10_Verify Procurement Card Transactions

Purpose: The purpose of this task is to process open procurement card transactions in Workday.

How to Access: Enter **Verify Procurement Card Transactions** in the **Workday Search** field, and select the **Verify Procurement Card Transactions** task.

Audience: Principals and Managers who use Procurement cards

Helpful Hints:
- You **MUST** process your open transactions in a timely manner. After 2 days without action, you will receive a reminder to process your transactions. After 10 days of no action, your procurement card will be deactivated.
- If you do not have any open procurement card transactions, nothing will display after accessing the task.
- Do not delegate this task to others
- Keep in mind that only select users will have access to this task in Workday. If you are not authorized, you will not be able to access this Workday task.
- Workday displays fields in this task that CMSD is not using, only the fields listed in this document require you to complete, review, and/or update.

Procedure: Complete the following steps to process your open procurement card transactions.

Verify Procurement Card Transactions

1. Click ☐ to the left of each transaction you are ready to process.

    Note: To be able to process an open transaction, you must have the receipt and know the correct Spend Category to assign to the transaction.

    Note: If you have the required information for all of your open transactions, click the **Select All** checkbox to process all transactions.

2. Click **OK** to continue.

3. Click ⦾ to the left of **Attachments** to expand the *Attachments* section.
4. Click **Select files**, and navigate to your receipt image.
5. Select the required image, and click **Open**.
6. Scroll down to the *Transaction Details* section.
7. As required, complete, review, and/or update the following fields:

Field Name	Required / Optional	Description
Item Description	Optional	Enter the description of the item purchased.
Spend Category	Required	Identify the Spend Category for the purchased item.
Fund	Required	This should always be 001FD_General Fund for all principal cards. Corporate cards reference PO budget. ***Note:*** Only the Chief Financial Officer and the Dep/chief Academic Rescs, Acad roles have the authority to utilize other funds for P-Card purchases.

Field Name	Required / Optional	Description
Cost Center	Required	Identifies your school, department, or program.
Function	Required	Identifies the function that will pay for the items purchased.
Program	Required	Identifies the program that will pay for the items purchased. ***Note:*** Workday defaults this value after entering the cost center.
Additional Worktags	<u>Do Not Use</u>	No Grants, Projects, or Gifts should be used to pay for principal P-Card transactions. Corporate cards could reference grants, project, and etc. ***Note:*** Only the Chief Financial Officer and the Dep/chief Academic Rescs, Acad roles have the authority to utilize Grants, Projects, or Gifts for P-Card purchases.

Note: repeat **Step 3** through **Step 7** for each transaction you are processing.

8. Click **Submit**.

You have submitted
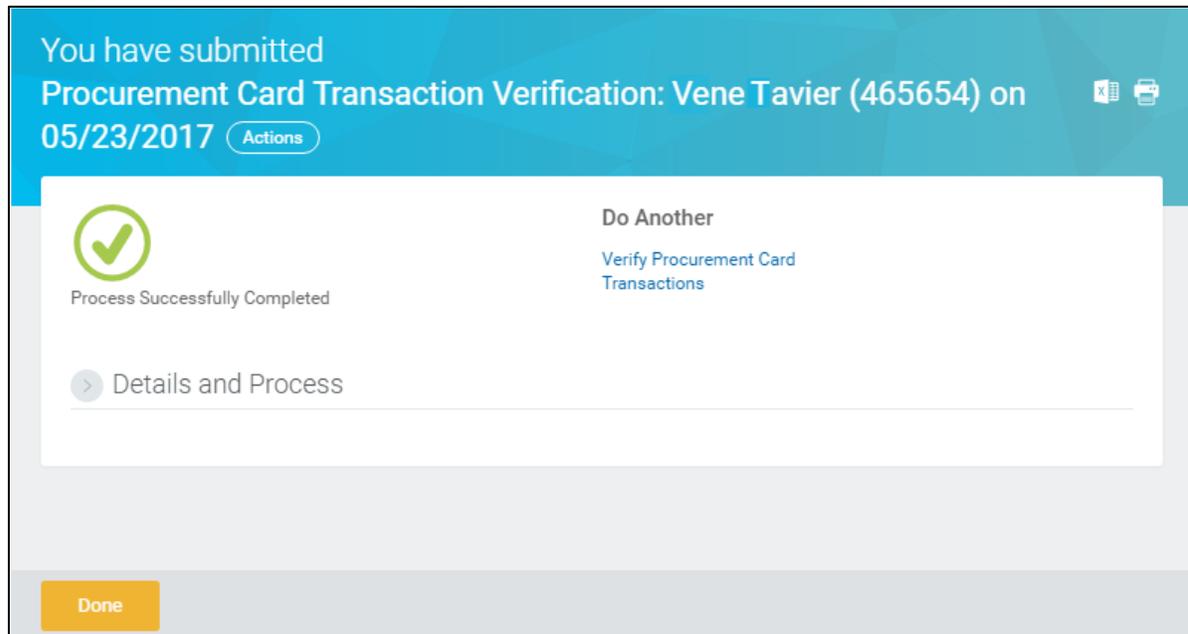
9. You have successfully processed your open procurement card transactions, click **Done** to exit this screen.

Result:

You have successfully processed your procurement card transactions. The next step in the process is the Settlement Run.

Note: All purchases require detailed receipts and items must be approved reimbursable items. If you process procurement transactions that are not an approved reimbursable item, the Settlements department will work directly with you to recoup the costs.