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

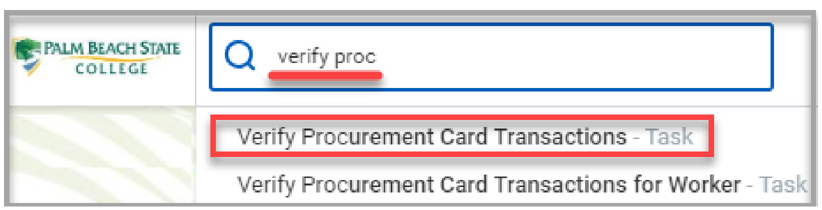
NOTE: For Travel Card purchases, please see the job aid, **Create Expense Report for Self and Worker**

TASKS WITHIN THIS JOB AID

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

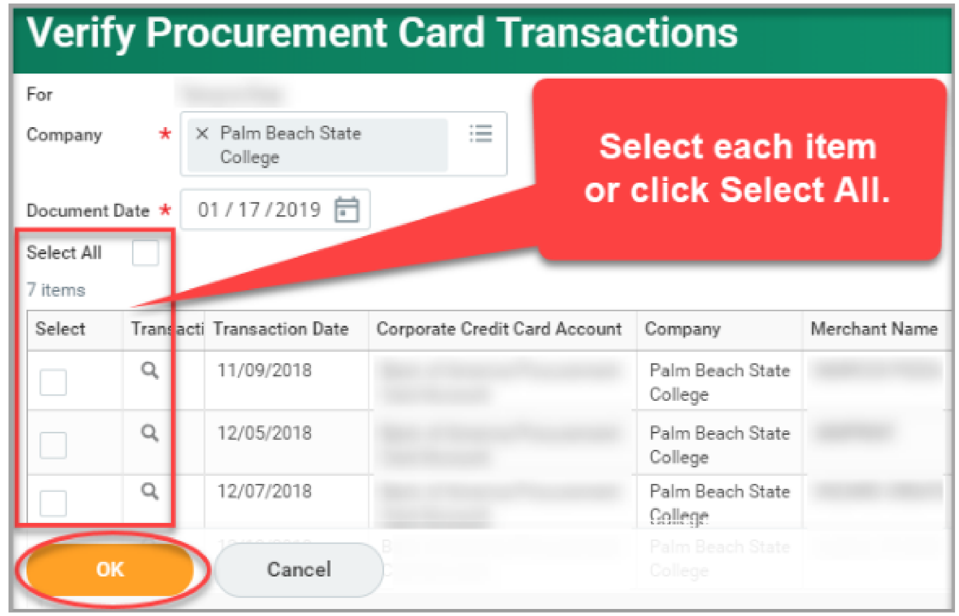
Verify Procurement Card Transaction

1. 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.



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

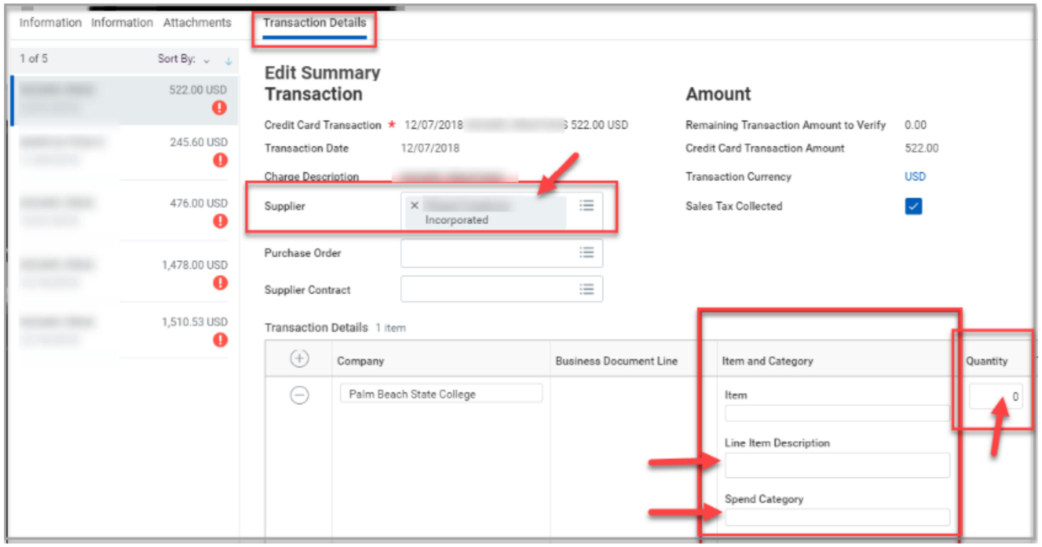
   NOTE: Choose all your charges in one verification. You can assign each line to separate cost centers, grants, etc.



