



GETTING STARTED WITH PROCUREMENT CARD TRANSACTIONS

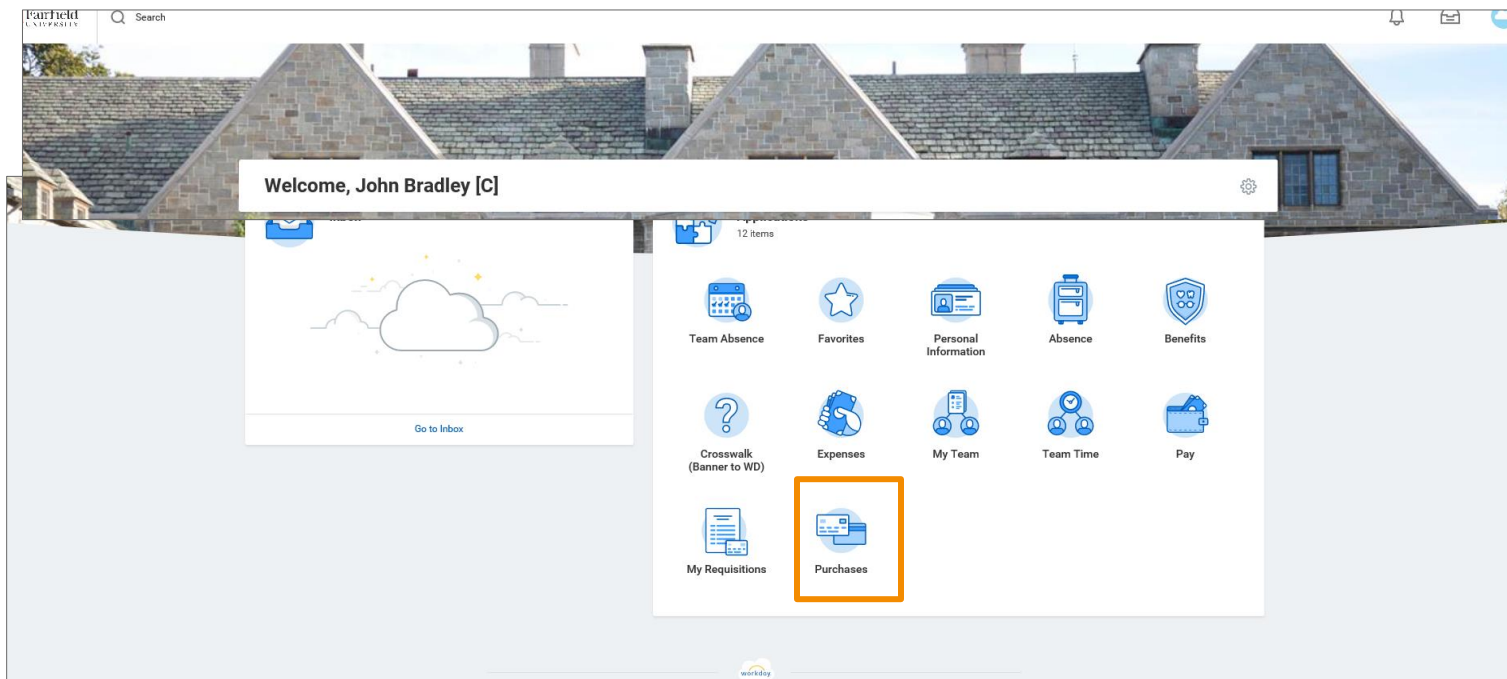
This guide covers how to:

- Verify procurement card transactions.
- Check process and status.
- View procurement card transactions.
- Change verified transactions.
- View verified procurement card transactions.

You can reconcile your Procurement Cards (P-Cards) directly in Workday. Transactions are loaded into the system daily.

VERIFYING PROCUREMENT CARD TRANSACTIONS

Click on the **Purchases** icon on the Workday Home Dashboard. Workday will display the Purchases Dashboard.



You can also type “**ver pro car**” into the Search box, then select *Verify Procurement Card Transaction Verificationst* from the Search Results menu.

