



# The Essential Guide to P-Card Management

DATABASICS WHITEPAPER

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If you are like the majority of your colleagues, your P-Card program has been around for quite a few years. Even if your program has not been around that long, it likely still reflects the feedback from procurement organizations across the country in facilitating for automation and improving cash flow, but falling short in a number of key areas, namely:

- Controls and compliance
- Security
- Monitoring and controlling spend
- Tracking receipts

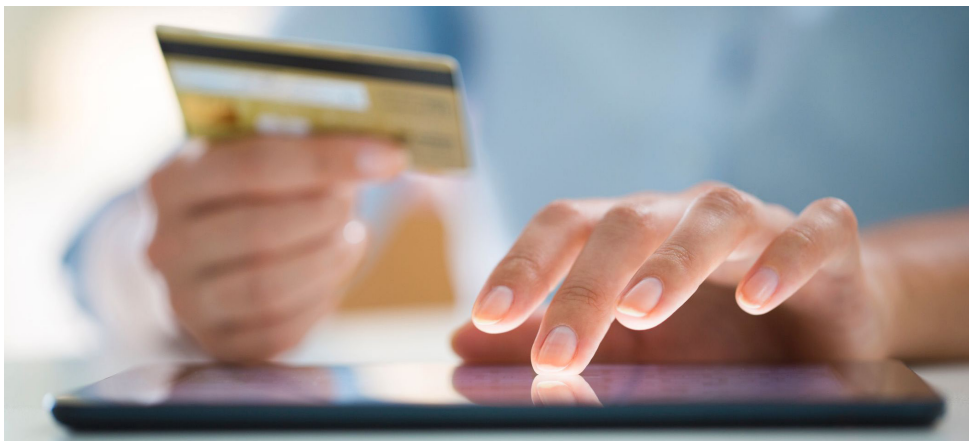
*(NAPCP, Trends in Commercial Card and Program Management (2017)).*

The tool you use for managing P-Card expenses is probably what is holding you back from realizing the full potential of your solution. Traditionally, P-Card expenses are managed on applications provided by the financial institution that issues the cards. Despite spend being distributed evenly between the two types of card programs, P-Card management is left short changed as T&E expense management has enjoyed enormous advances in feature functionality over the past few years.

Some argue that P-Cards and T&E Cards are not the same. While we agree that each have their own unique requirements, we do not believe that procurement departments should feel resigned to the fact that their options for management are very rigid and lagging well behind in innovation, flexibility, and ease of use to their T&E counterparts.

At DATABASICS, we believe that you deserve the best solution for managing your P-Card expenses: a solution that offers visibility, flexibility as well as seamless integration with your accounting/ERP system. We do not treat our customer's process needs as a commodity. DATABASICS allows you to manage the following procurement AND financial dimensions according to your requirements, not just our whim:

- Cost allocation or distribution, including account string (CoA)
- Policies and compliance
- Approval workflow, including audit



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## **COST ALLOCATION**

Whichever way your organization manages and reports financial data, DATABASICS allows flexibility to meet your requirement. Whether you post only actual expenses or you also include accrual data in your journal posting, our application allows you to control the process and offers tight integration for posting. For each step of the way: from initial budgeting and the point of sale, through the workflow and posting logic, DATABASICS offers visibility and compliance mechanisms to simplify the user experience without requiring you to compromise on your requirements.

We've been working with customers in all industries and verticals for over 20 years, so we offer a solution that can facilitate for the most complex distribution requirement. Our goal is to make the application as simple as possible for the end-user, but ease of use does not have to mean sacrificing complex requirements on the back-end: Additional procurement or financial cost allocation dimensions, such as project/activity structures and people/group ownership, are easily accommodated for in a robust environment over which you have full control.

Ultimately, our commitment to our customers is to provide seamless integrations to the other systems in your business application ecosystem: whether you have one or multiple ERP systems (possibly in different currencies, with different full potentials) or a separate Business Intelligence (BI) system or other unique integration requirements. For DATABASICS, getting it right is not a "nice to have" in our implementations; ultimately your P-Card solution supports your profitability and overall company success.

