

IC Coordinators Meeting 2/25/09

Attendees:

Olga Acosta-Polson, NIAID	Stephanie Greenleaf, CIT
Deborah Adams, NIAAA	Deeshanae, Jenkins, CC
Mary Armstead, NBS	Sachin Joshi, NBS
Teresa Arnold*	Shamay Knox, NIAID
Ginger Betson, NIDCR	William Martin, FIC
Ronda Boatright*	Deborah Murrey, Deloitte
Meghan Bourne, Deloitte	Amita Patel, NIMH
Antoinette Bridges, (Teleconference) NIEHS	Traci Pelan, NEI
Curt Brown*	Rebecca Preston, NICHD
Janice Brunson, CC	Robin Prigal, NCRR
Angela Burks, NIBIB	David Schneider, NHGRI
Marilyn Cuzzolina, CSR	Candace Scott, NINR
Inez Demery, NICHD	Amy Siller, NCI
Patricia Drake, ORF	Christine Spates, NIMH
Paul Errett, NICHD	Anne Sumner, NIDCD
Maria Fernandez*	Theresa Tolbert, NIMH
Linda Fitzwater, NINR	Donna Tolson, NIDA
Tammy Floyd, FIC	Jennifer Weidman, Deloitte
Michelle Foster*	Shiela Zichos, NIDA

*Purchase Card Program Office Staff

The Meeting Minutes from the 2/25/09 meeting were approved as submitted:

NBS Updates

Mary Armstead, Director, Acquisition and Logistics, NIH Business Systems introduced the new iProcurement Purchase Card Log Enhancements as follows:

- Required Sources Checklist
- Clearances Required
- Vendor Size Status
- Vendor List Price

A validation error will occur if the user fails to complete the mandatory fields listed above.

NBS will be adding future enhancements to the IProcurement Log to include the list price, NIH price and other features. The next enhancement release is scheduled for 11/09. IC coordinators should submit your "wish list" of enhancements for consideration and send the list to the Purchase Card Program Office. A consolidated list will be sent to NBS for consideration.

NBS is investigating reconciliation issues identified with cardholder transactions previously verified that are reverting to the matched or unmatched column.

Online Refresher Training Updates

- 81.25% of cardholders have successfully completed their Online Refresher Training.
- Cardholders will receive notification 30 days in advance of their online training anniversary date to complete refresher training.
- SSL issue for non-IE browsers (7 users):
 - This problem is not an application error but an infrastructure issue outside of OIT's control. The workaround is to instruct users to manually click on the "Add Exception" link that is displayed in the browser. This will occur on any internal NIH site that utilizes SSL, not just PCS or PCRT.
- There were several users who completed training, however, the previous year's training date was displayed on the certificate in PCS (15 users).
- When the training application went live on the 1/5/2009, there was a problem in which the application did not identify the correct training year. The problem was corrected on 1/7/2009. PCS sent an email to the users affected the same day stating they would not be required to retake the training. The PCS team generated certificate records for the users affected.
- A notification to complete online training was sent in error to users who previously completed training (5 users):
 - There was a problem with the notification which was corrected on 1/30/2009.
- Error message generated when certificate was being issued (13 users):
 - Thirteen users received an error message on 2/11/2009 after completing the final test. OIT diagnosed and corrected the error on 2/12/2009. Valid certificates were issued to the users affected.

Administrative Issues

- IC Coordinators need to ensure that purchase card applications are filled out completely and include a copy of the 508 Training Certificate, Green Purchasing

Training Certificate, and NBS User Access Form. If the forms are not included, the application will be returned and will delay processing.

- Processing a completed application takes two to three days for administrative changes and five to seven days for new applications.

Visa International charges a 1% fee for foreign currency conversions. Prior to 2005, the fee was included in the transaction amount. Currently, Visa is required to break out the fee as a separate line item.

Compliance Reviews

The compliance reviews are going well and the IC Coordinators were recognized for their assistance in achieving good results. The data mining project is underway and will be fully implemented soon.

The results of the compliance reviews are as follows:

- 341 compliance reviews conducted
- 251 in full compliance
- 90 in minor noncompliance

Reconciliation

As of 2/20/09, there were 4,362 unreconciled transactions and approximately 75% were February reconciliations. IC POCs should work closely with cardholders and CAOs to bring the number of unreconciled transactions down.

Next Meeting

The next IC Coordinators Meeting will be held May, 20, 2009 from 9:30 – 11:30 at the Neuroscience Building, 6001 Executive Blvd, Conference Rooms A1/A2.

The meeting adjourned at 10:40 am.