1. Select **Verify Procurement Card Transaction** from the Actions column of the Purchases worklet. All P-card charges awaiting to be verified will display. If you do not see the Verify Procurement Card Transaction option on the menu, click **More**.
2. Click in the **selection box** to the left of the charge you want to code.
3. Click **OK**. Workday will display the verify Procurement Card Transactions form.

Actions	View
Create Requisition	Find Suppliers (All Users) - FIN - CR
Add from Templates/Requisitions	Requisitions
Create Receipt	Receipts
Create Supplier Request	Supplier Requests
Create Template	Procurement Card Transactions
More (2)	Procurement Card Transaction Verifications

You can also view your P-card transactions that have already been verified using the Procurement card Transaction Verification report.

2

For Define Date

Company ✖ Fairfield University

Document Date 05/21/2018

Select All ☐

50 Items

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company	Merchant Name	Charge Description	Billing Date	Expense Item	Extended Transaction Amount	Transaction Currency	Billing Currency
<input type="checkbox"/>	Q	03/26/2018	Bank of America PCard - University	Fairfield University	DATCO INC.	DATCO INC.	03/29/2018	Taxi/Bus/Shuttle	525.00	USD	USD
<input type="checkbox"/>	Q	03/26/2018	Bank of America PCard - University	Fairfield University	SOURCE TECHNOLOGIES	SOURCE TECHNOLOGIES	03/30/2018		190.00	USD	USD
<input type="checkbox"/>	Q	03/30/2018	Bank of America PCard - University	Fairfield University	SPRINT WIRELESS	SPRINT WIRELESS	03/30/2018		2,178.40	USD	USD
<input type="checkbox"/>	Q	03/27/2018	Bank of America PCard - University	Fairfield University	AMAZON MKTPACE PMTS	AMAZON MKTPACE PMTS	03/26/2018		108.86	USD	USD
<input type="checkbox"/>	Q	04/03/2018	Bank of America PCard - University	Fairfield University	FEDEX 27986608	FEDEX 27986608	04/04/2018	Postage & Freight	15.57	USD	USD
<input type="checkbox"/>	Q	04/03/2018	Bank of America PCard - University	Fairfield University	RED THREAD	RED THREAD	04/04/2018	Office Supplies	390.00	USD	USD
<input type="checkbox"/>	Q	04/04/2018	Bank of America PCard - University	Fairfield University	AGENT FEE 89007408724150	AGENT FEE 89007408724150	04/06/2018		30.00	USD	USD
<input type="checkbox"/>	Q	04/04/2018	Bank of America PCard - University	Fairfield University	AGENT FEE 89007408724161	AGENT FEE 89007408724161	04/06/2018		30.00	USD	USD
<input type="checkbox"/>	Q	04/04/2018	Bank of America PCard - University	Fairfield University	AMTRAK .C009403724510216	AMTRAK .C009403724510216	04/06/2018	Rail	222.00	USD	USD
<input type="checkbox"/>	Q	04/04/2018	Bank of America PCard - University	Fairfield University	AMTRAK .C00940621514410	AMTRAK .C00940621514410	04/06/2018	Rail	112.00	USD	USD
<input type="checkbox"/>	Q	04/05/2018	Bank of America PCard - University	Fairfield University	BAGMASTERS	BAGMASTERS	04/06/2018		766.66	USD	USD
<input type="checkbox"/>	Q	04/05/2018	Bank of America PCard - University	Fairfield University	AGENT FEE 89007408724220	AGENT FEE 89007408724220	04/06/2018		30.00	USD	USD

3

OK Cancel

Enter the required information into the Transaction Details section. This will be similar to completing the required fields when creating a requisition:

1. Line Item Description.
2. Spend Category.
3. Quantity.
4. Unit of Measure.
5. Unit Cost.
6. Scroll the screen to the right.

Information

Attachments

Transaction Details

Add

1 of 1

Sort By: ▾

DATCO INC.

