

From: Brittany Miller (bmiller6)
Sent: Friday, August 10, 2018 8:23 AM
Subject: New Fields in Works for SPCC

Good morning Cardholders, Approvers, and other SPCC Works users,

You will now notice there are two new required fields on your Works page – **GL09 Small Business or Contract** and **GL10 eVA # or Exception #**. When you open a transaction to enter allocation details, the segments will be at the end of your field list.

Bank of America prematurely activated these fields in our program, and we apologize for the late notice. As they are required fields, you will notice a red x under “Comp” on your transactions until they are filled out.

The screenshot shows a transaction form with various GL segments. A red box highlights the new fields: GL09: Small Business or Gov or Contract and GL10: eVA Order # or SPP Exception #. A red arrow points to a detailed view of these fields, showing a radio button for GL09 set to 'Small Business Used' and a text input for GL10 containing 'SPP #B11'.

GL09 – Small Business Quote or Contract Number

This radio-button field allows you to choose what requirement your vendor falls into: on contract, SWaM, SWaM quote obtained, or exempt.

The 'General Ledger Picker' dialog box shows a list of radio button options for GL09: Exempt (see comments), On Contract (see comments), Purchased from Gov't Entity, Small Business Quote Obtained (see comments/attachment), and Small Business Used (see comments). The 'Small Business Used' option is selected.

GL10- eVA # or Exception

This field is free text; if your transaction required eVA entry, add your eVA # here. If your transaction is exempt from eVA entry, write down the exception number referenced by the [Small Purchase Procedures table](#).

You will not have to re-enter this information again in your comments section. These fields will help with organization and reporting issues. Please keep in mind that they are required, and you will not be able to sign off until they are filled in.

If you have any questions, please contact either Angie Lilly or myself.

Thank you!

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