



Department of Accounts Charge Card Bulletin

April 6, 2007

Bulletin 2007-04

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Charge Card Administration

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Crucial Dates

Changes in Turbo File Requirements

On all Turbo files (Purchase Card, Individual Liability Travel Card and Agency Travel Card) any fields which require the cardholder's Date of Birth, should be in the following format:

MMDDYY

Month (2 digits) DAY (2 digits) Year (2 digits)

Updated Instructions for all 3 Turbo file formats are available by emailing CCA@doa.virginia.gov. Please identify which Turbo file format you are requesting (PCard, Employee Travel, Agency Travel or all).

Delay in SAM data for April Cycle Close

Data delivery to SAM will be delayed one (1) day in April due to a MasterCard system upgrade. Specifically, April's cycle closes on Monday, April 16th; therefore, SAM will be populated with data through April 16th on Thursday, April 19th. NetService will not be affected by this upgrade and agencies can access their bill on Tuesday, April 17th as normal.

Agencies that have mappers or special customized reports **will not** be affected by this upgrade.

Changes to GE Statements

All GE statements will have a new field added to the details for each transaction beginning with the statement on April 16, 2007. The field now being displayed for each transaction is CM Ref. This field will display any additional Order number data that a vendor passes with the MasterCard transaction. For example, Fisher Scientific passes the PCO number from eVA with each transaction; therefore, any transaction for Fisher will have the CM Ref populated.

Not all vendors have the ability to pass this field. Most vendors who accept MasterCard are a Level 1 vendor which means they can only pass the total transaction amount, transaction date and merchant information. Vendors who are Level 2 or Level 3 can pass the Order number along with other information.

In order to determine what Level a vendor is, there is a Public Query in SAM available to you called Merchant Data Level which you can open it and

April 11th at 10am

Monthly PA Call

April 16th at 11:59pm

Cycle Closes

May 2nd at 10am

Monthly SAM Training

May 9th at 10am

Monthly PA Call

May 15th at 11:59pm

Cycle Close

Sept 9th -13th

GE's Annual User's Conference

October 10th - 12th

VAGP Fall Conference

Cavalier, Virginia Beach

October 29th - 31st

DGS/DPS Procurement Forum

Hampton Virginia

GE Contact Information

Customer Service for PA's

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368 option 1

Help Desk for PA's with SAM

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368 option 3

Customer Service for Cardholders

Phone: 1-866-834-1327

Overseas Collect:

801-464-3232

update the field of "Merchant Name Like" and type in the merchant name. The last field is the query will display a 1, 2 or a 3 which tells you what level that merchant is. If a vendor is a level 2 or 3 and they are not passing the Order number in the field on the bills, please email cca@doa.virginia.gov with the information to work with the vendor to see about passing that data.

If the query does not pull back correctly it could be do to the name of the vendor being passed by MasterCard. Use your Query knowledge from SAM trainings to modify the criteria or if you need further assistance you can call the GE Help desk at 866-843-1368 option 3 for further assistance.

GE's Annual User's Conference

GE has released more information about their Annual User's Conference being held this year from September 9th through September 12th in Park City, Utah at the Zermatt Resort (www.zermattresort.com). At this time we are asking that if you are interested in attending this event, please email Valerie.Smith@doa.virginia.gov. We are trying to secure rooms at a government rate and need to have an estimated head count to provide the resort. By emailing DOA you are not committing you or your agency to attending. As soon as more information on the conference is available we will release it.