



JUSTICE ADMINISTRATIVE  
COMMISSION



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# JAC - PCard Works Charge Approvals – Refresher Training

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# PCard Works Training - Objectives

- Public records reminders related to PCard Works
  - Redactions on receipts – what should and should not be redacted
- Receipt requirements – examples of proper and improper receipts – solutions for improper receipts
- Documenting receipt of goods/services
- Uploading receipts - steps

# PCard Works Training – Objectives (cont.)

- Coding transactions - Organization-EO & Category
- Prepaid transactions – what to do if the goods are not received but must be prepaid
- Open forum – ask questions regarding PCard Works

## Works Roles Used by the State of Florida

Allowable Tasks	Roles					
	Accountholder	Secondary Accountholder	Approver	Accountant	Scoped Auditor	Scoped Administrator
Review details of a transaction	X	X	X	X	X	X
Assign or modify general ledger values	X	X	X	X		
Add comments	X	X	X	X		
View comments & supporting documentation	X	X	X	X	X	X
Add receipts & supporting documentation	X	X	X	X		
View receipts & supporting documentation	X	X	X	X	X	X
Flag a transaction			X	X		
Divide Transaction	X	X		X		
Respond to a flagged transaction	X	X	X	X		
Dispute a transaction	X	X	X	X		
Sign off on a transaction	X	X	X	X		
Resolve transactions that have been returned by FLAIR				X		
View authorization log	X					X
Print transactions	X	X	X	X	X	X
Create, run & view reports	X	X		X	X	X

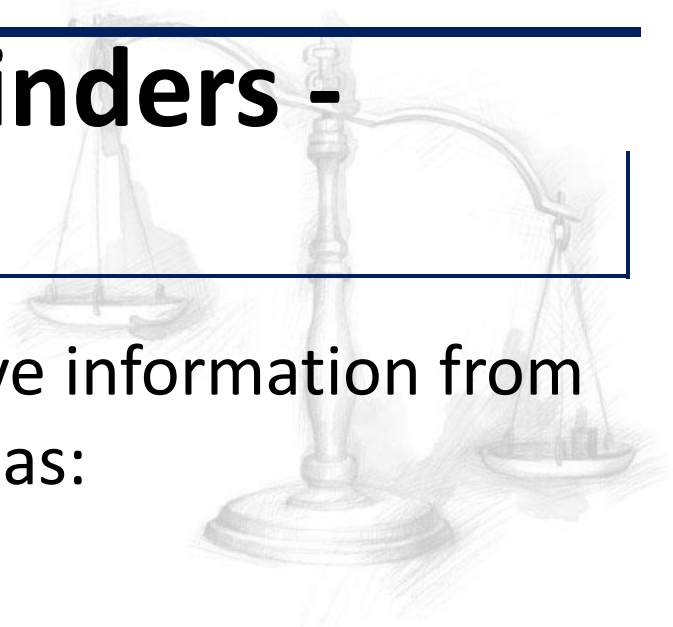


# Public Records Reminders - PCard Works

- Bank of America (BOA) –Custodian of records for PCard Works
  - BOA has a contract with the State [Dept. of Management Services (DMS) and Department of Financial Services(DFS)] to utilize the BOA Works system for PCard administration and charge approval
  - BOA & DFS have indicated that they will contact JAC should a request be made for PCard records
    - However, JAC has no control over this process

# Public Records Reminders - PCard Works

- Redact confidential or sensitive information from receipts and documents such as:
  - Home addresses of employees
  - Case information
  - People First ID or other identifying numbers
  - Extraneous information not needed to verify the validity of the charge
  - Other sensitive information
- Reminder – virtually everything in PCard Works is a public record (except for information exempted by law)





# PCard Purchases – Authority to Use State Funds

- PCard purchases must be authorized by law; same standard that applies to all purchases with state funds

