

Department of Accounts

Small Purchase Charge Card Administration (CCA)



CCA Forms Application User's Guide

March 2017

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Charge Card Administration (CCA)
Forms User Guide

Overview

Introduction

DOA has developed a web-based system that allows agency Charge Card Program Administrators to request action from DOA as it relates to Small Purchase Charge Cards. Users can access the system at <https://cca.doa.virginia.gov/Login.cfm> or through DOA's home page.

The **Charge Card Administration Forms Application** has been designed to be as user-friendly as possible and requires little intervention from outside resources. However, DOA realizes there may be some functions individuals may need assistance with and has developed this Guide to aid agency personnel.

Charge Card Administration Forms Features

The **Charge Card Administration – Forms Application** provides Commonwealth of Virginia agency personnel the means to:

- Fill out automated forms for certain actions from the Charge Card Administration personnel at DOA.
 - Store electronic versions of the forms for future inquiry.
 - Ability to monitor the processing of your forms.
 - Ability to print forms in PDF format.
 - Built-in Help pages included in the **Charge Card Administration Form Application**.
-

Continued on next page

Charge Card Administration (CCA)
Forms User Guide

Overview, Continued

Database Security

State-of-the-art security features are provided to maintain confidentiality of report information.

- **Application Security** - requires a Logon ID and password for system access. Individuals will be required to keep this information confidential to provide the utmost security to the Commonwealth's data.
 - **Secure Socket Layer - SSL** - uses a 128-bit encryption routine to protect the data as it travels back and forth over the Internet.
 - **Encrypted File System - EFS** - is an operating system feature that protects sensitive data and prevents unauthorized access to the file directory.
-

Access Requirements

- Browser must be enabled for Java Script.
 - Browser must be enabled for Cookies.
 - Browser must be enabled for Secure Socket Layer (SSL) Security (128-bit version).
 - If connecting to the site from behind a firewall or proxy server, it must allow SSL (port 443) communication.
 - ***Internet Explorer*** browser, version 4.0 or higher.
 - Designed to be viewed at a screen resolution of 800 by 600 or greater, with a minimum of 256 colors.
 - Connection speed of 56k modem (or higher) is highly recommended.
-

Web Address <https://cca.doa.virginia.gov/Login.cfm>

CCA Forms System - User Security

Security Levels

Charge Card Administration System has two levels of application security.

- *Systems Administrator* - DOA application specific personnel who establish individual agency Charge Card Administration User security.
- *Individual User* - Agency personnel that use the Charge Card Administration system to access, request, certify, and/or view their Charge Card Forms data.

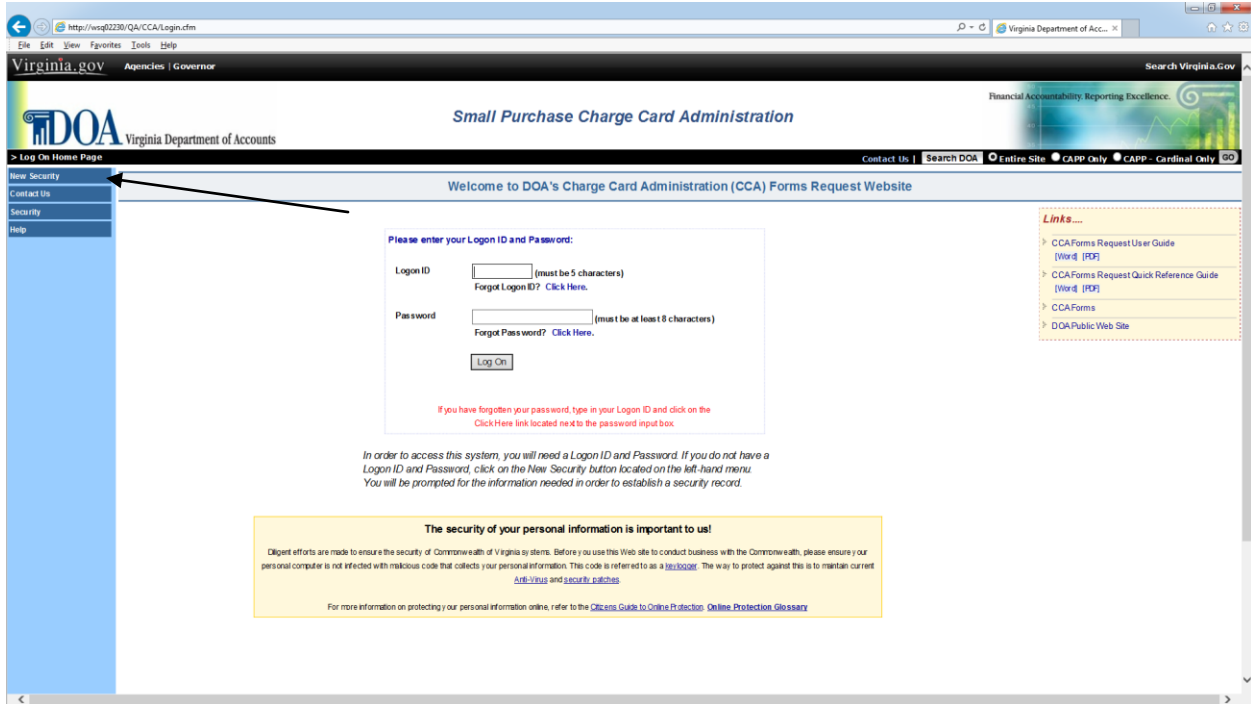
Individual User

An agency is required to identify at least one Charge Card Administration Individual User. The Charge Card Administration's (CCA) Individual Users are responsible for completing the CCA form via the web application. Security access for CCA individual user are set up via the automated Security record set up process.

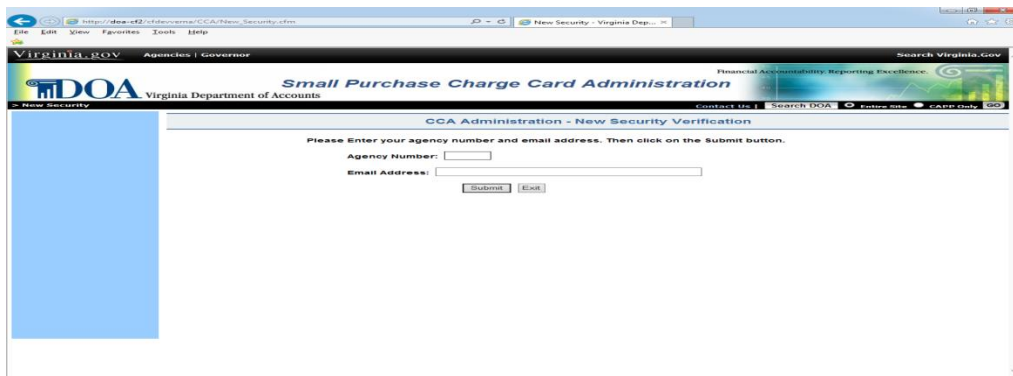
Charge Card Administration (CCA) Forms User Guide

Accessing the CCA Forms System

Initial Logon Record Setup To set up an initial security record, access the DOA's website at <https://cca.doa.virginia.gov/Login.cfm> and then select "New Security" located on the left-hand menu.



The following screen will be displayed. Enter in your agency number and email address to continue to the Security Logon Form.



Continued on next page

Charge Card Administration (CCA) Forms User Guide

Accessing the CCA Forms System, Continued

Initial Logon Record Setup (Cont.)

If your agency number and email address matches DOA's database information, then the following screen will be displayed. Follow the instructions on the screen to complete the Security Record Logon Form.

The screenshot shows a web browser window displaying the 'Charge Card Administration - New Security Record' form. The browser address bar shows the URL: http://doa-cf2/cfdevvema/CCA/New_Security_Action.cfm?agy_no=000&email=Monica.dar. The page header includes the Virginia.gov logo and the text 'Small Purchase Charge Card Administration' and 'Financial Accountability. Reporting Excellence.'. The main content area features a navigation menu with 'Logon ID >> Program Admin >> Challenge Questions >> Review >>'. Below the navigation, a red message states: 'Please enter the requested information. Your logon id must 5 digits and password must be nine characters.' followed by a 'Next' button. The form contains three input fields: 'Logon ID' with a 'Click Here' link to have the system randomly assign a Logon Id for you, 'Password', and 'Password Hint'. The footer of the page includes the text: 'Virginia Department of Accounts © Commonwealth of Virginia, 2015 WAI compliant Web Policy'.

