Procurement: Verify P-Card Transaction

Verify PCard Transactions

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The Verify PCard Transactions functionality is used to review, allocate, and process purchasing card (PCard) transactions made on behalf of your department.

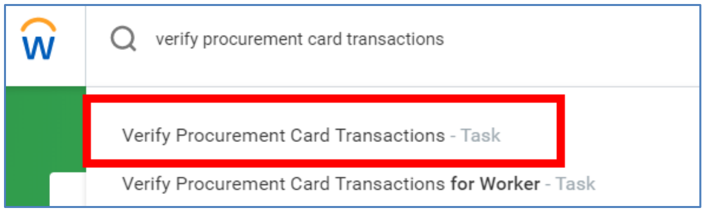
The PCard Holder will have the role of Employee as Self within the system, and the approver will have the role of PCard Approver.

The transactions are posted by the vendors to Bank of America, and then they are transferred to Workday. This process typically can take up to two days. Once the transaction has been posted to Workday, the PCard Holder will receive both email and an Inbox item within Workday indicating there is a purchase(s) which needs to be verified and allocated. They will receive an additional message after five days if no action has been taken on the PCard transactions. In addition, the department manager affected by the purchase will receive a notification that the review is still pending.

NOTE: By the end of each billing cycle (the last business day of the month) all PCard Holders and Approvers MUST verify any open transactions within Workday.

Process PCard Transactions

1) Enter **Verify Procurement Card Transactions** into the *Search* bar and select it from the search results.



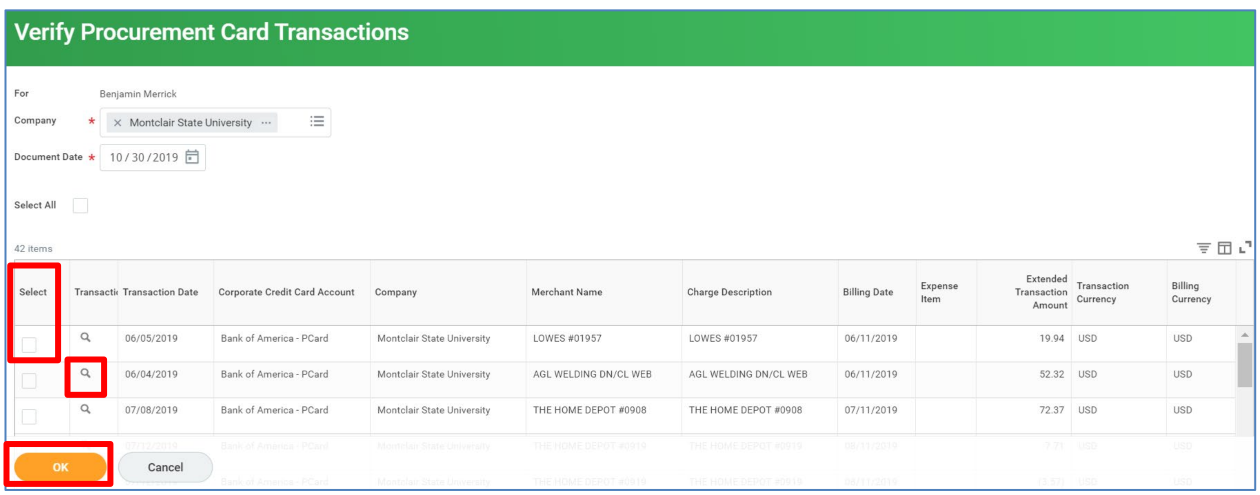
The *Verify Procurement Card Transactions* screen displays a listing of the open credit card transactions which need to be verified and updated with the correct worktags for your purchase. The following fields also display:

a. **Company:** This field defaults to Montclair State University.

b. **Document Date:** Defaults to today's date, including transactions from today's date or prior.

c. **Select All:** You have the option of verifying all or a portion of the transactions in the list. Click the Select All box to check all transactions only if they will all be allocated to the same worktags. Otherwise, select the individual transactions to process by clicking in the corresponding - selection box to the left of the appropriate transaction line.

Note: If multiple lines are selected, they will be batched together when sent to the PCard Approver for review and processing.

