KB0047734

Workday: Verify Procurement Credit Card (P-card) Transactions and/or locate existing Procurement Card Transactions Verification business documents

4mo ago 32 Views

Article Body

The following job aid explains how to complete the Verification task for Procurement Credit Card transactions and how to locate your existing (PCT) Procurement Card Transaction verification business documents.

NOTE: All transactions charged by the individual cardholder will be integrated into Workday. Team Members are required to monitor, review and verify their cards transaction activity in Workday.

View the Corporate Credit Card Billing Account Programs: Expense Cards and Procurement Cards Policy and Procedure here: https://spectrumhealth.policytech.com/docview/?docid=54666&anonymous=true

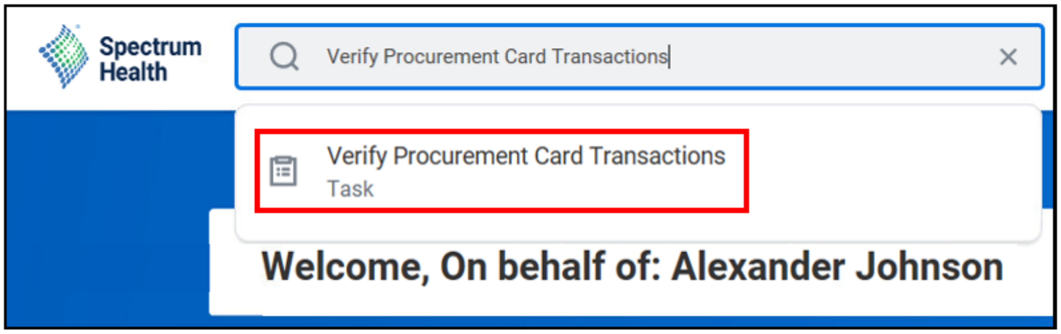
Initiate Verification Task

Note: If your trying to locate a Procurement Card Transaction (PCT) verification business document that has already been initiated, skip further down in this job aid to the red text.

From the homepage:

- Type **Verify Procurement Card Transactions** in the Search bar.

- Click **Verify Procurement Card Transactions**.



Select the Transactions for Verification:

- Select individual transaction(s) from this list to include in the verification document or check the 'Select All' checkbox to quickly select all.

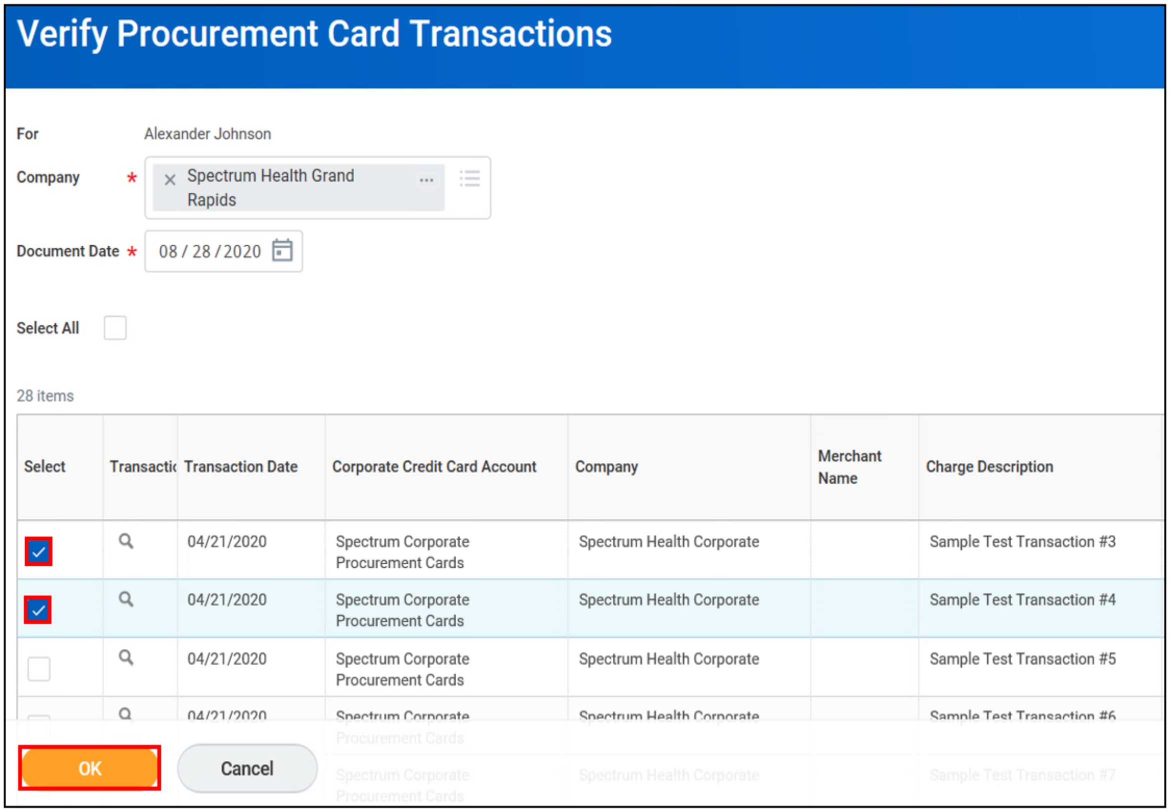
  Note: You can select multiple transactions at a time. In this example, we will select the first two transactions only.

