

The PCard Verification Files: Case 001 - *Mission Possible*



Every transaction tells a story.
Make yours airtight.

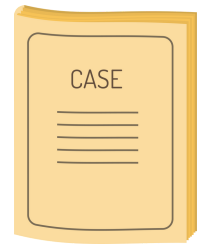
Detective Shortcuts: Tools for Cracking that Case Faster



Creating allocation sets can save time if you use the same account strings (allocations) on a regular basis. **Watch this video to learn how.** You'll save some serious sleuthing time!



Did you know that you can now focus your search by **sorting by status in Oracle**? Filter for 'Unverified' or 'Pending' transactions to find what still needs your detective work. See **How to Find Unverified Card Transactions** for more!



Mission Briefing

PCard verification is **your badge of financial integrity**. Like any good detective, you're **confirming the facts** (of transactions), **submitting the evidence** (receipts and justifications), **closing the case** (verifying), **following the financial footprints** (PRC report) and **protecting the organization** from costly errors and audit surprises. Every verified transaction **strengthens** the trail of **accountability**.

The Expense Inspector's Handbook



How to Track Expense or PRC Verification Reports (updated 11.2025): Monitor your financial footprint and ensure all purchases are accounted for.

How to Find Unverified Card Transactions
(Updated 11.2025): Identify and neutralize unverified transactions and take swift action.

Case Closure Checklist

Close the case with bulletproof justifications:

- **Who** (who was involved?)
- **What** (what was purchased?)
- **When** (expense date)
- **Where** (location of expense)
- **Why/How** (why or how does it relate to university business?)

Investigate further [here!](#)



GOT AN ORACLE TIP TO SHARE?
FIN-COMM@ANDREW.CMU.EDU