## **POLICIES AND COMPLIANCE**

The DATABASICS policy engine allows for the definition and enforcement of any policy requirements, regardless of complexity. Policies are developed through a wizard that allows the administrator to define a rule against any data maintained in the system, whether externally sourced, provided by the customer, entered by the user, or generated by the system (e.g. audit trail information).

Procurement and Finance may have separate policies and compliance requirements that needs to be enforced in the P-Card management system. These requirements potentially overlap, but they may have different functional "owners." DATABASICS allows management of company rules and policies, as well as SOX and/or DCAA requirements, in a flexible rules engine. Rules can be assigned to a specific user, group of users, project, or project type according to your requirement.

As your policies and procedures change over time, the application allows you to effectively date these and provides full visibility of the changes made: who made them and when.

Standard Optical Character Recognition (OCR) functionality allows you to automate enforcement of policies in the application, and DATABASICS also works with third party services like denied party screening, and export, import, and financial trade compliance review providers. This can allow you to make the compliance process even more effective by removing costly and error prone manual steps in the process control function.

## APPROVAL WORKFLOW AND AUDIT

Ultimately, process control sits with the reviewers. Policy and rule exceptions can be flagged in the validation step, above, to allow approvers and process owners to focus their effort where it adds the most value.

DATABASICS offers its customers marked leading functionality in defining and maintaining approval hierarchies. The application's approval functionality includes a separate Audit module where very specific query based criteria can be set to trigger special attention even AFTER the invoice is paid and the expense is accounted for.

A large set of standard reports includes comprehensive workflow and approval reports. These not only allow reporting against validation infractions, but also include reporting against the activity that takes place in the approval process itself. Audit logs ensures that all application activity is recorded, and process owners have full visibility of the end to end lifecycle of a P-Card transaction. Process exception and be handled directly in the application and modifications to the standard process can take place at any time by authorized users.

## MANAGING MORE WITH LESS EFFORT

P-Card and T&E reporting are similar but not the same; DATABASICS is unique in allowing you full feature functionality for both processes in the same system. Ensuring shared feature functionality only where our customers requires this gives them the option of running two distinct processes in the same system. Segregation of ownership and responsibilities, even at the administration level, gives our customers flexibility, creates efficiencies of scale, and provides material return on investment. By leveraging shared data sets like users, activities, and charts of accounts and creating a business intelligence hub for expense information, DATABASICS offers a unique value proposition in the market place: flexibility, visibility, and control.

## ABOUT DATABASICS

DATABASICS provides customers with the most comprehensive solution to their fundamental business process requirements. Our system not only complies with the most stringent statutory and business requirements, but we also provide a proven method to implement cost efficiently and maybe most importantly: successfully.

You don't have to have a complex requirement to enjoy the benefits of the most sophisticated P-Card management tool available. DATABASICS provides an unsurpassed solution for all customers, whether yours is a lean team of 10 or a robust group of 50,000. Regardless of your size or the complexity of your requirement, our goal is your goal. We will meet your objectives and requirements in a rollout that marries your best practice and process with our best-in-class application.

**You've got a challenge? *We challenge ourselves to meet it.***

**We are a call or an email away with your solution:**

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**Email:** [info@data-basics.com](mailto:info@data-basics.com)

**Web:** [www.data-basics.com](http://www.data-basics.com)

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**About DATABASICS**

DATABASICS provides cloud-based, next generation Expense Reporting, Timesheet Management, and Invoice Processing automation. Specializing in meeting the most rigorous requirements, DATABASICS offers the highest level of service to its customers around the world.

DATABASICS is relied upon by leading organizations representing all the major sectors of the global economy: financial services, healthcare, manufacturing, research, retail, engineering, non-profits/NGOs, technology, federal contractors, and other sectors.



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**Questions?** Call us at 800.599.0434