  Note: The card is not to be used for any personal expense items. Any use of the card for non-Spectrum Health activities is considered personal use. Spectrum Health Corporate Credit Card Billing Program administrators and approvers have the responsibility to suspend or terminate privileges in instances of misuse. Improper use of the Procurement Credit Card may also result in disciplinary action, up to and including termination of employment.

  In the event that you truly used the card by mistake, first work directly with the merchant to request a refund to be issued to the card so this way you can hold off on verifying the debit transaction until the credit transaction comes in (if you already attached it to this PCT document you can remove it by clicking the trash can icon in the upper right corner of the Transaction Details grid (upper right corner). When the credit transaction comes in, you can verify the debit and credit transactions on the same PCT document. At that time, an explanation is required in the Line Item Description field to explain the debit is personal and point out that the credit transaction has been issued and has been reconciled on the same reconciliation report.

  If the merchant cannot process a refund/credit to the card for some reason, you will need to return the spend to the company immediately Contact the Expenses Team for instruction. You will still need to complete verification of this personal transaction on this PCT document, however be sure to add an explanation in the Line Item Description field to explain that it is personal and is being paid back via personal check. Attach a copy of your personal check as support (Attachments section located below the Transaction Details grid) before submitting the PCT document.

- Click **OK**.



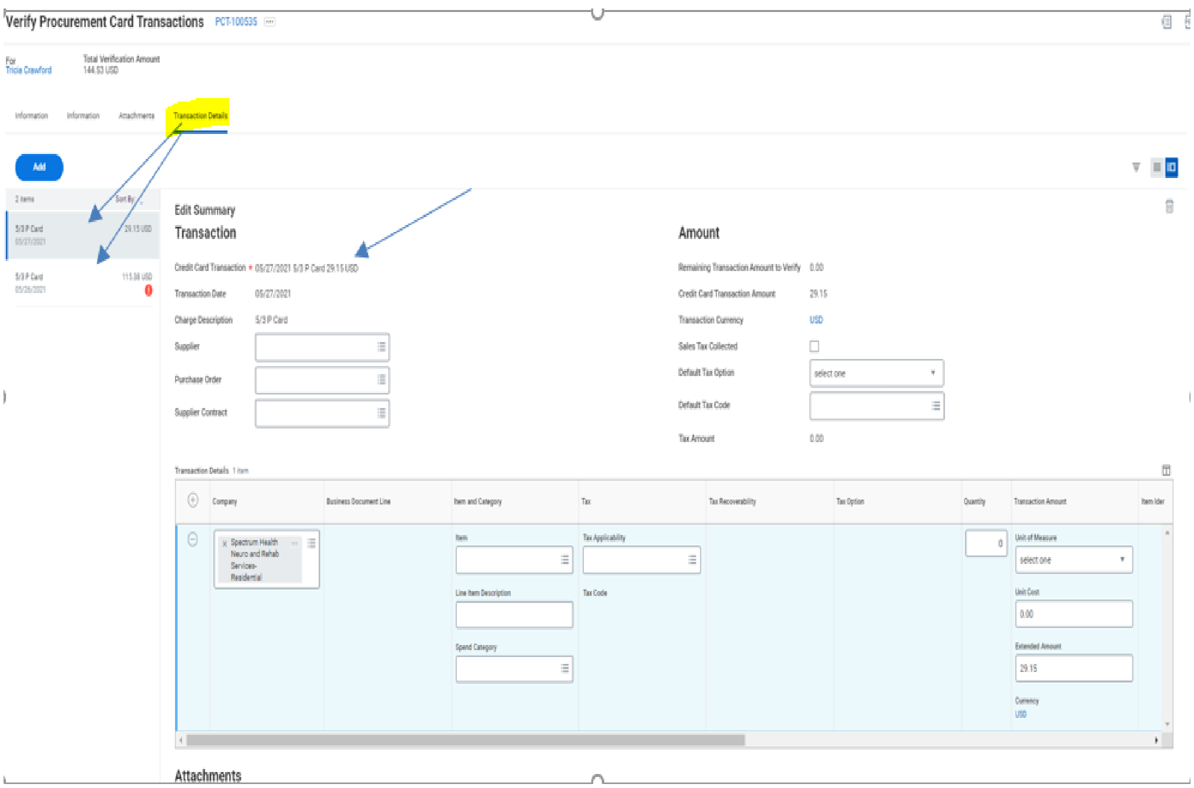
Once the transactions are attached to the procurement verification document, you will proceed to complete the required fields in the **Transaction Details** grid for each transaction line.

