HOW TO MANAGE PROCARD IN WORKDAY

A step-by-step guide on how to manage Procurement Card transactions in Workday.

HOW TO MANAGE PROCUREMENT CARD IN WORKDAY

Purpose

This job aid is designed to guide you through the process of managing Procurement Card transactions.

This document will cover:

> How to verify Procurement Card purchases (Cardholder or Procurement Data Entry Specialist)
> How to approve verified Procurement Card transactions (Procurement Data Entry Specialist and Funding Manager)

Audience

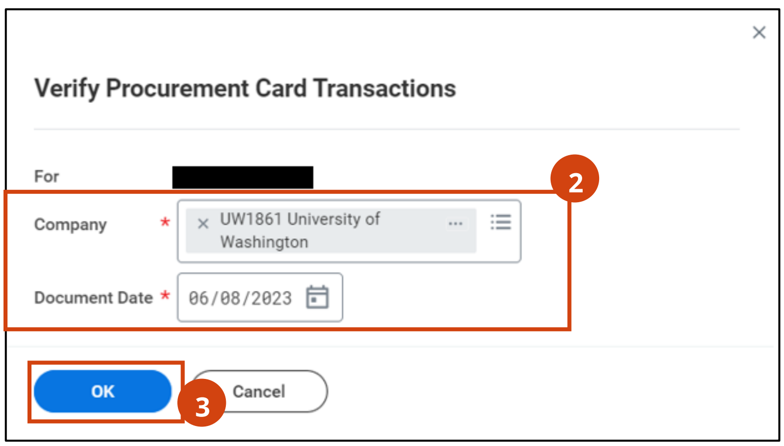
> Procurement Card Cardholder
> Procurement Data Entry Specialist
> Funding Manager

Verify Your Procurement Card Purchases

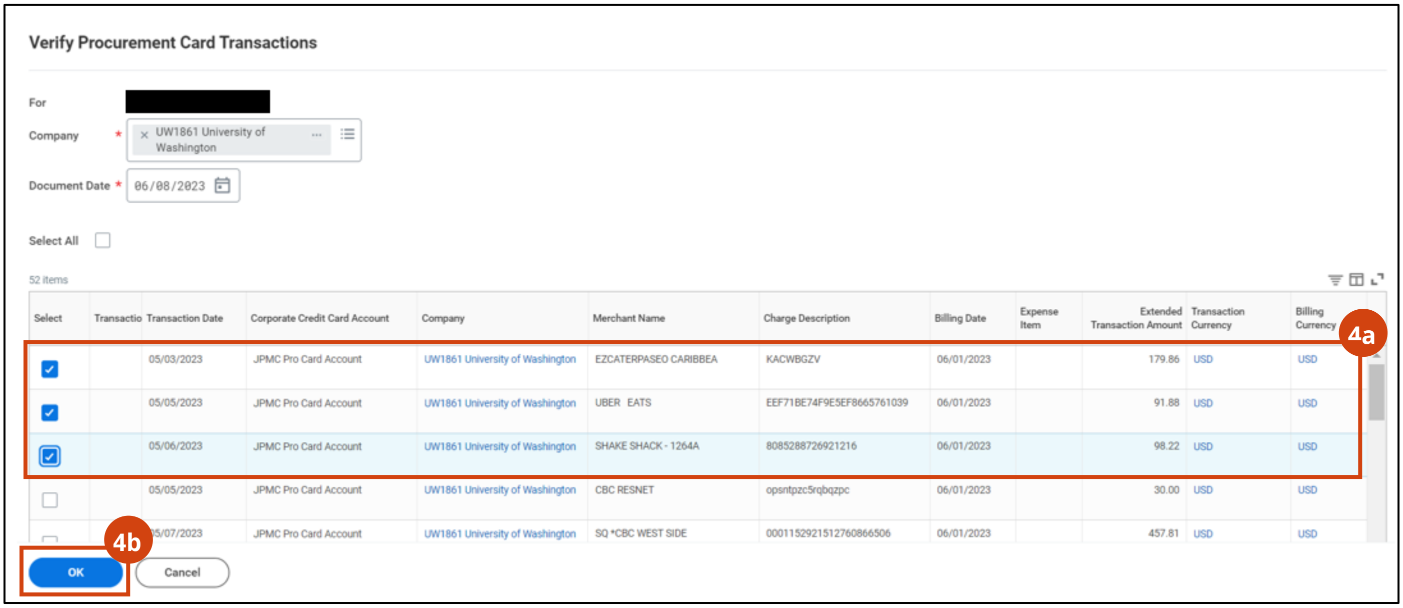
> Procurement Card purchases should be verified in a timely manner on a daily or weekly basis.
> If the Procurement Card purchase is not verified, the purchase remains open and is not expensed to an appropriate funding Worktag for a given month.
> Receipts are required for every transaction verified.