03/28/2018

525.00 USD

Edit Summary

Transaction

Credit Card Transaction

03/28/2018 DATCO INC. 525.00 USD

Transaction Date

03/28/2018

Charge Description

DATCO INC.

Supplier

X Datco Incorporated

Purchase Order

Supplier Contract

Amount

Remaining Transaction Amount to Verify

0.00

Credit Card Transaction Amount

525.00

Transaction Currency

USD

Sales Tax Collected

Transaction Details

1 item

Company	Business Document Line	Item and Category	Quantity	Transaction Amount	Converted Amount
Fairfield University		<div>Item</div> <div>Line Item Description</div> <div>Spend Category</div>	<div>3</div>	<div>Unit of Measure</div> <div>select one</div> <div>Unit Cost</div> <div>0.00</div> <div>Extended Amount</div> <div>525.00</div> <div>Currency</div> <div>USD</div>	<div>Currency Rate</div> <div>1</div> <div>Converted Amount</div> <div>525.00</div> <div>Currency</div> <div>USD</div>

Attachments

Drop files here

or

Select files

Submit

Save for Later

Close

7. Workday will populate your home org. You can change the org, or change it to a project, Gift or Grant.
8. Scroll the screen to the right. You can split a charge by clicking on the "0" under the Splits column (Refer to the *Getting Started with Purchase Requisitions* training guide).
9. Drag or browse for back-up documents (paid invoice or receipts) for the charge. **This is a required field.**
10. Click **Submit**. Workday will route the charge for approval.

Transaction Details 1 item

Org	Project	Grant	Gift	*Additional Worktags	Splits
OR0505 Purchasing				Cost Center: CC1006 Finance Operations Function: FN60 Institutional Support Fund: FD11 Current Unrestricted - UR	0

Attachments

Drop files here

or

Select files

10

Enter your comment

Submit

Save for Later

Close



ERRORS

1. If you do not complete a required field or if Workday finds other errors in your submission, it will display a red error box that displays the number of errors found.
2. Click on **View All**.
3. Workday will explain each error.
4. If there is an error with a field entry, Workday might highlight that field in red.

The screenshot displays the 'Verify Procurement Card Transactions' interface in Workday. At the top, the Fairfield University logo and a search bar are visible. A red banner at the top right indicates '1 Error' with a 'View All' link. The main title is 'Verify Procurement Card Transactions' with the transaction ID 'PC1800087'. A modal window titled 'Error' is open, showing a 'Page Error' message: 'The sum of the Lines Extended Amount should equal to the total Extended Amount for the Transaction for: 03/30/2018 SPRINT WIRELESS 2,178.40 USD'. The background shows a table with a 'Verification Amount' of '2,178.40 USD'.



APPROVAL PROCESS AND STATUS

After the procurement card transaction has been submitted successfully, it must go through an approval process.

1. Workday will display the next step in the process upon successful submission.
2. Click **Details and Process** to view the entire business process, including approvals.
3. Scroll down the Detail Page and click **Process**.
4. Workday will display the business process up to the current step (current status).
5. Click the **Remaining Process** Button to see the rest of the business process, which includes approvals.
6. Click **Done**.

You have submitted
Procurement Card Transaction Verification: Darlene Dunn on 05/23/2018 [Actions](#)

Up Next
 Peter Perez
Approval by Manager
Due Date: 05/24/2018

Do Another
[Verify Procurement Card Transactions](#)
[Verify Procurement Card Transactions for Worker](#)

[Details and Process](#)

Details

Process

Process History 2 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	05/23/2018 02:14:15 PM	05/30/2018	Darlene Dunn	
Procurement Card Transaction Verification Event	Approval by Manager	Awaiting Action		05/24/2018	Peter Perez (Manager)	

Remaining Process
Click on the button below to review remaining process details.
[Remaining Process](#)

Done



MY PROCUREMENT CARD TRANSACTIONS

You can view your procurement card transactions in two ways.

1. Click the **Procurement Card Transactions** option in the View menu of the Purchases worklet, or
2. Search for “my pro car,” then select My Procurement Card Transactions from the Search Results menu.
3. Enter your filter criteria.
4. Click **OK**.