**“Agencies shall only schedule those disbursements or transfers of funds authorized by law. If such authority is not apparent, the agency must cite the law which either provides the authority to expend funds for the purpose under consideration or necessarily implies the authority to carry out the authorized duty or function.” (DFS Reference Guide for State Expenditures)**

# PCard Purchases – Authority to Use State Funds

- Allowable purchases are: goods and services necessary to support the operations of your office, travel expenses, due process costs, conference registration fees, other
- If the purchase is out of the ordinary and may raise questions, please provide a memo explaining the authority to make the purchase and how the purchase is essential to the agency
- The memo will be included with the receipt and uploaded to Works



# Receipts – The Good, the Bad and the Ugly

- Most offices are doing a good job uploading appropriate receipts to PCard Works
- Receipts should be legible and define what was purchased
- Good practice to have the cardholder sign and date the receipt; acknowledging receipt of goods or services. **Note: must have accountholder signature if secondary accountholder signs off on the charge**
- Receipts without adequate description of goods and services – hand write on the receipt a description or provide other documentation



Thank you!

# Receipts – The Good, the Bad and the Ugly

- If a receipt is not available for a PCard charge, a replacement receipt should be used



## State of Florida Purchasing Card Program Replacement Receipt Form

Original Receipt was (check one):  Lost  Not obtainable  Poor Condition  
 Other: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Phone: \_\_\_\_\_ Vendor FEID: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Date Received: \_\_\_\_\_

Purchase Amount: \$ \_\_\_\_\_



# Receipts – The Good, the Bad and the Ugly

- Documenting receipt of goods and/or services required on all purchases with state funds
- Account holder signs and dates the receipt indicating receipt of goods and services, or
- A stamp may be used, similar to the stamp below

Date Invoice Rec'd	<u>4/10/16</u>
Date Goods Services/Rec'd	<u>4/16/16</u>
Date Goods Inspected/Appv'd	<u>4/18/16</u>

# Receipts – The Good, the Bad and the Ugly

- DFS may do a charge review at any time; you want your charges to have good receipts
- Samples....



# Prepayments

- Generally, the state only pays for goods and services once received and approved
- It should be rare to pay a cost before receiving goods or services
- Occasionally it is necessary to prepay for goods or services
  - If the goods or services are necessary and can only be obtained with pre-payment (e.g. subscriptions)
  - Provide a statement with the receipt



# Prepayments

- Sample statement to accompany prepayments:

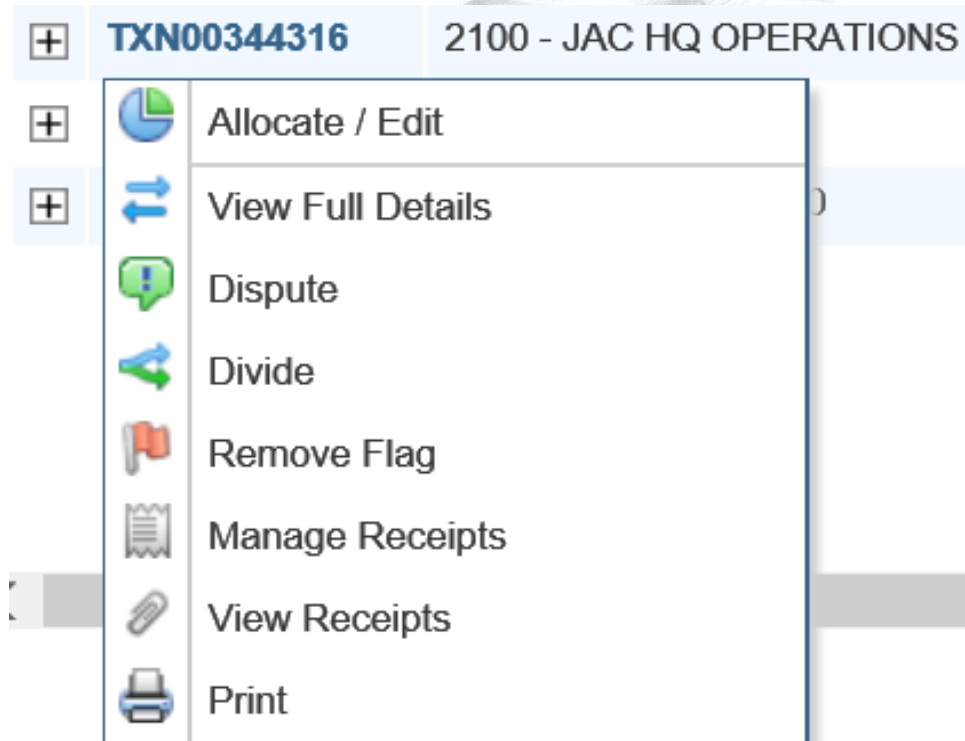
“The goods or services are essential to the operation of a state agency and are available only if advance payment is made.”

