

P-Card Quarterly Roundtable Meeting
June 3, 2015
1:30 – 3:30 p.m.

Attendees:

Lisa Bacon – OA Accounting	Andrew Mitan – OSCA
Sandy Bennett – SOS	Jocelyn Oligschlaeger – OA Accounting
Debbie Davis – DIFP Credit Unions	Dee Pardue – MODOT
Rachel Dietzel – DESE	Laura Payton – DNR
Ashley Fick – MODOT	Sherry Reeves – DED
Jodi Goodrick – OA Accounting	Lindsay Sanders – DED
Dale Hollingsworth – DESE Vocational Rehab	Jon Schnieders – DSS
Stacey Jacobs – Tax Commission	Laura Stark – DOR
Lenard Lenger – DOC	Deanna Tillison – DHSS
John Long – DMH	Janett Walker – DHSS
Sandy Melton – SOS	Karen Wood – Agriculture

OA Representatives: Dwayne Rasmussen & Chelsea Siebeneck

UMB Representatives: Kent Beyer, Tim Jackson & Ron Sager

Welcome

Chelsea welcomed the group to the meeting and thanked them for coming. She then handed the floor over to Tim to get things started.

In Command Update – Roadmap & Demo

Tim briefly discussed how suggestions, complaints, and questions for In Command were being brought to First Data and that UMB was working very hard to get items on the “In Command Wish List” checked off and implemented. Tim then handed the reigns over to Kent who introduced himself and shared the role that he plays with In Command. Kent then went over the future roadmap for In Command updates, detailing some of the changes that coordinators and cardholders will see coming. Some of the main points of these upgrades are to get the system where it is working with all browsers and much more user friendly. Phase 1 of the In Command roadmap was implemented in May 2015 and focused on cardholder screens. Phase 2 will occur sometime in Fall 2015 and will be geared towards the Card Management functions. Phase 3, which is due to take place in the Spring of 2016, will update any remaining screens. Kent then noted that at some point, the “Previous Version” screen that we now can go back to in the system will be going away. Kent then demonstrated many of the new functions from the May 2015 update. These demonstrations included the “Statements” screen as well as the “Transactions” screen. He also answered several questions regarding both the new and old versions, ranging from pulling statements, to what to expect for strategy and limit changes in the future. Finally, Kent reminded the group that although Commercial Card is not going away for cardholders, the biggest benefit of using In Command is that the cardholder can pull greater than three months worth of data.

Monthly Audits

Dwayne then stepped up and discussed the monthly audits that have been taking place since March 2015. He reminded the group that the purpose of these audits is to assure that the p-card is being used appropriately and in accordance with policy. He then discussed how there were several concerns on the timing issues involved with the monthly audits. Because of these concerns, he explained the new audit process that is going to be tested out. This process will include two types of audits a month. The first audits, Verification Audits, will take place as transactions occur and red flags are thrown up. Chelsea will contact the coordinator and ask for verification of the transaction and the justification behind it. No documentation will be required for these audits. Post Payment Audits will then take place at the beginning of each month for two months prior (May will be audited in July). These audits will be much more similar to the ones currently taking place and will require the necessary documentation to be provided.

Chelsea then commented on the most common current audit findings that she has been seeing. The first of these items was interagency payments. She reminded the group that payments to other state agencies, including entities such as the Children's Trust Fund, were unallowable on the p-card. Sales tax was the other item that she mentioned found on several audits. Although in most cases there was a note that the tax was being credited on the next month's statement, Chelsea reminded the group that it was better to be proactive and remind all suppliers that Missouri is a tax exempt entity.

Program Updates

Lastly, Chelsea briefly discussed two program updates. The first of these updates was strategies. She informed the group that all agencies had been switched over to the state-standardized In Command strategies. She also discussed how MNTD is considered the new VIP4 strategy and is intended to be used for override purposes only. The group was asked to look at their accounts and switch anyone with MNTD as a permanent strategy to reset it back to a general one unless absolutely necessary. The second program update regarded new accounts. Chelsea just reminded the group that if new accounts were setup outside of In Command, to please send them directly to Kevin Meyerhoff, the p-card mailbox or herself. She has noticed several being sent directly to the commercial card email address, but because the state cards vary from the other new accounts, they will not be setup correctly by getting sent to this email address over one of the others.

Questions / Closing Remarks

In closing, Tim asked if there were any questions. It was asked when the state could expect the EMV chip card transition to take place. UMB responded that it will likely be September/October, but that they were currently in discussions with OA regarding the change. No further questions were asked and the group was dismissed. Both OA's representatives and UMB's representatives answered individual questions after the meeting.