Procurement Card Transactions Tips & Tricks

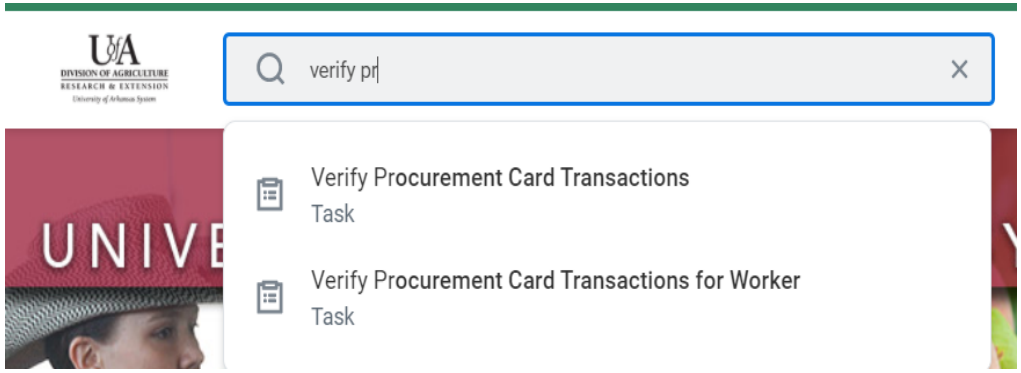
Finance

This job aid supports users who have the security role of Procurement Data Entry Specialist and verify procurement card charges on behalf of workers. There will be a different QRG for those who verify their own.

Verify Procurement Card transactions

To reconcile procurement card transactions, complete the following steps:

In the task bar, type "Verify Procurement Transactions for Worker.

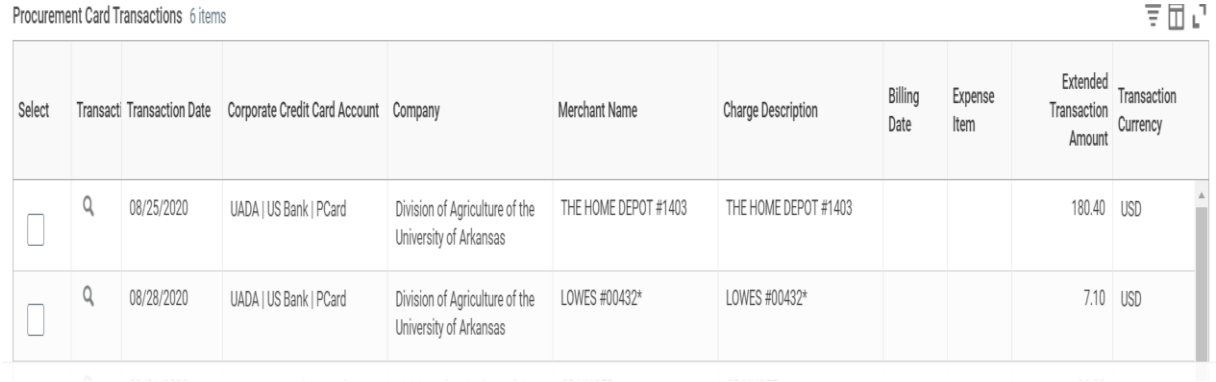


Once in this task, you will need to change the name of the worker to the name of the person you are verifying the charges on behalf of and hit enter.

The company should default.

NOTE: AES users who are approving charges on UAF funds will need to change the company AT THIS POINT to UAF or else you will get the verification sent back.

Click okay at the bottom of the screen and if there are charges to verify they should show up.


