

# Procurement Card User Group Meeting July 25, 2019



# Agenda

## Commonwealth Update

New Agreement Forms

eMARS Process Updates

Cutover

## US Bank

## Q & A



# New Agreement Forms



**Kentucky**  
UNBRIDLED SPIRIT™

# Agency Agreement

- Agreement between Agency and Office of the Controller (OOC)
- Required for all agencies with PCard Programs
- One Agreement may include multiple sites
- Receipt of Procurement Card Program Policies and Procedures Guide
- Signatures (Electronic)
  - Agency Head
  - Program Administrator
  - Controller
- Retained by OOC

**All Agencies must  
submit new  
Agency  
Agreements**

# Custodial/Dept Card Agreement

- Required for agency to use Custodial/Department Cards
- Signatures (electronic)
  - Department Head
  - Controller
- Retained by OOC

**All Agencies with Custodial/Dept Cards must submit a new Agreement**

# Cardholder/Custodian Usage Agreement

- Required for all Cardholders/Custodians
- Signatures (scanned image acceptable)
  - Cardholder/Custodian
  - Program Administrator
- Retained by the agency

**All  
Cardholders/Custodians  
must sign a new  
Agreement**

# PCard Usage Agreement

- Required for all users of Custodial Cards
- Signatures (scanned image acceptable)
  - PCard User
  - Custodian
- Retained by the agency

**All PCard Custodial Users  
must sign a new  
Agreement**

# Questions ?



# eMARS Process Updates



**Kentucky**  
UNBRIDLED SPIRIT™

# PRCUA

- Cards received last week **do not** have to be entered on PRCUA
  - PRCUA will be loaded centrally
- Verify your cardholders for accuracy
- Update as needed
- Any card requested from this point forward will need to be added

# Documents

- Document prefix for US Bank PRCC's will be PCD

[Open](#) [Validate](#) [Submit](#) [Copy](#)

<input type="checkbox"/>	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active	Collaboration
<input type="checkbox"/>	PRCC	074	PC3Z	PCD2000000001	No	1	New	Draft	Held	7/17/19	PZV0008	\$531.87	Yes	No

From 1 to 1 of 1    First Prev Next Last    [Export to CSV](#)    Show Lines: 10 ▼

- Document Unit Code will remain the same

# Documents

## ➤ PRCC -- Header

PCard Administrator: 24558		New Company #
Cited Authority: FAP111-58-00		
Procurement Card		
Contract Withholding Exempt: <input type="checkbox"/>		
Document Description: Credit Card Posting Date - 07/18/2019		

General Information	Payee	Exten
Payee Vendor: KY0029776		
Payee Name: US BANK NATIONAL AS		
Payee Alias/DBA: ATTN SVP PREPAID DE		
Payee Address ID: AD001		
Payee Address Line 1: US BANK PLAZA EP MI		
Payee Address Line 2: 200 S 6TH ST		
Payee City: MINNEAPOLIS		
Payee State: MN		
Payee ZIP: 55402-1547		

US Bank Payee

# Documents

## ➤ PRCC – Commodity

Vendor Invoice Number: 48855979000069842019

Vendor Invoice Line: 1 **Billing Account #**

Vendor Invoice Date:

Tracking Date:

Check Description:

Terms | Additional Amounts | Tax Information | Fixed Asset Information | Retainage Terms | PCard

Receipt Date: 07/18/2019

Transaction Date: 07/18/2019

Transaction Time:

**Bank Posting Date: 07/18/2019**

Transaction ID Number: 231137

Transaction Reference Number: 24906419170074999513

Bank Commodity Description: PROCARD PURCHASE

Comments:

# Billing Cycle

- Cycle remains 17<sup>th</sup> – 16<sup>th</sup>
  - If 16<sup>th</sup> falls on a weekend, cycle will end the following Monday
- Due 30<sup>th</sup> (14 days after close of cycle)
  - If 30<sup>th</sup> falls on a weekend, due date will be the preceding Friday
- New Payment Cycle Posted

# 8010 Settlement Report

- Updated to reflect US Bank

**UPDATED!**

# Questions ?



# Cutover



# Clean Up

- Chase Cycle 07/17/2019-07/24/2019
  - Due 08/15/2019
- Ensure all Chase PRCC Documents through Posting Date July 24, 2019 is in FINAL status by 08/12/2019
- Some sites are in arrears
  - Will be contacting you ASAP
- Credit Balances
  - Discussing with Chase

# PaymentNet

- No Activity on Chase Cards
- PaymentNet will be disabled September 6, 2019
- Run Final Mapper & download
- Download any reports you want to retain

# Program Admin Changes

- New on-line Form
  - Submit to Bethany Crockett and/or Sierra Stevens
  - Updates Access Online Security
- Requires a new Agency Agreement
- Update Agency Delegation Agreement
  - Submit to Marcia Adams

# Your KY Team

Bethany Crockett  
Statewide Administrator  
[bethany.crockett@ky.gov](mailto:bethany.crockett@ky.gov)  
502-564-6690

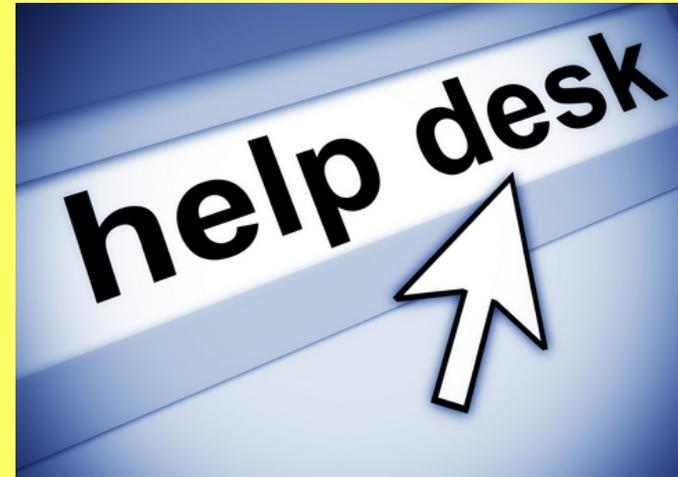


# CRC

502-564-9641

877-973-5357

[Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov)



<https://finance.ky.gov/services/statewideacct/Pages/default.aspx>

# Questions ?