My Procurement Card Transactions

Transaction Date Start Date

Transaction Date End Date

Status

Supplier

Purchase Order

3

You can search for charges by a given time period, by Status (new, paid, pending, verified) or by Supplier. Charges to a supplier that is not set up in Workday will not appear. **Do not use Purchase Order Search.**

2

my pro car

← My Procurement Card Transactions

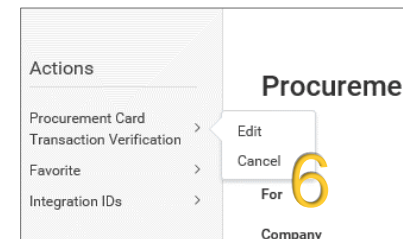
81 Items

Credit Card Transaction	Transaction Date	Status	Charge Description	Supplier	Purchase Order	Transaction Amount	Transaction Currency
Q	03/13/2018	Verified	FEDEX 27741315			20.68	USD
Q	03/14/2018	Verified	DATCOO INC.			500.00	USD
Q	03/14/2018	Pending	DATCOO INC.			540.00	USD
Q	03/14/2018	Pending	DATCOO INC.			500.00	USD
Q	03/15/2018	Pending	ALL WORLDWIDE			10,490.00	USD
Q	03/16/2018	Verified	ACADEMY EXPRESS			1,965.00	USD
Q	03/16/2018	Pending	ACADEMY EXPRESS			1,025.00	USD
Q	03/16/2018	Pending	ACADEMY EXPRESS			820.00	USD
Q	03/16/2018	Pending	ACADEMY EXPRESS			1,150.00	USD
Q	03/27/2018	Pending	SOURCE TECHNOLOGIES			190.00	USD
Q	03/28/2018	Pending	ACADEMY EXPRESS	Academy Express LLC		1,500.00	USD
Q	03/28/2018	Verified	ACADEMY EXPRESS	Academy Express LLC		12,000.00	USD
Q	03/28/2018	Pending	ACADEMY EXPRESS	Academy Express LLC		1,500.00	USD
Q	03/28/2018	Pending	DATCOO INC.	Datcoo Incorporated		525.00	USD

MY PROCUREMENT CARD TRANSACTION VERIFICATIONS (EDIT OR CHANGE)

You can complete charge verification if you had not finished the transaction in the verification form (Save for Later), and you can make changes to charges that have already been verified.

1. Type “**my verif**” into the Search box at the top of most workday screens (you can also click on. Procurement Card Transaction Verification in the Purchases worklet).
2. Select **My Procurement Card Transaction Verifications** from the Search results menu.
3. Look for charges in “Draft” status.
4. Hover over the magnifying glass for a charge you want to verify.
5. Click the **Related Actions** button.
6. Hover over Procurement Card Transaction Verification and select **Edit**.
7. Complete verification, following the steps on Pages 2 – 4 of this guide.



My Procurement Card Transaction Verifications Actions							
26 items							
Procurement Card Transaction Verification	Verification Number	Company	Verification Date	Status	Verification Amount	Currency	
Q 4	PC1800090	Fairfield University	05/24/2018	Draft	390.00	USD	
Q	PC1800091	Fairfield University	05/24/2018	Draft	30.00	USD	
Q	PC1800087	Fairfield University	05/23/2018	Draft 3	300.00	USD	
Q	PC1800088	Fairfield University	05/23/2018	In Progress	108.86	USD	
Q	PC1800089	Fairfield University	05/23/2018	In Progress	15.57	USD	
Q	PC1800085	Fairfield University	05/21/2018	Draft	525.00	USD	
Q	PC1800086	Fairfield University	05/21/2018	Draft	190.00	USD	
Q	PC1800082	Fairfield University	05/16/2018	Draft	1,500.00	USD	
Q	PC1800038	Fairfield University	04/20/2018	Approved	1,965.00	USD	

*If a charge's status is "In progress" or "Approved," select **Change** instead or **Edit** in Step 6.*