Procurement Card Transactions 6 items

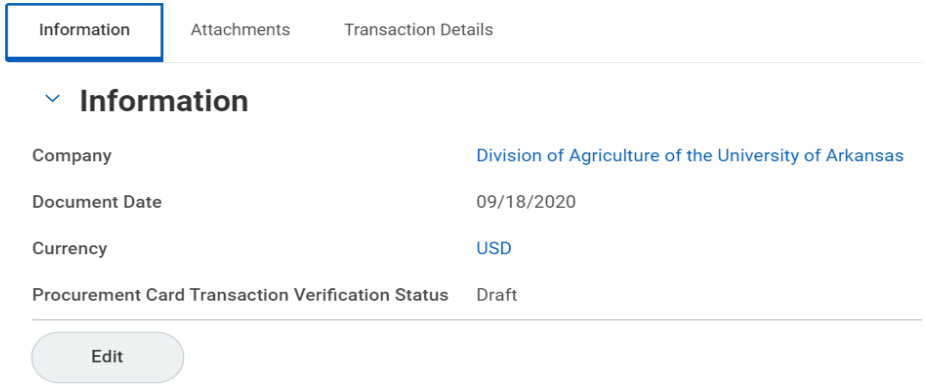
Select	Transacti	Transaction Date	Corporate Credit Card Account	Company	Merchant Name	Charge Description	Billing Date	Expense Item	Extended Transaction Amount	Transaction Currency
		08/25/2020	UADA | US Bank | PCard	Division of Agriculture of the University of Arkansas	THE HOME DEPOT #1403	THE HOME DEPOT #1403			180.40	USD
		08/28/2020	UADA | US Bank | PCard	Division of Agriculture of the University of Arkansas	LOWES #00432*	LOWES #00432*			7.10	USD

NOTE FOR ALL USERS: When you are grouping charges for approval, there are 3 rules you need to remember:

1) If a charge is over $1000, it needs to be on a separate verification, since it requires additional approvals.
2) Group your charges by month. Please do not cross months.
3) Group charges, if possible, by funding type: Grants, non-grants, gifts etc. It makes approvals flow faster and easier.

From here, click the boxes on the far left side of the charges you wish to verify and click ok. This takes you into the actual verification.

From here, the first thing you need to do is click on the "Information" tab at the top. You need to make sure the document date is in the same month as your charge. If it's not, click the "edit" button at the bottom of that area and it will allow you to change the date and save.



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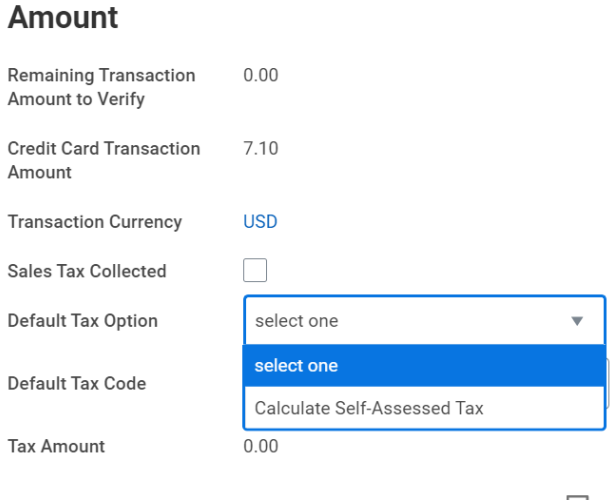
Verify Procurement Card Transactions

Once you have saved any changes on the "information" tab, you will now click back to the transaction details. On the far left side, you should see a list of the charges you selected to be on this verification.

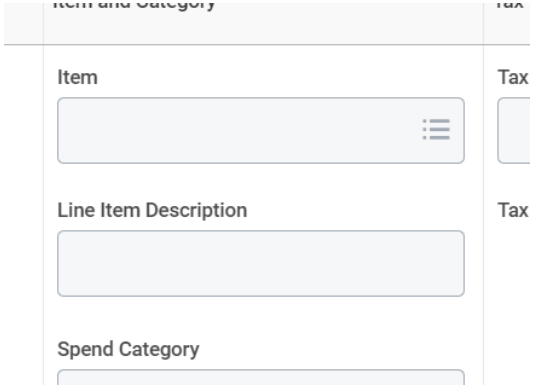
At the top of the verification, you will see many boxes. The ONLY one(s) you have to worry about are the "Sales Tax Collected" checkbox and the "Default Tax Option" dropdown. If sales tax was NOT collected on your charge and should have been, you will not check the collected box, and choose the Default Tax Option box. There is only one option, which is "calculate self-assessed tax". This will bring up an option at the line we will talk about in a minute. If tax was collected, then just choose the Sales Tax collected checkbox. **DO NOT** choose both sales tax collected and "calculate self-assessed tax." This is an either/or situation.