- Charge should be approved, not held



# Uploading Receipts to Works

- Click on the transaction ID to display the menu
- Choose manage receipts

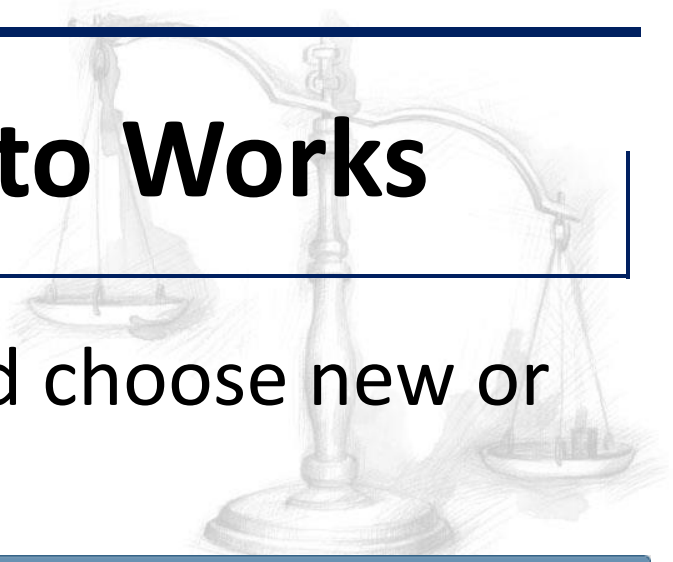


The screenshot displays a software interface with a transaction ID 'TXN00344316' and the text '2100 - JAC HQ OPERATIONS'. A context menu is open, listing several actions:

Icon	Action
+	TXN00344316
+	2100 - JAC HQ OPERATIONS
+	Allocate / Edit
+	View Full Details
	Dispute
	Divide
	Remove Flag
	Manage Receipts
	View Receipts
	Print

# Uploading Receipts to Works

- Click the “Add” button and choose new or stored receipt



103269552074 - Receipts
✕

	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
<input type="checkbox"/>				<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	11/14/2019	<u>MEYER JR, RONALD</u>	10/25/2019	<b>Rocket invoice 2110170538</b>	68.2 KB	20-00054 - Software Invoice	TXN00344316
<input type="checkbox"/>	10/31/2019	<u>MEYER JR, RONALD</u>	10/25/2019	<b>Rocket Software - 20-00054</b>	165.8 KB	20-00054 - Software	TXN00344316

0 Selected | 2 items
Show  per page
Page:  of 1

Add ▼

Remove

View PDF

New Receipt

Stored Receipt



# Uploading Receipts to Works

- When clicking new, you can browse for a receipt stored on your computer
- Fill in the appropriate information and click OK

**Add Receipt** ✕

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed\* and compressed file must be less than 1MB.

\*Note: PDF files are not compressed and must be less than 1MB natively.

