Purchasing: Pcard - Verify Procurement Card Transactions for Self and Worker

NOTE: For Travel Card purchases, please see the job aid, **Create Expense Report for Self and Worker**

TASKS WITHIN THIS JOB AID

- Verify Procurement Card Transaction
- <u>Change, Edit, or Cancel your Procurement Card</u> <u>Transaction that has already been submitted</u>
- Verify Procurement Card Transaction FOR WORKER
- <u>Change, Edit or Cancel your Procurement Card</u> <u>Transaction FOR WORKER that has already been</u> <u>submitted.</u>

Verify Procurement Card Transaction

 From the search bar on your Workday homepage, type Verify procurement and select the Verify Procurement Card Transactions – Task. This will show transactions that still need to be verified.



 Check the Select box beside each item you would like to include in this verification OR check the Select All box to include all.

NOTE: Choose all your charges in one verification. You can assign each line to separate cost centers, grants, etc.



3. Click **OK** at the bottom of the page.

The **Transaction Details** tab displays. Conduct steps 4-6 for each transaction you have selected.

- 4. **Supplier**: Check to see if the Supplier if available (otherwise leave blank). This field is used to run reports.
- 5. Under the *Transaction Details* table:
 - a. Enter a Line Item Description.
 - b. Choose a Spend Category.
 NOTE: Use Spend Category Crosswalk if needed.
 - c. Enter the Quantity amount.



P a g e 1 | 6 Pcard - Verify Procurement Card Transactions for Self and Worker Revision Date 1/25/21

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Information Informa	ation Attachments	Transaction	Details	2					
1 of 5	Sort By: 🧹 🤳	Edit Su	mmary						
	522.00 USD	Transad	ction			A	Amount		
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	245.60 050	Transaction	Date	12/07/2018		Ci	redit Card Transaction Amount	522.00	
		Charge Desc	ription			T	ransaction Currency	USD	
	476.00 USD	Supplier		× Incorporated	:=	Si	ales Tax Collected	1	
	1,478.00 USD	Purchase Or	der		:=	-			
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	1,510.53 USD	Transaction	Details 1 iten	n					
		(+)	Company		Business [Document Line	Item and Category		Quantity
		Θ	Palm Beac	h State College			ltem		
						_	Line Item Description		
						_	Spend Category		

- d. Scroll to the right of the table so you can see
 Transaction Amount column and choose Unit of
 Measure. (*EX*: Each, Pallet, etc.)
- e. Enter **Unit Cost**. This will multiply against the *Quantity* and put the total in the **Extended Amount** field.

0-1	0	Torona tion Amount	
Category	Quantity	Transaction Amount	Converted Amount
	0	Unit of Measure	Currency Rate
		select one	1
n Description			Converted Amount
		Unit Cost	522.00
		0.00	
		1	Currency
ategory		Extended Amount	050
		522.00	
scroll to right		L	



f. Using a different cost center, grant, or project to pay for this item? Scroll to the right and delete everything under Grant, Project, Agency, Cost Center and Additional Worktags. Now put in either the Grant, Project, Agency, or Cost Center. Those are the drivers. Once that is entered, everything else will default – Additional Worktags, etc.

Transaction Detail	s 1 item			
Grant	Gift	Project	Cost Center	Agency
				^
	scroll to	right		•
4				► E

g. Need to Split the cost? Scroll all the way to the right and click on the "0". Choose if you want to split it by amount or quantity. Use the Plus + button to add additional lines on the next screen.



6. **Attach Image:** At the bottom of each transaction is an attachments section. Attach an image of the receipt that matches that dollar amount.

NOTE: A receipt is required for each item and must be saved for two years.

- 7. Click on the next transaction from the list on the left of the screen and repeat steps 4-6.
- 8. If you want to add more transactions that are not listed on the left, click the **Add** button at the top, otherwise continue to Step 9.
- Click Submit or Save for Later at the bottom of the page.
 NOTE: If you choose Save for Later, it will route to your Inbox to complete later when you have time. Go



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into your Inbox and look under the **Actions** tab. If you chose **Submit** and need to make changes, go into your Inbox and look under the **Archive** tab.

Where can I find it?		
If you chose	Then in your Inbox choose	
Save for Later	Actions tab	
Submit Archive tab		

 All Pcard monthly statements must still be reconciled and signed by the worker and their supervisor. They are then to be sent to the Purchasing office (MS27).

Change, Edit, or Cancel your Procurement Card Transaction that has already been submitted

If you forgot to attach the image of the receipt or need to make changes to your Procurement Card Transaction, follow the steps below...

- 1. Type My Proc in the Search field and select **My Procurement Card Transaction Verifications (PBSC FIN)**
- 2. Click on the related actions button next to the magnifying glass of the line you want to Edit.
- 3. Hover over Procurement Card Tran...

If	Then click
In Progress	Cancel – to send it back to New status
	Change – puts into Draft status so you can
	make changes or attach images
Draft	Edit – Allows you to go in and edit
	Cancel - to send it back to New status
Canceled	You cannot do anything. The actual charge
	has been canceled through the supplier.

4. What is the status of your Transaction Verification?



Verify Procurement Card Transaction FOR WORKER

 Type Verify Proc Car Trans in the search field and select Verify Procurement Card Transactions for Worker – Task.



- 2. **Verification For*:** Choose the individual whom you want to verify their PCard transactions.
- 3. Click **OK** at the bottom of the page.
- Check the Select box beside each item you would like to include in this verification OR check the Select All box to include all.

NOTE: Choose all the selected individual's charges in one verification. You can assign each line to separate cost centers, or grants, etc.



