

Testing Procurement Card Transactions Using Excel macros

A step by step guide

XL Audit Commander

data analysis made easier ...

Session Objectives

Testing Procurement Card Transactions

1. Understand Merchant Charge Codes (MCC)
2. Understand common policies
3. Test procurement card transactions contained on worksheets using VBA
4. Ability to test procurement card transactions in a file using VBA
5. Perform an audit of procurement card transactions in a more efficient and effective manner using the concepts and techniques presented

Audit Benefits

(How this test supports the audit)

- Test compliance with policy on an account by account basis
- Test compliance with policies on account limits
- Enable 100% testing of transactions
- Audit process which can be tailored for policy changes
- Repeatable audit process

Features of this Module

- Test specific MCC codes
- Work at the card-holder level
- Flexible (can be tailored)

Requirements

- Excel 2003 (or later)
- Windows XP
- Basic Familiarity with Excel

Prerequisites

- Basic understanding of macros
- Intermediate level course
- Course length is XX:YY

Overview

- Procurement Cards
- Procurement Card Policies
- Testing approach

MCC Structure

- Major Categories
- Airlines 30XX – 32XX
- Car Rental 33XX, 34XX
- Hotels 35XX – 37XX
- All Other

Policy Structure

- Prohibited Codes
- Codes allowed with a monthly limit
- Codes allowed without limit
- Overall card limit

Audit Approach

- Macro must mirror the policy being tested
- Sort transactions by card-holder
- Programmatically analyze transactions line by line
- Report exceptions on a worksheet

Testing methodology

- Declare a class object
- Initialize accounting code values
- Position cell at starting point
- For each row, get card number, MCC Code and transaction amount
- Check for a control break – if so write report to sheet
- Loop through the worksheet (advance to the next row)

Testing Topic using a data file

- Basically the same concept as a worksheet
- Except – handle a file instead of a worksheet
- Declare a file scripting object class
- Split each input line and extract the needed columns such as MCCCode, Card Number, amount etc.
- For each row, get card number, MCC Code and transaction amount
- Check for a control break
- Write out results (either to a work sheet or a file)
- Read next record until end of file condition is encountered

Next Up

- Demo for a workbook
- Quiz – Test your understanding

Summary and Wrap Up

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Quiz

- Test your knowledge
- System can e-mail score (if you desire)