General Comments-

Next call will be on **Wednesday January 13, 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.

On the Individual Liability Travel Cards with GE we had retail limits based on cycle limits. When the initial implementation was done, Bank of America did not offer this option, they have recently completed some enhancements and are now able to allows us to set up retail cycle limits. All agencies should have received an e-mail from Monique in DOA. If you have questions about the e-mail feel free to respond with questions or concerns. This new enhancement will take place after we cycle after midnight after we cycle. The new retail limits will cut down on employee abuse with the Pcards.

The CAPP Manual 20355 for Pcard and 20360 for Travel is being updated.

New cycle dates for 2010 will be posted to DOA's website by the end of December.

Program Administrator, Supervisor/Reviewer, and Cardholder trainings will be released in January. We are working with DGS on a refresher course as well for 2010. The new training will include DOA policy data and procurement rules. DOA will be testing this new training in the future, and may be included in all trainings offered through DOA using a alternative software. The new training will be very interactive and you will not be able to fast forward through it. You will be required to complete the entire training. All trainings will be converted in 2011.

All that have additional questions regarding the Online Cardholder Reconciliation may hold on the line after the call and we can discuss it.

Questions-

Will emails be sent when updates are made and training information is available?

Yes

How do you set up a user in Works if you only need them to have access to reports?

The user can be set up to have scoped auditor access only. For details on performing this action contact Bank of America Technical help desk, reference the Works guides, or contact cca@doa.virginia.gov.

Should cardholders automatically receive e-mails alerting them about statements being available?

No, cardholders must login and request to be alerted by e-mail.

Some cardholders have stopped receiving statements, is there something in Works that is allowing this?

No, this is a mail issue and PA's only should contact Cathy Jones at Bank of America.

When calling Bank of America's technical help desk, they verify a lot of information over and over, can unique passwords be created like they were with GE?

No, there were a lot of issues with PA's sharing their codes with others.

VCU is receiving Bulk (expedited) mail at their office and it should be sent directly to the cardholder, Bank of America stated that they need an e-mail to change. Is it okay if VCU's Program Administrator's, Thelma or David prepare this e-mail and send to Bank of America?

Yes

Are there any updates on PA Conference for next year?

Still planning the conference for end of February, more details will soon follow.

Will DGS create 1099 information to be sent through eVA because Bank of America matches on MCC which creates a lot of information.

The individual agency can contact DGS about this.

What should localities do about obtaining 1099 information?

Localities should have received your login information back in April. If you don't have it, please contact your implementation manager at Bank of America.