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

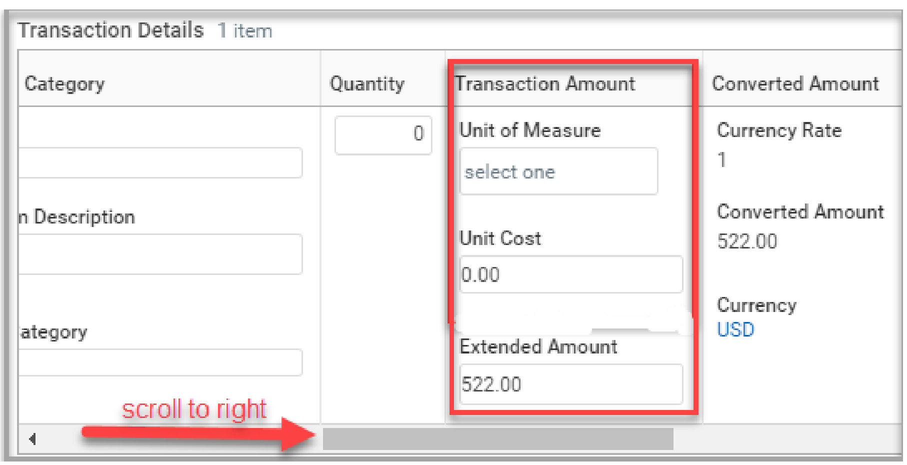
The ***Transaction Details*** tab displays. Conduct steps 4-6 for each transaction you have selected.

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.



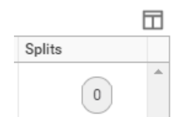
d. Scroll to the right of the table so you can see ***Transaction Amount*** column and choose **Unit of Measure**. (***EX***: Each, Pallet, etc.)

e. Enter **Unit Cost**. This will multiply against the *Quantity* and put the total in the **Extended Amount** field.



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.

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.

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

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

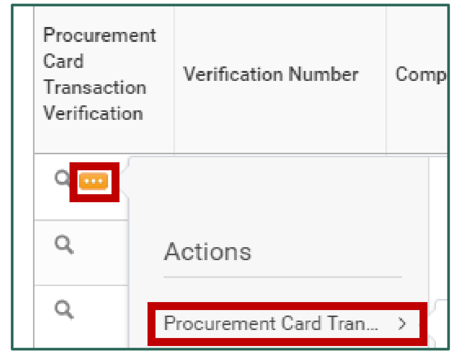
10. All Pcard monthly statements must still be reconciled and signed by the worker and their supervisor. They are then to be sent to the Purchasing office (MS27).

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…

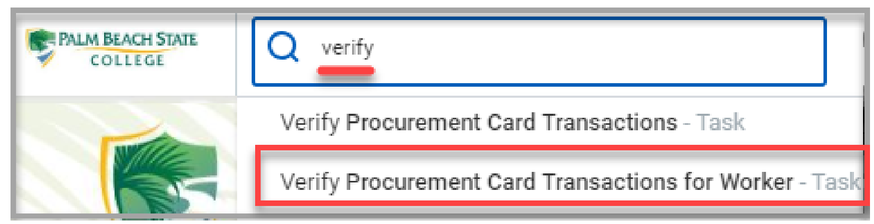
1. Type My Proc in the Search field and select **My Procurement Card Transaction Verifications (PBSC FIN)**
2. Click on the related actions button next to the magnifying glass of the line you want to Edit.
3. Hover over **Procurement Card Tran…**
4. What is the status of your Transaction Verification?

