

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.

001000XXXXXX000000X123420221227

BANK OF AMERICA

JANE DOE
UGA
XXXX-XXXX-XXXX-1234
November 28, 2022 - December 27, 2022

Purchasing Card

Account Information

Mail Billing Inquiries to:
BANKCARD CENTER
PO Box 660441
Dallas, TX 75266-0441

TTY Hearing Impaired:
Dial "711"

Outside the U.S.:
1.309.353.6656 24 Hours

For Lost or Stolen Card:
1.888.449.2273 24 Hours

Payment Information

Statement Date 12/27/22

Credit Limit \$2,000

Cash Limit \$0

Days in Billing Cycle 30

Total Activity \$1,095.00

THIS IS NOT A BILL - DO NOT PAY

Cardholder Activity

Account Summary

Credits \$0.00

Cash \$0.00

Purchases \$1,095.00

Other Debits \$0.00

Cash Fees \$0.00

Other Fees \$0.00

Total Activity \$1,095.00

Important Messages

Global Card Access - your card information whenever, wherever and however you need it. From the dashboard, you can quickly check your credit limit, balance, available credit and recent card activity. Other features like View PIN, Change PIN, Lock Card and Alerts help you keep your card secure. For added convenience, you can easily view or download your current statement up to 12 months of past statements. Visit www.bofa.com/globalcardaccess to register your card and start using Global Card Access today.

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit	
12/01	11/29	Home Depot	111111111 MN	00000000012345678900000	9699	1,095.00	

00000000 00000000 00000000 **1234567891231234**

Account Number: XXXX-XXXX-XXXX- 1234
November 28, 2022 - December 27, 2022

Total Activity \$1,095.00

BANK OF AMERICA
PO BOX 15731
WILMINGTON, DE 19886-5731

JANE DOE
UGA
BUSINESS SERVICES BLDG.
424 E BROAD ST
ATHENS, GA 30602-1535

Cardholder Signature _____ Date _____

Manager Signature _____ Date _____

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.

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, 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)

Works P-Card Log with Transaction Details

Company Name: University of Georgia
 Post Date: Between 2023-04-28 00:00:00 and 2023-05-23 12:34:24
 Report Owner: Jane Doe
 Report Time: 2023-05-23 12:34:24
 Transaction Type: One of: Cash advance or Misc Credit or Misc Debit or Purchase or Reimbursement or Payment

Txn Number	CH Full Name	Card Last 4 Digits	MCC	Post Date
Vendor Name	Debit	Credit	Payment Amount	Reimb Amount
Comments	Item GL Combination	Item Price	Item Tax	Unit Price
Quantity	Unit of Measure	Detail Amount	Detail Description	
count: 0				
	0.00	0.00	0.00	0.00
0			0.00	0.00
report count: 0				

Jane Doe 1 of 1 2023-05-23 12:34:24

- 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.

Works P-Card Log with Transaction Details

Company Name: University of Georgia
 Post Date: Between 2023-04-28 00:00:00 and 2023-05-23 12:34:24
 Report Owner: Jane Doe
 Report Time: 2023-05-23 12:34:24
 Transaction Type: One of: Cash advance or Misc Credit or Misc Debit or Purchase or Reimbursement or Payment

Txn Number	CH Full Name	Card Last 4 Digits	MCC	Post Date
Vendor Name	Debit	Credit	Payment Amount	Reimb Amount
Comments	Item GL Combination	Item Price	Item Tax	Unit Price
Quantity	Unit of Measure	Detail Amount	Detail Description	
count: 0				
	0.00	0.00	0.00	0.00
0			0.00	0.00
report count: 0				

Jane Doe 1 of 1 2023-05-23 12:34:24

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