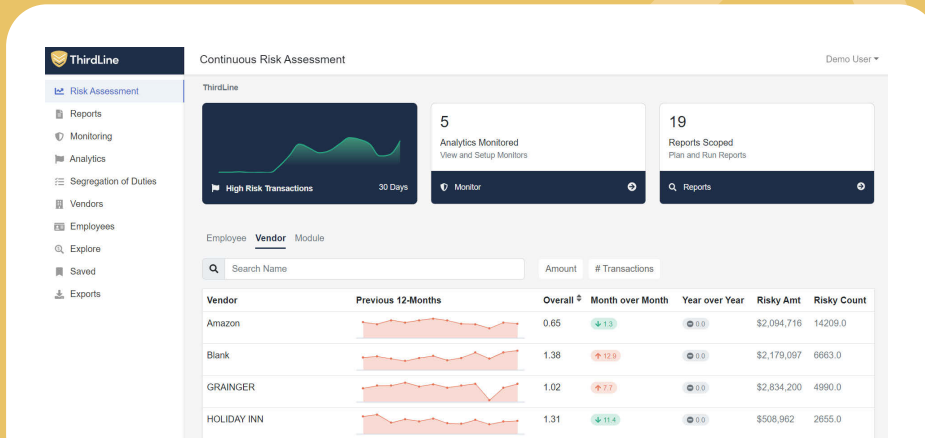


# Join a Local Government Purchasing Card Cohort: a Collaboration & Course for auditors, finance, and procurement



- Collaborate with other local govs and their teams
- **CPE** (pending approval from NASBA) for 1-2 hours a week for 6 weeks
- **20+ analytic results** on your P-card data + **new analytics created** based on your feedback.
- **Benchmark** your Results with everyone else.
- Walk away with a **Risk & Benchmarking Report**

- Join the next Cohort starting in May 2024
- Access to ThirdLine Software and your Analytic Results for 1 year
- \$1,999 for 1 person + \$200/per person

## 6 Weeks using Analytics to Uncover Risk & Fraud

In one hour a week we work as a group to learn about key concepts, then build important analytics



### Week 1: Process Steps, Risk, & Analytics

Kick off the Cohort by honing in on the process steps and mapping risks and analytics to each process steps. We will collaboratively create a Risk Wall together.



### Week 2: Consider Fraud in the Process Area

Investigate common types of fraud in the process area, learning to detect and prevent fraudulent activities. Use fraud analytics to create a report and sample to investigate your data for fraud.



### Week 3: Control Test Analytics

Identify and understand Control Test Analytics and what this means for your data. Control tests show failures in a policy, procedure, or process.



### Week 4: Benchmarking

Use benchmarking to compare and contrast processes risks across different government entities using your 20+ analytics. Target your assessment and report to where you are weak compared to others.



### Week 5: In-Person or Virtual: Analytics, National Standards, & your Policies

We will gather in-person as a group for 1 day to use your data to find valuable insights to take back to your government. We will map analytics to your policies and national standards like greenbook and yellowbook.



### Week 6: In-Person or Virtual: Write a Report

We will gather in-person or virtually as a group for 1 day to use your data to write a Report to take back to your government. Everything we have learned will be encapsulated and combined with your data.

# Purchasing Card Analytics for business process improvement, fraud detection, and training, benchmarked with your local peers.