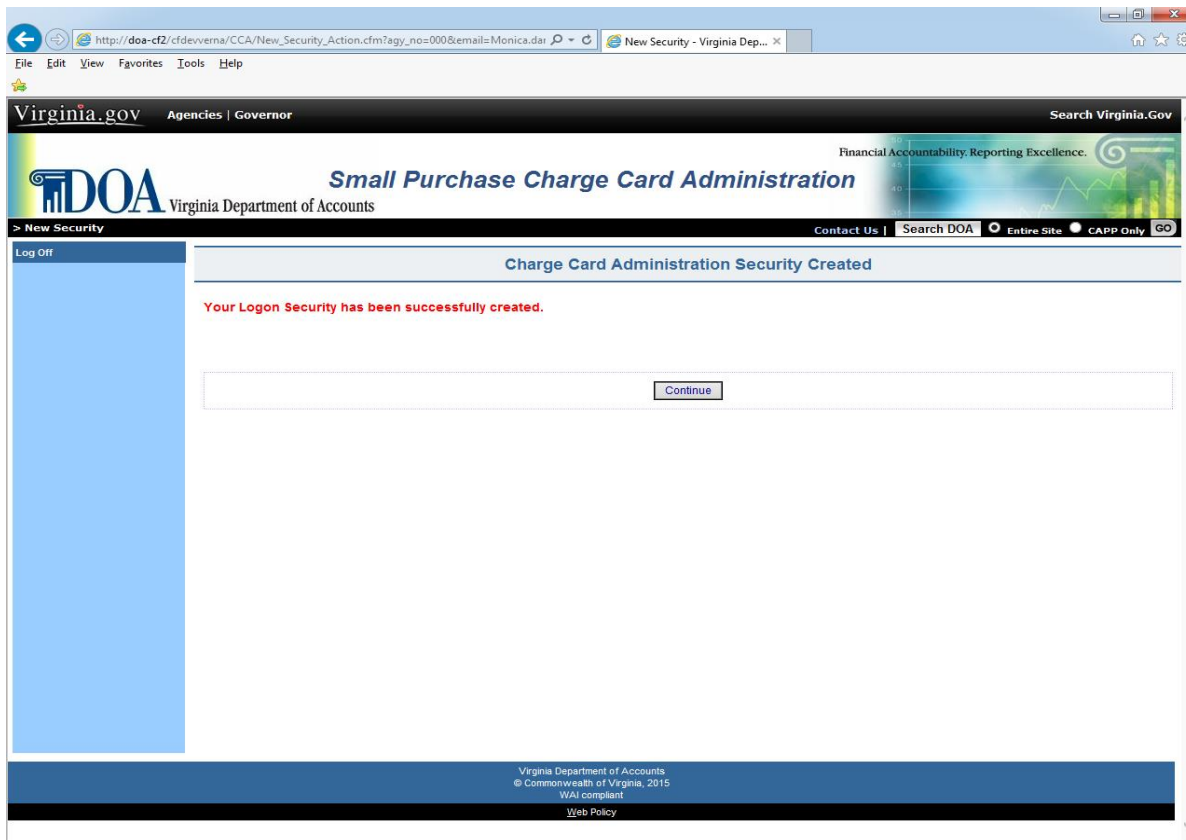
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Charge Card Administration (CCA) Forms User Guide

Accessing the CCA Forms System, Continued

Initial Logon Record Setup (Cont.)

If the Security Record Logon Form is correctly filled out, the following screen will display the message “Your Logon Security has been successfully created”. Select the “Continue” button to access the system.



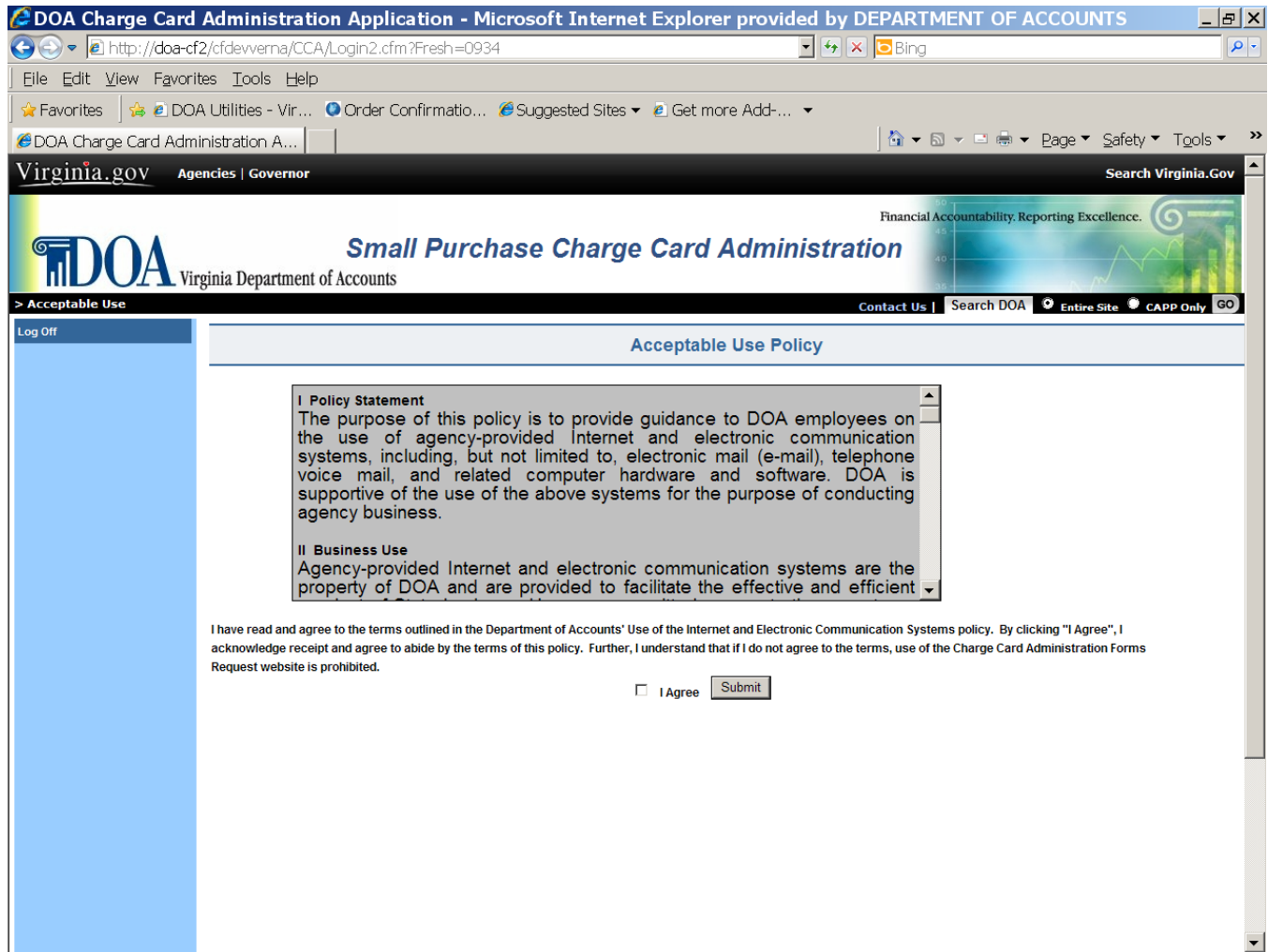
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Charge Card Administration (CCA)
Forms User Guide

Accessing the CCA Forms System, Continued

Acceptable Use Policy

During the initial logon process, after the user has entered a valid id and password, the “Acceptable Use Policy” page is displayed. This page is presented once during the initial logon process for the user to acknowledge that they have read DOA’s Acceptable Use Policy. Please read the information and select the box next to the “I Agree” to continue.