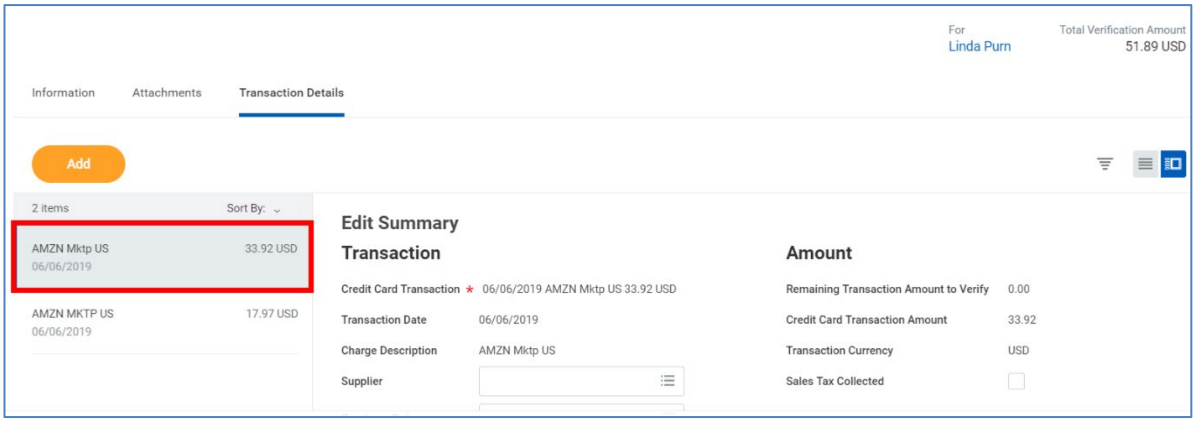


2) Some suppliers provide detailed information for the purchase. To see this additional information, click the **magnifying glass** under the *Transaction* column on the corresponding line and a screen displaying the item information displays. After reviewing this data, click the **Back Arrow** to return to this transaction list.

3) After selecting the transaction(s) to verify, click **OK**.

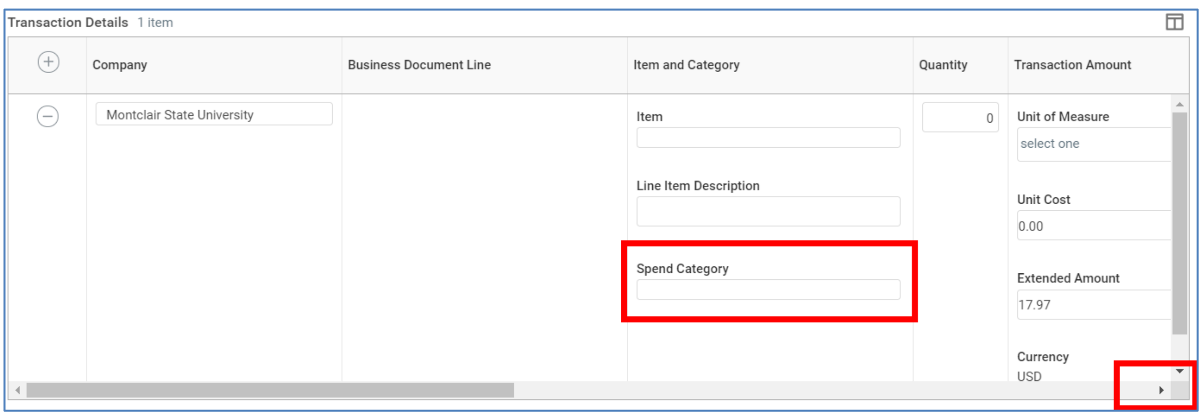
4) On the **Transaction Details** tab, you can view summary information of the specific transaction. If you selected one transaction, the information will populate automatically and you can edit as needed. If you selected multiple

transactions, be sure to select the appropriate transaction line on the left of the screen, to view the correct details.

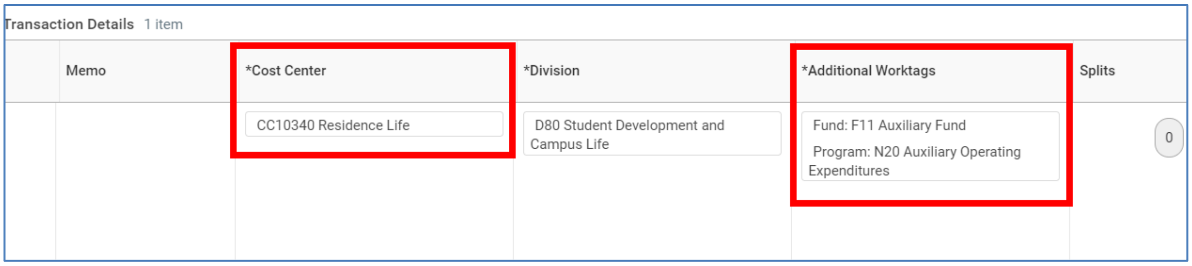


5) Scroll down to the **Transaction Details** section to review the transaction.

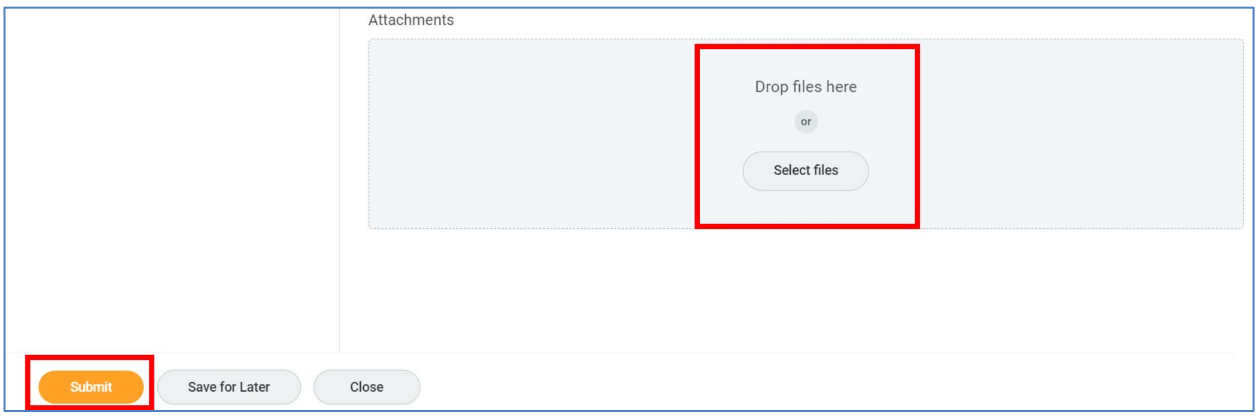
6) In the *Item and Category* column, select the prompt icon to add in the correct **Spend Category**. This required field represents the commodity being purchased. Type a word related to the commodity and select from the search results list.