**\* File to Add:**

**Receipt Date:**   mm/dd/yyyy

**Description:**

# Uploading receipts to Works

- Receipts may be uploaded by accountholders, secondary accountholders, approvers and accountants
- Receipts may not be uploaded to a charge after the charge has been closed by the accountant (JAC)
- Don't forget any needed redactions

# GL Codes – Accounting Codes on Charges

- Within PCard Works, many cards may be used for both operations and for due process/case costs
- The correct Org-EO and category combination determines which fund pays for the charge
  - Due process/case related
  - Operations/expenses
  - Trust Fund

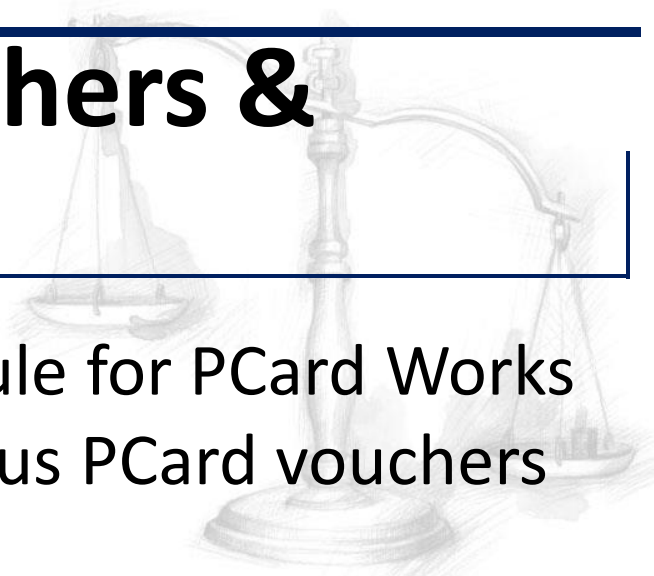
# GL Codes – Accounting Codes on Charges

- If you need assistance choosing the correct Org-EO and category consult with the fiscal staff in your office
- JAC can assist if needed; call Vicki, Dina, or Merry
- JAC staff may change the Org-EO and category on behalf of your office, if needed
- If something is inadvertently paid from the wrong fund & category, JAC may process a journal transfer (JT) to move the expense to the correct fund and category



# PCard Works – Vouchers & Warrants

- FLAIR issues a voucher schedule for PCard Works transactions – same as previous PCard vouchers



STATE OF FLORIDA		VOUCHER SCHEDULE		DATE	S-W/Agency Voucher No.	
OLO	210000	PURCHASING CARD VOUCHER - RETAIN ALL DOCUMENTATION			D00-0021-8709	
DEPARTMENT	JUSTICE ADMINISTRATION			013838		
SITE	JUSTICE ADMINISTRATIVE COMMISSION					
VENDOR ID NUMBER OR EMPLOYEE ID		PAYEE	OBJECT CODE	TRANS CODE	TRANS CODE	
F510313900002		PURCHASING CARD - NATIONSBANK	1327	100.00	--- INVOICE(S) ---	
NON-EMPLOYEE		DROPBOX			OBJECT	AMOUNT
						100.00

A warrant number is also issued for this payment that may be located in with a FLAIR login, or on the FLAIR vendor website



# PCard Works – Vouchers & Warrants

- To look up a warrant number you need the nine-digit numeric portion of the vendor ID used on the transaction
- In this example the vendor ID is: 260138832