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.



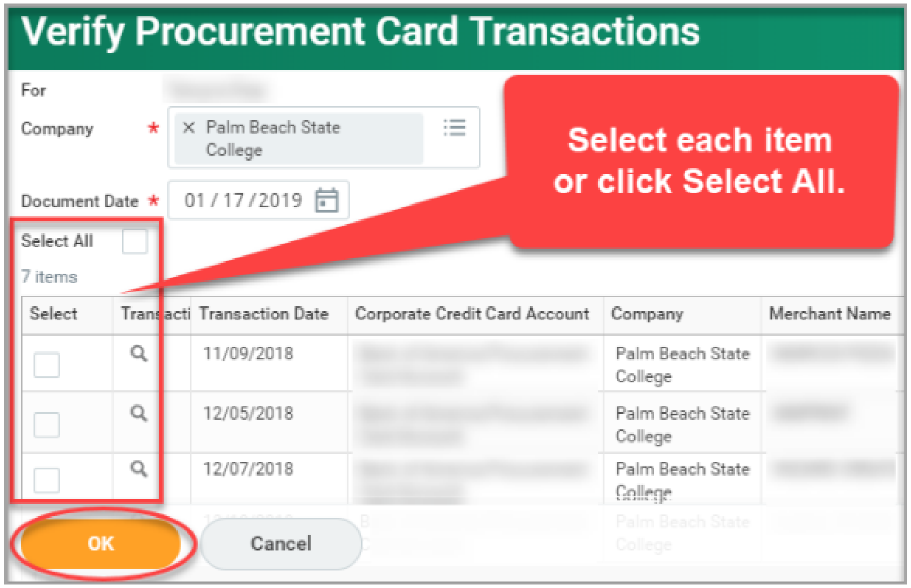
Verify Procurement Card Transaction FOR WORKER

1. 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.
4. 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.

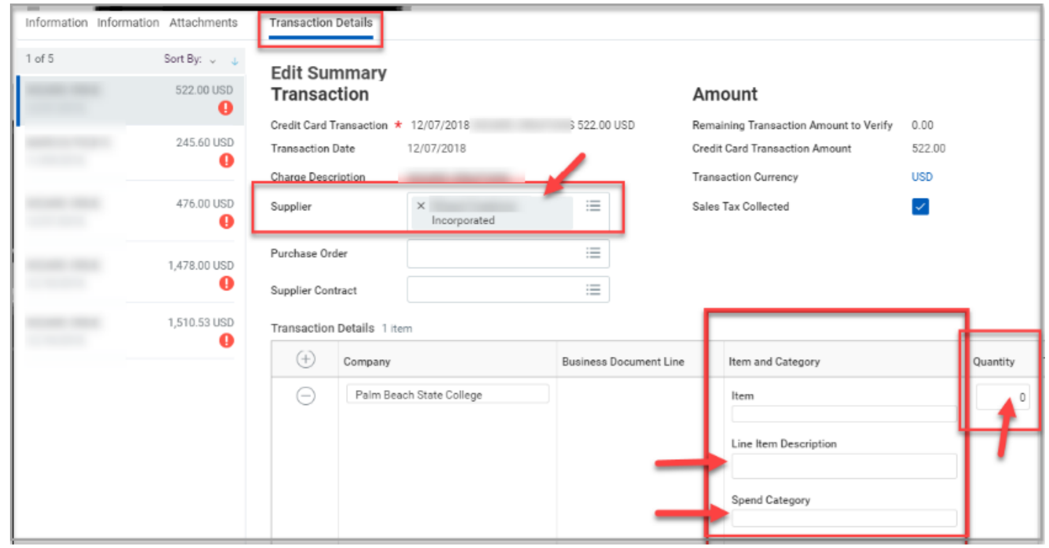
Purchasing: Pcard - Verify Procurement Card Transactions for Self and Worker



