## **Breakout: PCard Monthly Reconciliation Update**

- UGA Procurement
  - Bob Currey, Chief Procurement Officer, PCard Administrator
  - Dawn Cowart, Assistant PCard Administrator
  - Chris Versola, Sr Procurement Specialist
- Q&A after presentation

## PCard Monthly Reconciliation Update

- SPD\* announced updates to the Statewide PCard policy
  - New requirement for Procurement to centrally retain electronic copies of each card's monthly reconciliation.
  - Effective May 1, 2023

### What is <u>not</u> changing?

- Existing PCard responsibilities will not change.
- The requirement to reconcile each card on a monthly basis.
- The requirement to document and store original copies of the PCard documents.

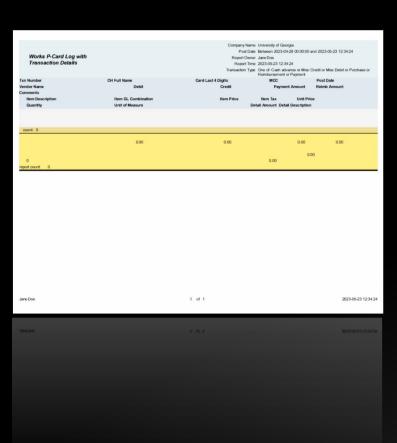
Purchasing Card			
	November 28, 2022 - December 27, 2022		Cardholder Activity
Account Information	Payment Information	Account Summ	ary
Mail Billing Inquiries to: BANKCARD CENTER	Statement Date		\$0.00
PO Box 660441	Credit Limit\$2,000		\$0.00
Dallas, TX 75266-0441	Cash Limit \$0 Days in Billing Cycle 30		\$1,095.00
TTY Hearing Impaired: Dial "711"	Total Activity \$1,095.00		\$0.00
			\$0.00
Outside the U.S.: 1.509.353.6656.24 Hours	THIS IS NOT A BILL - DO NOT PAY		\$1,095.00
		J Total Picturity	V1,000.00
For Lost or Stolen Card: 1.888.449.2273 24 Hours			
1.888.449.2273 24 Hours			
Important Messages			
Posting Transaction Date Date Description	Reference Number 11111 MN 0000000012345678900	MCC C	Credit 095.00
Costing Transaction  Description  11/29 Home Depot 1111			harge Credit 95.00
Posting Transaction  Transaction  Posting Transaction  101  102  102  103  104  105  105  105  105  105  105  105	11111 MN 0000000012345678800		95.00
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Posting Transaction	11111 MN 0000000012345678900  100000 1234567891231234  According to the control of the control o	uuri Number XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	-XXXXX - 1234 # 27, 2022 - \$1,095.0

# Monthly BoA Billing Statement

(No change)

- Two ways to obtain
  - A paper copy is mailed to the Cardholder if transactions occurred in the billing cycle.
  - Cardholders (or Reconcilers) can access their bank statements from Bank of America Global Card Access
    - <u>www.bofa.com/globalcardaccess</u>, registration required.
    - To get a head start on reconciliations, Cardholders/Reconcilers can obtain the electronic statement before the mailed copy is received.
- Redact/strike through all but the last four digits of the card number on any document

# Works PCard Log with Transaction Details (No change)



- Log into Bank of America Works
- Reports
- Template Library
- Under the Shared section, expand the default line display to show 100 per page
- Works P-Card with Transaction Details
- Modify/Run
- Update the Post Date
- Submit Report (at bottom of the page)
- \* If no transactions were made during the cycle, the WORKS Transaction Log must be submitted to document this.

### What is changing?

- New Smartsheet form to attach the electronic copy of the reconciliation each month.
- Specifying the Transaction Log as the documentation of no-transaction months.
- Required beginning with the reconciliations for May 2023 billing period.
- Submit reconciliation within 30 days after each billing period.
  - After 30 days reminder to Cardholder
  - After 45 days reminder to Cardholder and CBO
  - After 60 days PCard may be set to inactive until the past due reconciliation package is received

# PCard Monthly Reconciliation Update

- Updated Checklist walkthrough
- New Smartsheet Form walkthrough
- https://busfin.uga.edu/procurement/

## PCard Monthly Reconciliation Update

- Questions?
- UGA Procurement
  - Bob Currey, Chief Procurement Officer, PCard Administrator bob.currey@uga.edu
  - Dawn Cowart, Assistant PCard Administrator dcowart@uga.edu