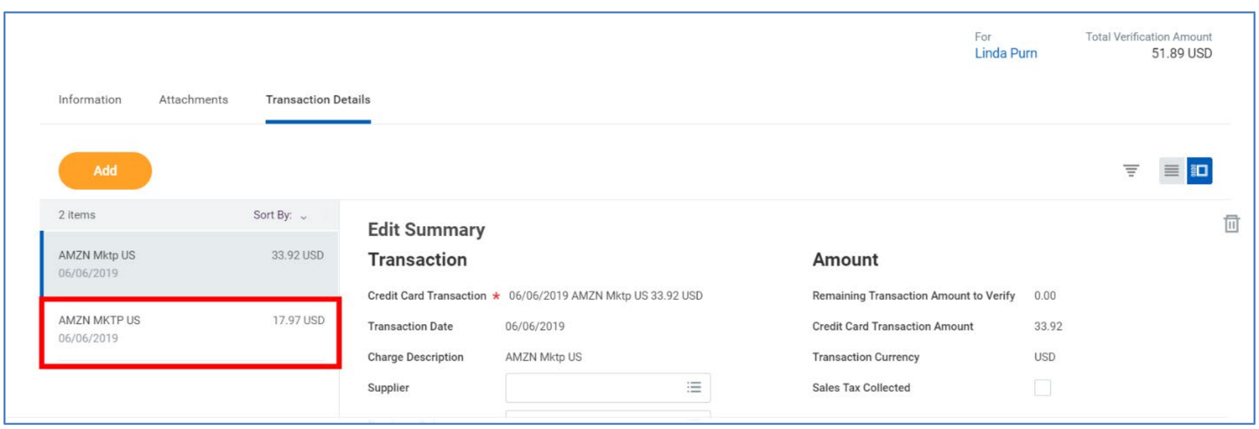
7) Scroll to the right side of the page, and in the **Memo** field, enter additional details about the purchase, such as why the purchase was made, the name of the event for the purchase, etc. This field is to aid your P-Card Approver better understand the purchase and should be used.
8) Confirm the correct worktags are listed in the **Cost Center** and **Additional Worktags** fields. If the purchase was made on behalf of another **Cost Center**, update this field as needed, by clicking within each worktag field and selecting the ‘X’ to the left of the worktag. Then, search for the appropriate driver worktag in the corresponding field to re-populate the correct worktag information. The additional worktags auto-populate based on the selected the driver worktag of **Cost Center, Grant, Gift,** or **Project**.



9) Below the Transaction Details window is the **Attachments** section, where you can drag or browse to upload purchase receipt(s). Note: Attachments are required for all purchases. Acceptable attachments include receipts, order confirmations, packing slips, etc.



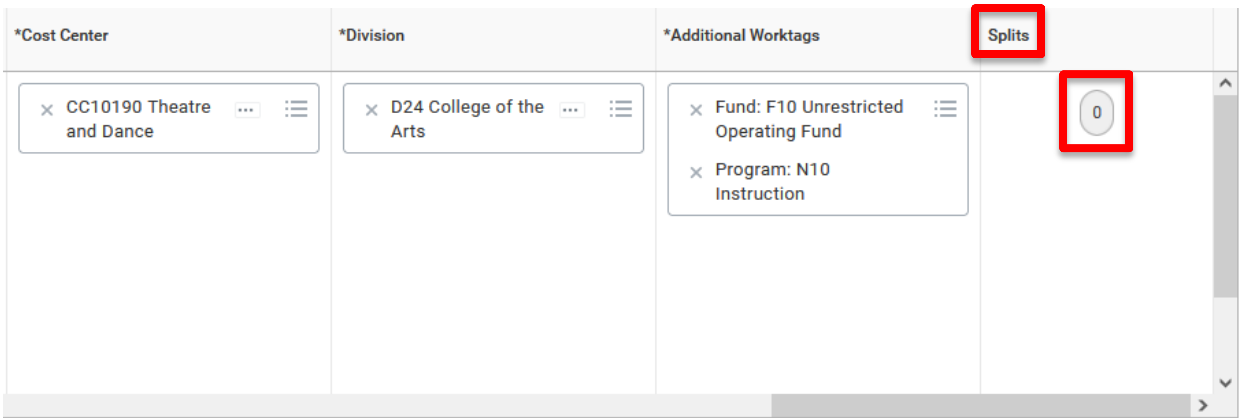
10) If you batched multiple transactions together, be sure to scroll back up to the list of selected transactions, select the next transaction and repeat the review and allocation process. Attachments must also be added to each transaction in order for the purchase to move forward to the PCard Approver for final review.



