1) Review the P-Card guidelines that are provided in the case study. (Appendix that begins on page 3 of 26 and will be noted as Appendix OSU P-Card Guidelines). As you review the guidelines, consider the Risk that OSU faces and what controls need to be implemented around the risks.

2) Upon reviewing the guidelines in the Appendix, come up with a list of questions (6-8 would be appropriate) that you could use to test employees' knowledge of the P-Card guidelines. Again, think about the risks that OSU faces and the types of controls used to safeguard that data. Make sure your questions can be answered using data.

Potential Risks and Non-Compliance that OSU Faces with the P-Card

- Loaning a p-card to another person-buying others supplies with it, and having them pay you back using cash or another bank transaction
- Not Pre-approving transactions that are not in line with university policies and procedures, using the card for unapproved transactions
- Not asking the department for discounts
- Exceeding the transaction cycle limit
- Treating merchants unfairly or buying overpriced items
- Not having a copy of the Oklahoma Tax Commission Sales Tax Exemption Certificate for most merchants to exclude sales tax.
- Not Verifying sales tax is not included in the final purchase total before signing the sales receipt.
- Not Obtaining a receipt at the time of purchase and not maintaining record of these transaction receipts
- Not providing the merchant with detailed shipping instructions that include your name, department name, phone number, and appropriate campus address.
- Not Use a reputable merchant and ensure purchases are made from a secure site or a site that provides account number encryption. If available, use the Educational section of the merchant's website.
- Not completing the necessary order process and providing cardholder information to include the billing address that appears on the cardholder's bank statement.
- Not verifying no Oklahoma sales tax is included in the final purchase total before completing the order process.
- Not printing appropriate screens to include vendor name, date, item description(s), itemized cost, and total cost including shipping and handling.
- Not retaining appropriate documentation, including receipt / invoice and packing slip, of the purchase. (The documentation must be maintained with the cardholder's Bank Statement.)
- Not shipping the delivery to a University address; if unable to ship to University address, not notifying the university in advance of the change in delivery location.
- The approved form is not being maintained as a part of the purchase documentation and is not attached to the cardholder's Bank Statement.
- Not retaining all packaging contents until after you've determined to keep the delivery
- For returns- person doesn't work with merchant, not reading all instructions in the enclosed with the order, nor searching for an email or phone number within a packing slip
- Not checking to see if the merchant has a restocking fee; not checking if the merchant was the reason that the item was sent back and still paying a restocking fee

- Not monitoring the monthly bank statements to see if the charge was returned for the item ; not maintaining the documentation of the return and the associated credit. (Not maintaining it with the bank statement of the p-card user)
- Incurring charges for back ordered items on a P-card
- Not contacting Bank of America when card is denied; not knowing the embossed name on the card, not knowing the address or cell phone number listed on the P-card application form; not checking the Authorization Log in the works system to determine the reason for the decline
- The Cardholder does not review his/her transaction in Works, and does not enter a detailed description and the purpose of the purchase, and does not sign off electronically on his/her transaction.
- The transaction is not routed to the cardholder's approver. The approver does not review and does not electronically approve the transaction.
- The transaction is not routed to the cardholder's accountant. The accountant does not review and does not electronically approve the transaction.
- Bank of America does not furnish the cardholder with a Bank Statement of purchases at the end of the billing cycle.
- The cardholder does not reconcile his/her receipts with the Bank Statement and does not forward the Bank Statement, receipts, and other required supporting documentation to the cardholder's accountant.
- The accountant does not review the Bank Statement and all supporting documentation for completeness and compliance, and does not sign and date the Bank Statement in a timely manner. Original records are not maintained in a central location within the department. Within five (5) days of the end of the billing cycle, all transactions are not reviewed, approved, and the account numbers and subcodes are not updated. At the end of the five (5) day period, University Accounting does not download all transactions into the Analytics mindset case studies – P-card 4 © 2016 Ernst & Young Foundation (US). All Rights Reserved. SCORE No. 04134-161US financial accounting system and does not make a single payment to the bank on behalf of all OSU departments.
- The cardholder, approver, and accountant must be three different people and may only sign off in one role per transaction. In the case that this is not true investigation should occur. Approvers and accountants sign off on their own transactions unduly.
- If the card is compromised, The cardholder does not notify the card provider and the P-Card Administrator that the card is missing or stolen.
- Accepting a gift or gratuity in exchange for use of the P-card
- Purchases from friends or family, from a company owned by any University employee, or from companies where the cardholder has a financial interest are incurred using a P-Card.

