CHIEF FINANCIAL OFFICER
JEFF ATWATER
STATE OF FLORIDA

Agency Purchasing Card Administrators' Meeting
Wednesday, December 14, 2016 – 10:30 - 11:00
Conference Call

Minutes

WELCOME

DISCUSSION ITEMS:

- **Chip and PIN Migration Update – Brenda Vila, DFS**

As of now, 28 of the 34 agencies have completed the accelerated chip and PIN migration. The migration is planned to be completed by mid-January.

- **Participation Agreements – Jeri Winkleblack, BOA**

Most of the Eligible User Agreements (participation agreements) have been executed. Jeri will reach out to the agency administrators for the agencies that have not executed the agreement. The goal is to have all agreements executed by the end of this calendar year.

- **Project Overview – Natalie Hanks, DFS**

The IT teams from BOA and DFS have been meeting regularly and have made a lot of progress on the development of Works for the State of Florida PCard program. There is nothing to demo at this time, but additional updates should be available at the next quarterly meeting.

Questions/Comments:

? Has a timeline been established for a roll-out of the new system? Michelle Oliver explained that a timeline cannot be provided until the FLAIR integration plan is further defined.

- **OTHER DISCUSSION – Michelle Oliver**
  - **Average Processing/Payment Times Report**

The Statewide PCard Administrator's Office began sending Average Payment/Processing Times Reports to agency PCard administrators on a quarterly basis this fiscal year. The reports raised some questions about the difference between the two times. Just to clarify, the average processing time is the average number of days it takes for a transaction to be processed from the date it was added to FLAIR to the date that it is approved at Level 008. The payment time takes in the additional days required for the EFT to be issued.

Note: While responding to a question, Michelle mentioned that agency administrators should be more concerned with the average processing time. However, agency administrators should focus on the average *payment* times, as those times take into consideration when the bank is paid. Ultimately, the average payment time should be less than or equal to 10 days.

Questions/Comments:

? Will the Average Processing/Payment Times Report be part of a dashboard? There are no plans at this time to include this data in a dashboard. The data is only being provided to the agencies for informational purposes.

- **New Items on the PCard Website** – **Michelle Oliver**

The following items have been added to the Administrators Only page of the PCard website:

- *Age at Each Approval Level Report* – this report shows the time it takes at each level to process a transaction. It includes paid and unpaid charges. Due to the volume of the data, a group code must be provided; however, the reporting tool also allows an administrator to query with an invoice number or user number. Using a shorter date range (such as less than 1 year) is recommended. The date range can be based on the add date, paid date, or charge date.

- *PCard Administrator Request Form* – Agency administrators should complete and submit this form to the Statewide Office when requesting the set-up of a new administrator.

- **Receipt Requirement** – **Michelle Oliver**

The Statewide Office has been informed that charges are being processed by mid-level approvers without required supporting documentation (including receipts) and that receipts are not always being reviewed during the reconciliation process. This is a concern, as receipts are a key internal control in the transaction approval process to ensure the validity of PCard charges. Agency administrators should remind cardholders and approvers of the requirement for receipts and supporting documentation.

- **10-day Aging Report Monitoring** – **Michelle Oliver**

The 10-day aging reports are sent via email on a daily basis to all agencies, unless the agency does not have any charges 10+ days old. (Agency administrators should contact the Statewide Office if the agency has transactions 10+ days old and a report is not received.) Administrators should use these emails or other internal reports to monitor the timely processing of the agency's PCard charges. This may include forwarding the daily report to the approvers. Administrators should keep in mind that delaying payment to the bank can affect the credit limit and available balance of the corporate account, which can cause cards to decline. This is especially crucial during the holidays, when skeleton crews are in the office. PCard charges should continue to be paid on a timely basis. ***Note***: Duplicate 10-day aging reports may be received by the agency administrators after changes are made to the report by the Statewide Office.

- **Management Representation Letters** – **Michelle Oliver**

It is time again to submit the annual "Rep Letters". Christina Smith, Director of Accounting and Auditing, will email a request for the Rep Letters to the administrative directors, and I will forward the email to the agency PCard administrators. Those emails should be sent in January.

- **Other Questions/Comments:**
    - A question regarding receipt requirements for online purchases was asked. The cardholder should receive an online receipt or email/electronic notification of the purchase that provides the details of a receipt.
    - A request was made for tips on processing credits. The Statewide Office sent an email with the information to the agency administrators on January 20, 2017.
    - The Reconciliation Report in RDS did not run for November. Information Warehouse is aware of the issue and working to resolve it.

The Statewide PCard Administrator's Office wishes everyone a happy holiday and a wonderful 2017!