Open	Ready to Batch	Flagged	All							
Group	GL02: ORGANIZATION - EO	GL05: APPROPRIATION CATEGORY	GL03: OBJECT CODE	GL01: VENDOR ID	Purchase Amount	Vendor	Uploaded Receipt	Date Purchased	Date Posted	
hq							All <input type="button" value="v"/>			
2100 - JAC HQ OPERATIONS	21300000000-B2	040000	223000	F223372889002	252.49	VZWRLLSS BILL PAY VB	Yes	09/05/2019	09/06/2019	
2100 - JAC HQ OPERATIONS	21300000000-B2	040000	223000	F223372889002	252.49	VZWRLLSS BILL PAY VB	Yes	09/05/2019	09/06/2019	
2100 - JAC HQ OPERATIONS	21300000000-B2	040000	341021	F911646860002	144.36	AMZN Mktp US UX3R25KX3	Yes	09/07/2019	09/09/2019	
2100 - JAC HQ OPERATIONS	21300000000-B2	040000	461601	F530196605013	92.00	AMERICAN RED CROSS	Yes	09/13/2019	09/16/2019	
2100 - JAC HQ OPERATIONS	21300000000-B2	040000	341024	F263694137001	159.00	FOXIT SOFTWARE	Yes	09/13/2019	09/16/2019	
2100 - JAC HQ OPERATIONS	21300000000-B2	040000	341024	F263694137001	318.00	FOXIT SOFTWARE	Yes	09/13/2019	09/16/2019	
2100 - JAC HQ OPERATIONS	21300000000-B2	040000	210001	F202559624002	9.99	ZAGG INC	Yes	09/26/2019	09/30/2019	
2100 - JAC HQ OPERATIONS	21300000000-B2	100777	132778	F260138832001	100.00	DROPBOX RB9XMRCKLLNR	Yes	09/27/2019	09/30/2019	
2100 - JAC HQ OPERATIONS	21300000000-B2	100777	132778	F260138832001	100.00	DROPBOX 379C7SDQSGQT	Yes	10/27/2019	10/28/2019	
2100 - JAC HQ OPERATIONS	21300000000-B2	040000	341021	F0433908160	21.03	STAPLS7226744474000001	Yes	11/01/2019	11/04/2019	



# PCard Works – Vouchers & Warrants

- On the FLAIR VH – Vendor History screen enter the nine-digits and a date and press enter (this works for any payment type)

VHI1 11/18/2019 10:31:47

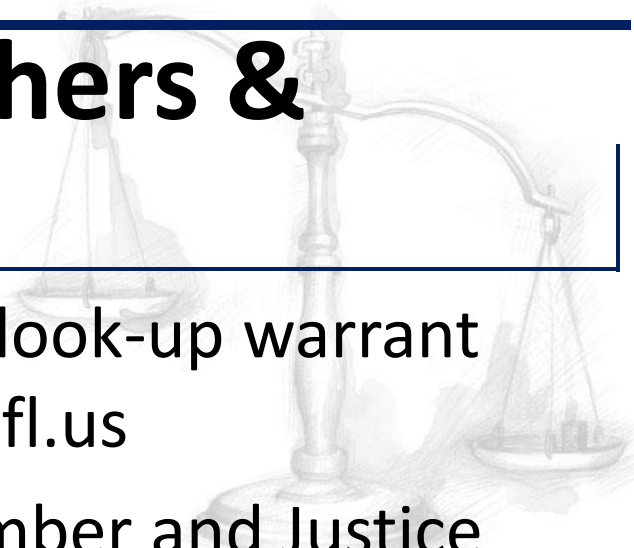
VENDOR PAYMENT HISTORY - INQUIRY BY VENDOR NUMBER

SEL	ACCOUNT CODE VENDOR NO	SWDN	CFI OBJ	CNTR	AMOUNT PYMT: TP	VCHR NO NO-----	CFO REC DATE	PAY CANX
-					11.99 8	V013226 0252938	10/31/19 11/04/19	PUR
	21-101-000069-21300800-00-100777-00 F260138832001	D0000218709	1327		100.00 8	V013838 0262874	11/06/19 11/08/19	PUR

VEN NAME: DROPBOX



# PCard Works – Vouchers & Warrants



- On the FLAIR website you may look-up warrant information also: [flair.dbf.state.fl.us](http://flair.dbf.state.fl.us)
- Enter the nine-digit vendor number and Justice Administration – for the agency (this works for any payment type)

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 260138832

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2019/11/04	<a href="#">0252938</a>	DROPBOX	PURCHASING CARD	V013226	033315100	<a href="#">11.99</a>

FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415

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2019/11/08	<a href="#">0262874</a>	DROPBOX	PURCHASING CARD	V013838	034438200	<a href="#">100.00</a>
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415