Disclaimer: The transactions shown in the next two slides were taken after original document was authored, therefore do not coincide with other slides. Purpose of images is only to depict the written steps.

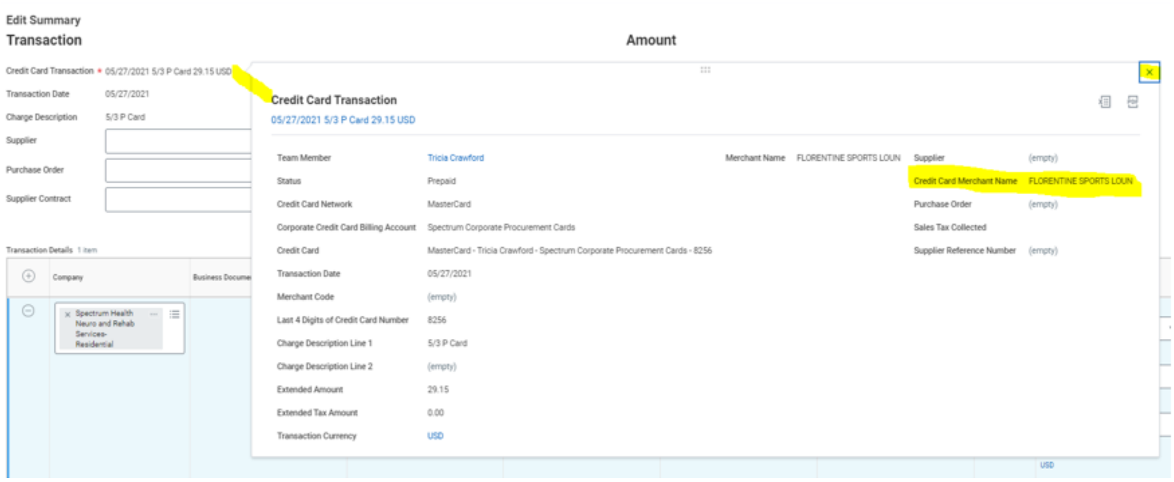
Note: In this example below, you can see two items (i.e.: transactions) are attached and listed on the left of the page. Click into each one at a time to complete Transaction Details.

Note: If you want to view the details that came in with the transaction, click into the related actions button that appears at the right end of the Credit Card Transaction when you hover your mouse over it. To close this window, click the [x] in upper right corner of the window

(shown in next slide).



If opened, this window must be closed to proceed.



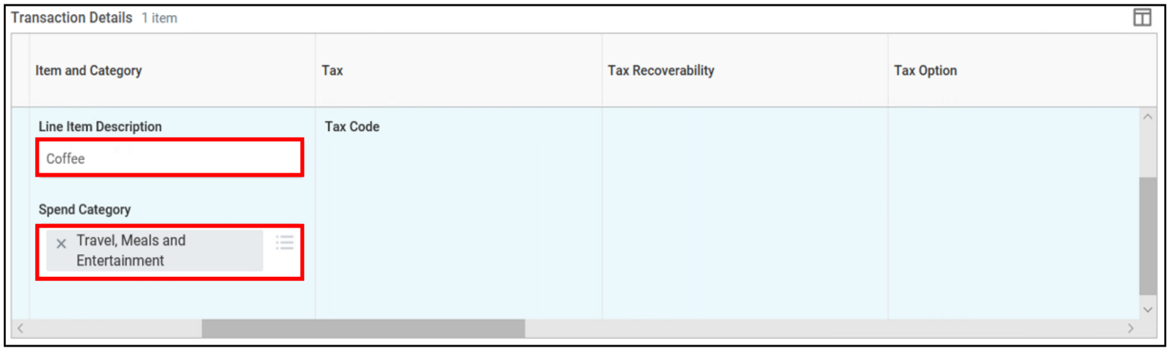
- Under the **Edit Summary Transaction** section, search for and populate the **Supplier** information (if available). **Bypass when not available.**

