

Florida Department of Financial Services

# Accounting & Auditing

Keeping a Watchful Eye on How State Dollars Are Spent

## **PCard Works® Project**

### **Agency PCard Administrators' Meeting**

**April 24, 2017**



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## Agenda

- Project Update
  - Vision
  - Goals
  - Business Value
- Project Status
  - Deliverables
  - System Integration
- Timeline
- Communications
- Questions
- Wrap-up

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<p>Vision</p>	<p>To implement a State Purchasing Card system that supports standardized processes and leverages technology to improve program efficiencies and promote individual fiscal accountability.</p>		
<p>Goals</p>	<p>1. Standardize Purchasing Card processes that will improve internal controls and enhance transparency.</p>	<p>2. Provide an intuitive solution that encourages adoption and accountability among Purchasing cardholders and approvers.</p>	<p>3. Leverage technology that promotes data integrity, provides automation, and improves visibility into Purchasing Card use.</p>
<p>Goal Description and Business Value</p>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>Utilize embedded processes for card maintenance and charge approvals</li> <li>Utilize workflow and electronic documents</li> <li>Establish enterprise business rules</li> <li>Provide access to Purchasing Card information in accordance with statute and reporting needs</li> </ul> <p><b>Business Value:</b></p> <ul style="list-style-type: none"> <li>Reduced operational complexity, increased operational efficiency and effectiveness due to reduction of manual processes and number of exception processes</li> <li>Increased oversight and accountability</li> <li>Increased effectiveness in audit practices</li> <li>Decreased time and effort to process Purchasing Card information</li> <li>Increased ability to identify errors and potential fraud and/or misuse</li> </ul>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>Improve communications by providing real-time alerts, email notifications and online comments</li> <li>Enhance the users' experience by providing better tools for lookup, navigation, predictive text, and a customizable display</li> <li>More tools to provide guidance (online help, pop-ups, etc.) and program information (e.g., process, policy and procedural updates)</li> </ul> <p><b>Business Value:</b></p> <ul style="list-style-type: none"> <li>Increases individual accountability and responsibility to reduce mistakes, misuse, and fraud</li> <li>Facilitates common understanding of available data across users, which increases consistency of how information is used</li> <li>Consistent business processes and tools increase staff transferability within and across agencies</li> </ul>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>Utilize modern technology that leverages common functionality and ease of use</li> <li>Solution supports enterprise-wide and agency-specific reporting needs with increased self-service via ad-hoc and standard reports</li> <li>Ensure an automated error handling process between the two solutions</li> </ul> <p><b>Business Value:</b></p> <ul style="list-style-type: none"> <li>Promotes efficient reconciliation processes and data integrity</li> <li>Increases the level of detail available for approving transactions</li> <li>Enables re-use of developed queries and reports across agencies</li> <li>Receipt attachment functionality and real-time reporting tools automate processing and increase visibility</li> </ul>

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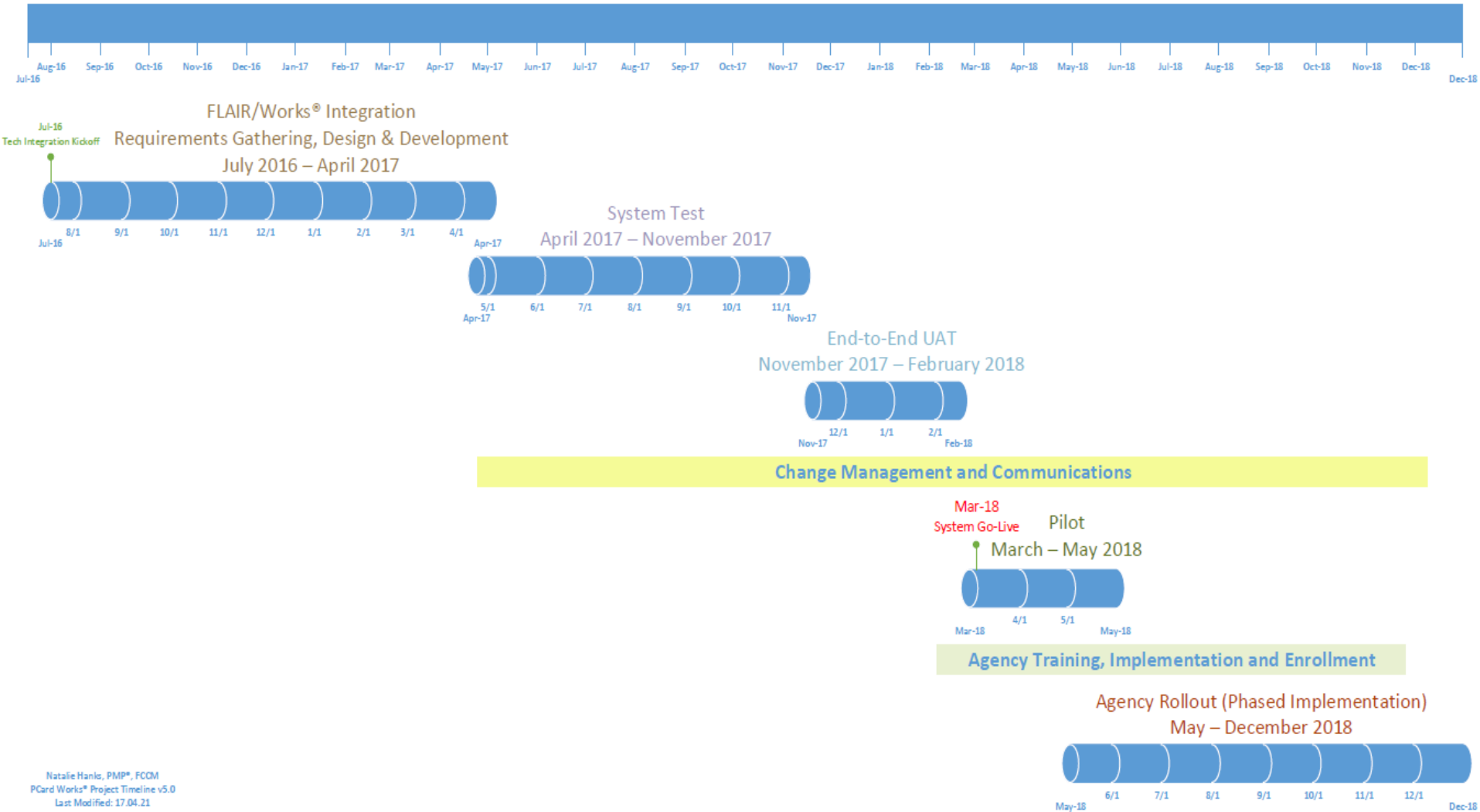
## Project Status

- Deliverables
  - ▶ 16 Approved
  - ▶ 2 Pending Approval
  - ▶ 1 Currently Under Review
- System Integration
  - ▶ FLAIR Data Integration Plan
  - ▶ File Transfers

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## PCard Works® Project Timeline



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## Communications Planning

- Quarterly PCard Administrators' Meetings
- Monthly Agency Administrative Services Directors Meetings
- Agency Workshops
- PCard Administrators' Website



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# Questions?

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**Thank You!**