

**P-Card Quarterly Roundtable Meeting  
June 8, 2016  
1:30 – 3:30 p.m.**

**Attendees:**

Stacey Jacobs - STC	Amber Whittle – DSS	Stacey Morrison – DMH
Susan Randall - DHE	Theresa Mc Donald – DSS DFAS	Susan D Wood – DOC
Tim Karle - DMH	Amy Morgan – MDC	Jodi Goodrick – OA
Sharon Biggs - DNR	Ashleigh Curran – MDC	Lisa Bacon – OA
Carolyn Swanigan – OA OCA	Sylvia McGhee – OA GS	Garrett Pitts – DIFP – PR
Sara Hagenhoff – DESE FAS	Pamela Hodges - DOR	Donna Moore – DPS – FS
Tammy Paterson – DOLIR	Tom Veasman – MoDot	Shalonda Graham – DHSS
Lisa Pardue – DOLIR	Janett Walker – DHSS	Andrew Mitan – OSCA
Rachel Shelley – DESE	Reva Hutchison – DMH	Christine Laughlin – DPS Highway Patrol
Lindsay Sanders – DED	Karen Wood – MDA	Ralph Poettgen – DHSS
Shelly Drake – Lottery	Alan Clements – MDA	Danielle Rikard – DPS Gaming Commission
Amanda Hackmann – DESE VR	Debbie Davis – DIFP Credit Union	Ashley Thomas – DIFP PR

OA Accounting Representatives: Dwayne Rasmussen, Sriparna Tarafdar

UMB Representatives: Tim Jackson, Ron Sager

**Welcome**

Sriparna welcomed the group to the meeting and thanked them for coming and also to those who attended the webinar. She then went over the agenda for the afternoon and then handed over the reins to Tim to get started.

## **Managing Program Risks – Tim Jackson (UMB)**

Tim started the discussion about managing the program risk by identifying the vulnerabilities based on the P-card programs. The most important part is to see that the infrastructure such as people and technology are adequate to support the program. Each agency should also assess how strong or sufficient the relationship they have with the card issuer. Tim mentioned in this case, the relationship between the agency and the UMB. In order to nurture the relationship, we have the quarterly round table meeting to keep up-to-date regarding the new technologies that are available. Also, the agencies have the contacts of UMB for day to day activities.

Secondly, he mentioned the need of good communication. A cardholder should be aware of policy & procedures, documentations, timeline, responsibilities related to the card, knowledge of appropriate access of online tools, and how to secure the account number, or else there will be a damaging effect. Tim mentioned that the agency should review the card distribution and activities to ensure that the cards are being utilized effectively. He also emphasized on the importance of policies and procedures being properly followed by the cardholders, and the need of appropriate control over the cards. The agency needs to recall the cards if there are frequent violations of policies and procedures like missing sales tickets/documents, timeliness of reporting expenses, and using the card inappropriately.

Tim pointed out the common abuses that the agency may face such as:

- Difficulty in obtaining documentation
- Cardholder-vendor relationship
- Cardholders/reconcilers unwilling to delegate the control
- Adequate review by non-cardholder reviewers of the transactions
- Associate life style out of normal
- Associate personal issues
- Out of pattern buying
- Multiple lost/stolen cards and account compromises
- Corporate liability waiver program

Precautions can be taken by auditing the program, red flag the cases for difficulties in receiving the documentations or where changes in purchasing habit are observed, and pulling data by vendor type from Intellilink. Tim referred to some more technologies that may assist in monitoring the program. Use of EMV chip cards will prevent some abuses and this will get better if more and more merchants are using this technology. Intellilink may help in developing data report and audit the program. Online reconciliation processing should be used to automate cardholder transaction through Accounts Payable processing, and authorization control. Apart from these he showed some examples of how to develop different reports from Intellilink through training.

## **Reminders – Sriparna Tarafdar (OA)**

Sriparna discussed the rejected payments cases by going over some statistics of the current rejected payments which is nearly 30 per month. Previously it was under 20. Sriparna explained that there are three most common reasons why the payments may be rejected: 1) the sequential digit on the end of invoice #, 2) the invoice # is left blank, and 3) the account # includes an error-transposing digits, more

than 6 digits, etc. She explained the correct invoice # format and mentioned that she can email the correct invoice # format if it is required by any agency. She also reminded the group that interagency payments are strictly not allowable on the PCard. She also mentioned that documentation is not required for any interagency payment for the audit responses. It is a reminder not to do those payments.

### **IntelliLink Training – Tim Jackson (UMB)**

Tim demonstrated the different tools of reporting in Intellilink. He defined Module – Company Unit as a tool that allows modifying the company unit settings. For example the coordinator can add employee to the hierarchy and move an employee to different level. In order to learn more about this tool, agency coordinator can ask Kevin or Tim so that can help them to walk through the hierarchy. Tim demonstrated several reports in detail such as 1) Card Activity Report – This is a key report that helps users to identify the last activity on a card, actual spend, average spend, etc. 2) Administration – Data Analyses – The tool allows different ad hoc reports to be created. 3) Administration – Account Management –(a) this allows to obtain an account listing. It is also a key in providing user activity information, such as credit limit, spend limit, expiration date, last posting date,( b) If “ Last Posting Date” is blank, then this means the cardholder has not purchased anything since the account was opened. This would be a good report to see if a user has not used their card. 4) Transaction Search – Company – (a) this report has multiple functions, including the ability to search for specific person or agency (b) this report also allows identifying potential inappropriate payments c) He suggested some of the settings which can be followed in order to produce a report (d) This report can be saved as a template and can be scheduled once, daily or weekly, and can provide the email address to be send. 5) Supplies – this report allows you to identify the top vendors during a period of time. One can see individual receipt information by drilling down to the “Transaction Line Item” tab. 6) Spending Pattern – this report looks at average purchases and then identifies significant or unusual purchases based on dollar amount. 7) Transaction Limit Monitoring – this report helps to identify potential split purchases, and a date range is required. Tim and the p-card coordinators also discussed the procedure to set up the Intellilink access for the agency.

### **Closing Remarks – Tim Jackson (UMB)**

Tim asked for any further questions and concerns and dismissed the group and the webinar. Both OA’s and UMB’s representatives responded to individual queries after the meeting.