



## Agency Purchasing Card Administrators' Meeting

May 8, 2018 – 2:00 - 4:30

Winewood Office Complex, Building 4

### MEETING NOTES

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#### ◆ Introductions – Michelle Oliver, DFS

#### ◆ Program Updates – Michelle Oliver, DFS

- *Employee ID Conversion Update* – The FLAIR Employee ID conversion – replacing SSNs with People First IDs – went into production on March 12<sup>th</sup>. Post-conversion, Person (PE) records without valid Employee IDs cannot be deleted. The Statewide PCard Administrator's Office (SPCA) has been working with the DFS Office of Information Technology (OIT) to resolve the issue. The target date to move the "fix" program into FLAIR production is Wednesday night.  
The SPCA has also been working with OIT to create Help Screens for the Employee ID on the PE record, as well as the Sub-Vendor ID field on transactions. The Help Screen on the PE record is targeted to move into production Wednesday, while the Sub-Vendor ID help program will move into production at a later date.
- *February File Issue* – the consequences of the file issue that occurred in February have not yet been resolved, due to other projects' deadlines. The SPCA will provide updates to the affected agencies after the issues have been resolved.
- *Agency Representation Letters* – the annual requirement for Representation Letters has been tabled until agencies go-live with Works.

#### ◆ Project Updates

- *Works Project Update* – Natalie Hanks, DFS
  - Pilot – DFS successfully launched a pilot exercise with our own agency the first week of April. 1,091 users were trained in March and April, and 1,188 total transactions have been processed to date. We are gathering Lessons Learned, finalizing our training materials and job aids, and preparing for Phase 1 of implementation with Department of Revenue and Department of Economic Opportunity. They are scheduled for go-live on August 6th and our kickoff meeting is later this week.
  - Enterprise Planning for Implementation – Please take a moment to review the handout with a high-level overview of onboarding activities for agency implementation.

- Beginning approximately three months prior to go-live, Agency Kickoff meeting will be held and User Configuration will begin.
- Two months prior to go-live, Agency PCard Admin Team members will attend training and begin revising their Agency PCard Plan.
- One month prior to go-live, end users will be trained and the Agency PCard Admin Team will develop/distribute job aids and submit their Agency Readiness Checklist to the SPCA.

Agency PCard Administrators should give some thought to when their agency would like to be considered for a future phase of implementation, but most importantly whether there is any time that would not be ideal, and email concerns to SPCA at [PCardReporting@myfloridaCFO.com](mailto:PCardReporting@myfloridaCFO.com) regarding any potential conflicts.

- Reference 'Phased Approach Timeline' handout for planning.
- Online Resources – There is an 'Works® Overview' video available on the project website homepage, as well as links to the handouts from today. The FAQs document has also been revised and uploaded. Please keep in mind, however, that the responses to the FAQs are based upon our current knowledge and experience to date, and will continue to be updated and re-posted as we learn from deploying the solution beyond our own agency. Implementing a new solution across the enterprise requires some business process re-engineering and improvement, which in turn leads to policy reconsideration and revision.

Project Website: <https://www.myfloridacfo.com/division/AA/PCardWorks.htm>

- *Works Overview* – Michelle Oliver, DFS
  - Spend Control Profiles – Works utilizes Spend Control Profiles, which combine credit limits, single transaction limits (STL), and merchant category code groups (MCCG). The SPCA created statewide standard MCCGs and profiles. Each agency will be able to create one exception MCCG to remove all restricted MCCs the agency is approved to use. (The agency must provide justification and agency head approval to request removal of restricted MCCs.)
  - GL values – The following GL values are available to be assigned to transactions in Works:
    - Vendor ID
    - Org/EO
    - Object Code
    - Sub-vendor
    - Appropriation Category
    - FY
    - OCA
    - Contract

- Grant
- Project ID
- Certified Forward Indicator (CFI)
- Other Document Number (ODN)

Most of the GL values can also be defaulted on the accounts to assist with transaction processing.

- Roles / Hierarchy – Works allows for the following three levels of approval:
  - *Accountholder* – the accountholder is required to sign off on transactions, by assigning GL values and attaching receipts and supporting documentation.
  - *Approver* – this role must be assigned to the accountholder’s supervisor, someone in the accountholder’s direct line of supervision or a manager with direct knowledge of the accountholder’s purchases.
  - *Accountant* – like the Level 008 approver in FLAIR, this role is the final level of approver and located in the agency’s Finance and Accounting office.
- Configuration Spreadsheet – Agencies will be required to complete a configuration spreadsheet, which includes the complete set-up of the agency, including the groups, users and their roles. Note: Bank of America will provide the Accountholders’ names and account numbers.
- Onboarding Sessions – As each agency transitions to Works, DFS will provide onboarding sessions to assist the Agency PCard Administrators with the configuration spreadsheet and other implementation tasks.
- Training – The Office of Florida Financial Education (OFFE) will provide training sessions and user manuals that can be utilized by all users.
- Change Champions – During pilot implementation, DFS incorporated Change Champions to assist with transition. These users are located in divisions throughout the agency, and took a lead role to better understand Works and provide assistance in their program areas. The SPCA anticipates using Change Champions in all agencies during implementation, to assist with a smoother transition.
- Receipts and Supporting Documentation – Works allows for receipts and supporting documentation to be attached to transactions and provides receipt storage to assist users with managing their receipts. Documentation will be required to be attached to all transactions.
- Agency PCard Plan and Forms – Agencies will be required to submit a new PCard plan when transitioning to Works. The SPCA will provide a model plan to assist the Agency PCard Administrators with creating agency-specific

plans. New statewide forms will also be provided, including user profiles and agreements for all roles.

- Reconciliation Process Replacement – Since the receipts and supporting documentation will be attached to the transactions and available for review during the approval process, full reconciliation will no longer be necessary. Instead, a Scoped Compliance Review of a smaller percentage of the agency’s transactions will be required. This review will ensure that transactions are being processed accurately and proper documentation is being attached to the transactions.
- *Works Demonstration* – Brenda Vila, DFS
  - Administrator Functions
  - Transaction Processing