| <input type="text" value="Search Name"/>                                                                          |        | <input type="text" value="Select Module"/> | <input type="text" value="Select Tag"/>                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Name                                                                                                              | Weight | Flags                                      | Description                                                                                                                              |
| Multiple Transactions, Same Vendor PCard<br><span>Audit</span> <span>Risk</span>                                  | Med    | 5,103                                      | Flags if multiple transactions are charged to the same vendor by the same Cardholder within seven days.                                  |
| Even-Dollar Transaction PCard<br><span>Fraud</span> <span>Risk</span>                                             | Med    | 1,544                                      | Flags if a transaction has an even amount (no cents).                                                                                    |
| Third Party Processors PCard                                                                                      | Med    | 1,502                                      | Flags when a Cardholder has a transaction with a third party processor.                                                                  |
| MCC Code Outliers PCard                                                                                           | Med    | 1,453                                      | Flags if a transaction is from a vendor with a merchant category code (MCC) used less than 6 times by this employee.                     |
| Duplicate Transactions PCard<br><span>Audit</span> <span>Fraud</span> <span>Risk</span>                           | Med    | 1,339                                      | Flags if multiple transactions within 30 days have the same charge amount, vendor, and date.                                             |
| Weekend Transaction PCard<br><span>Audit</span> <span>Risk</span>                                                 | Med    | 841                                        | Flags if a transaction was charged on a Saturday or Sunday.                                                                              |
| Flag Split Transactions By Department PCard<br><span>Audit</span> <span>Risk</span>                               | Med    | 777                                        | Flags if a department has multiple transactions within 30 days for a vendor that exceed the PO limit without a PO.                       |
| Vendor Employee Name Match PCard<br><span>Training</span> <span>Audit</span> <span>Fraud</span> <span>Risk</span> | Med    | 753                                        | Flags if the cardholder name matches the vendor name.                                                                                    |
| IT Purchases Keywords PCard                                                                                       | Med    | 697                                        | Flags if a the purchase has a key word in the description field indicating an information technology purchase                            |
| Flag Food Purchases PCard<br><span>Audit</span> <span>Risk</span>                                                 | Med    | 696                                        | Flags food-related transactions.                                                                                                         |
| Vendor With One Buyer PCard<br><span>Fraud</span> <span>Risk</span>                                               | Med    | 672                                        | Flags if a vendor has just one buyer (Cardholder).                                                                                       |
| Flag Split Transactions By Cardholder PCard<br><span>Audit</span> <span>Training</span> <span>Risk</span>         | Med    | 654                                        | Flags if a Cardholder has multiple transactions for one vendor within 30 days.                                                           |
| Benfords Analysis PCard                                                                                           | Med    | 520                                        | Flags if the leading digits in the amount field of an expense claim satisfy Benfords Law which is a standard test for anomalous numbers. |
| Monthly Spend Outliers PCard<br><span>Audit</span> <span>Training</span> <span>Risk</span>                        | Med    | 176                                        | Flags all transactions in a month if a Cardholder spends 1.5 times more than their monthly average.                                      |
| Transaction ending with even hundred PCard                                                                        | Med    | 143                                        | Flags if a transaction amount ends with an even hundred                                                                                  |
| Flagged Keywords PCard<br><span>Audit</span> <span>Risk</span>                                                    | Med    | 78                                         | Flags if a specified keyword is found in the transaction description field.                                                              |
| Transaction ending with even thousand PCard                                                                       | Med    | 11                                         | Flags if a transaction amount ends with an even thousand                                                                                 |
| Restricted MCC Codes PCard                                                                                        | Med    | 3                                          | Flags if a vendor is related to a restricted MCC.                                                                                        |



## **Purchasing Card Business Process, Risks, and Analytics**

Navigate the complexities of the Purchasing Card Process in local governments and uncover strategies to mitigate risks of employee fraud, waste, abuse, or mistakes. This comprehensive group internet-based CPE event will guide you through the journey from cardholder transactions to approver approvals, highlighting how risks accumulate at every step. Discover the power of monitoring and auditing with analytics to safeguard your processes and learn best practices for establishing a robust business process. In collaboration with the group, create a risk wall to help identify the most impactful analytics by weight and impact. Engage in an interactive session with Mike Monroe, CEO of Koa Hills Consulting, Dr. Sam Gallaher, Head of Data Science at ThirdLine, and Nathan Pickard, Head of Product at ThirdLine.

Participants will:

- Understand Best Practices in setting up the purchasing card business process in their ERP (enterprise resource planning) system.
- Learn about Risks in each Steps and how Control and Risk Analytics can mitigate those risks
- Collaborate in Creating a Risk Wall that weights analytics by the most important to investigate

To register for this session, go to <https://www.thirdline.io/cohorts/purchasing-cards> and submit your email. In order to be awarded the full credits, you must respond to three polling questions asked during the program.

Participants will earn 2.0 CPE credit in the Field of Study: Accounting (Governmental) - Technical

### **Additional Information:**

**Prerequisites:** None.

**Who Should Attend:** This session is for government internal auditors, financial management, procurement management, city, county, and school district administrators and elected officials

**Advanced Preparation:** None

**Program Level:** Intermediate

**Delivery Method:** Group Internet Based

### **Refunds and Cancellations:**

For more information regarding refund, complaint, and/or program cancellation policies please contact our offices at 918-956-8673.

ThirdLine is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org).



## Considering Fraud in the Purchasing Card Process

This course focuses on the consideration of fraud within the purchasing card process. Participants will learn about fraud analytics, participate in discussions on fraud prevention, and apply practical skills by learning about fraud analytics, and creating a fraud dashboard. The program encourages reevaluating traditional fraud approaches through analytic insights and hands-on experiences, including a fraud-risk assessment and a detailed examination of specific fraud attributes.

### Learning Objectives

1. Apply Fraud Analytics: Utilize fraud analytics for detecting fraudulent activities in the purchasing card process and discuss prevention strategies.
2. Create a Fraud Dashboard: Develop a dashboard to monitor and alert on fraud, enhancing organizational fraud prevention.
3. Perform Fraud-Risk Assessment: Conduct a targeted fraud-risk assessment, identifying and mitigating vulnerabilities in the purchasing process.

To register for this session, go to <https://www.thirdline.io/cohorts/purchasing-cards> and submit your email. In order to be awarded the full credits, you must respond to three polling questions asked during the program.

Participants will earn 1.0 CPE credit in the Field of Study: Accounting (Governmental) - Technical

### Additional Information:

**Prerequisites:** None.

**Who Should Attend:** This session is for government internal auditors, financial management, procurement management, city, county, and school district administrators and elected officials

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## Control Test Analytics for the Purchasing Card Process

This course offers a deep dive into control test analytics within the purchasing card process, designed for participants seeking to enhance their expertise in monitoring and improving internal controls. Participants will engage with the latest analytical tools and techniques to identify, assess, and address control failures and weaknesses through the use of analytics. Through interactive discussions, case studies, and hands-on exercises, attendees will explore how to effectively use analytics to strengthen control mechanisms.