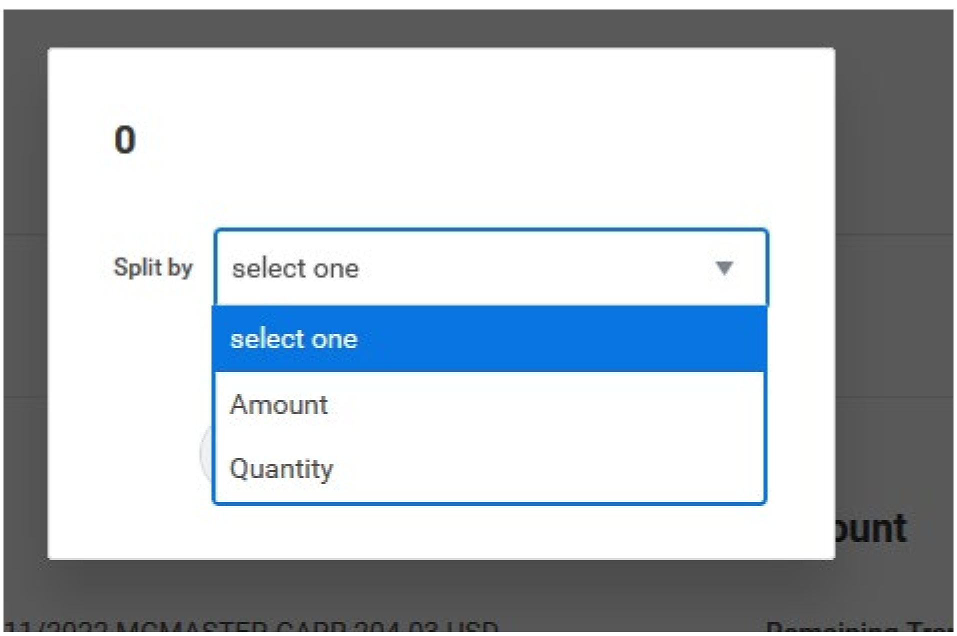
11) When all lines have been reviewed, allocated, and attachments added, click the **Submit** button to send to the Approver for review.

Splitting Charges

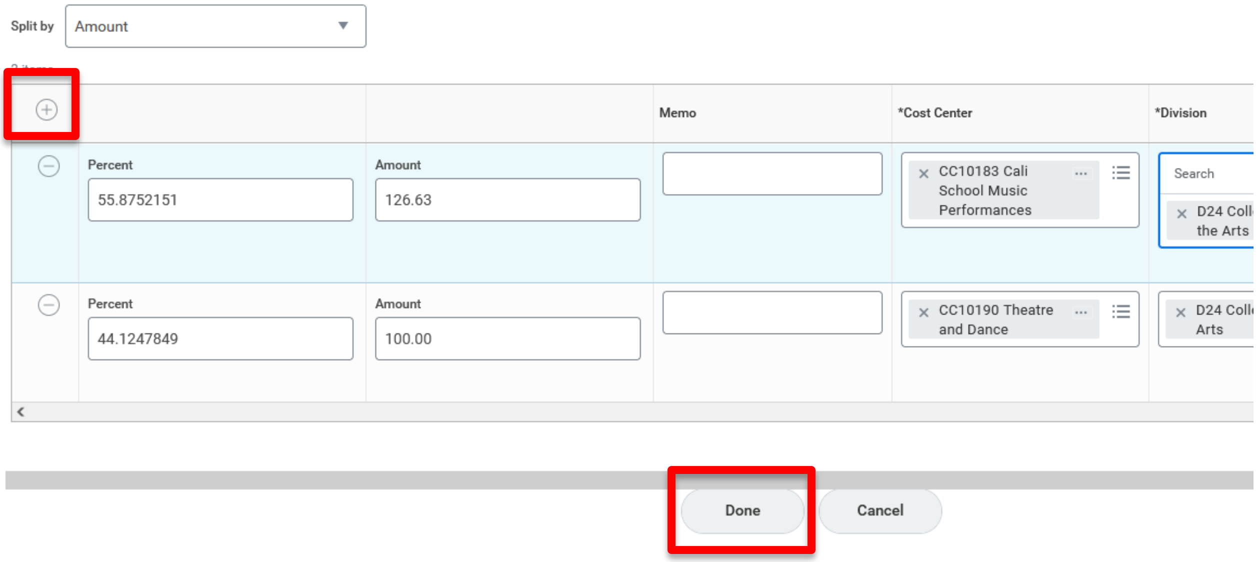
To split a charge between two departments, at the far right of the line labeled cost center is a field called Splits.



In the **Split** column, select the button with the zero. You will then get an option to split the charge by either an amount or a quantity.