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Charge Card Administration (CCA) Forms User Guide

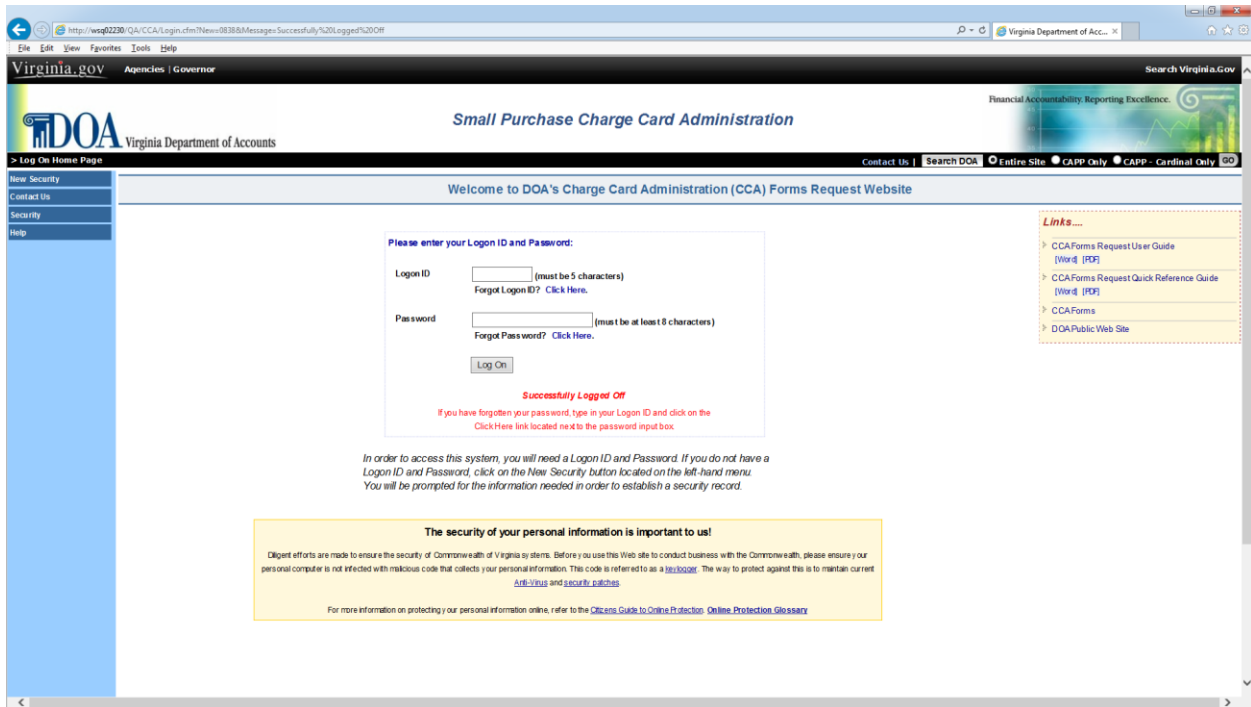
Accessing the CCA Forms System, Continued

General Logon with a Valid Password

The employee enters his Logon Id and password and selects **Logon** button.

Step	Action
1	Enter Logon ID (must be five digits)
2	Enter the User Password (must be at least 8 characters)
3	Click on the Logon button.
4	If initial logon, click on the box next to the “I Agree” on the “Acceptable Use” page.

If a valid logon id and password are entered, the *Broadcast Messages* page is displayed.



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Charge Card Administration (CCA)
Forms User Guide

Accessing the CCA Forms System, Continued

Navigation

Navigation buttons are located in the left-hand margin of the page and links the user to other **Charge Card Administration (CCA) System** pages or perform requested functions as described below.

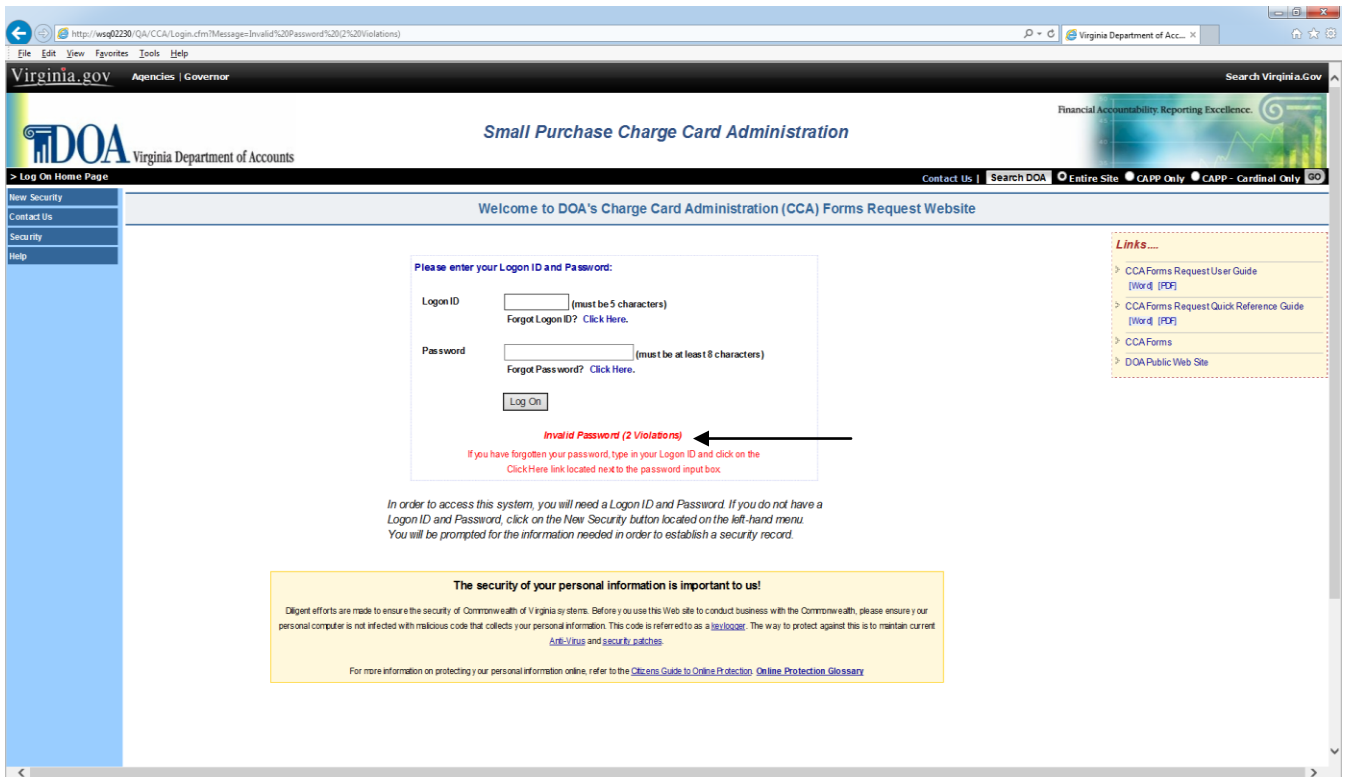
BUTTON	DESCRIPTION
Log On	Initiates the logon process for CCA System with entry of a valid login and password.
Forgot Password	Links user to the <i>Forgot Password</i> page where user can view their previously stored hint to their previously stored password.
Contact Us	Allows the user to send an e-mail with suggestions and/or questions to DOA.
Security	Links the user to information on application security and access requirements that support the CCA System .
Help	Help buttons are located on the left-side of the menu through the website to provide assistance.

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Charge Card Administration (CCA) Forms User Guide

Accessing the CCA Forms System, Continued

Invalid Logon Info If an invalid Logon ID or Password is entered, the message "Invalid ID" or "Invalid Password" is displayed.