- Scroll down to the **Transaction Details** section to view.
- Verify the defaulted **Company.** You may need to remove and replace with alternate Company when needed to align with an alternate Cost Center.
- Enter a **Line Item Description** (and **Memo** to provide more detail about the purchase *if desired*) **NOTE: it is the responsibility of the initiator to provide as much detail as possible on the verification document. This can be done in the Line Item description and Memo fields.**

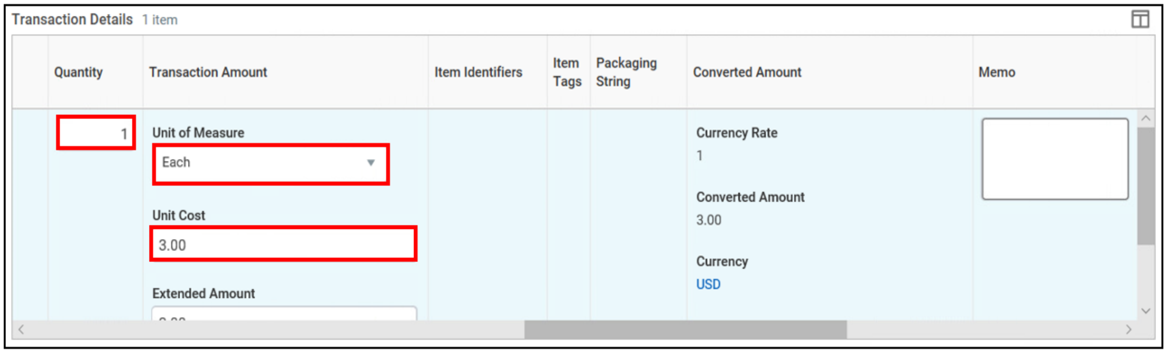
- Populate the **Spend Category**.

Note: The Tax and Program worktags auto populate in the *Additional Worktags field after the

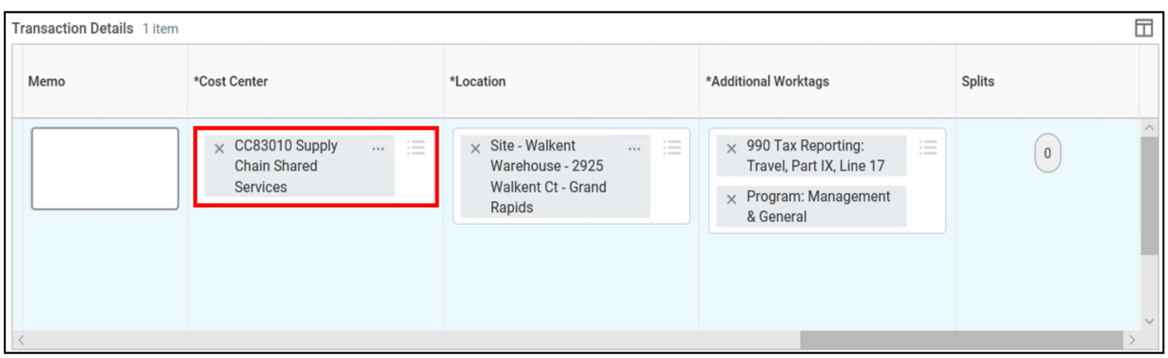
Spend Category is placed.



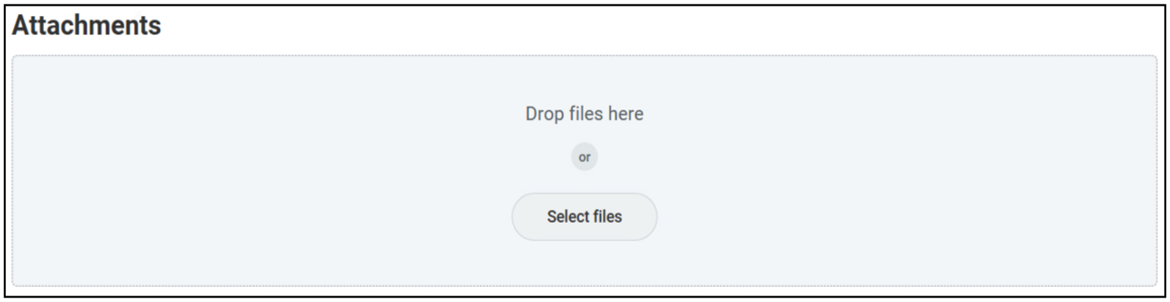
- View the **Quantity** and **Transaction Amount**, **Unit of Measure** and **Unit Cost**



- Scroll right in the Transaction Details grid to verify the **Cost Center.**
  NOTE: Your default cost center will be populated. If you need to use an alternate Cost Center instead, know that it must align with the company that is placed in the Company field within this Transaction Details grid (scroll back to the left to locate the Company field). If you find that it does not align with the cost center you are planning to use, then you will need to remove and replace it with the company that aligns. Next, you will return to the Cost Center field and remove the default, as well as remove the Location and Additional Worktags. After you enter in the new cost center the associated Location and Additional Worktags will auto-populate.



