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

*The State Purchasing Division (SPD) of the Georgia Department of Administrative Services (DOAS)
What is **not** 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.
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
    - [www.bofa.com/globalcardaccess](http://www.bofa.com/globalcardaccess), 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

- 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/
• Questions?

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