactions have been forced? Bank of America says that this is not possible.

Yes, you can pull a forced transaction report. Contact cca for further details and instructions.