Steps:

1. As a Procurement Card Cardholder, type **Verify Procurement Card Transactions** in the **Search** bar and select the **Verify Procurement Card Transactions** task from the search results
    a. As a Procurement Data Entry Specialist verifying a transaction on behalf of a Cardholder, type **Verify Procurement Card Transactions for Worker**
    b. Enter the Cardholder's name in the **Verification For** field
2. Select the **Company** and **Document Date** (defaults to current date – no need to update)
3. Click **OK**

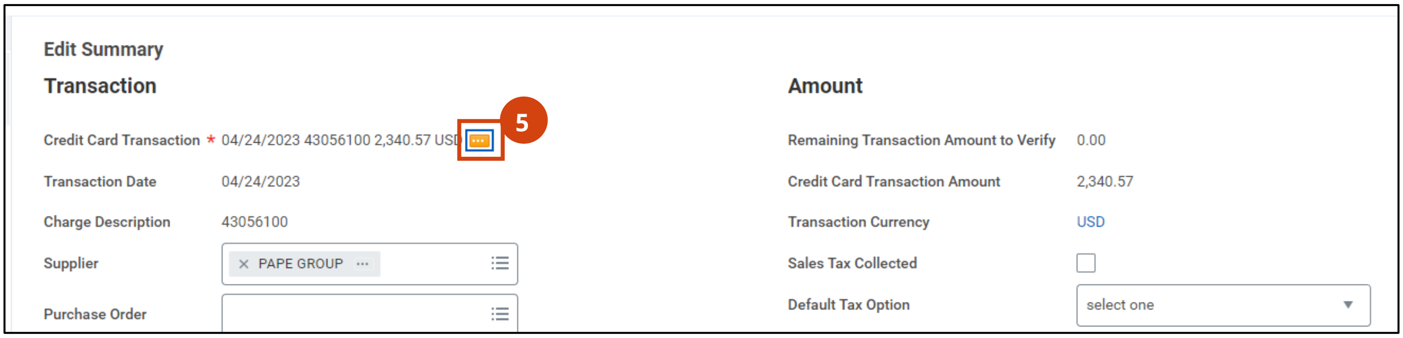


4. The **Verify Procurement Card Transactions** window displays.
    a. Select the Procurement Card purchase(s) that needs to be verified
    b. Click **OK**



***Note**: One or more transactions can be selected at a time. We recommend choosing transactions that will be charged to the same funding worktags if verifying multiple transactions at a time.*

5. The Cardholder or Procurement Data Entry Specialist is able to click on the Credit Card transaction **Related Action** button to view details about the transaction, such as supplier

