TAMUCC currently does not have a PCard Expense Reports and Receipts Depot where reports can be scanned, and sent directly into, in a timely and effective manner that provides easy access for the Procurement and Disbursement Department to warehouse and audit Expense Reports.

OUTLINE

- Background
- Discussion:
  - Facts/Assumptions
  - Courses of Action (COA)
    - Implement PCard Expense Report Depot in Laserfiche
    - Compromise
    - Maintain Status Quo
- Screening Criteria
- Surviving COAs
- Pros & Cons
- Benefit of PCard Depot
- Conclusion
- Questions
BACKGROUND

• Current method of gathering expense reports is for cardholders to scan and email their local funded expense reports (with no receipts) to the Pcard@tamucc.edu mailbox. All of these reports are checked in and eventually moved into Laserfiche. Very time consuming.

• All State funded expense reports and original receipts are hand delivered to the Purchasing Office every month for auditing.

• Goal is to create a PCard Expense Report Depot where the cardholders can upload their monthly State expense reports (with receipts) for warehousing, safekeeping, and auditing.

BACKGROUND cont’d.

• Would like to imitate TAMU’s current process. They have a system where their cardholders scan and upload their State reports and receipts on or around the same date every month.

• TAMU Auditors retrieve these expense reports for auditing.

• TAMU Auditors randomly select a department every month and audit the whole department’s cardholders local funded expense reports. A request is sent to the department and reports are scanned and deposited into their system for auditing.

BACKGROUND Cont’d.

• This process would eliminate the cardholder having to scan and submit the local expense reports every month to the Purchasing Office. They would only scan and submit local funded expense reports and receipts when they are selected for a random audit. This will save the cardholder/admin and the PCard Coordinator time and effort that can be used on other projects.

• We would still have a “check in” process to make sure cardholders are reconciling their accounts “on-line”. This will be done through the download from GCMS.

• We would still monitor defaulted accounts and audit a complete department instead of individuals.
BACKGROUND Cont’d.
- We would require all reconciliations State and Local to be reconciled on-line on/or by the 15th of every month.
- All State expense reports will need to be scanned and submitted to Purchasing Office on/or by the 15th of each month. This will allow us ample time to audit and prepare our accounting reports in a timely and effective manner.
- Random local funded expense reports would have a different deadline on/or around the 20th of each month and this audit would be done separately from the State audit.

FACTS
- Individual filing systems exist
- Not sure if receipts are being kept for local funds
- PCard office does not have easy access to local account receipts
- Not sure if cardholders are in compliance with policy and procedures until audited
- Two different deadlines for submitting reports exists

ASSUMPTIONS
- Having a depot for cardholders to scan and upload their State funded reports will streamline the submission process.
- Having one deadline will help ease the confusion for submitting the reports.
- PCard office will have scanned copies of all State expense reports and receipts for auditing purposes.
- Will eliminate the need for PCard Auditor to visit the individual cardholder at their office to perform an audit on local funded expense reports.
- Will enhance the auditing process and promote going paperless, be effective, efficient and in compliance with TAMUS & TAMUCC system & procedures.
- End users will like this new system.
COURSES OF ACTION

- COA I – Create a PCard Expense Report Depot in Laserfiche
- COA II – Compromise by accepting scanned copies of State and Local reports with receipts via the copier scanners sent directly to PCard@tamucc.edu email account
- COA III – Maintain Status Quo

SCREENING CRITERIA

- COA I – Need to get examples of reports and receipts to the Laserfiche administrator for testing. He said this is feasible and he is willing to work with us to create this depot.
- COA II – Need to check with Reggie Wade to see if scanners on campus have the capability to scan and email reports directly to pcard@tamucc.edu. If so, this will eliminate the problem of reports and receipts being too large to send via email as an attachment.
- COA III – Maintain Status Quo – do not make any changes to current process.

