

University of Hawaii Electronic Reconciliation System

Email Reminders, Audit Rules and Expectations

To assist Cardholders in completing their PCDO and transaction entries in an efficient and compliant manner, the PCard Administrator will utilize a series of audit rules and email reminders to support University, PCard and internal control policies.



Audit Rules – Consist of soft and hard flag reminders to enforce requirements and provide notices to Cardholders as a reminder for compliance requirements.



Red exclamation marks mean that a PCDO cannot be submitted until the audit rule is met or addressed. This can include requiring an attachment or requiring a comment.

Yellow Caution signs indicate a notice, reminder or warning that a Cardholder should consider when completing a transaction or report. These soft flags will often not be removed and will act as a reporting mechanism for the program.

A non-exhaustive list of audit rules include:

- Reminders for Food Purchases
- Reminders for IT Software Purchases
- Reminder for Capital Asset Form
- Reminder for Dispute Form
- Notice of Duplicate transaction
- Warning of transaction posted outside of report billing cycle dates
- Requirements for Goods and Services Received Date
- Requirement for receipt attachment
- Requirements for purchases over \$2500 (if applicable)

Email Reminders – There are multiple types of email reminders and notifications sent through the system. Some are built in and can be tailored by preference. Others are assigned to you or made part of the system and cannot be readily changed.

Expense Preferences

Save Cancel

Select the options that define when you receive email notifications

Send email when...

- The status of an expense report changes
- New company card transactions arrive
- Faxed receipts are successfully received
- An expense report is submitted for approval

For all reminders in the Cardholder's control: Click on Profile -> Profile Settings -> Expense Preferences and unselect and emails you do not want to receive and click Save. These emails do not negate any of your responsibilities in the program.

Other email notifications are built into the system to assist with compliance reminders. These cannot be turned off but include:

- Available Expenses not on a PCDO that are over 30 days old will receive weekday reminders to put them on a report immediately.
- On the 14th of each month an email will be sent announcing the end of the billing cycle and your responsibility to submit the PCDO and view your bank statement.
- If not submitted, on the 19th an email will go reminding you to take action to submit your PCDO for approval.
- If not submitted, on the 29th an email will go out notifying you the PCDO is subject to auto-submission and violation.

Expectations -

- **Cardholders are responsible and accountable for all transactions made with their line of credit extended on behalf of the University of Hawaii.**
- **Cardholders are required to document, submit and reconcile all PCard purchases through Concur in support of small dollar procurement.**
- **For Concur Cardholders work with:**
 - *Reallocators to build their monthly PCDO.*
 - *Department Coordinators to process Pcard Requests.*
 - *Reconcilers assist in the completeness and approval of PCDO.*
- **Only make University appropriate purchases on your PCard.**
- **Complete and attach expenses to your PCDO as early as possible.**
- **Submit PCDO for approval in a timely manner.**
- **Work with Department Coordinators and fiscal staff for card administration concerns and support of anticipated purchases that may not fit in your purchasing profile to avoid disruption and administrative burden.**
- **Keep updated with opportunities to participate in the PCard Concur Community.**
- **KEEP IT SIMPLE AND ACCOUNTABLE**