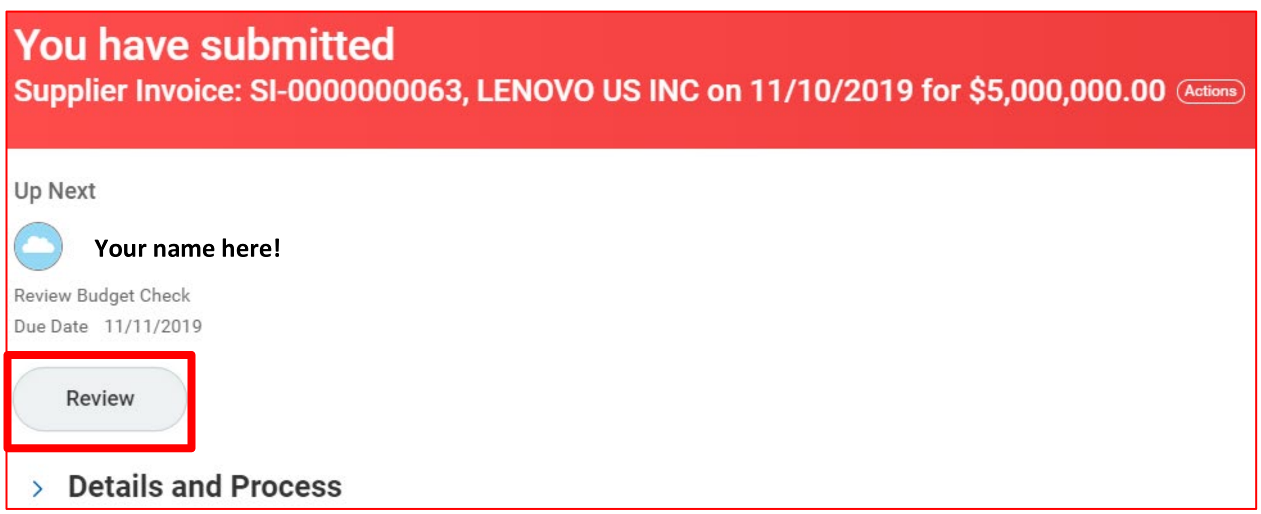


Once you select an option, new fields will appear to permit you to enter the cost center information for the first department. After you complete the first line, click on the **+ sign** in the upper left side of the page (see below). A second line will appear. Add the information to the second line and hit **Done** when finished.



Review Budget Check

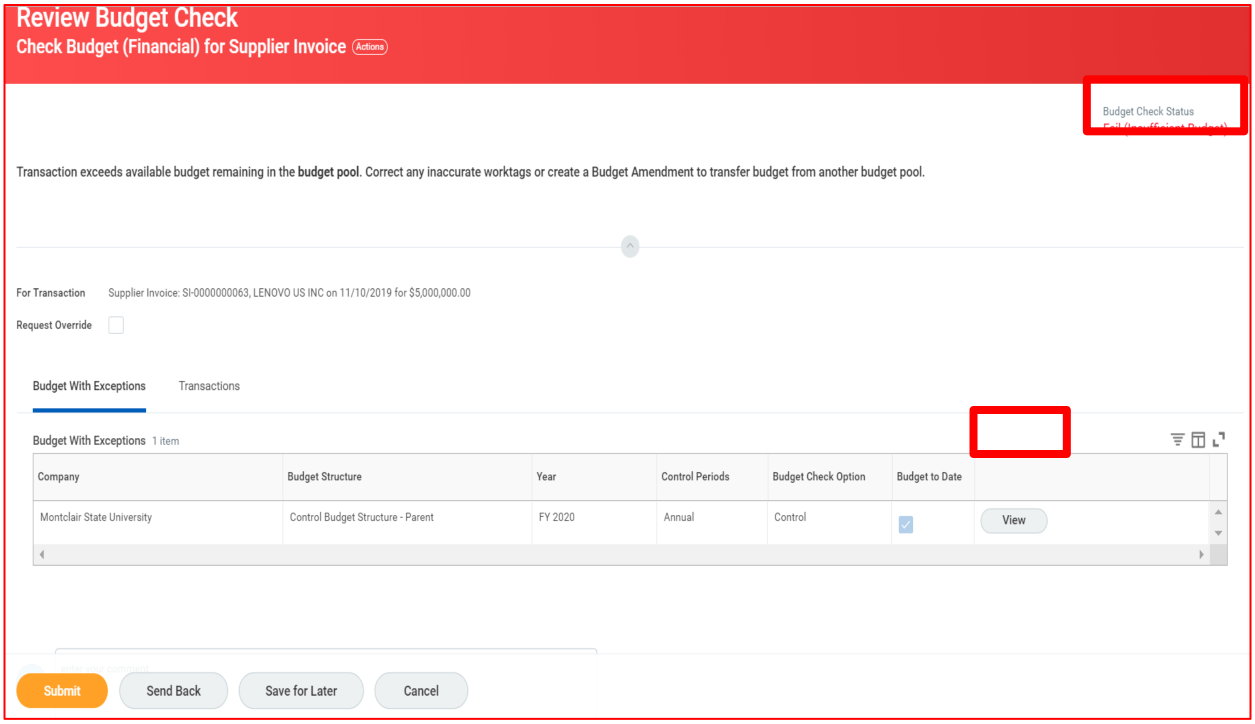
If the system finds an issue with the budget used for a purchase, a "Review Budget Check" action and Review button displays on the screen, once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE-This request will NOT be sent to the approver for review if there is an issue with the budget. Under "Up Next" your name will appear and not the approver's name. See below.**



