

General Comments-

Next call will be on **Wednesday, January 12, 2010**. You will receive a reminder e-mail two weeks prior, which will include the phone number to call as well as the access code.

1099 time is rolling around for some agencies. There is a customized 1099 template available in Works. The process is the same as it was last year. If you need the guide or have additional questions, please email cca@doa.virginia.gov.

Per the IRS, Charge Card purchases beginning in 2011 will be exempt from 3% withholding. More details will follow as they become available.

The Bank of America/Commonwealth Card Summit Conference will be between the end of February and early March. The locations will be between Richmond and the Hampton area. Hopefully, we will have an exact date by the end of December. The conference is for PA's and Back-ups ONLY. We will have online access for all sessions which include a Webex and phone conference. Jeanette Martin, Bank of America Fraud Manager conducted one of the sessions last year, hopefully she will be available this year to come back and do another session on fraud. The conference is FREE and Bank of America will provide lunch. For those who are thinking about staying overnight, we will try to reserve a block of rooms at a government rate. More details will follow.

Questions-

If a cardholder tries to access their statement in Works right after the billing cycle, why are they unable to retrieve all of their data?

A cardholder must allow 3 days before trying to access the billing statement in Works. The agency corporate bill can be accessed by logging into Payment Center, the day after cycle close.

If a vendor accepts Visa, can an agency pay them the full amount on the card and not be subject to the 3% percent withholding?

Yes

What is the next step for the Online Reconciliation?

You will be receiving an email to set up a webex for your agency. Most Higher Eds will be on a webex together. The other webex sessions will be divided by which option each agency chose. Once the agency has had the webex and decided to go with the Online Reconciliation, DOA and BOA will need some additional information from you and then assign an implementation engineer to your agency.

When will cardholders begin to see the new look of Works?

2011