



**State of Wisconsin  
Department of Administration**

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**PRO301: Managing Procurement  
Cards  
Assessment Questions**

**Version 1.0**



*Question 1:*  
Multiple Selection

**Question:** Which of the following fields are you required fields when creating the Cardholder Profile?  
Select all that apply.

**Circle the Correct Answer(s):**

- A. Business Unit
- B. Date Issued
- C. Card Number
- D. Expiration Date

*Question 2:*  
Multiple Choice

**Question:** Which of the following are proxy roles? Select all that apply.

**Circle the Correct Answer(s):**

- A. Administrator
- B. Approver
- C. Maintainer
- D. Reconciler
- E. Reviewer

*Question 3:*  
Multiple Choice

**Question:** Which role has access to **Correct Errors** on a bank statement?

**Circle the Correct Answer(s):**

- A. Agency P-Card Administrator
- B. State P-Card Maintainer
- C. Agency P-Card Approver
- D. Agency P-Card Reconciler

*Question 4:*  
Multiple Choice

**Question:** What is the most common error on a bank statement load?

**Circle the Correct Answer(s):**

- A. There is no employee name listed with the P-Card Number.
- B. The wrong bank is listed as the P-Card Issuer.
- C. The wrong employee ID is associated with the P-Card Number.
- D. There is not a P-Card Number associated with the employee ID.

*Question 5:*  
Multiple Selection

**Question:** Which of the following data tabs are optional when creating a P-Card cardholder profile?  
Select all that apply.

**Circle the Correct Answer(s):**

- A. The Credit Card Tab.
- B. The Additional Information Tab.
- C. The Credit Limits Tab.
- D. The Transaction Limits Tab.

*Question 6:*  
Multiple Selection

**Question:** What is an example of a pre-edit error? Select all that apply.

**Circle the Correct Answer(s):**

- A. Invalid Business Unit
- B. Invalid Supplier
- C. Blank Invoice ID
- D. Blank Card Number
- E. Inaccurate Cardholder Name
- F. No Default Location for Supplier



*Question 7:*  
Multiple Selection

**Question:** What tasks need to be completed before a cardholder profile can be set up in STAR? Select all that apply.

**Circle the Correct Answer(s):**

- A. The Business Unit for the new P-Card must go through budget validation.
- B. A STAR security request must be submitted to request user role access for the proxy roles needed.
- C. The Agency P-Card Administrator processes the request form and establishes the P-Card in US Bank.
- D. The P-Card cardholder should identify who will have the proxy roles assigned to the profile.



*Question 8:*  
Multiple Selection

**Question:** Which of the following is true about the Load Voucher Stage process? Select all that apply.

**Circle the Correct Answer(s):**

- A. The Agency P-Card Administrator has access to run the Load Voucher Stage process.
- B. The Load Voucher Stage process is run nightly through a batch process.
- C. The Load Voucher Stage process can be run as a manual, ad hoc process.
- D. The Load Voucher Stage process is run to build transactions into vouchers.

*Question 9:*  
Multiple Choice

**Question:** Which role has access to manually run the **Load Voucher Stage** process?

**Circle the Correct Answer(s):**

- A. The Agency P-Card Administrator.
- B. The State P-Card Maintainer.
- C. The Agency P-Card Approver.
- D. The Agency P-Card Reviewer.

*Question 10:*  
Multiple Selection

**Question:** Which of the following is true about budget validation? Select all that apply.

**Circle the Correct Answer(s):**

- A. It validates if there are remaining budget balances.
- B. It has no budgetary impact on P-Cards.
- C. It does not validate if there are remaining budget balances.
- D. It occurs before a P-Card cardholder profile is created.