- A receipt is required for any transactions over **$75**. Within the **Attachments** section, drag and drop your file or browse to select and attach the receipt.



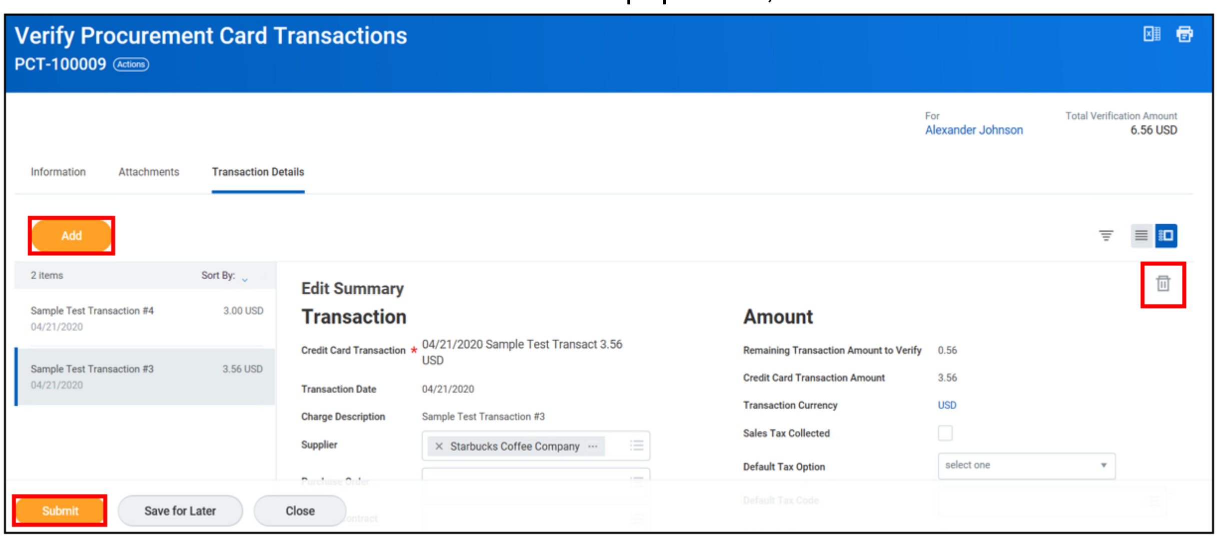
- Scroll back up to continue with the verification process for each transaction. Click on the next item (i.e.: transaction) listed in column on left side of the page to repeat the steps described above. Repeat as needed for each transaction attached to your verification document (when applicable).

  Note: Click **Add** if you want to include additional transactions (and verify them) on this document.

  Note: Click the small trash can icon in the upper right corner of the page to remove a transaction that you've inadvertently attached to your verification document. ***By doing this, you are not deleting the transaction from Workday, you are simply removing it from this particular verification document.***