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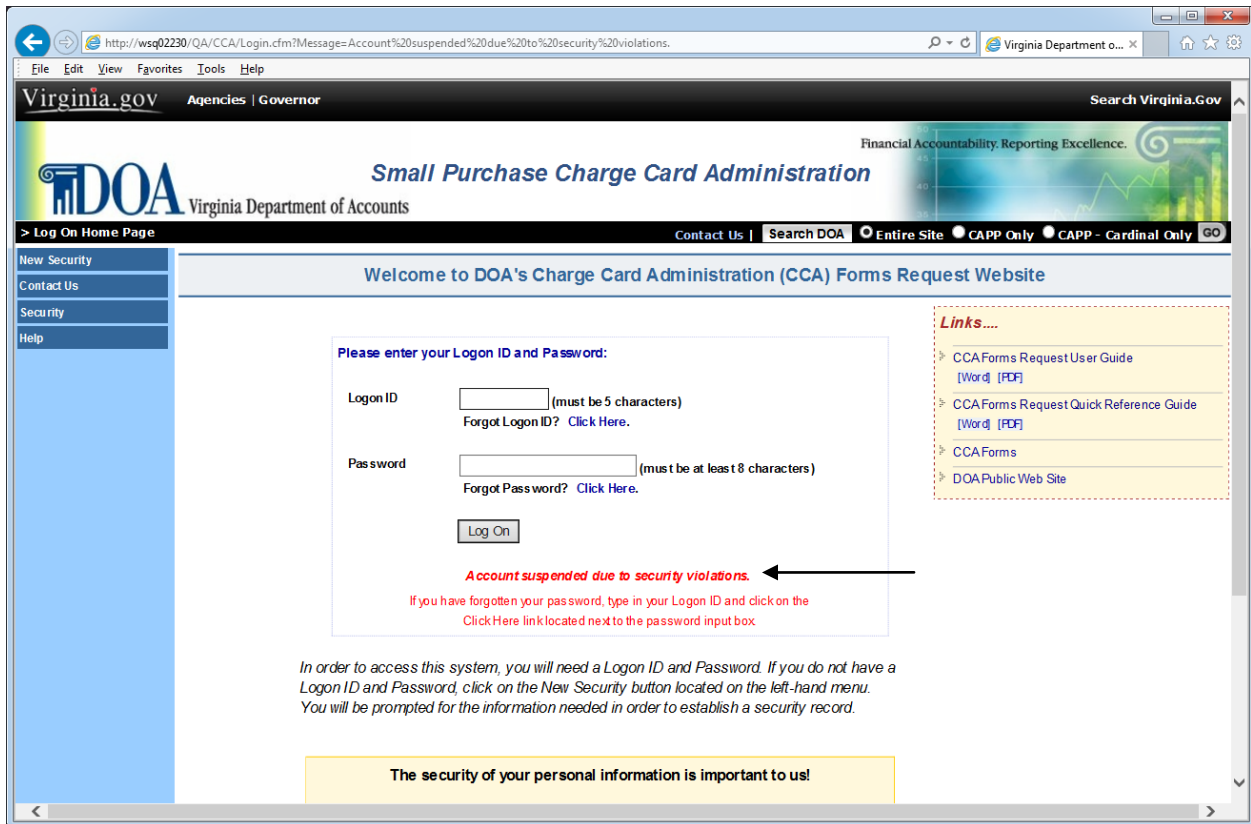
Charge Card Administration (CCA) Forms User Guide

Accessing the CCA Forms System, Continued

Suspended Account

After 5 (five) failed logon attempts the following message is displayed "ACCOUNT SUSPENDED DUE TO SECURITY VIOLATIONS."

Violations can only be cleared by a DOA CCA's System Administrator. Send an email to cca@doa.virginia.gov or use the "Contact Us" link to request the violations be cleared. Alternatively, **CCA System Logon** violations will be cleared on the evening of each work day.



Charge Card Administration (CCA) Forms User Guide

Forgot Logon ID

Forgot Logon ID If a **Charge Card Administration (CCA) System** user has forgotten their five-digit logon id, click on the Forgot Logon ID link and supply the email address that you entered when you set up your initial logon id. Select the Submit button and the logon ID will be emailed to the address entered, if valid.

The screenshot shows a web browser window with the URL http://doa-cf2/cfdevwema/CCA/Forgot_Logon_ID.cfm. The page header includes the Virginia.gov logo, navigation links for Agencies and Governor, and a search bar. The main content area is titled "Small Purchase Charge Card Administration" and features the DOA logo and the tagline "Financial Accountability. Reporting Excellence." Below this, there is a navigation menu with "Retrieve Logon ID" selected. The form itself is titled "Retrieve Logon ID" and contains the instruction: "Please Enter your email address. Then click on the Submit button." There is a text input field labeled "Email Address" and a "Submit" button. The footer of the page includes the text: "Virginia Department of Accounts © Commonwealth of Virginia, 2015 WAI compliant Web Policy".

Charge Card Administration (CCA) Forms User Guide

Forgot Password

Forgot Password

If a **Charge Card Administration (CCA) System** user has forgotten their assigned password, the user must enter their five-digit logon id and then select the **Forgot Password** button.

A previously stored hint will be displayed to help the user remember their password. If the hint does not help you to remember and you have selected three security questions, enter the answers to all three security questions and select the “Next” button to reset your password.

The screenshot shows a web browser window with the URL http://wsp02230/QA/CCA/Forgot_PIN_Hint.cfm. The page header includes the Virginia Department of Accounts logo and navigation links. The main content area is titled "Forgot Password" and displays the following text:

You previously stored a password hint in your Security Record.

Your password hint is **Verna@85722**.

If the hint does not help you to remember your password, or if you did not previously supply a hint, then you must reset your password by answering the three Challenge Questions below and then click on the "Next" button.

Below this text are three input fields, each labeled with a security question and marked as "Required":

- Mother's maiden name: Required
- City in which you were born: Required
- Name of your first pet: Required

A "Next" button is located below the third question field.

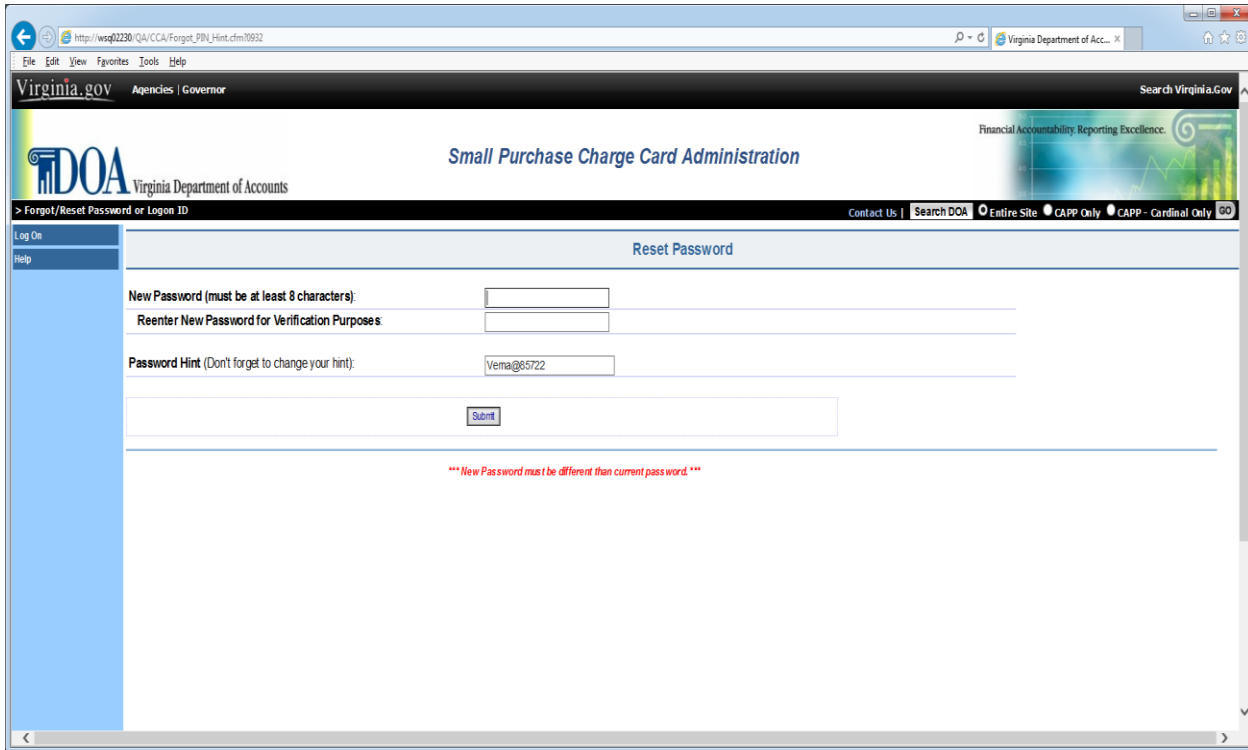
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Charge Card Administration (CCA)
Forms User Guide

Forgot Password, Continued

Forgot Password
(continued)

Once you have supplied the answers to the three security questions that were previously stored in your security record, the Reset Password page is displayed.



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Charge Card Administration (CCA)
Forms User Guide

Forgot Password, Continued

Forgot Password
(continued)

If the hint does not help you to remember and you have not provided the answers to three security questions, you must do so and select the “Next” button in order to reset your password.

Forgot/Reset Password - Virginia Department of Accounts - Microsoft Internet Explorer provided by DEPARTMENT OF AC...

http://doa-cf2/cfdevverna/CCA/Forgot_PIN_Hint.cfm

File Edit View Favorites Tools Help

DOA Utilities - Vir... Order Confirmatio... Suggested Sites Get more Add-...

Forgot/Reset Password - Virginia D...

Virginia.gov Agencies | Governor Search Virginia.Gov

Financial Accountability. Reporting Excellence.

DOA Virginia Department of Accounts

Small Purchase Charge Card Administration

Forgot/Reset Password Contact Us | Search DOA Entire Site CAPP Only GO

Log On Help

Forgot Password

Although you have established a security record, you will need to provide the answers to three Security Questions below before you can continue.