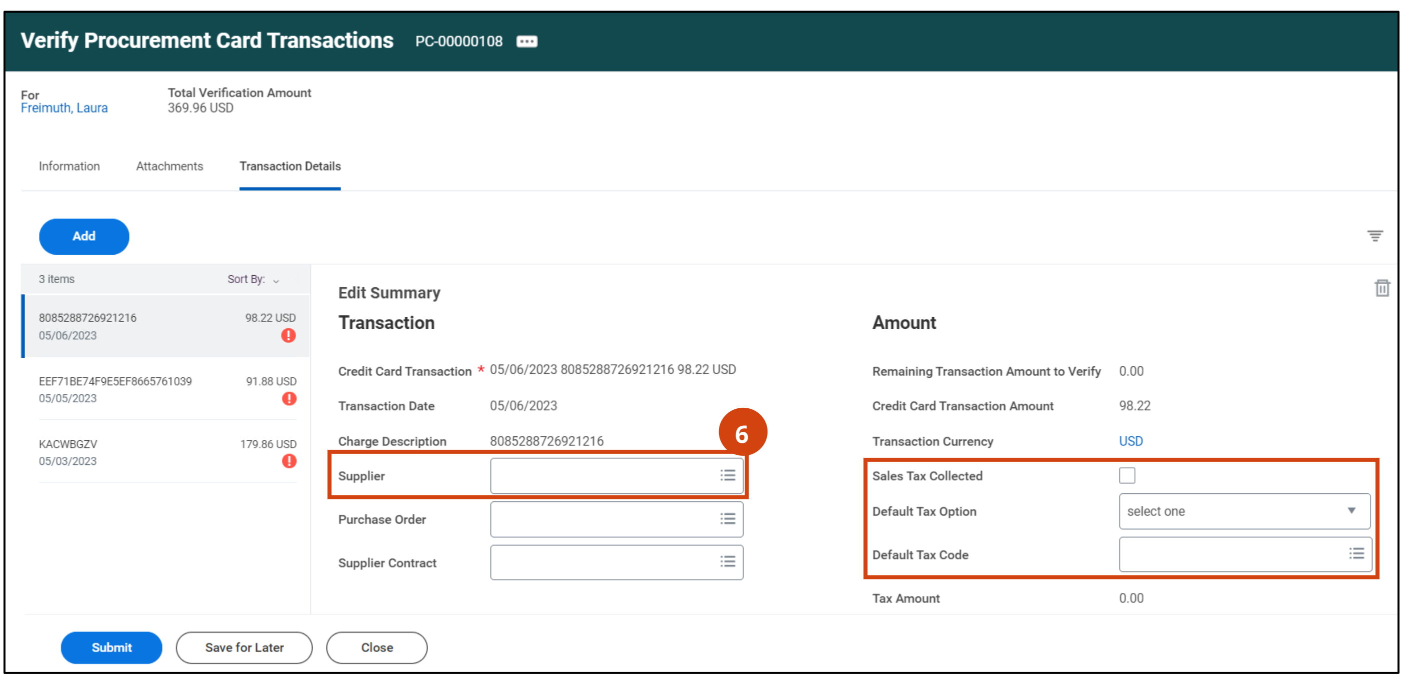


6. **Optional step**: In the **Supplier** field, select the supplier name from the dropdown. The supplier must already exist in Workday. If the supplier does not exist or you are uncertain of the correct supplier, leave it blank.

***Note**:*

> *Always refer to the receipts for the details needed to verify your transaction. Additionally, always review if sales tax was collected on the Procurement Card purchase. If it was collected, check the **Sales Tax Collected** option in the header area.*

*If the correct tax was not collected, select **Calculate Self-Assessed Tax** in the **Default Tax Option** field, and then select the correct **Default Tax Code**. The sales tax will also need to be updated on the transaction line.*