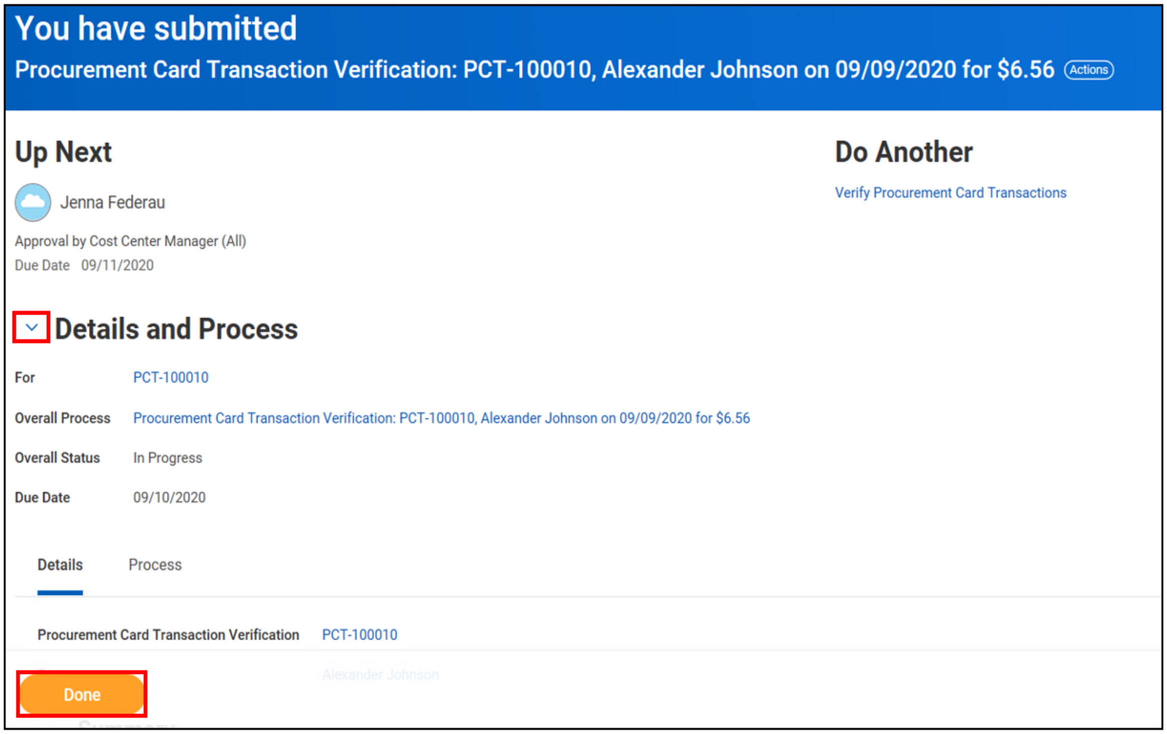
  Note: An attachment of the receipt is required for each individual line item if the item exceeds $75.

- Once all selected transactions have been populated, click **Submit**.



After submitting, you can review Details and Process:

- Click the downward arrow to view the process details and next steps.
- Click **Done**.

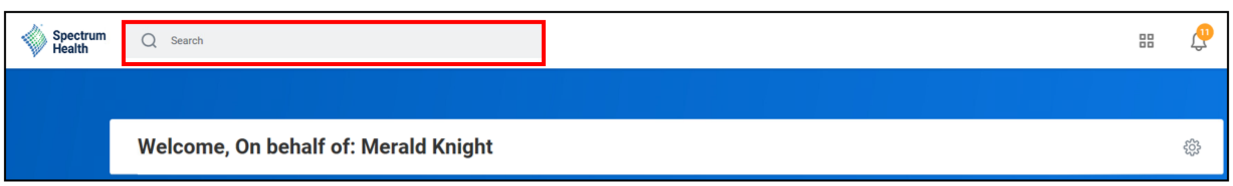


Locate your Procurement Card Transaction (PCT) business documents (including those in ‘Draft’ status):

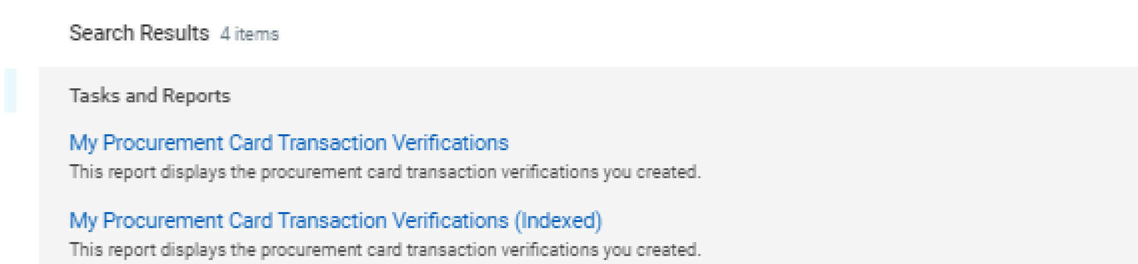
From the homepage:

- Type **'My Procurement Card Transactions Verifications'** in the Search bar and Enter.

