

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

Verify Procurement Card Transactions

For: Michael R Roen (443437)

Company: Cleveland Metropolitan School District

Document Date: 05 / 23 / 2017

Select All:

81 items 🔍 📄 🗑️

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company	Charge Description	Expense Item	Extended Transaction Amount	Transaction Currency	Billing Currency
<input type="checkbox"/>	Q	03/16/2017	Fifth Third Corporate Card	Cleveland Metropolitan School District	AMAZON MKTPLACE PMTS		24.99	USD	USD
<input type="checkbox"/>	Q	03/14/2017	Fifth Third Corporate Card	Cleveland Metropolitan School District	SEAGATE RESCUE PLANS		99.00	USD	USD
<input type="checkbox"/>	Q	03/17/2017	Fifth Third Corporate Card	Cleveland Metropolitan School District	PANERA BREAD #204819		41.08	USD	USD
<input type="checkbox"/>	Q	03/17/2017	Fifth Third Corporate Card	Cleveland Metropolitan School District	SAMSClub #6305		75.03	USD	USD
<input type="checkbox"/>	Q	03/18/2017	Fifth Third Corporate Card	Cleveland Metropolitan School District	APL ITUNES.COM/BILL		24.82	USD	USD
<input type="checkbox"/>	Q	03/18/2017	Fifth Third Corporate Card	Cleveland Metropolitan School District	HEINEN'S #10		24.84	USD	USD
<input type="checkbox"/>	Q	03/20/2017	Fifth Third Corporate Card	Cleveland Metropolitan School District	AMAZON MKTPLACE PMTS		57.07	USD	USD
<input type="checkbox"/>	Q	03/20/2017	Fifth Third Corporate Card	Cleveland Metropolitan School District	ABM PARKING STATION 10		3.00	USD	USD
<input type="checkbox"/>	Q	03/20/2017	Fifth Third Corporate Card	Cleveland Metropolitan School District	ABM PARKING STATION 10		3.00	USD	USD
<input type="checkbox"/>	Q	03/20/2017	Fifth Third Corporate Card	Cleveland Metropolitan School District	JACK FROST DONUTS		13.25	USD	USD
<input type="checkbox"/>	Q	03/23/2017	Fifth Third Corporate Card	Cleveland Metropolitan School District	AMAZON MKTPLACE PMTS		16.99	USD	USD

OK
Cancel

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.

Verify Procurement Card Transactions – new -

Verify Procurement Card Transactions - new -

Total Verification Amount
24.99 USD

For Michael R Roen (443437)

Summary

Company Cleveland Metropolitan School District

Document Date 05 / 23 / 2017

Currency USD

Procurement Card Transactions

Transaction	Amount
Credit Card Transaction * 03/16/2017 AMAZON MKTPLACE PMTS 24.99 USD	Remaining Transaction Amount to Verify 0.00
Transaction Date 03/16/2017	Credit Card Transaction Amount 24.99
Charge Description AMAZON MKTPLACE PMTS	Transaction Currency USD
Supplier <input type="text"/>	Sales Tax Collected <input checked="" type="checkbox"/>
Purchase Order <input type="text"/>	
Supplier Contract <input type="text"/>	

Attachments

Transaction Details 1 Item

	Company	Business Document Line	*Item and Category	Quantity	Transaction Amount
+	Cleveland Metropolitan School District		Item <input type="text"/>	0	Unit of Measure <input type="text" value="select one"/>

Submit
Save for Later
Cancel

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:

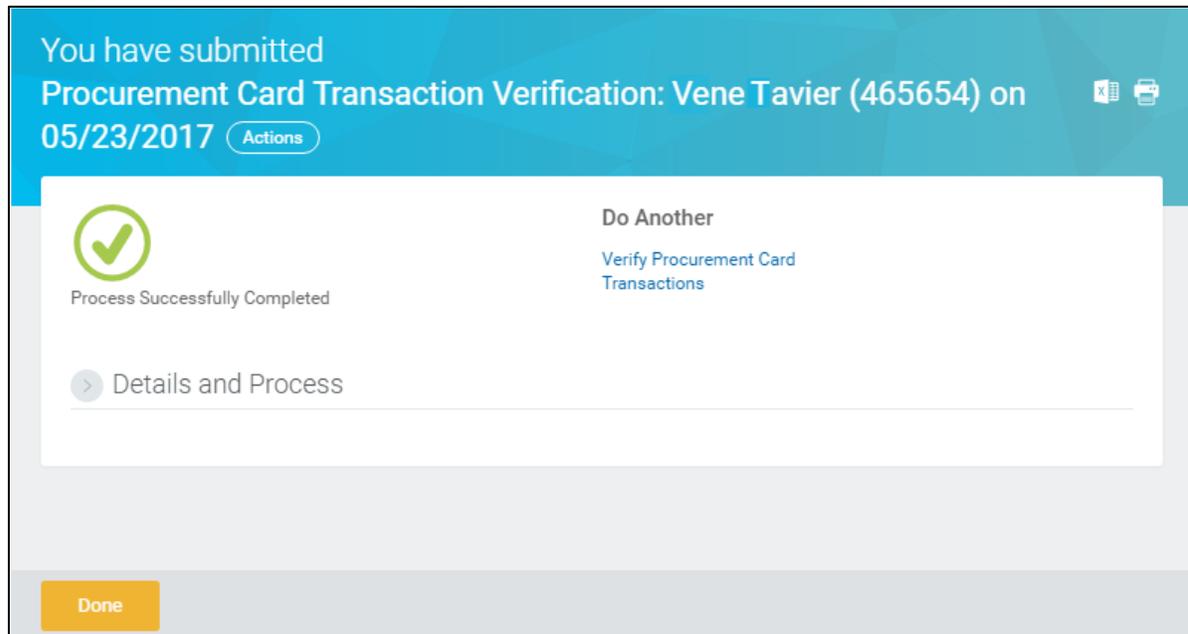
Field Name	Required / Optional	Description
Item Description	Optional	Enter the description of the item purchased.
Spend Category	Required	Identify the Spend Category for the purchased item.
Fund	Required	This should always be 001FD_General Fund for all principal cards. Corporate cards reference PO budget. 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



The screenshot shows a confirmation screen with a blue header. The header text reads: "You have submitted Procurement Card Transaction Verification: Vene Tavier (465654) on 05/23/2017" followed by an "Actions" button. Below the header is a white box containing a green checkmark icon and the text "Process Successfully Completed". To the right of this box is a link that says "Do Another Verify Procurement Card Transactions". Below the white box is a link that says "Details and Process". At the bottom left of the screen is an orange "Done" button.

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.