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# Refunds owed to the State Related to PCard Charges

- Occasionally charges are made to PCards in error that need to be refunded to the State - for example:
  - Meals charged to a hotel room in error
  - Personal expenses of any kind inadvertently charged to a PCard
- If a refund check from an employee is needed; the check should be made payable to your office or JAC
- For the refund to be applied correctly in FLAIR, the warrant number and warrant date should be submitted to JAC Revenue



# Refunds owed to the State Related to PCard Charges

- If the refund is related to travel expenses and the employee travels frequently
  - You may deduct the amount owed to the State from the next travel voucher
  - Use the space provided on the travel voucher
  - Document the refund well so that it is clear when the refund was done
- Make a comment in Works to indicate the method for the refund



# Credits Owed on PCard Charges

- Credits should be requested from merchants if:
  - Florida Sales Taxes are charged in error
  - PCard charge is greater than the purchase amount
  - An item is returned because it is not as ordered or is damaged
  - Other charge error from merchant
- Credits will appear in Works and should be approved like charges
- Please provide a “receipt” in Works or some documentation showing the credit is correct

# Receipts Retention Schedule

- Your office is considered the original owner of the receipts and documentation for PCard transactions
- Each office should maintain the original vouchers, receipts, and all supporting documentation for a minimum of five fiscal years provided all applicable audits have been completed

# Open Forum – Ask Questions about PCard Works

- How can JAC help...
- Questions about Works itself – how to move around; navigation...
- Questions about receipts...
- Questions about Works user roles...
- Questions about the approval process...
- Questions about refunds...
- Other questions...

# Resources – JAC Website: justiceadmin.org

- Click Services > Financial Services > Purchasing Card Administration



The screenshot shows the website header with the Justice Administrative Commission logo and an American flag. The navigation menu includes Home, Services, Court Appointed/IFC, Due Process (CAC/IFC), Contacts, Search, and MyJAC LOGIN. The breadcrumb trail is JAC Home / Financial Services / Purchasing Card Administration. The main heading is Financial Services Resources. The sub-heading is Purchasing Card Administration. The text describes the PCard Administration's role in maintaining the PCard module within FLAIR, monitoring payments, configuring approval levels, issuing new cards, and handling fraud notifications. It also mentions resources for local offices, including guidelines, office PCard Plan, forms, training documents, and more, which require login to MyJAC. The section PCard Works Training Information, Manuals, and Job Aids lists four resources available at MyJAC, with dates for the first three: 8/27/19.

JUSTICE ADMINISTRATIVE COMMISSION

Home ▾ Services ▾ Court Appointed/IFC ▾ Due Process (CAC/IFC) ▾ Contacts ▾ Search ▾ MyJAC LOGIN

JAC Home / Financial Services / Purchasing Card Administration

## Financial Services Resources


### Purchasing Card Administration

The Purchasing Card (PCard) Administration resides within the Financial Services group. This involves maintaining the PCard module within FLAIR for all offices within JAC and monitoring of PCard payments, configuring the PCard approval levels, issuing new cards, and communications and information related to the PCard program. JAC PCard administration includes notification of possible PCard fraud to the offices we serve and to the Pcard-issuing financial institution.

JAC has developed numerous resources to assist local offices in managing the Purchasing Card program. Please click the link below to view the JAC Purchasing Card Guidelines; JAC Office PCard Plan; forms used to administer the PCard program; PCard Training documents; and more (must login to "MyJAC" to obtain this information).

### PCard Works Training Information, Manuals, and Job Aids

Additional PCard Works Training Information, Manuals, and Job Aids are available at "MyJAC". (Agencies must login to the "MyJAC" secure site.)

- [Introducing PCard Works - PowerPoint Presentation](#) 
- [Training - PCard Works for Accountholders - PowerPoint Presentation](#)  8/27/19
- [Training - PCard Works for Approvers and Accountants - PowerPoint Presentation](#)  8/27/19
- [DFS Training Resources - videos, manuals, and training aids](#) 