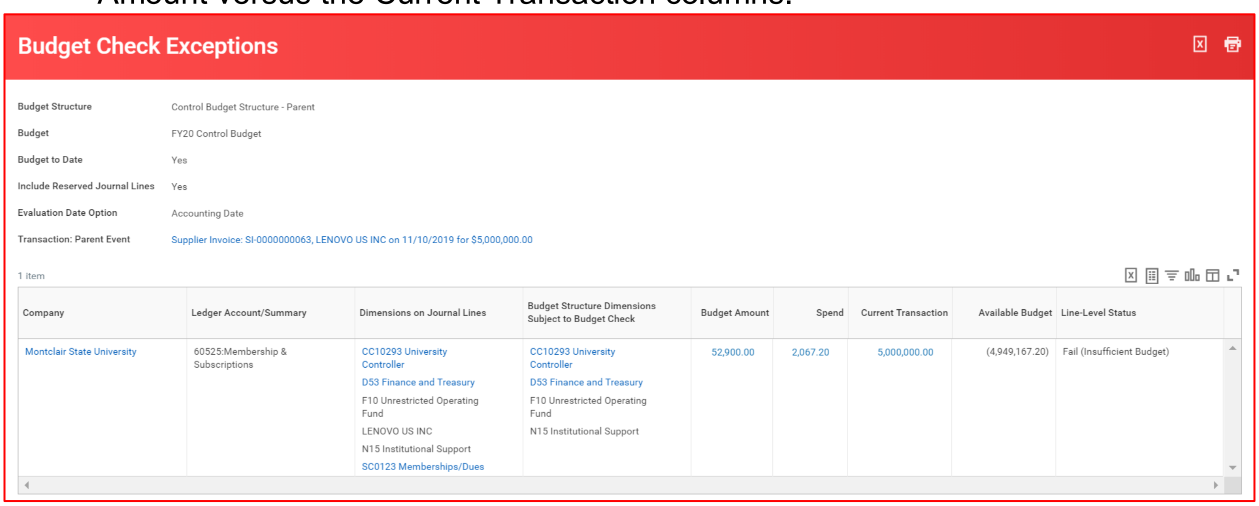
1) Click the **Review** button to drill into the request in order to find the issue.

In the upper right corner, the budget status displays.

2) Click the **View** button on the line to see the specific details of the request.



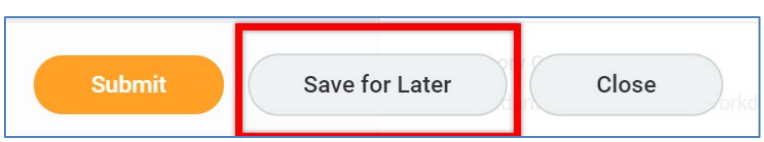
3) Review the columns of the report, and pay special attention to the Budget Amount versus the Current Transaction columns.



4) Based on the information provided, decide if a Budget amendment needs to be completed, or if the request should be edited to adjust the Worktags.

Save for Later (Optional)

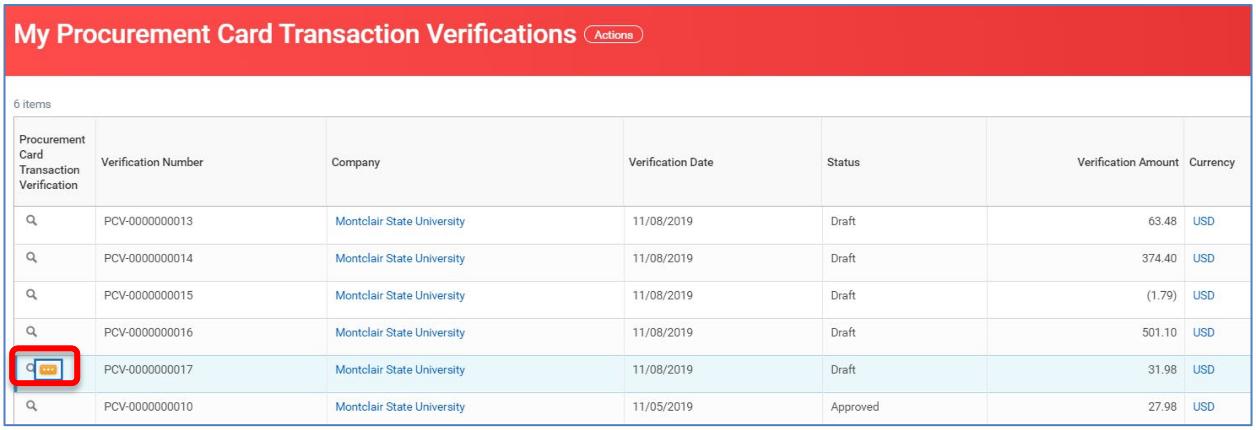
1) Click the **Save for Later** button to save your transaction and return to it later if you do not have all the needed information.