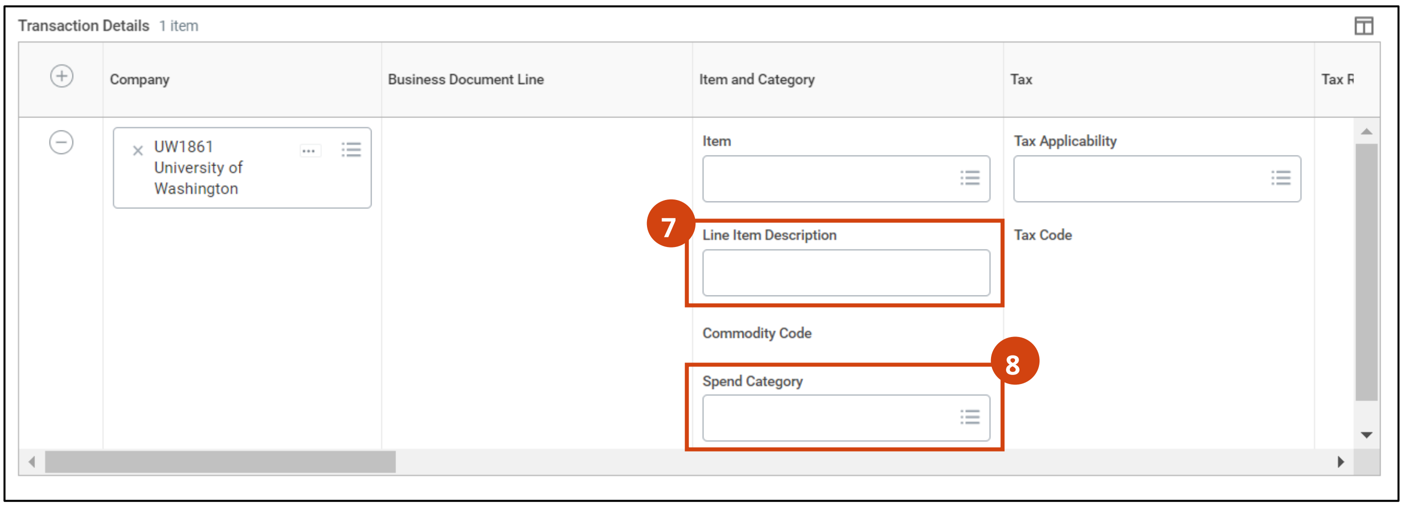


7. Type a description of the Procurement Card purchase in the **Line Item Description** field
8. In the Transaction Details section, select the **Spend Category** from the dropdown menu.

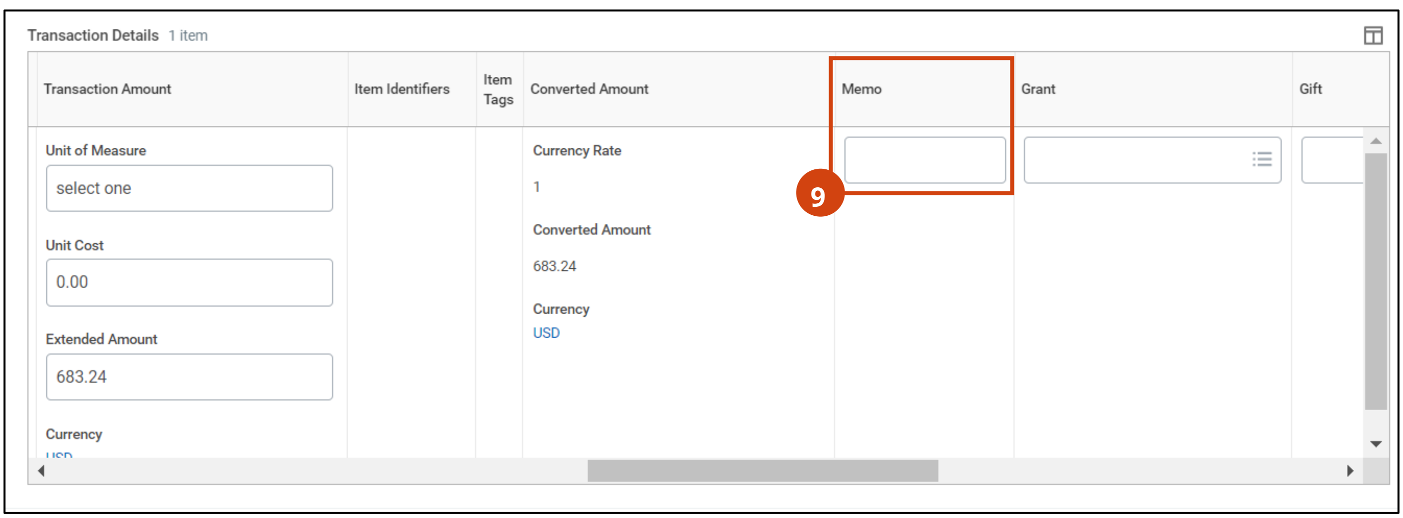
***Note**:*

> *Spend category is a classification of expenses for UW enterprise. This maps to ledger accounts for financial reporting and describes granular spend sources to facilitate spend reporting.*

