P-Card Audit FAQs

1. How do I know why I received an Audit notification?

The Subject Line of the Audit email you received indicates the reason, such as “P-Card Violation For No Reconciler Signoff” or “P-Card Violation for No Approver Signoff”. In addition, in the body of the email a reason is given as well as the ARC Transaction Number(s).

2. How do I view transactions in ARC which have infractions cited?

To search for a P-Card transaction in ARC and you know the ARC P-Card transaction number, follow these steps:

   a. Card Issuer – Select “Procurement Card - Regular”
   b. Transaction Number – Enter the ARC Transaction
   c. Billing Date – Select the “statement” billing date for the transaction (optional)
   d. Statement Status – If the transaction has already posted to the Financials, you must select “Closed”. If you do not select “Closed” no transactional information will be returned. If you leave this field blank, any “staged” or “verified” transaction assigned to your card will be returned.
   e. Select Search
3. I signed off on all my transactions, why did I receive a “No cardholder sign-off” infraction? Or, my Approver signed off on all my transactions, why did I receive a “No approver sign-off” infraction?

Reconcilers and Approvers should always select “View all” when viewing the Reconcile Statement Page in ARC. As shown below, if “View All” is not selected, all transactions will not appear. In this instance only 1 transaction of 3 transactions is listed. If “View All is selected, all 3 transactions are listed.

View All not Selected:

View All Selected:

4. If I am acting as a Reconciler, how can I confirm that transactions which I have set to “verified” have been approved by my Approver?

Cardholders are responsible for all transactions made with their P-Cards and it is the responsibility of the Cardholder to confirm that all transactions have been approved. To confirm that all
transactions set to verified by a Reconciler have been approved by an Approver, the Reconciler should search for all verified transactions for a billing period as shown below.

a. Enter cardholder name
b. Select “Procurement Card – Regular”
c. Enter the Billing Date for the period
d. Select Statement Status “Verified”

If all verified transactions have been approved, no transactions will return. If your Approver required additional information or did not approve, transactions will return after you select “search”.

Reconcilers should also search for “staged” transactions to confirm that no additional transactions are pending reconciliation for the billing period.

5. I received an Audit Infraction notification, is there anything I need to do?

For 1st and 2nd infractions no additional follow-up is required by the Reconciler or the Approver. If a 2nd infraction has been applied, P-Cards will be suspended 2 or 10 days depending on the type of infraction. If a 3rd infraction has been applied, Cardholders and Reconcilers must attend a P-Card Policy training, the P-Card will be suspended for a minimum of 20 days, and the Senior Financial Officer must submit a request to reinstate the P-Card.

Once a transaction has been closed during the hard close, neither Reconcilers nor Approvers can make any changes to the transactions. Reconcilers should still provide their Approvers with receipts for departmental review.
6. I didn’t reconcile my transactions prior to the hard close and as a result my transactions allocated to the wrong chartstring. How do I correct the allocation?

In order to make a correction to the chartstring charged during the hard close, your department will need to process a journal entry.