Challenge Question 1: *Required*

Challenge Question 2: *Required*

Challenge Question 3: *Required*

Continued on next page

Charge Card Administration (CCA) Forms User Guide

Forgot Password, Continued

Password Expired/Reset

Every 30 days your password will expire. The Password Expired/Reset page allows users to reset their passwords. The user must provide the answers to the three previously stored questions before resetting their password.

The screenshot shows a web browser window displaying the "Password Expired/Reset" page. The page header includes the Virginia Department of Accounts logo and the title "Small Purchase Charge Card Administration". The main content area contains the following text and form fields:

Your password has **expired** or it requires **resetting**.

You are now required to provide answers to three Security Questions before you can log on to the Charge Card Administration System.

You are also required to provide a new password that is **at least 8 characters in length** (must be a combination of three of the following: letters, numbers, a combination of upper case and lower case letters, or special characters).

You must enter the same password twice for verification purposes. Don't forget to update your Hint.

Challenge Question 1: Required

Challenge Question 2: Required

Challenge Question 3: Required

New Password (must be at least 8 characters):

Reenter New Password for Verification Purposes:

Password Hint: Don't forget to update your hint.

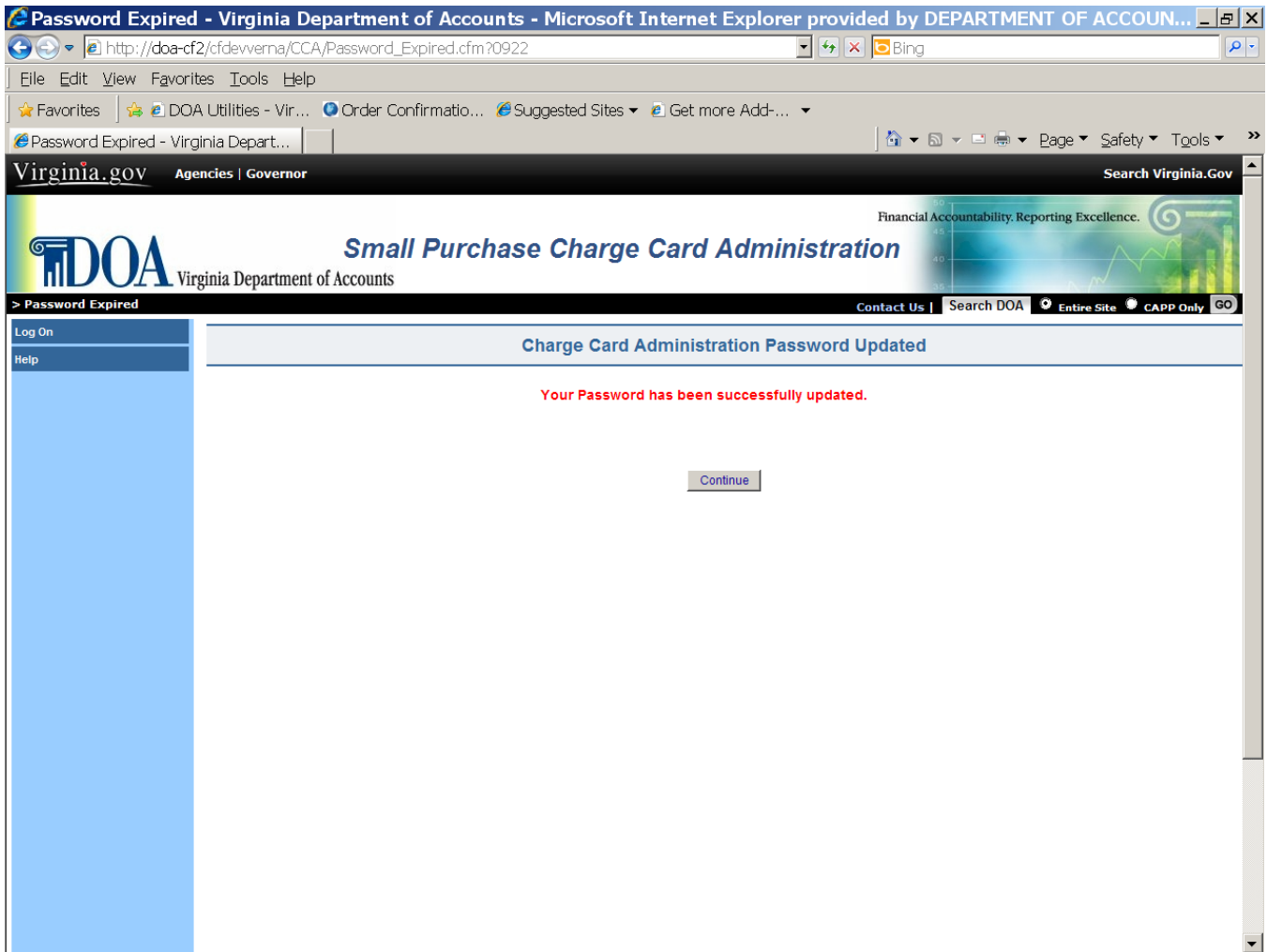
*** New Password must be different than current password. ***

Continued on next page

Charge Card Administration (CCA)
Forms User Guide

Forgot Password, Continued

Password Expired/Reset (continued) Once the user has provided the answers to the three security questions, and has entered a valid password, the user is successfully logged on to the system. Select the “Continue” button to proceed.



Charge Card Administration (CCA) Forms User Guide

Broadcast Messages

Broadcast and Special Messages A successful Login brings the user to the **Broadcast Message** page. This page is used to communicate to the user information from DOA pertaining to the Charge Card Administration system.

From Broadcast Messages you have the option to choose **Main Menu**. Selecting this option will take you to the main menu of the application.

The screenshot shows a web browser window titled "Broadcast Messages - Virginia Department of Accounts - Microsoft Internet Explorer provided by DEPARTMENT OF ACCO...". The address bar shows the URL: http://doa-cf2/cfdevverna/CCA/Bulletin.cfm?Login_Message=Login%20Successful&FreshPage=09. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a Favorites bar, and a search bar. The page content features the Virginia.gov logo and navigation links (Agencies | Governor). The main header includes the DOA logo and the text "Small Purchase Charge Card Administration" with the tagline "Financial Accountability. Reporting Excellence." Below the header is a navigation bar with "Broadcast Messages" selected. A left sidebar contains "Main Menu" and "Log Off" links. The main content area displays "Broadcast Messages" and a red "Welcome Verna Left" message. Below the welcome message, it states: "Please remember to update your email address. Use the Personal Option Link from the Main Menu to update your information." A red "Login Successful" message is also visible. The footer contains the text "Virginia Department of Accounts © Commonwealth of Virginia, 2013".

Charge Card Administration (CCA) Forms User Guide

Main Menu

Main Menu Options From the Main Menu page, select an option from the left-hand menu. Selecting the Agency Forms link will take the user to the Forms Selection Menu of **Charge Card Administration System**. The DOA Utilities option will be displayed only if you are a DOA application's System Administrator.

The screenshot shows a web browser window with the following elements:

- Browser Title:** SPCC Admin Main Menu - Virginia Department of Accounts - Microsoft Internet Explorer provided by DEPARTMENT OF AC...
- Address Bar:** http://doa-cf2/cfdevverna/CCA/Main_Menu.cfm?0921
- Page Header:** Virginia.gov Agencies | Governor Search Virginia.Gov
- Logo:** DOA Virginia Department of Accounts
- Page Title:** Small Purchase Charge Card Administration
- Navigation Bar:** > Broadcast Message > SPCC Admin Main Menu Contact Us | Search DOA Entire Site CAPP Only GO
- Left-Hand Menu:**
 - DOA Utilities
 - Agency Request Forms
 - View My Requests
 - Personal Options
 - Broadcast Messages
 - Contact Us
 - Help
 - Log Off
- Main Content Area:** Main Menu
Please select an option from the left-hand menu bar.
- Footer:** Virginia Department of Accounts © Commonwealth of Virginia, 2013

Charge Card Administration (CCA) Forms User Guide

Personal Options Page

View Personal Options The View *Personal Options* page allows **Charge Card Administration** users to view/update existing information regarding their:

- Logon ID
- Password (the actual password is not displayed, but an * indicates it does exist.) **Note: Passwords can be changed only one time during a 24 hour period. You must wait 24 hours from the last password update before attempting to change it again.**
- Security Challenge Questions and Answers
- Telephone Number
- Email Address
- Hint (to help in remembering current password.)
- Date Password Changed - reflects last date your password was altered.

Select the “Edit Personal Options” button to update the information.

