

## **P-Card Roundtable Conference Call**

**June 4, 2012**

**1:30 – 2:00 p.m.**

### **Attendees:**

Charles Baxter – DPS/MVC	Kathy McCluggage – DPS/MVC
Stacy Wilson – DPS/MVC	Lenard Lenger - DOC
Rhonda Fogelbach – DPS/DO	Andrew Stoecklein – DOC
Brian Dowden – OSCA	Marie Thompson – DOC
Andrea Beck – DESE	Linda Dwyer – DOC
Kelly Copeland – DNR	Carol Newgaard – SAO
Denise Massman – DNR	Cyndi Voss – MDC
Lynn Bock – DHE	Cindy Schulte – MDC
Misty Blankenship – Lottery	Ralph Poettgen - DHSS
Tom Veasman – MoDOT	Rob Verslues – DIFP/PR
Candy Groes – MoDOT	John Long – DMH
Shalonda Graham – DHSS	Annette Owens – DPS/MVC
Sybil Schlater – DHSS	Christine Ney – DPS/MVC
Debbie Elliott – DPS/MVC	Terry King – DPS/MVC
Jodi Goodrick – OA/Accounting	Lisa Bacon – OA/Accounting
Sandy Bennett – SOS	Shelly Carter – DOC
Monica Tucker – DOR	Stacy Rackers – DIFP/Finance
Shirley Gerling – DIFP/Insurance	Lisa Buschjost – DOR
Carolyn Swanigan – Office of Child Advocate	Julie Miller – DPS/MVC
Carla Massman – DPS/MVC	Deanna Tillison – DHSS
Theresa McDonald – DSS	Kim Stegner – DSS
Christina Freeman – DSS	Ken Swearengen – DPS/MVC
Rachel Dietzel – DESE	Carmela Thornton – OA/DPMM
Carla Burlingame – DPS/MVC	Christy Falter – DIFP/Insurance
Brenda Lee – DIFP/Insurance	Kyle Lootens – DIFP/Insurance
Judy Ruff – DPS/MVC	

OA Accounting Representatives: Jennifer Hall  
Dwayne Rasmussen

UMB Representatives: Tim Jackson  
Precious Cushman

**Introductions - Jennifer Hall, OA**

## **Technology & Industry Updates – Tim Jackson, UMB**

Tim announced that the automated payment posting project UMB has been working on is ready to be implemented. UMB's staff created a crosswalk behind the scenes that evaluates the agency number and the last six digits of the cardholder account number in the invoice number data to determine account payment posting. The information is then transmitted electronically to the processor for payment posting. The automation of payment posting prevents human error and reduces inaccurate postings, as well as creating a more efficient process for UMB. Testing has been completed and UMB is ready to implement the new automated payment posting process July 1, 2012.

## **Comments – Jennifer Hall, OA**

Jennifer advised the group the new automated payment posting process with UMB will require a change to the invoice number format. The new format will be consistent with the automated interface document invoice number format. Jennifer informed the group that no changes will be made to the automated interface document invoice number format, which are documents loaded into SAMII with the invoice number field populated.

Agencies should begin entering the invoice number for manually entered documents in the following format: YYMM1234560 (YY for 2 digit billing year, MM for 2 digit billing month, 123456 for last 6 digits of the card number, and 0 for a sequential number to prevent duplicate invoice numbers in multiple PVQ's). Agencies can begin entering invoice numbers in the new format effective immediately; however, all agencies should be using the new invoice number format by July 1, 2012.

A caller with Veterans Commission expressed a concern regarding misposting with this new procedure, as they have the same last six digits on a card as another veteran's home and have had misapplied payments previously. Tim took the information from the caller and stated he would investigate for any account numbers ending in the same last six digits that may pose misapplied payment postings.

A caller asked if they can still use a letter at the end of the invoice number field, rather than a sequential number, when entering payments for fixed assets. Dwayne responded this was acceptable. UMB does not use the last number of the invoice number field when processing payments, so it does not matter if there is a sequential number or letter in that field.

## **Annual P-Card Forum – Tim Jackson**

Tim announced that the Annual P-Card Forum date has been set for September 18, 2012 at the Capitol Plaza Hotel. Planning for the agenda and list of topics has already started. Tim advised that UMB wants to deliver good content and offer a learning opportunity for the coordinators. He stated topics of interest can be requested by emailing him. He also asked for feedback on the structure, such as if coordinators desired roundtable "breakout" type discussions.

## **Closing Remarks – Jennifer Hall**

Jennifer advised the group that the Annual P-Card Forum is provided at no cost to agency coordinators, but there is still a registration process that must be followed to aid in planning. She announced that registration information would be sent to the coordinators in late July. She also requested that any topics of interest be emailed to her for inclusion on the agenda.