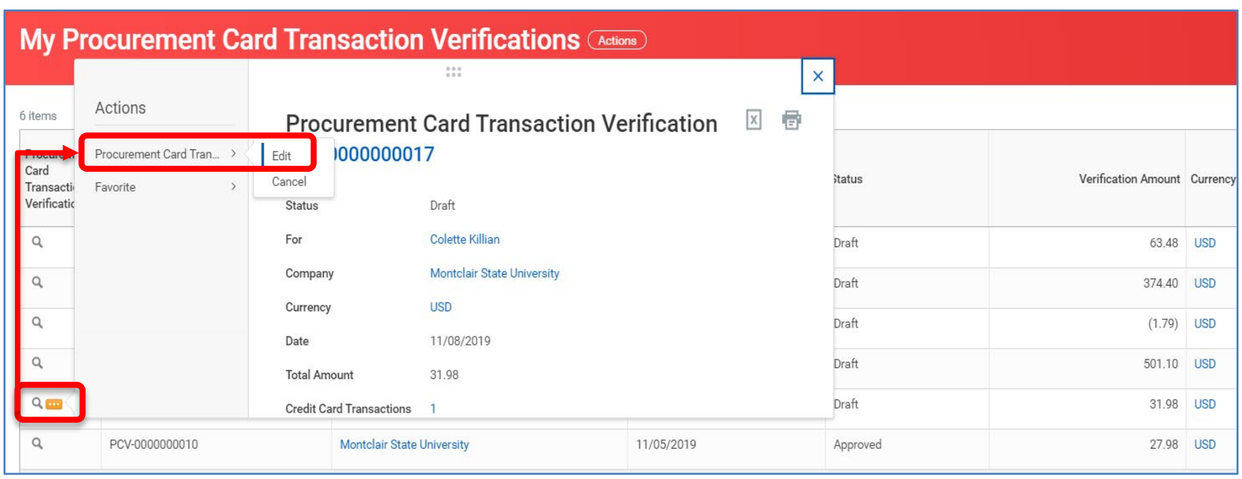
2) To go back to a saved PCard Verification, see the *System Drafts* section below.

Finding System Drafts

1) Drafts are created either if you saved a transaction to work on later, or if the system timed out before the verification was completed. To access a pcard transaction draft, or one that was saved for later, enter **My Procurement Card Transaction Verifications** in the **Search** field, and select the draft transaction.



2) Click the **twinkie** next to the magnifying glass on the selected request to open the Related Actions window.



3) Click **Procurement Card Transactions** > **Edit** to return to the transaction and complete it.

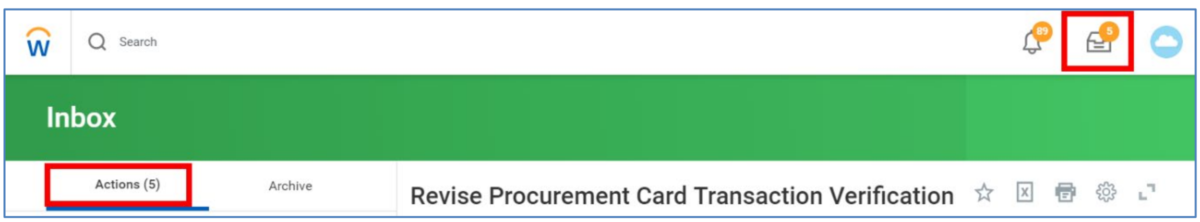
Approval Process

Once submitted, the process moves forward for additional review and approval to the list below:

a. **Project –** Project Manager to PCard Approver
b. **Gift -** Gift Manager to PCard Approver
c. **Grant –** Principal Investigator (if needed) to Grants Accounting
d. **Departmental Purchase -** P-Card Approver

1) To review the items from the PCard Holder, the Approver should double-click the corresponding **Inbox** message in the system.
2) Once the message has been opened, the Approver can click the **Cost Center Transaction hyperlink**, if available. This will display additional, line item detail on the purchase, if provided by the vendor.
3) Next, the Approver should review and confirm all **Worktags**, **spend categories**, **memos**, and **attachments** are correct.
4) NOTE: If multiple charge lines are included, the Approver will see multiple lines on the review page. Review each line, then click on the next line to review. Repeat until all lines have been reviewed and confirmed.
5) If all information is correct, the Approver should select **Approve** at the bottom of the screen. If any information needs to be adjusted, the Approver must select **Send Back** and include a message to the PCard Holder as to what needs to be changed. The Approver cannot make changes to information.