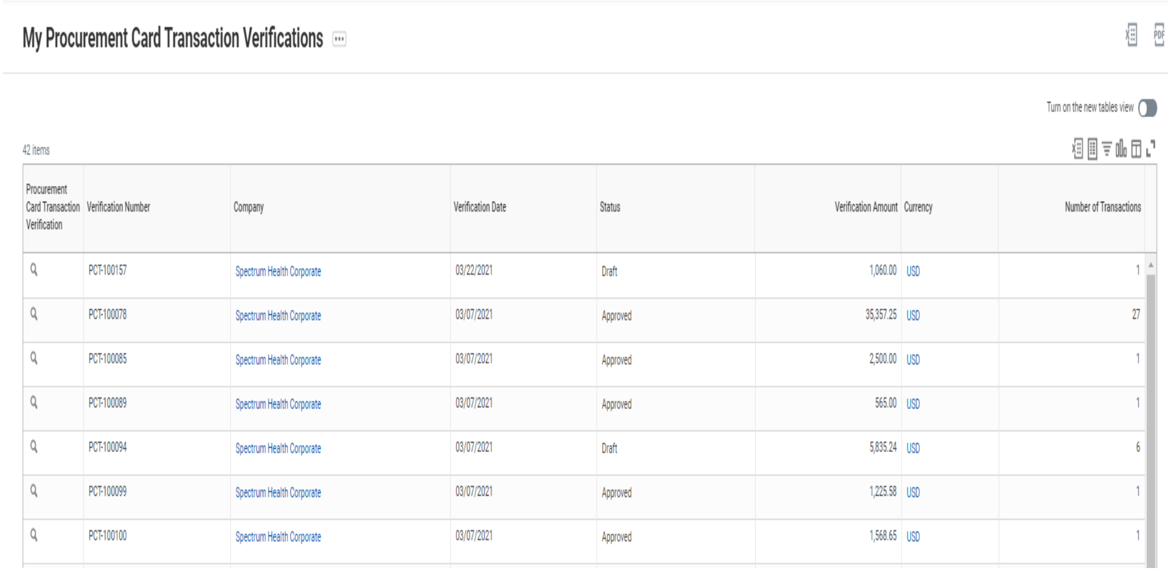
Note: if you are verifying p-card transactions as a delegate, you may not have access to this task. Contact the cardholder for further actions on these documents.



- From the Search Results, choose the **'My Procurement Card Transactions Verifications' report.**



- This report returns a list of your PCT documents in every status.



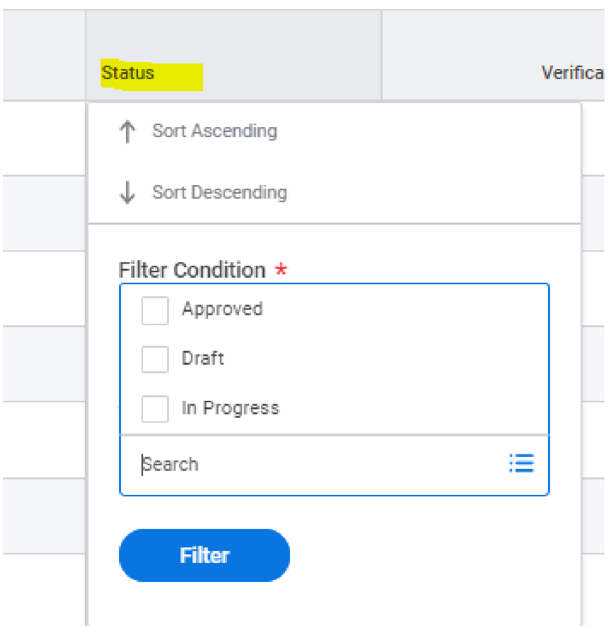
My Procurement Card Transaction Verifications

Turn on the new tables view

42 items

Procurement Card Transaction Verification	Verification Number	Company	Verification Date	Status	Verification Amount	Currency	Number of Transactions
	PCT-100157	Spectrum Health Corporate	03/22/2021	Draft	1,060.00	USD	1
	PCT-100078	Spectrum Health Corporate	03/07/2021	Approved	35,357.25	USD	27
	PCT-100085	Spectrum Health Corporate	03/07/2021	Approved	2,500.00	USD	1
	PCT-100089	Spectrum Health Corporate	03/07/2021	Approved	565.00	USD	1
	PCT-100094	Spectrum Health Corporate	03/07/2021	Draft	5,835.24	USD	6
	PCT-100099	Spectrum Health Corporate	03/07/2021	Approved	1,225.58	USD	1
	PCT-100100	Spectrum Health Corporate	03/07/2021	Approved	1,568.65	USD	1