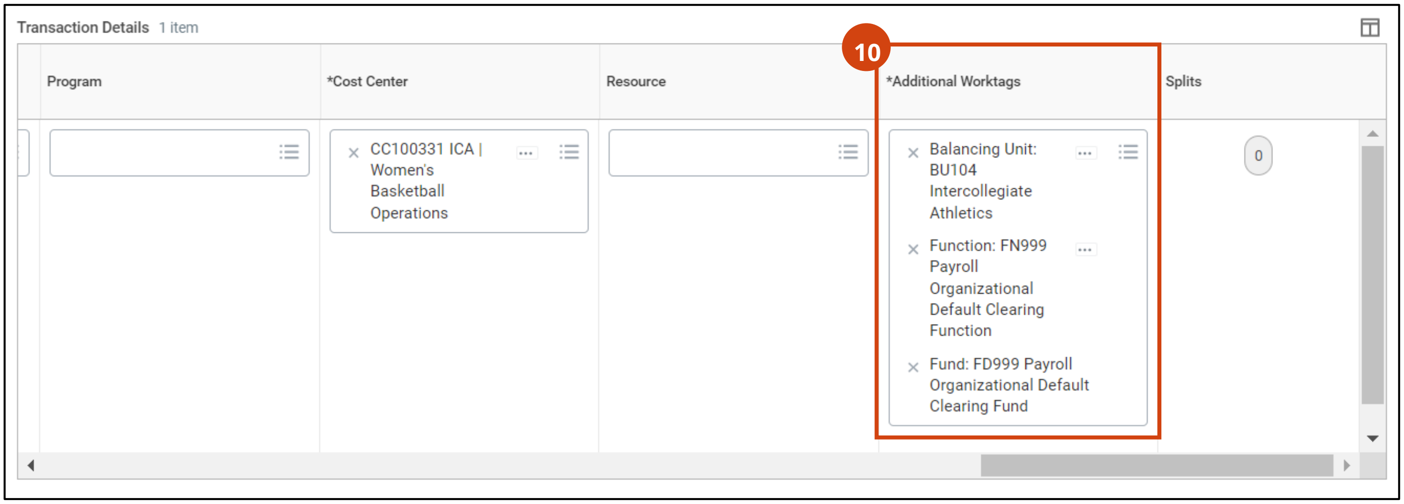
> *Locate the details on the receipt to verify the appropriate spend category to use on the transaction line.*



9. Scroll to the right and enter additional information in the **Memo** field (optional)



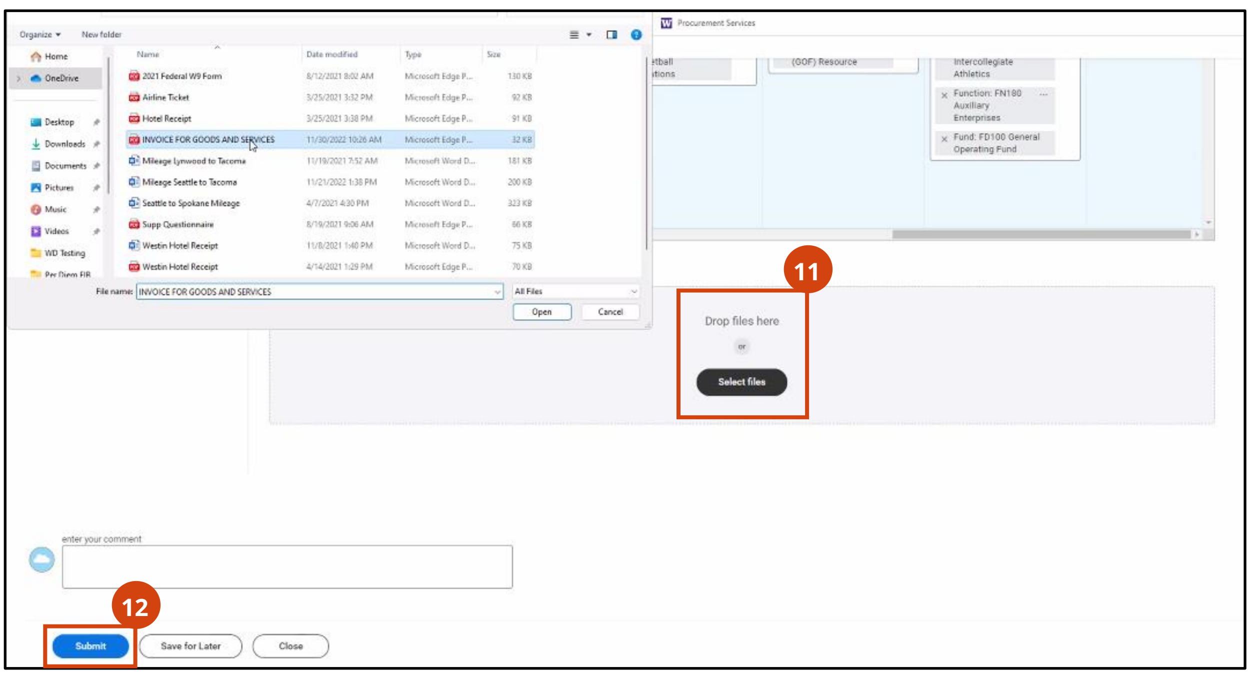
10. Scroll all the way to the right and add the appropriate funding worktags in the **Additional Worktags** field.