### Learning Objectives

1. Master Control Test Analytics: Learn to apply cutting-edge analytics for evaluating controls within the purchasing card process, identifying weaknesses, and recommending improvements.
2. Enhance Internal Control Mechanisms: Gain the skills to utilize analytical findings to strengthen internal controls, ensuring control tests find control failures.
3. Apply Practical Analytics Skills: Through hands-on exercises, develop the ability to create and use analytical models for assessing control effectiveness and implement in your government.

To register for this session, go to <https://www.thirdline.io/cohorts/purchasing-cards> and submit your email. In order to be awarded the full credits, you must respond to three polling questions asked during the program.

Participants will earn 1.0 CPE credit in the Field of Study: Information Technology - Technical

### Additional Information:

**Prerequisites:** None.

**Who Should Attend:** This session is for government internal auditors, financial management, procurement management, city, county, and school district administrators and elected officials

**Advanced Preparation:** None

**Program Level:** Intermediate

**Delivery Method:** Group Internet Based

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## **Benchmarking, Collaboration, and Purchasing Card Analytics**

This course emphasizes the strategic use of purchasing card analytics for benchmarking against other governments and underscores the importance of collaboration. Participants will learn to use purchasing card analytics to benchmark their government's performance, identifying both strengths and areas for improvement. Through interactive discussions, the course fosters a collaborative environment where attendees share insights, strategies, and best practices. This approach not only enhances benchmarking efforts but also cultivates a network of professionals committed to driving governmental excellence.

### **Learning Objectives**

1. **Benchmarking Mastery:** Master the analysis of purchasing card data for effective benchmarking against other governments, highlighting operational and financial performance metrics.
2. **Comparative Analysis Skills:** Develop expertise in comparative analysis to identify best practices and areas needing improvement in your government.
3. **Actionable Insights for Improvement:** Learn to translate benchmarking results into actionable policy and procedural reforms, aiming for superior government efficiency and transparency.

To register for this session, go to <https://www.thirdline.io/cohorts/purchasing-cards> and submit your email. In order to be awarded the full credits, you must respond to three polling questions asked during the program.

Participants will earn 1.0 CPE credit in the Field of Study: Information Technology - Technical

### **Additional Information:**

**Prerequisites:** None.

**Who Should Attend:** This session is for government internal auditors, financial management, procurement management, city, county, and school district administrators and elected officials

**Advanced Preparation:** None

**Program Level:** Intermediate

**Delivery Method:** Group Internet Based

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## **Purchasing Card Analytics, Standards, and Policies**

This course focuses on National Standards and Policies relevant to purchasing card use in governments. It covers the Greenbook standards, ISACA/NIST segregation of duty standards, and the best practices for purchasing card policies and procedures. Participants will map purchasing card analytics to specific policies and standards, and test transactions for compliance failures.

### **Learning Objectives**

1. Understand P-card Compliance: Gain knowledge of key compliance standards (Greenbook, ISACA/NIST), and policies and procedures that other governments utilize.
2. Map P-card Analytics to Policies and Standards.
3. Test Transactions Against Policies: Apply analytics to review p-card transactions for adherence to established policies, ensuring program integrity.
4. Learn how to create Monitoring events that alert users when they break Policies.

To register for this session, go to <https://www.thirdline.io/cohorts/purchasing-cards> and submit your email. In order to be awarded the full credits, you must respond to three polling questions asked during the program.

Participants will earn 1.0 CPE credit in the Field of Study: Auditing (Governmental) – Technical

### **Additional Information:**

**Prerequisites:** None.

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## Creating a Purchasing Card Risk and Benchmarking Report

In this session we will craft a concise, actionable report by utilizing the knowledge and homework of the last 5 weeks. The report will evaluate fraud, control failures, risk analytics, benchmarking, and policies and standards. The report can be a deliverable to finance or procurement departments, or a risk assessment launching pad for a purchasing card audit. The course highlights how to leverage analytical insights for strategic decision-making, policy enhancement, and program optimization. Participants will learn to combine key findings and attribute tests into a report that supports effective management, risk assessment, and continuous improvement within their organizations.

### Learning Objectives

1. Create a Risk and Benchmarking Report for your Government
2. Integrate Analytical Insights and Benchmarking: Summarize analytical results to pinpoint risks and assess program performance, serving both finance/procurement optimization and internal audit assessments.
3. Translate Data into Strategy: Craft strategic recommendations from data to refine policies and practices across departments.
4. Facilitate Ongoing Monitoring: Use the report for continuous risk monitoring, enhancing compliance and efficiency in finance/procurement and internal audit areas.

To register for this session, go to <https://www.thirdline.io/cohorts/purchasing-cards> and submit your email. In order to be awarded the full credits, you must respond to three polling questions asked during the program.

Participants will earn 2.0 CPE credit in the Field of Study: Auditing (Governmental) - Technical

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