The screenshot shows a web browser window with the URL http://doa-cf2/cfdevverna/CCA/Personal_Options.cfm?0947. The page title is "Personal Options - Virginia Department of Accounts". The header includes the Virginia Department of Accounts logo and the text "Small Purchase Charge Card Administration". A navigation menu on the left includes "Help", "Main Menu", and "Log Off". The main content area is titled "View Personal Options" and contains an "Edit Personal Options" button. Below the button is a table of user information:

Logon_ID	85722
Challenge Question1	Mother's maiden name <i>smiley</i>
Challenge Question2	City in which you were born <i>richmond</i>
Challenge Question3	Name of your first pet <i>spike</i>
Telephone Number	804-737-7046
Email Address	verna.leaf@doa.virginia.gov
Hint	Verna@007
Date Password Changed	10/15/2013

Continued on next page

Personal Options Page, Continued

Edit Personal Options The *Edit Personal Options* page provides the **Charge Card Administration System** user the ability to change the following:

- Password (the actual password is not displayed, but an * is displayed for each password character. **Also note that you cannot change your password more than once in a 24 hour period. You must wait 24 hours from the last password update before attempting to change it again.**)
- Security Challenge Questions and Answers
- Telephone Number
- Email Address
- Email Address2
- Hint (to help in remembering current password.)

After entering the new information, press the “**Accept**” button and the information will be displayed on the *View Personal Options* page. A “record updated” message will appear at the top of the page.

If the information entered is not correct or if the user is not satisfied with the changes, press the **Cancel** button and the user is returned to the *View Personal Options* page.

Charge Card Administration (CCA) Forms User Guide

Contact Us

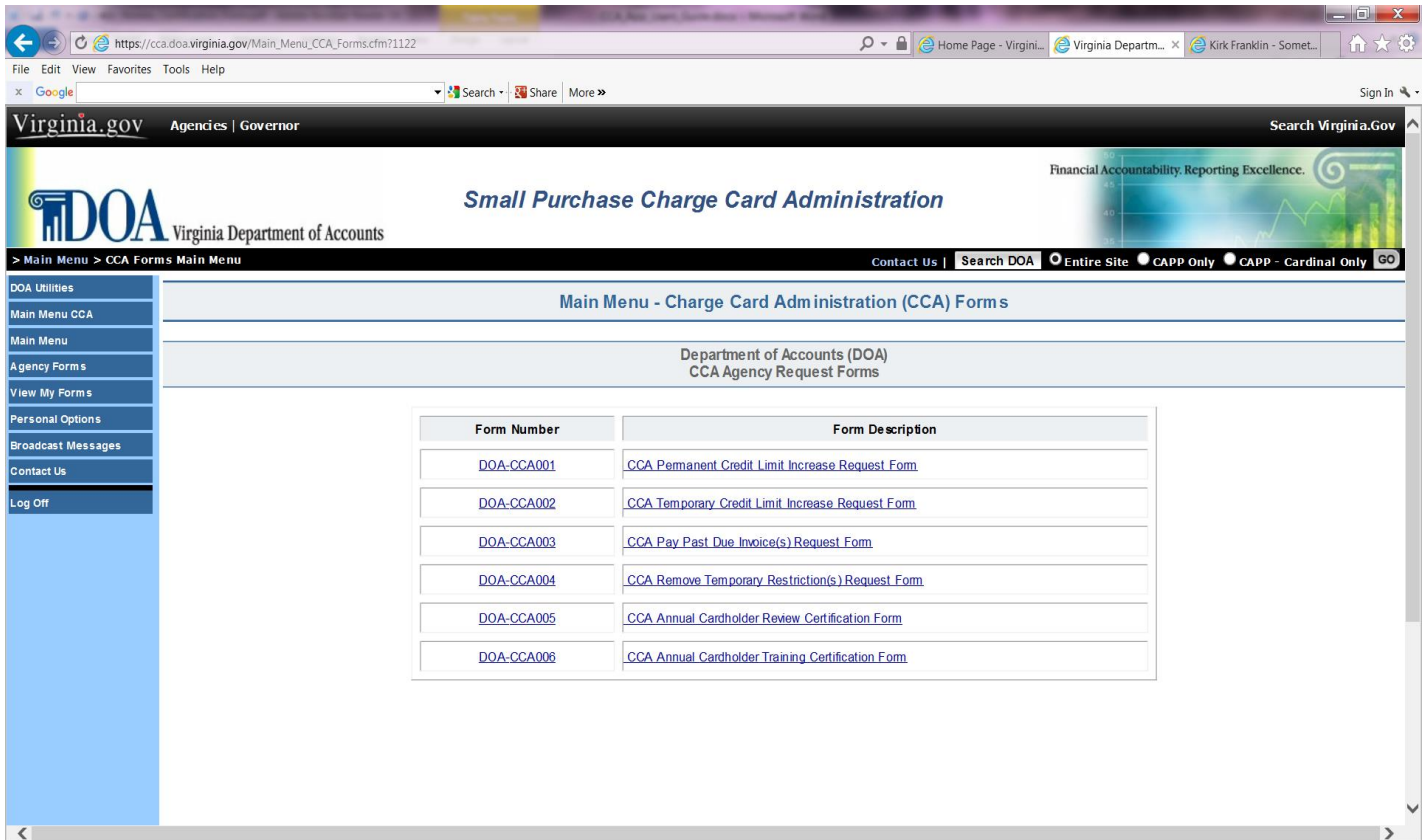
Contact Us Selecting the Contact Us link will present the opportunity for a user to communicate with DOA. Use this link to ask questions or submit comments about the **Charge Card Administration System**. A DOA Charge Card Administrator will respond to your email.

The screenshot shows a web browser window displaying the 'Contact Us' page for the Virginia Department of Accounts (DOA). The page title is 'Small Purchase Charge Card Administration'. The browser address bar shows the URL: http://doa-cf2/cfdevverna/CCA/Contact_Us.cfm?1121. The page features a navigation menu with 'Main Menu' and 'Contact Us'. The form includes a 'Category' section with radio buttons for 'Forms Request', 'Technical Difficulty', 'Enhancements/Suggestions', and 'Other'. Below this is a 'Comments' field with a character count of '0 of 500 characters used'. The form also contains input fields for 'Request Transaction No.', 'Logon ID', 'Name', 'Agency No.', 'Phone Number', and 'E-Mail Address'. A red warning message states: 'Please verify your E-Mail Address! We will not be able to contact you without a valid address.' The footer of the page includes the text: 'Virginia Department of Accounts © Commonwealth of Virginia, 2015 WAI compliant Web Policy'.

Charge Card Administration (CCA) Forms User Guide

CCA Agency Forms

Form Number Selection By selecting the Agency Forms option from the Main Menu, the user will be linked to the **Charge Card Administration System's** forms page. This page displays the six (6) forms that DOA provides at this time. A brief description of each form is provided on the next page.



The screenshot shows a web browser window displaying the Virginia Department of Accounts (DOA) website. The page title is "Main Menu - Charge Card Administration (CCA) Forms". The header includes the DOA logo and the text "Small Purchase Charge Card Administration". A navigation menu on the left lists various options, with "Agency Forms" selected. The main content area displays a table of six forms:

Form Number	Form Description
DOA-CCA001	CCA Permanent Credit Limit Increase Request Form
DOA-CCA002	CCA Temporary Credit Limit Increase Request Form
DOA-CCA003	CCA Pay Past Due Invoice(s) Request Form
DOA-CCA004	CCA Remove Temporary Restriction(s) Request Form
DOA-CCA005	CCA Annual Cardholder Review Certification Form
DOA-CCA006	CCA Annual Cardholder Training Certification Form

Continued on next page

Charge Card Administration (CCA)
Forms User Guide

CCA Agency Forms, Continued

Form Selection
(continued)

Description of each form is described below.

FORM #	DESCRIPTION
CCA001	Selecting this link will display the DOA Permanent Credit Limit Increase form. This form should be used to request a permanent increase to an agency's charge card.
CCA002	Selecting this link will display the DOA Temporary Credit Limit Increase form. This form should be used to request a temporary increase to an agency's charge card.
CCA003	Selecting this link will display the DOA Pay Past Due Invoice(s) form. This form should be used to request a past due invoice payment approval from DOA.
CCA004	Selecting this link will display the DOA Temporary Restriction(s) Removal form. This form should be used to request restrictions be removed from an agency's charge card.
CCA005	Selecting this link will display the DOA Annual Cardholder Review Certification form. This form should be used to certify that the agency Program Administrator(s) have confirmed all transaction limits, monthly limits, restrictions tables, and transaction volumes were appropriate and coincide with Annual Exceptions submitted to DOA.
CCA006	Selecting this link will display the DOA Annual Cardholder Training Certification form. This form should be used to certify that all cardholders, supervisors/reviewers, and program administrators under your agency purview have completed the necessary annual training for the purchase/travel card programs.
Print Forms	Selecting the Printer Friendly link will allow you to Print the selected form.

