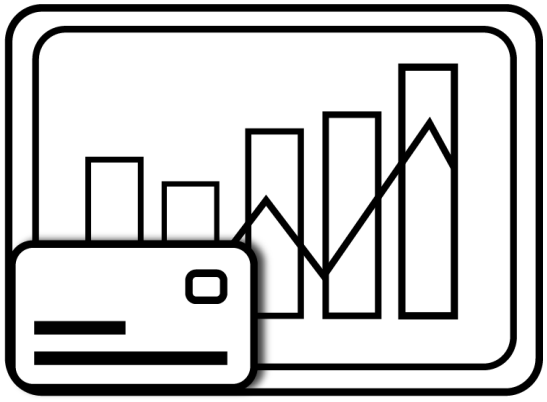


Purchasing Card Module

Audit Analytics Template

Purchasing cards, or p-cards, are credit cards that allow employees to purchase small-dollar goods and services. Unlike cash or checks, p-cards typically have set dollar amount limitations and commodity restrictions. While p-cards offer more control than other payment methods, there still lies inherent risk in permitting money to be spent by employees across an organization. Automating analysis of p-card data will help strengthen controls in issuing and approving p-card and target employee training.

Understand Risks with Audit Analytics

Enterprise Resource Planning systems capture massive amounts of data within your municipality in real time. Automating your ERP data (e.g. data analytics) will allow you to quickly identify and understand risks occurring in your organization and use it to make changes and adjustments for an optimized process and improved performance.

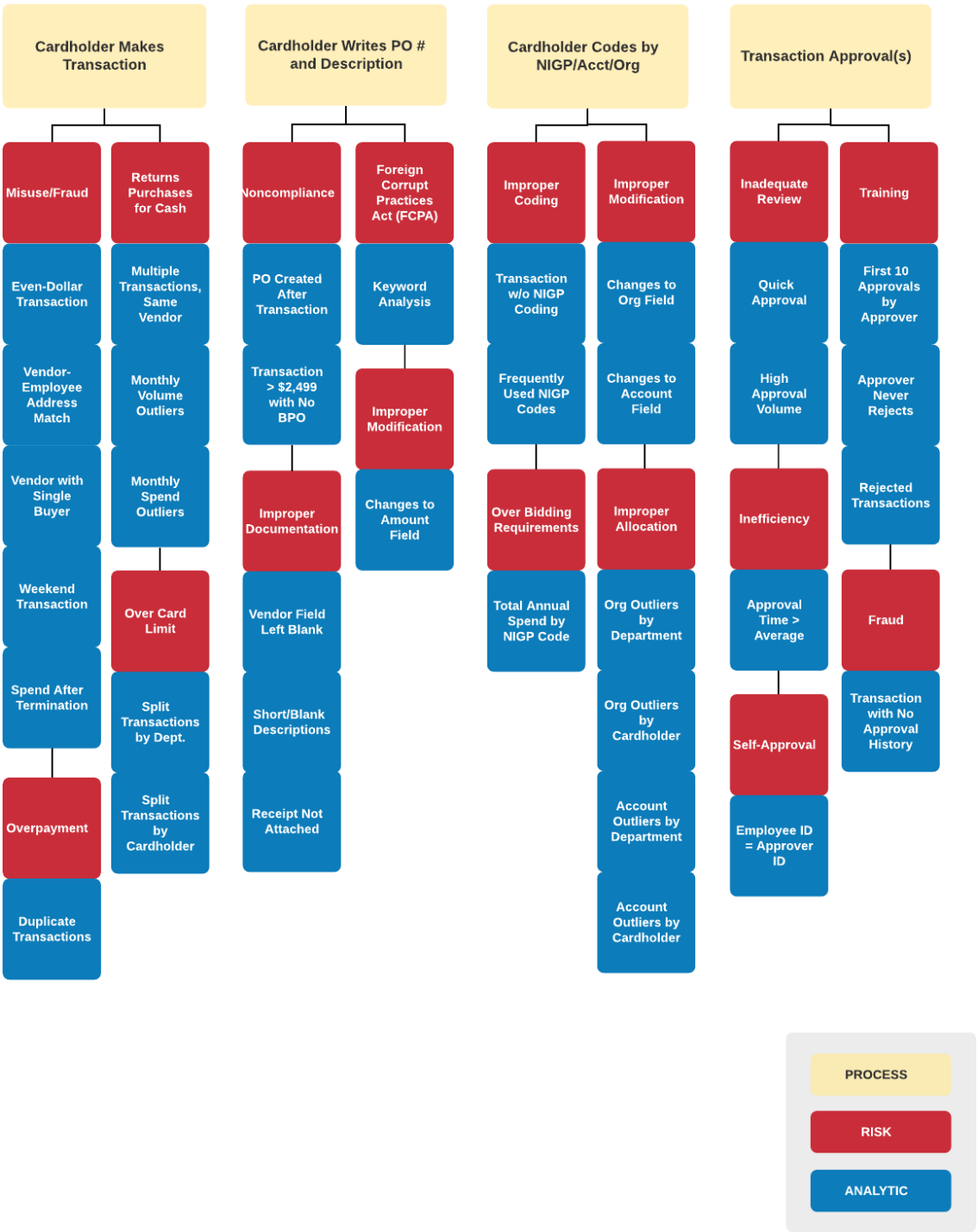
Data analytics are written to track transactions as they move through the ERP workflow. Each analytic is asking a question of transaction. If the transaction meets the criteria, the analytic will flag the transaction. A single transaction could be flagged by multiple analytics.

Get Started with This Template

We recommend these steps for incorporating analytics in your next audit:

1. Document your process with its existing controls and consider the various risks associated with steps of the process (Page 3).
2. Research existing audit analytics that detect common risks within P-Card and then develop those unique to your process (Page 4).
3. **Contact 9b to schedule a demo** of our built-out audit intelligence reports for P-Card and 10 other business risk areas (Page 5).

Sample Process, Risks, and Controls

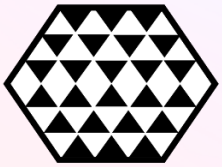


Sample Audit Analytics

Step	Analytic	Description	Use case
Cardholder Makes Transaction	Split Transactions by Department	Flags if a department has multiple transactions within 30 days for a vendor that exceed the PO limit, without a PO.	Investigate and build control steps; target training.
Cardholder Writes PO#/Desc	Keyword Analysis	Flags if a suspicious keyword (specified by organization) is found in the transaction description field.	Prioritize audit on p-card trans with keywords.
Transaction Approvals	High Approval Volume	Flags if an approver has a higher daily volume of approvals than expected.	Monitor volume trends by approver.

Additional Resources

- ACL Essentials
  - Audit analytics documentation from Galvanize (ACL)
- Rich Lanza
  - Books, articles, videos on analytics and automation to improve the effectiveness and efficiency
- ACFE *Report to the Nations*
  - 2020 Global Study on Occupational Fraud and Abuse



About 9b

We do analytics to make organizations awesome and help communities thrive. As a benefit corporation, 9b is legally empowered to pursue positive stakeholder and community impact alongside profit. We are based in Tulsa, Oklahoma.

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