11. Under **Attachments** tab, add the receipt of the Procurement Card purchase by clicking **Select files** or dragging and dropping the file to the field

***Note**: Receipts are required for each Procurement Card transaction.*

12. Click **Submit**



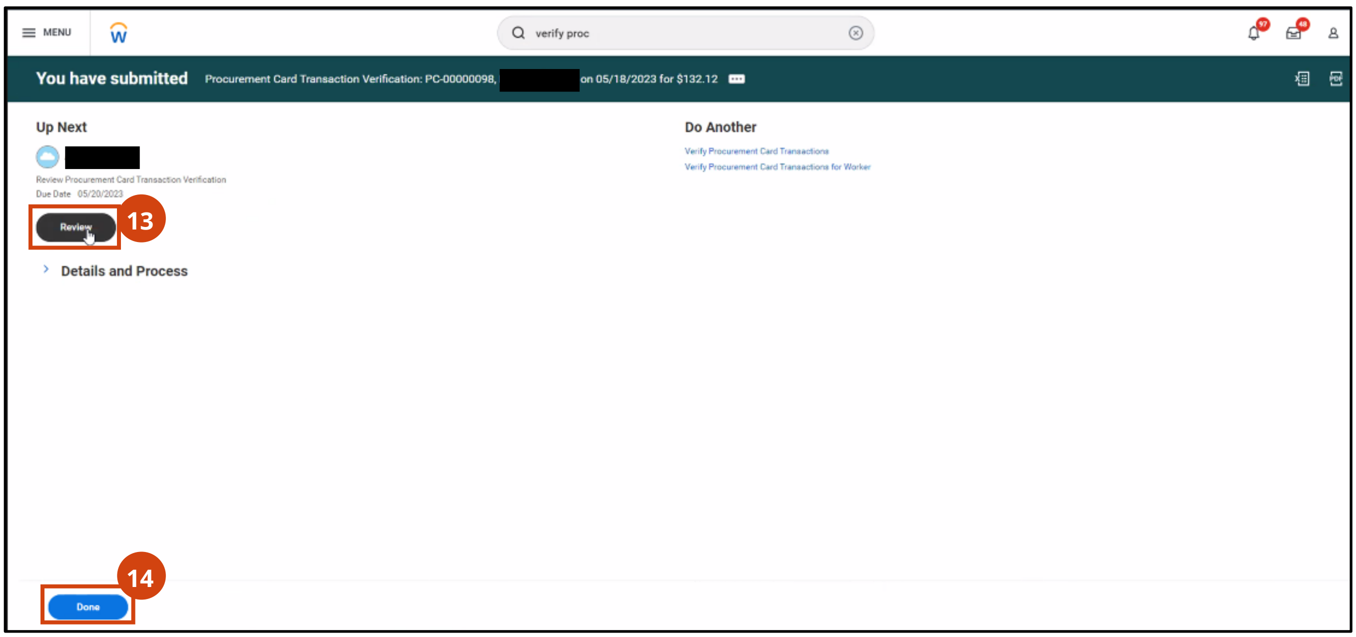
13. Once the Cardholder submits the verification, it will route to the Procurement Data Entry Specialist for review and approval. Click the **Review** button