Continued on next page

Charge Card Administration (CCA) Forms User Guide

CCA Agency Forms, Continued

Form Selection
(continued)

Use Form CCA001 – DOA Permanent Credit Limit Increase form to request a **permanent** card increase.

CCA Permanent Credit Limit Increase Request Form

Use the below tabs to move backwards to a certain point in the form.

[Agy Info >>](#)
[Name >>](#)
[Number >>](#)
[Supv. >>](#)
[Email >>](#)
[Card Type >>](#)
[Profile >>](#)
[Limits >>](#)
[Justify >>](#)
[Attach >>](#)
[Review >>](#)

Review and Submit
CCA001 - Request for Permanent Credit Limit Increase Form

Please review the provided information for accuracy. Once the request is submitted, changes CANNOT be made. To make changes to information entered, select the tabs in the top portion of the current screen. If the information is correct, select the "Submit" button at the bottom of the screen to process your request. Note: A summary of your request can be printed on the next page.

Request Date:	09/16/2015
Agency No:	000
Agency Name:	Overall Card Management
Program Administrator's Name:	Verna Left
Program Administrator's Email:	verna.left@doa.virginia.gov
Cardholder's Name:	Cardholder Name
Last 4 Digits of Card:	2929
Cardholder's Supervisor's Name:	Supervisor Name
Cardholder's Supervisor's Email:	SupervisorEmail@yahoo.com
Type of Card:	SPCC
Profile Change:	Credit Limit Increase and Single Transaction Credit Limit Increase
Current Credit Limit:	\$500
New Credit Limit:	\$1,000
Current Single Transaction Credit Limit:	\$50
New Single Transaction Credit Limit:	\$100
Justification:	Provide a justification in this box as to why you are requesting a permanent increased for the Cardholder.
Attachment(s):	JustifyLetter.txt

Continued on next page

Charge Card Administration (CCA) Forms User Guide

CCA Agency Forms, Continued

Form Selection (continued)

Use Form CCA002 – DOA Temporary Credit Limit Increase Form to request a **temporary** card increase.

CCA Temporary Credit Limit Increase Request Form

Use the below tabs to move backwards to a certain point in the form.

Agy>> Name>> Number>> Supv.>> Email>> Type>> Profile >> Limits >> Date >> Justify >> Attach >> Review >>

Review and Submit
CCA002 - Request for Temporary Credit Limit Increase Form

Please review the provided information for accuracy. Once the request is submitted, changes CANNOT be made. To make changes to information entered, select the tabs in the top portion of the current screen. If the information is correct, select the "Submit" button at the bottom of the screen to process your request. Note: A summary of your request can be printed on the next page.

Request Date:	09/16/2015
Agency No:	000
Agency Name:	Overall Card Management
Program Administrator's Name:	Verna Left
Program Administrator's Email:	verna.left@doa.virginia.gov
Cardholder's Name:	fsgfsgfsg
Last 4 Digits of Card:	3333
Cardholder's Supervisor's Name:	sudaifdfairfaifd
Cardholder's Supervisor's Email:	supv@yahoo.com
Type of Card:	SPCC
Profile Change:	Credit Limit Increase and Single Transaction Credit Limit Increase
Current Credit Limit:	\$500
New Credit Limit:	\$1,000
Current Single Transaction Credit Limit:	\$50
New Single Transaction Credit Limit:	\$100
Revert Back Date:	10/25/2015
Justification:	Type the justification for this temporary increase.
Attachment(s):	JustifyLetter.txt

Submit

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Continued on next page

Charge Card Administration (CCA) Forms User Guide

CCA Agency Forms, Continued

Form Selection (continued)

Use Form CCA003 – DOA Pay Past Due Invoice(s) Form to pay a past due invoice.

http://doa-cf2/cfdevverna/CCA/CCA_Pay_Past_Due_Invoice_Form.cfm

CCA Request to Pay Past D...

File Edit View Favorites Tools Help

DOA Virginia Department of Accounts

> CCA Forms Main Menu > CCA Request To Pay Past Due Invoice Form

Contact Us | Search DOA | Entire Site | CAPP Only | GO

DOA Utilities

Main Menu CCA

Main Menu

Agency Request Forms

View My Requests

Personal Options

Broadcast Messages

Contact Us

Log Off

CCA Request to Pay Past Due Invoice(s) Form

Use the below tabs to move backwards to a certain point in the form.

Agency Name Card No Supv. Name Supv. Email Vendor Inv Amt Inv. No. Inv. Dte Due Dte Justify Attach Review

Review and Submit - CCA003 - Request to Pay Past Due Invoice(s) Form

Please review the provided information for accuracy. Once the request is submitted, changes CANNOT be made. To make changes to information entered, select the tabs in the top portion of the current screen. If the information is correct, select the "Submit" button at the bottom of the screen to process your request. Note: A summary of your request can be printed on the next page.

Request Date:	09/16/2015
Agency Number:	000
Agency Name:	Overall Card Management
Program Administrator's Name:	Verna Left
Program Administrator's Email:	verna.left@doa.virginia.gov
Cardholder's Name:	Cardholder
Last 4 Digits of Card:	3030
Cardholder's Supervisor's Name:	Supervisor
Cardholder's Supervisor's Email:	supervisor@yahoo.com
Vendor's Name:	The Great Gatsby Corporation
Invoice_Amount:	\$ 510.00
Invoice Date:	06/01/2015
Invoice Due Date:	08/20/2015
Explanation:	Lost in the mail and we did not receive past due notice until this month.
Attachment(s):	JustifyLetter.bt

Submit

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Continued on next page

Charge Card Administration (CCA) Forms User Guide

CCA Agency Forms, Continued

Form Selection (continued)

Use Form CCA004 – DOA Temporary Restriction(s) Removal Form to request a temporary restriction removal from a card.

 Restaurant/Food; Revert Back Date: 12/20/2015; Justification: Will be traveling out of town and need to have restriction removed before leaving.; Attachment(s): JustifyLetter.bt. Below the table is a 'Submit' button. The footer contains: Virginia Department of Accounts, © Commonwealth of Virginia, 2015, WAI compliant, and Web Policy."/>

Request Date: 09/16/2015

Agency No: 000

Agency Name: Overall Card Management

Program Administrator's Name: Verna Left

Program Administrator's Email: verna.left@doa.virginia.gov

Cardholder's Name: Cardholder

Last 4 Digits of Card: 3022

Cardholder's Supervisor's Name: Supervisor

Cardholder's Supervisor's Email: supervisor@gmail.com

Current Credit Limit: \$5,000

Current Single Transaction Credit Limit: \$500

Restriction(s) Removal: Restaurant/Food

Revert Back Date: 12/20/2015

Justification: Will be traveling out of town and need to have restriction removed before leaving.

Attachment(s): JustifyLetter.bt

Submit

Virginia Department of Accounts
© Commonwealth of Virginia, 2015
WAI compliant
Web Policy

Charge Card Administration (CCA) Forms User Guide

CCA Agency Forms, Continued

Form Selection (continued)

Use Form CCA005 – DOA Annual Cardholder Review Certification. This form should be used to certify that the Program Administrator(s) have confirmed all transaction limits, monthly limits, restrictions tables, and transaction volumes were appropriate and coincide with Annual Exceptions submitted to DOA.

The screenshot shows a web browser window displaying the 'Charge Card Program Annual Cardholder Review Certification Form'. The browser address bar shows the URL: https://cca.dos.virginia.gov/CCA_Annual_Certification_Form.cfm. The page features a navigation menu on the left with options like 'Main Menu', 'Agency Forms', and 'Log Off'. The main content area includes a breadcrumb trail: 'Agency Info >>' > 'Program Type >>' > 'Review Type >>' > 'Certify >>' > 'Submit >>'. Below this, there are 'Next' and 'Back' buttons. The form title is 'Charge Card Program Annual Cardholder Review Certification Form'. The form fields are: Agency No: 000; Agency Name: Overall Card Management; Review Period: 01/2014 To 01/2015; Program Administrator for: Purchase Card Program, Travel Card Program, Both. A certification statement follows, signed by Kristen Bolden. The form includes three checkboxes for review types: Annual Purchase Cardholder Review, Annual Travel Cardholder Review, and Annual Multiple Cards Cardholder Review. At the bottom, there is a signature field with 'Kristen Bolden', a date field with '03/09/2017', and an email field with 'kristen.bolden@doa.virginia.gov'. A phone number '804-786-9259' is also listed. A red asterisked note states: '**By entering your name, you are certifying that ALL cardholders under your purview have been reviewed, and all applicable exceptions have been requested of DOA.'

