

Challenge

"We need to track a great many compliance items. Currently, paperwork falls through the cracks and we may not realize that something is out of compliance until it is too late. Our method of letting our vendors and subcontractors know that we need something from them is clumsy. We want a system that tracks all compliance requirements and sends out notifications automatically, and we don't want to pay vendors who are out of compliance, even if we choose to recognize the accounts payable liability."

Solution

Spitfire Project Management System (sfPMS) includes compliance tracking on the vendor, subcontract and payment levels. Customization allows you to set up any number of compliance requirements to be tracked and also the letters to be sent out automatically via email or fax to anyone who becomes out of compliance. In addition, the system can block either all or specific payments to vendors who are currently out of compliance. With integrated accounting, AP liabilities can even be placed on compliance hold after payment has been approved by project management.

How It Works

1. You indicate all the compliance items that you want automatically tracked and at what level. You can also indicate that you want compliance to be ignored until a relevant percentage has been paid.
2. Project managers or assistants update all compliance requirement information right in sfPMS and scan originals into sfPMS's file management catalog for record keeping.
3. Spitfire's compliance tracking system monitors release, required, expiration, effective and received dates as well as allowed amounts for all compliance items.
4. Messages identify out-of-compliance issues on project documents. You can also view all in and out of compliance issues through a report.
5. Pay Requests can be blocked from approval for all, some, or just one payment.
6. Throughout the project, alerts appear whenever something goes out of compliance.
7. Compliance Notification letters are automatically sent to vendors via email or fax as needed.

Benefits

- Because all information is stored in sfPMS, lost paperwork is not a concern. The information is readily available when needed for public disclosure.
- Alerts and compliance messages keep you on top of all compliance issues before they become a problem. Audit trails provide information after the fact.
- Automatic notifications sent to vendors means less time spent writing emails or making phone calls.
- Blocked payments mean that out-of-compliance vendors are not paid unintentionally.