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Distribution List

SUBJ: **Bank of America – February Payment and Processing in Cardinal**
DATE: January 12, 2016

This email is being sent to the Wave 2 Fiscal Officers, Primary Contacts and AP SMEs.

Due to the criticality of processing payments to Bank of America for the Small Purchase Charge Card (SPCC) and Agency Travel Card (ATC) in a timely manner, the Department of Accounts is highly recommending Wave 2 agencies process the payments due by February 7th in CARS. This will require the payments be processed as FM 07 vouchers in CARS. These transactions should be completed in CARS by Tuesday, January 26, 2016 if at all possible.

SPCC processing in Cardinal:

CAPP -- CARDINAL Topic 20355 covers making SPCC payments as well as other card topics and can be found on DOA's website.

For a summary of important information when making the SPCC payment in CARDINAL please see below:

Properly code the Bank of America voucher to ensure timely payments. When a Program Administrator is set up with Bank of America, the corporate account number will be provided to them. It is the Program Administrator's responsibility to pass that number to any staff members that will be processing payments and require the number. To assist Bank of America in identifying payments, the following remittance information **must** be provided when processing pcard payments to BOA in Cardinal.

Account Number: The 16 digit account number **must** be placed in the **Payment Message** field (omitting hyphens and spaces) on the Payment tab of the Voucher. Do not put any text or other spaces.

Leave the Customer Account Number field in Cardinal BLANK.

Statement Date: This date is located in the middle at the top of the bill. Place this date in the Cardinal Invoice Date field.

Due Date: Regardless of what is printed on the Statement, Bank of America payments are to be received by Bank of America no later than the 7th of each month. **Change the Pay Terms to 00PP, Due Now Prompt Pay**, in Cardinal for all Bank of America Purchase Card vouchers.

Invoice Number: Enter the Month/Year and “PCC” for the invoice number. Example:
JULY2014PCC

Without the correct information, your payment posting will be delayed at Bank of America.

If your payment will not be posted to your account with Bank of America by the 7th, contact the Charge Card Administration Team as soon as possible with an explanation so that Bank of America can be alerted.

Make sure you take into account weekends and holidays since Cardinal does not process on these days.

Questions can be addressed to DOA's Charge Card Administration group at cca@doa.virginia.gov

The Cardinal Project