Charge Card Administration (CCA) Forms User Guide

CCA Agency Forms, Continued

Form Selection (continued)

Use Form CCA006 – DOA Annual Training Certification Form. This form should be used to certify that all cardholders, supervisors/reviewers, and program administrators under your agency purview have completed the necessary annual training for the purchase/travel card programs.

The screenshot shows a web browser window displaying the "Charge Card Program Annual Cardholder Training Certification Form". The browser's address bar shows the URL "https://cca.doa.virginia.gov/CCA_Annual_Training_Form.cfm". The page has a blue sidebar on the left with links for "Broadcast Messages", "Contact Us", and "Log Off". The main content area is titled "Charge Card Program" and "Annual Cardholder Training Certification Form".

Agency No: 000
Agency Name: Overall Card Management
Review Period: 12/2015 To 12/2016

Program Administrator for:

- Purchase Card Program
- Travel Card Program
- Both

I, **Kristen Bolden**, Program Administrator for above indicated program(s), do hereby certify that I am a duly authorized and acting Program Administrator for the above Agency. I do certify the following:

- SPCC Cardholder Training - All employees of the above agency who are holders of a Small Purchase Charge Card have completed the required SPCC Cardholder Training.
- Employee Paid (Individual Liability) Travel Cardholder Training - All employees of the above agency who are holders of an Employee Paid (Individual Liability) Travel Card have completed the required Travel Cardholder Training.
- Agency Airline Travel Cardholder (ATC) Training - All employees of the above agency who are holders of an Agency Airline Travel Card (ATC) have completed the required Agency Airline Travel (ATC) Training.
- Supervisor/Reviewer of SPCC Cards Training - All employees of the above agency who review SPCC Card Program monthly reconciliations have completed the required Supervisor/Reviewer Training.
- Supervisor/Reviewer of Airline Travel Cards (ATC) Training - All employees of the above agency who review Agency Airline Travel Card (ATC) Program monthly reconciliations have completed the required Supervisor/Reviewer Training.

Required written documentation is on file confirming training completion for each employee. I understand that it is my responsibility to ensure that all new staff members completed the required training as appropriate.

****By entering my name, I am verifying that all information submitted is correct.**

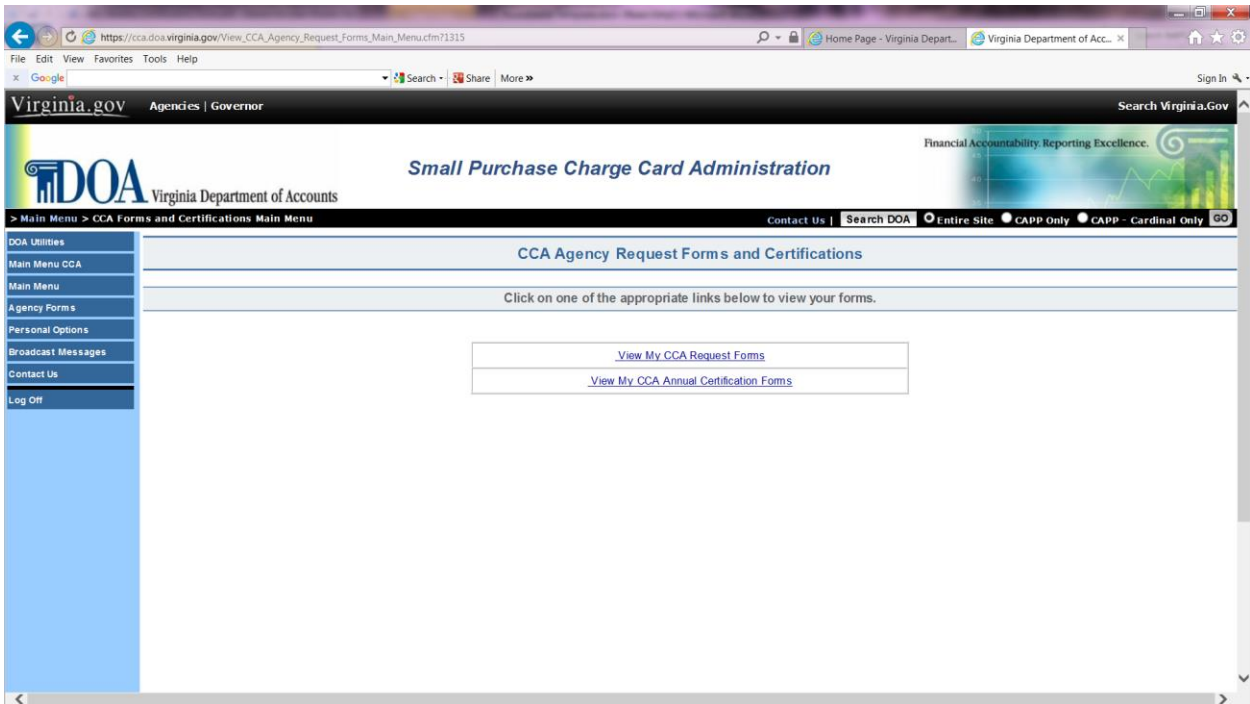
**Program Administrator's Signature: X Date: 03/09/2017
Program Administrator's Email: kristen.bolden@doa.virginia.gov Program Administrator's Phone: 804-786-9259

Charge Card Administration (CCA) Forms User Guide

View/Print Agency CCA Forms

View My Forms

Select the “*View My Forms*” link to view/print your previously submitted CCA Forms or CCA Annual Certification Forms. A summary list the number of requests for each of the forms. Select “*Summary Detail*” link to display the individual forms.



Charge Card Administration (CCA) Forms User Guide

View/Print Agency CCA Forms, Continued

View My Forms, continued

The following screen is displayed which lists the agency forms by request date and then by agency number. Click on the “*Detail*” link to display the individual form.

The screenshot shows the Virginia Department of Accounts (DOA) website. The page title is "View Agency Permanent Increase Request Forms". The page includes a navigation menu on the left with options like "DOA Utilities", "Main Menu", "Personal Options", "Broadcast Messages", "Contact Us", and "Log Off". The main content area has a search bar and a table of request forms. The table has the following columns: Request Date, Trans No., Agency No., Cardholder Name, and Profile Change. There are two rows of data, each with a "Detail" link.

	Request Date	Trans No.	Agency No	Cardholder Name	Profile Change
Detail	10/16/2013	1	001	Cardholder Name	Credit and Single Trans Increase
Detail	10/16/2013	2	011	dda	Credit and Single Trans Increase

At the bottom of the page, there is a footer with the text: "Virginia Department of Accounts © Commonwealth of Virginia, 2013 WAI compliant Web Policy".

Charge Card Administration (CCA) Forms User Guide

View/Print Agency CCA Forms, Continued

View My Forms,
continued

When the user selects the “*Detail*” link, the request is displayed. The user can also print a copy of the form from this screen by clicking on the “*Printer Friendly Version*” link. Selecting the “*Return to Detail*” button will return you to the previous screen.

The screenshot shows a web browser window displaying the 'View Agency Permanent Increase Form' page on the Virginia Department of Accounts website. The page title is 'Small Purchase Charge Card Administration'. A navigation menu on the left includes 'DOA Utilities', 'Main Menu', 'Personal Options', 'Broadcast Messages', 'Contact Us', and 'Log Off'. The main content area is titled 'CCA Agency Permanent Increase Request Form' and features a 'Printer-Friendly Version' link. Below this link is a table with the following data:

Transaction No	1
Request Date	10/16/2013
Agency No	001
Agency Name	Assistive Technology Loan Fund Authority (ATLFA)
Program Administrator's Name	Verna Left
Cardholder's Name	Cardholder Name
Last 4 Digits of Card	4333
Cardholder's Supervisor	s
Type of Card	Individual Liability Travel
Profile Change	Credit and Single Trans Increase
Current Credit Limit Amt	\$10
Requested Limit Increase Amt	\$10
Current Single Transaction Limit	\$10
Requested Single Trans Increase Amt	\$10
Justification	test
Status	Pending
Processed By:	
Processed Date:	
Comments:	

At the bottom of the form area, there is a button labeled 'Return to Detail'.

Continued on next page