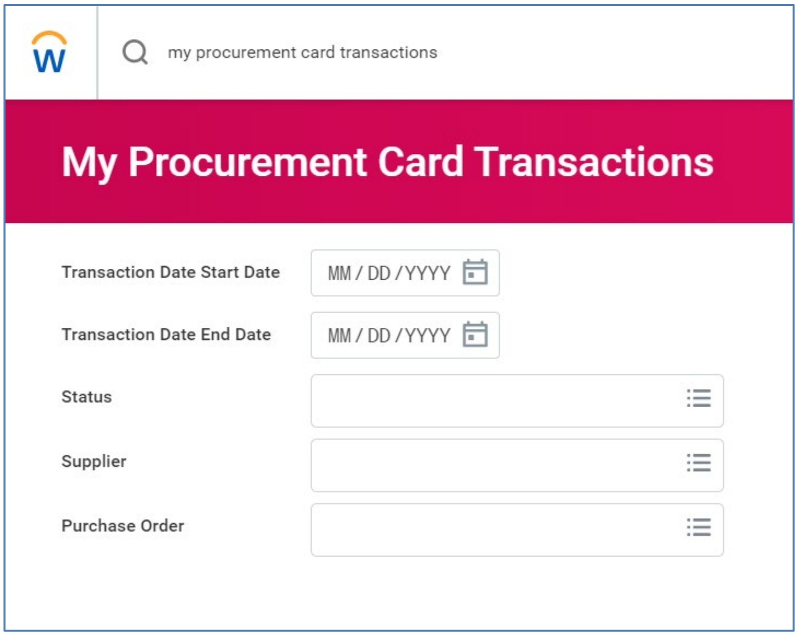
NOTE: If any changes need to be made by the PCard Holder, they will need to resubmit the information back to the Approver once the request has been updated. The PCard Holder receives a request for more information in the Inbox, where it can be edited.



NOTE: If transactions are not processed and approved by the end of the billing cycle (last business day of the month), a note will be sent as a reminder. PCards will be suspended for 30 days if no processing occurs by the 5th business day of the next month.

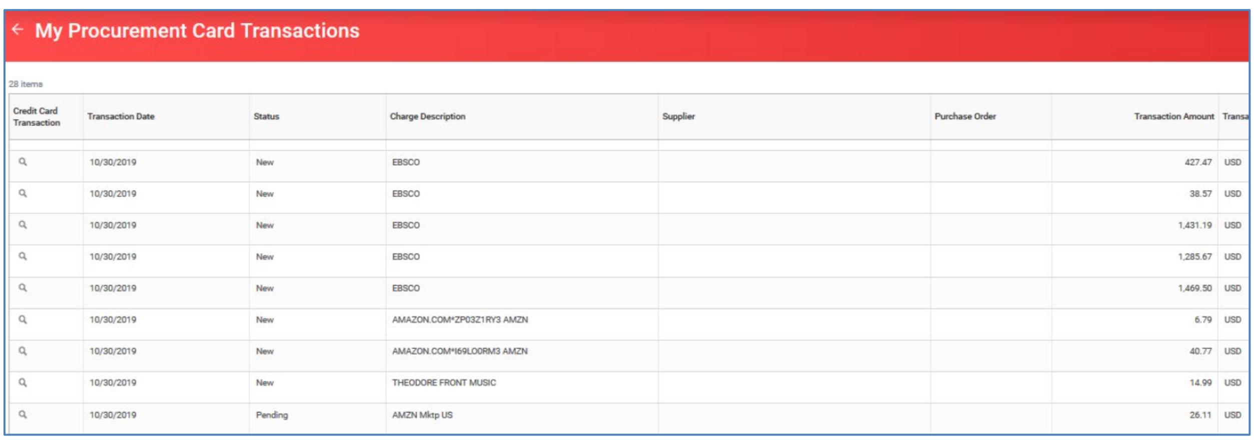
Check PCard Verification Status

1) Once a PCard Verification request has been sent to the Approver, the PCard Holder can check the status of the request by going to **My Procurement Card Transactions** from the **Search** field.



2) Enter the transaction date range in the **Start** and **End** fields to filter the number of returns you will see from your search. Otherwise, click the **OK** button at the bottom left of the screen to bring up all transactions associated to you.

When the list of transactions displays, review the Status column to see the current state of the request. A <u>status</u> of <u>**New**</u> refers to transactions which have not been verified as yet, <u>**Pending**</u> indicates the transaction has been submitted and is awaiting approval, and <u>**Approved**</u> denotes the Approver has reviewed and processed the transaction.



My Procurement Card Transactions

28 items

Credit Card Transaction	Transaction Date	Status	Charge Description	Supplier	Purchase Order	Transaction Amount	Transa
	10/30/2019	New	EBSCO			427.47	USD
	10/30/2019	New	EBSCO			38.57	USD
	10/30/2019	New	EBSCO			1,431.19	USD
	10/30/2019	New	EBSCO			1,285.67	USD
	10/30/2019	New	EBSCO			1,469.50	USD
	10/30/2019	New	AMAZON.COM*ZP03Z1RY3 AMZN			6.79	USD
	10/30/2019	New	AMAZON.COM*I69LO0RM3 AMZN			40.77	USD
	10/30/2019	New	THEODORE FRONT MUSIC			14.99	USD
	10/30/2019	Pending	AMZN Mktp US			26.11	USD

Sent Back Requests (Edit Verification)

Only if an Approver sends back a PCard item, can the PCard Holder edit the request from within their **Inbox**, under the **Actions** tab.

To revise the item, per the Approver's request, the PCard Holder must:

1) Click the item within the **Action** tab of the Inbox.
2) Make and changes to the transaction displayed on the right side of the screen.

3) Click the **Submit** button, at the bottom of the screen, to resubmit the item to the Approver.