



# Department of Accounts Charge Card Bulletin

June 28, 2006

Bulletin 2006-07

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[Charge Card Administration](#)

## Contact Us

### CCA:

Phone: 804-371-4350

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[cca@doa.virginia.gov](mailto:cca@doa.virginia.gov)

### CCA Projects:

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## Contacting DOA

It is imperative that you ensure all communications go to the [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov) email box to ensure a prompt response from the Charge Card Team. The main contact number for the Charge Card Team will remain 804-371-4350.

## Prompt Pay Calculations

In the Fiscal Year 2006 Third Quarter Report on Statewide Financial Management and Compliance section for SPCC Payment Compliance, it states, "Effective July 1, 2006, if an agency is late paying their purchasing card bill, agency prompt payment statistics will be adjusted downward to reflect each charge card transaction paid in the consolidated monthly bill as a late payment." Therefore it is imperative that your agency make your payment in compliance with CAPP Topic 20355 which states all payments must be made to GE no later than the 8<sup>th</sup> of each month. This means that GE must have your agency's payment posted to your account no later than the 8<sup>th</sup> of the month. Please make sure you enter your batch in ample time to allow for capital funds approval, error processing, etc. DOA suggests allowing 3 days from when your agency releases the batch to the day GE posts the payment.

If your agency has an internal financial system, please validate any additional days your agency needs for your system requirements and add it to the 3 days for DOA.

## No Cards to be Processed

GE MasterCard will be going through a system upgrade in July which will prevent any new cards to be processed from July 15<sup>th</sup> through July 25<sup>th</sup>. Any lost or stolen cards will be replaced during this time, but no new cards will be processed. Please keep this in mind with any new applications being sent to you.

## Crucial Dates

### July 5<sup>th</sup>

Monthly SAM Refresher Training

### July 12<sup>th</sup>

Monthly PA Call

### July 15<sup>th</sup> – July 25<sup>th</sup>

NO CARDS PROCESSED BY GE

### July 25<sup>th</sup>

Use New Turbo file format

### Sept 10<sup>th</sup> – Sept 13<sup>th</sup>

GE Annual User's Conference in  
Dana Point California

### 1<sup>st</sup> Week of October

DOA and GE training across the  
State

### October 11<sup>th</sup> through 13<sup>th</sup>

VAGP Fall Conference, Newport  
News

### November 12<sup>th</sup> through 15<sup>th</sup>

DGS/DPS Public Procurement  
Forum at the Hotel Roanoke

## GE Contact Information

### Customer Service for PA's

Email: [Cov.Crr@ge.com](mailto:Cov.Crr@ge.com)

Phone: 1-866-843-1368

### Customer Service for Cardholders

Phone: 1-866-834-1327

Overseas Collect:

801-464-3232

## New Turbo Files

Due to GE MasterCard's new system upgrade in July, the file format of the Turbo files for Purchase, Individual Liability Travel and Agency Travel Cards will be changing. New Turbo files and instructions will be sent to the Program Administrator's and backups in July. As of July 25<sup>th</sup> any turbo files sent with the old format will be returned to you to be modified to match the new file format.

## SAM Daily Feeds

Due to GE MasterCard's new system upgrade in July, the daily feeds to SAM will be held for approximately 10 days beginning July 15<sup>th</sup> through July 25<sup>th</sup>. Agencies will still be able to access data for cycle close ending July 17<sup>th</sup> in SAM. Due to the volume of held transactions posting to SAM, data from July 24<sup>th</sup> through July 28<sup>th</sup> will be delayed in uploading into SAM until approximately July 30<sup>th</sup>.

## SAM Fiscal EZ Guide

There is a new guide for fiscal, internal audit, etc staff who have access to SAM for reporting and query functionality. This guide is available by emailing [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov) and the file will be emailed back to you.

## REMINDER!!!! PA Training

This is a reminder that all Program Administrators and their backups must complete the Annual Training on the CCA web page by July 1<sup>st</sup>. To obtain credit for taking the training you must follow the directions in each training module.