- Someone other than the department is responsible for completing a Change Form if there are changes to card information, i.e. name change, credit limit change, change to the default account number, etc.
- The cardholder refuses to accept the responsibility for ensuring unallowable, prohibited, or restricted items are purchased.
- The cardholder does not ensure appropriate documentation, including the original invoice/receipt and packing slip, if applicable, is received and maintained for each purchase. The documentation is not matched with the cardholder's Bank Statement and forwarded to the cardholder's accountant for review.
- Not disclosing conflicts of interest

Questions of Importance; Knowledge Test
1. Is there an approver and accountant for each P-card issued or do all P-cards go to the same approver and accountant?
2. Is the accountant allowed to charge to the cardholder's P-card?
3. If usage is inconsistent with the limit, should the card be cancelled immediately?
4. If there is usage consistent with the spending limit, should there be a change to the card limit?
5. If the cardholder maintains a record of only bank transactions, should physical receipts and packing slips be kept if the materials are intended to be kept?
6. Should cardholders try and pay the account balance from their personal checking or savings account?
7. Should cardholders post a transaction if the item itself is under the credit limit, but the shipping and handling associated with the materials falls over the credit limit?
8. If the credit limit change is appealed, which department is responsible for solving the issue that cannot be resolved at the level of appeals?

ETL Based Questions and Answers- (this was a bit tough as I am still slightly inexperienced with Excel)

Variety

1. Are all of the data set formats the same?
2. Do they need to be the same for your analysis?
3. Do all fields contain the same labels?
4. Does the data with similarly titled labels contain the same type of data?
5. Are all of the data formats the same?
6. Do they need to be the same for your analysis?
7. How are the files delimited?
8. Are there any extra delimiters that may cause problems when importing?
9. What strategies can you take to deal with any of these challenges?
10. Are formats consistent for all entries in a field?
11. Is the data structured or unstructured?
12. What transformation would need to happen to any unstructured data to make it possible to analyze?

Velocity

1. Is your analysis performed on "live" data or only on historical data?
2. How often will you be updating this analysis?
3. How automated should the analysis be?

Veracity

1. Is the data you have complete?
2. Do the data files you received contain all transactions?
3. Are all of the data fields complete for each year and do the files contain all of the same data for each year?
4. Does the data contained in the data files accurately represent the economic transactions?
5. What human judgment went into establishing the data?

Volume

1. Should you include data for all years?
2. Should you include data from all entities in Oklahoma or only for OSU?
3. Are all fields relevant to your analysis?
4. How many rows will you need to import?
5. What tools can handle this quantity of data?

VARIETY

1. Yes, they are all the same data set formats in that they are comma-separated values within Excel. Other programs can read this format, but it is most readable so far within Excel, the program that I lease.
2. No, they do not need to be the same as an analyst, you can transform them into the appropriate format for analysis.
3. All the data does not contain the same labels. There are general differences between labels in vocabularies. Some years have more labels than others.
4. The data with similarly titled labels is somewhat the same. There are some data rows that do not contain a merchant code.
5. The data formats are all the same in that each column uses the same currency and date formats.
6. They do not necessarily need to be the same format, as I can transform the files to fit the data label using the formatting menu.
7. Each value is separated by a comma, since it's a comma separated value worksheet.
8. Yes. There are multiple spaces in some of the rows. These spaces need to be consistent across the .csv documents.
9. We can use the text-delimiter tool to make data within columns and rows easier to understand by inserting custom delimiters where deemed necessary to differentiate data contained with one column. We can also use the formatting menu to make the formatting consistent for dates and currency.
10. Names differentiate within the merchant category. Some of the currency entries are formatted with parentheses, which could cause issues when summing. The formats are not consistent for all entries in some of the fields included, primarily merchant name, amount, and the first initial.
11. The data is structured, versus unstructured data that would be usable in Word or nonSQL databases.
12. We could use a pivot table without duplicates to visualize transactions from multiple account numbers.

VELOCITY

1. This is historical data as it is from years past.
2. This analysis should be updated as often as new labels are needed to record any new datasets pertaining to the P-card usage controls.
3. The analysis should have formulas that allow a new analysis to be initiated by copying and pasting logic/computation across new P-card sets.

VERACITY
1. No, some of the data is missing dates.
2. Yes, they contain all OSU transactions related to the different departments.
3. All of the data fields are not complete for each year. The data does differ, but the labels stay somewhat the same.
4. The data files do contain an accurate representation of the transactions. Some data is missing from some transactions in specific.
5. Whomever compiled the data, did not isolate the OSU agency charges. They followed the guidelines in the appendix, but included a lot of extra data not pertinent to OSU. They included data from agencies outside of the University.

VOLUME
1. Yes, data should be included for all years.
2. We should have relevant data for entities of OSU, like the Accountancy Board and various collegiate departments.
3. Yes, all label fields are relevant, but not all the data is relevant to OSU agencies.
4. As many rows are there that are from OSU agencies.
5. Excel and Access would be the applications that are relevant to sorting and filtering this data down to the agencies that are relevant to P-card users within OSU.