***Note**:*

> *The Review button will only appear for the Procurement Data Entry Specialist if they are submitting a verification for another worker; otherwise, they will receive the Verification Transaction in their Workday Inbox.*

> *Procurement Card Transaction Verifications can be found in the **Awaiting Your Action** tile on the Workday Home page, or by selecting your Workday Inbox.*

14. Click **Done**



Approve Verified Procurement Card Transactions Process

Procurement Data Entry Specialist Review and Approval

> After the Initiator submits verified or reconciled Procurement Card transactions, the transactions route to the Procurement Data Entry Specialist for a compliance review and approval.
> The Procurement Data Entry Specialist can send the transaction back to the card holder for corrections or missing information.
> Procurement Data Entry Specialists will need to update their Inbox filter so they are able to view only the verifications that are relevant to their department or unit. ***If an inbox filter is not created, they will see all Procurement Card Verifications for every Procurement Data Entry Specialist in their inbox.***

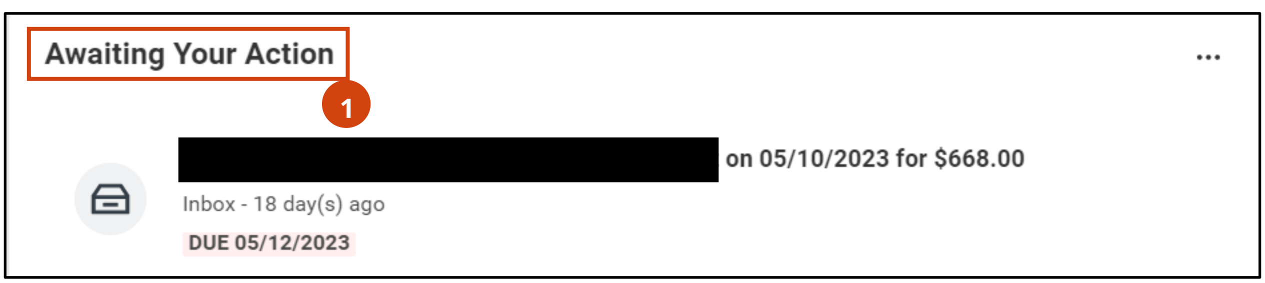
Funding Manager Approval

> After the Verification is reviewed and approved by the Procurement Data Entry Specialist, it will route to the Funding Manager for approval.

Note*: For help with customizing inbox filters, visit the job aid titled "GEN-J-04 How to Use Inbox Filters to Manage Your Work in Workday."*

Steps

1. Select **Procurement Card Transaction Verification** in the **Awaiting Your Action** tile on the Workday Home page



2. The Approve Procurement Card Transaction Verification window displays. Select the **Transaction Details** tab to review the Procurement Card transaction

3. Verify that the required fields are correct and the correct receipts for the transaction are attached

4. The Funding Manager can:

   a) **Approve** – The Funding Manager can approve the verification if the transaction detail is correct

   b) **Send Back** – The transaction is not correct. The Funding Manager selects Send Back, and the transaction routes back to the Initiator. The Funding Manager can add a message providing the details of what needs to be corrected. Once the corrections are complete, the Initiator resubmits the transaction for approval.

   Deny – The transaction is not correct or submitted in error. The Funding Manager can Deny the transaction. If Deny is selected, the Procurement Card transaction returns to the list of Procurement Card transactions to be verified, and the Initiator would need to resubmit the transaction for approval

   c) **Close** – The Procurement Card transaction is closed. It stays on the list of items awaiting attention.