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

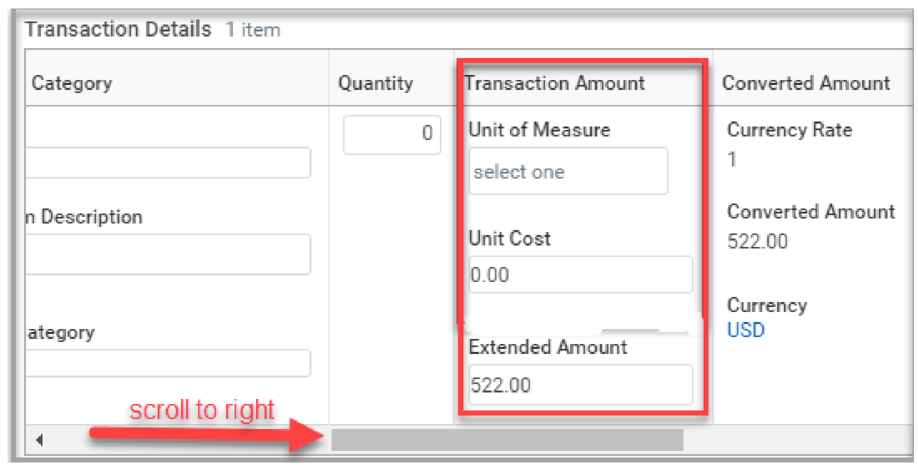
The ***Transaction Details*** tab displays. Conduct steps 6-8 for each transaction you have selected.

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 [Spend Category Crosswalk]() if needed.
   c. Enter the **Quantity** amount.



d. Scroll to the right of the table so you can see *Transaction Amount* column and choose **Unit of Measure**. (***EX***: Each, Pallet, etc.)

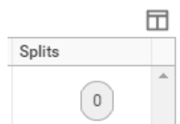
e. Enter **Unit Cost**. This will multiply against the *Quantity* and put the total in the **Extended Amount** field.



workday

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.

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.



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.

10. 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.

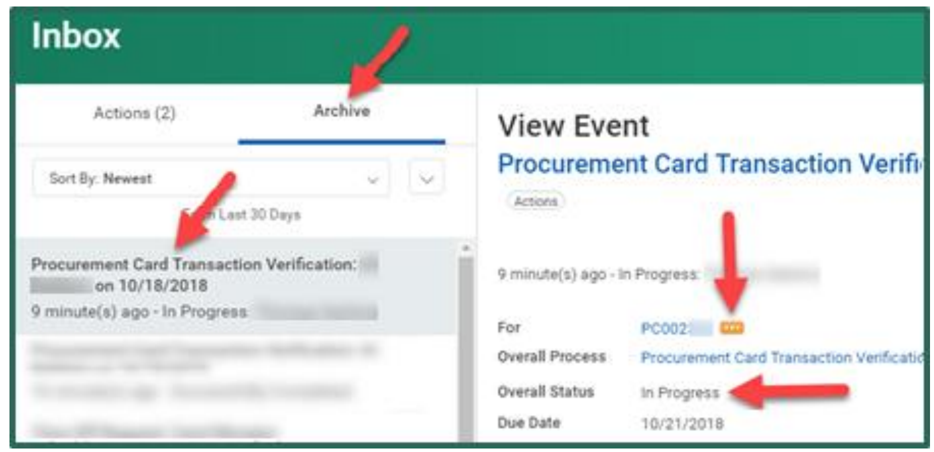
11. Click **Submit** or **Save for Later** at the bottom of the page.

    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.

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