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For					
Company	*	 Palm Beach State College 	≡ S	elect each	item
Document	Date ★	01/17/2019 📄	or	click Sele	ct All.
Select All					
7 items					
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Select	Transact	i Transaction Date	Corporate Credit Card Account	Company	Merchant Name
Select	Transact Q	i Transaction Date 11/09/2018	Corporate Credit Card Account	Company Palm Beach State College	Merchant Name
Select	Transact Q Q	i Transaction Date 11/09/2018 12/05/2018	Corporate Credit Card Account	Company Palm Beach State College Palm Beach State College	Merchant Name
Select	Transact Q Q Q	i Transaction Date 11/09/2018 12/05/2018 12/07/2018	Corporate Credit Card Account	Company Palm Beach State College Palm Beach State College Palm Beach State College	Merchant Name

5. Click **OK** at the bottom of the page.

The **Transaction Details** tab displays. Conduct steps 6-8 for each transaction you have selected.

- 6. **Supplier**: Check to see if the Supplier if available (otherwise leave blank). This field is used to run reports.
- 7. In the *Transaction Details* table:
 - a. Enter a Line Item Description.
 - b. Choose a Spend Category.
 NOTE: Use <u>Spend Category Crosswalk</u> if needed.
 - c. Enter the **Quantity** amount.

Information Information	n Attachments	Transaction	Details						
1 of 5	Sort By: 🗸 🖕	Edit Sur	nmary						
	522.00 USD	Transac	tion			An	nount		
		Credit Card T	ransaction ★	12/07/2018	3 522.00 USD	Rem	naining Transaction Amount to Verify	0.00	
	245.60 USD	Transaction [Date	12/07/2018		Cred	dit Card Transaction Amount	522.00	
		Charge Desc	ription			Tran	nsaction Currency	USD	
	476.00 USD	Supplier		× Incorporated	:=	Sale	es Tax Collected	~	
	1,478.00 USD	Purchase Oro	der		:=				
	0	Supplier Con	tract		:=				
	1,510.53 USD	Transaction	Details 1 iter	n		- Г			
		(\pm)	Company		Business Document Lin	ne	Item and Category		Quantity
		Θ	Palm Beac	ch State College			Item		
					_		Line Item Description		+
					_		Spend Category		

- d. Scroll to the right of the table so you can see *Transaction Amount* column and choose **Unit of Measure**. (*EX*: Each, Pallet, etc.)
- e. Enter **Unit Cost**. This will multiply against the *Quantity* and put the total in the **Extended Amount** field.

Category	Quantity	Transaction Amount	Converted Amount
	0	Unit of Measure	Currency Rate
		select one	1
n Description		Unit Cost	Converted Amount 522.00
		0.00	
			Currency
ategory		Extended Amount	USD
		522.00	



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f. Using a different cost center, grant, or project to pay for this item? Scroll to the right and delete everything under Grant, Project, Agency, Cost Center and Additional Worktags. Now put in either the Grant, Project, Agency, or Cost Center. Those are the drivers. Once that is entered, everything else will default – Additional Worktags, etc.

Transaction Detail	s 1 item			
Grant	Gift	Project	Cost Center	Agency
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g. Need to Split the cost? Scroll all the way to the right and click on the "0". Choose if you want to split it by amount or quantity. Use the Plus + button to add additional lines on the next screen.

	Splits		
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		0	
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8. **Attach image -** At the bottom of each transaction is an attachments section. Attach an image of the receipt that matches that dollar amount.

NOTE: A receipt is required for each item and must be saved for two years.

- 9. Click on the next transaction from the list on the left of the screen and repeat steps 6-8.
- If you want to add more transactions that are not listed on the left, click the **Add** button at the top, otherwise continue to Step 11.

11. Click **Submit** or **Save for Later** at the bottom of the page.

NOTE: If you choose **Save for Later**, it will route to your Inbox to complete later when you have time. Go into your Inbox and look under the **Actions** tab. If you chose **Submit** and need to make changes, go into your Inbox and look under the **Archive** tab.

Where can I find it?		
If you chose	Then in your Inbox choose	
Save for Later	Actions tab	
Submit	Archive tab	

Change, Edit, or Cancel your Procurement Card Transaction FOR WORKER that has already been submitted

1. Go to your Workday Inbox.



- 2. Click on your **Archive** tab.
- 3. Click on the **Procurement Card Transaction Verification**:... Inbox item.



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4. **Hover** over the Pcard number and the **Related Actions** button will appear. Click on the **Related Actions** button

5. Follow the chart below to decide on next steps.

If Overall Status is	Then click
In Progress	Cancel – to send it back to New status
_	Change – puts into Draft status so you can
	make changes or attach images
Draft	Edit – Allows you to go in and edit
	Cancel - to send it back to New status
Canceled	You cannot do anything. The actual charge
	has been canceled through the supplier.

REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
5/31/18	Initial release	Laura Feldman
6/19/18	Added note to save receipts for two years and added step to sign and route your statements to Purchasing.	Thomas Harkins & Cindy Franklin
8/8/18	Added Tasks in this Job Aid at the top and added new section, "Change, Edit, or Cancel your Procurement Card Transaction"	CF & TH
10/18/18	Published above changes	CF & TH
1/17/19	Rewrite Verification For Worker section, added all images, updated verbiage and complete reformat of entire job aid.	DN & BZ
1/25/21	Update Worktag information in "Verify Procurement Card Transaction" chapter step 5f and in "Verify Procurement Card Transaction FOR WORKER" chapter step 7f	DN