PRIOR COORDINATION

Nelly Dominguez – Concur
PCard Coordinator
- We currently are getting some expense reports scanned directly to PCard@tamucc.edu and some are scanned and then sent to the PCard email. The reports currently do not include any receipts.
- Expense Reports for State transactions are currently being hand-delivered to our department.
- Having all reports scanned directly to Laserfiche (with receipts) would eliminate all the extra work involved with moving each report off of the email account over to Laserfiche and having cardholders hand-deliver the reports with State activity to the Purchasing Office.
- Submitting expense reports with receipts will help in auditing purposes for System/State and PCard audits.
- Having one deadline for expense reconciliation and submission of reports would eliminate the cardholder confusion of when a report is to be scanned and submitted to PCard.
PRIOR COORDINATION (Cont.)
David Davila - Concur
Director of Procurement & Disbursements

- We tried to implement something along these lines in September 2012 and we ran into resistance.
- Some administrative assistants did not have scanners and the expense reports with receipts were too large to send via email.
- We ended up accepting this idea and kept getting scanned copies of the expense reports without receipts.
- We started researching the possibility of implementing a "PCard Repository" where cardholders could scan their expense reports directly into Laserfiche.
- We started a conversation with IT folks and due to the heavy workload in Purchasing the project went cold.

PRIOR COORDINATION (Cont.)
Bobby Martinez - Concur
Systems Support Specialist III

- It is feasible to create a PCard Expense Report Depot for warehousing expense reports.
- There will be some research involved in determining the type of information being uploaded.
- It is possible that we can OCR the images as long as the reports are consistent.
- Due to the fact that receipts will also need to be scanned into Laserfiche, this could pose a problem.
- Examples of the types of reports that will be uploaded will need to be provided in order to determine the method of uploading reports.

PROs

- Have one deadline for cardholders to reconcile and upload their State funded expense reports – no more confusion of when reports are due
- Expense Reports for State transactions will not need to be hand delivered to PCard office (we will accept scanned copies as the originals)
- PCard Auditor will not need to visit individuals at their office to conduct an audit
- Able to accept photo copies of receipts
CONS

- Cardholders unable to scan large expense reports
- Time consuming – too much scanning
- Not everyone has a smart phone to upload photos of receipts

BENEFIT OF PCARD DEPOT

- Streamline monthly expense report process
- Eliminate hand delivery of State expense reports
- PCard office will be able to accept scanned copies of State and randomly selected Local expense reports and receipts as “original” documents
- In compliance with rules and regulations
- PCard office will be prepared for “spot” audits by System and State Auditors

SURVIVING COA’S

- COA I – This is the preferred method, this imitates TAMU’s current PCard auditing process.
- COA II – If unable to proceed with COA I, we can live with this option.
- COA III – This process should become obsolete because it is time consuming for cardholders to hand deliver their State expense reports. Receiving only the local funded expense reports without receipts is not providing enough information for a good audit. When a cardholder leaves TAMUCC, we do not collect their expense reports/receipts and if we need to pull their report(s) for an audit, (after they are gone) the new employee could have “cleaned out” the desk and get rid of reports and receipts that belonged to the former employee.
RECOMMENDATION

Create a PCard Expense Reports “Depot” in Laserfiche where cardholders can scan and upload expense reports directly into Laserfiche for both State and local expense reports. This will streamline the gathering of PCard expense reports and receipts in a timely and effective manner. This will provide easy access for the PCard Coordinator in warehousing and auditing reports which will further enhance our compliance efforts and help in monitoring potential fraud.

CONCLUSION

- A PCard Expense Report Depot seems to be the most effective method to gather and warehouse PCard expense reports. This will help cut down the time spent by the PCard Coordinator to physically ‘move’ items from the PCard email account over to Laserfiche. Thereby, freeing up time to conduct more audits.
- Cost: Will not need to purchase new software – will use existing Laserfiche. Will work with System Support Analyst to achieve.
- Training: We will need to conduct trainings to get everyone on board. Train first and then implement the process the next month.
- Usage: Most departments have scanners they can get setup to email reports.

QUESTIONS