Requesting and Managing Credit Cards: Verifying Procurement Card Transactions

This quick reference guide (QRG) supports employees who hold Procurement Credit Cards and need to reconcile transactions in Workday.

To reconcile procurement card transactions, complete the following steps:

VERIFYING PROCUREMENT CARD TRANSACTIONS

From the Workday Home page:

1. Type 'Verify Procurement Card Transactions' and select the task.

The Verify Procurement Card Transactions screen displays.

- 2. Enter in **Company**, if not defaulted.
- 3. Select Document Date. Current date is default.
- 4. Click **OK**. Unverified Charges will be displayed.

For		Jackie Micheletto		
Compan	/ *	× University of Fayetteville	Arkansas, :	
D		11/18/2020	1	
Select Al	I	11110/2020		
Select Al	I Transacti	Transaction Date	Corporate Credit Card Account	Company



Note: If you are an administrative staff verifying Procurement Card Transactions for another worker, use **Verify Procurement Card Transactions for Worker.**

- 5. Select at least one Transaction.
- 6. Click **OK**.
- 7. Details for the transaction will be displayed.

	AMAZON.COM*284JJ5DT2 10.8 11/10/2020	88 USD	Transaction		Amount		
ho			Credit Card Transaction *	11/10/2020 AMAZON.COM*284JJ5DT2 10.88 USD	Remaining Transaction Amount to Verify	0.00	
ne			Transaction Date	11/10/2020	Credit Card Transaction Amount	10.88	
			Charge Description	AMAZON.COM*284JJ5DT2	Transaction Currency	USD	
			Supplier	:=	Sales Tax Collected		
			Purchase Order		Default Tax Option	select one	•
			Supplier Contract		Default Tax Code		:=
					Tax Amount	0.00	

In the **Amount** section, complete the following information:

- 7. If the Merchant charged sales tax on the receipt, check 'Sales Tax Collected' as your Tax option.
- 8. If the Merchant did not charge sales tax **AND** the item is taxable **AND** the merchant is an out of state supplier, select 'Calculate Self-Assessed Tax' as your Tax option from the **Default Tax Option** dropdown.
- 9. If you select 'Calculate Self-Assessed Tax', you must then select a Default Tax Code. This code is for the **city** for which the goods or services were delivered.

Under Transaction Details

- 10. Confirm the correct **Company** defaulted.
- 11. Leave the **Item** field blank, as this will default the spend category.
- 12. Enter Line Item Description for the item. This field appears on reports.
- 13. Select an appropriate Spend Category.

Fransaction	n Details 1 item			
(+)	Company	Business Document Line	Item and Category	
	X University of … i≡ Arkansas, Fayetteville		Item	
4				

- 13. Scrolling across to the right, enter a driver worktag
 Designated, Grant, Program, Project or Cost
 Center. The related worktags will default.
- 14. Update **Additional Worktags**, if necessary.



15. Add Attachments, as required.

16. Click **Submit** to verify the charge.

NEXT STEPS

The process for verifying a procurement card transaction complete.

By clicking **Details and Process**, you can view the actions taken thus far in the process. Any changes made to the allocation are tracked in the **Process History** table.

An approver receives a Workday Inbox task to approve, deny or send back. An approver must provide a reason, if sending the request back.

	_		
	E	=	Ż
	F	7	1
	-	-	1

Note: If you begin the process of verifying a charge, but do not complete it and hit 'Save for Later', you will no longer see the charge using the 'Verify Procurement Card Transactions' task. Instead, you will utilize the 'Find Procurement Card Verification' task. Refer to the QRG with that title for more information.