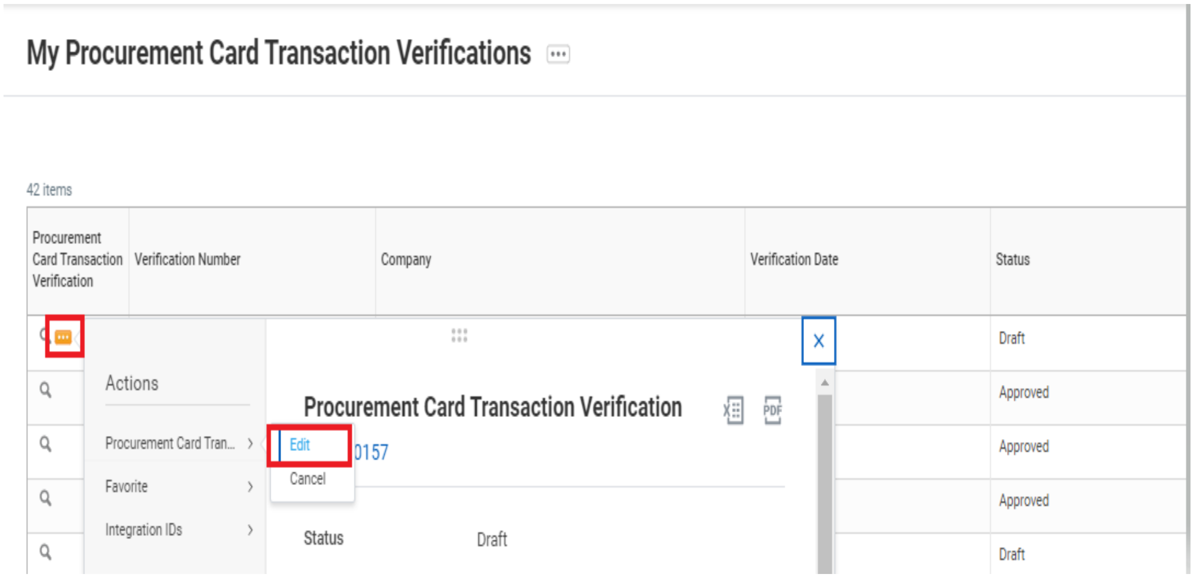
- To sort, click into any column header and then into the Value * field to make your filter selection:



NOTE: Any document in 'Draft' status requires completion and submission.

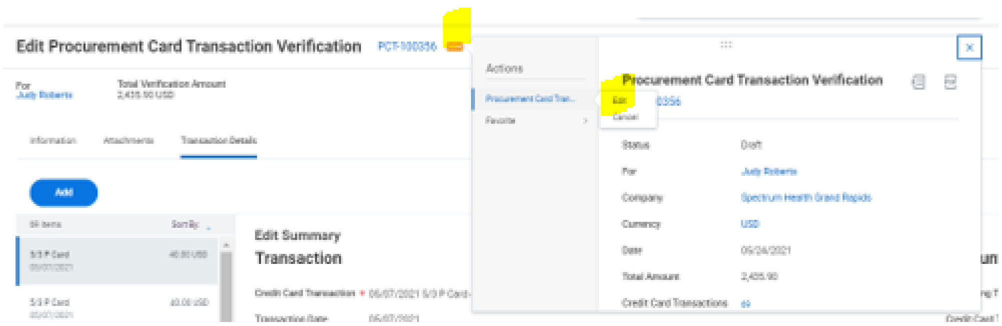
To continue editing PCT documents that are in Draft, hover your mouse in the column with the spyglass and then click into the related actions icon ('twinkle') when it appears.

Disclaimer: left click to open related actions, do not right click.



Note: If you accidentally click the spyglass instead, it will open the report in a view only mode, so to put the document into edit mode from here, you can initiate off of the related actions button that is found next to the PCT document number (blue text) at the top of the document.

Slide over into **Procurement Card Transactions** menu and choose **Edit:**



- After initiating the Edit, locate the items list (column on left side of the document) and find the item(s) with the red error indicator.
- Click on the item
- Proceed to resolve the errors described for this item.

Repeat steps for the next item in your items list that contains the error indicator. After ALL errors are resolved, you will be able to **Submit** your PCT Document.

NOTE: The approval workflow for procurement card verification ('PCT') documents include:

1. Upline Manager of initiator to approve verification

2. Cost Center Manager to approve verification:

The inbox approval notes the ***full amount*** on the top of the verification document, even though the full amount may not be charged to one cost center. Please verify the cost center on the lines to ensure the charges allocated to the managed cost center are accurate.

Each cost center manager present on the verification document will receive a Workday inbox notification to approve the verification. Once one of the designated cost center managers approves, this task should disappear from the other cost center manager inboxes.

3. Complete

Note: if the "Send Back" option is used on the approval step, the verification will require to go through the full approval process again.

For technical issues with submitting a PCT document, reach out to the IS HelpDesk at 616.391.4357 or submit an IS Service Now Request Need Assistance Interim Page - Employee Service Center (service-now.com). Select “Report a Workday Issue” under Category and “Employee Expense Reports” as the issue type.

Escalation Information

If initiating task on [Draft] PCTV as [Manager] Role, Manager can only access PCTV by searching for the PCT document number in the Workday Search bar, then initiate the 'Edit' off of related actions.

Common Error - Spend Category missing. If there are associated Worktag errors they should remove the worktags that are in the **Tax** and **Program** fields and then start over by removing the the Spend Category and adding it back in - after doing so, the associated Tax and Program worktags will auto-populate.