If you don't owe tax because it's an item we are tax exempt on, you will just choose a correct spend category and tax option at the line. You will leave both tax boxes blank on the "header" of the verification.

Now you will scroll down to the blue box, known as the line. There are lots of boxes here, and you can ignore quite a few of them!

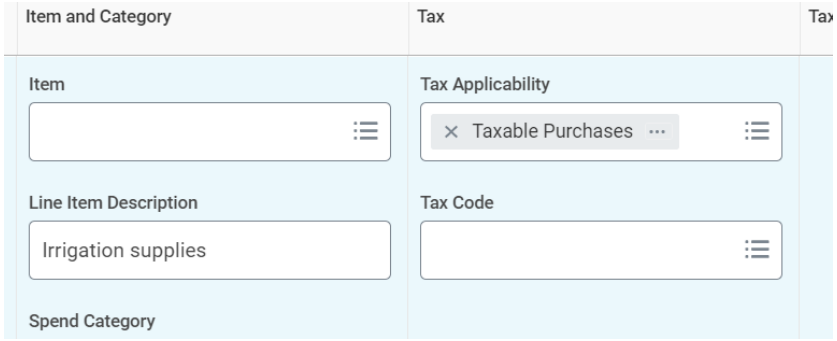
The first thing you do is put in the "Line Item Description". DO NOT USE the "item" box. It will cause your transaction to come back and visit you again. Just skip the item box and ONLY use the "line item description". Type in a short description of what was bought. If you need more room, you can use the "memo" box that is further down the line.



After this, you will choose a Spend Category. These are very important, especially for the upper level budgeting that happens. We will go into more detail on those in a bit.

Verifying Procurement Card Transactions

Once you have chosen the Spend Category, you will want to check the "Tax Applicability" Box. The Spend Category will have an applicability already assigned to it. If it's one where you clicked the self-assessed tax option above, you will need fill out the tax code box with where the item was shipped to or picked up from Ex: Little Rock, Hope, Stuttgart,etc.



Once all the Spend Category and Tax boxes are sorted, you can skip all the way over to where you enter your worktags. You don't need to fill in quantity and price etc. That's already known from the header area.

You will now enter your driving worktag. This should be ONE of the following: Designated, Grant, Program, or Project. You will not have more than one of these for the fund you are using. It should drive all other pieces of information needed, with the exception of REEport for AES funds. Double-check what populates as well as your document date at the header, and then if it looks okay, you can move to the bottom where you attach your receipt documentation. You can have more than one attachment for a page.

NOTE: Receipts MUST be attached per line, not at the header. Do not mass upload them into one document. They must be separate pages for each charge.

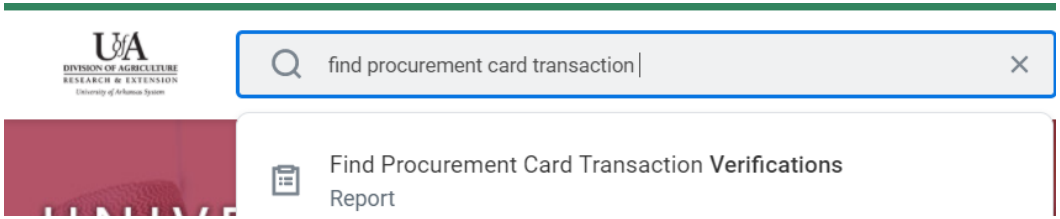
This is the process that you will use for each receipt on the verification. Once you are done with all charges on the verification, you will click submit on the bottom of the page. It will then route through the appropriate channels.

Procurement Card Verifications Tips/Tricks

Finding Verifications in Draft Status or to Edit

There may be times when you need to find a verification that you have done, either to finish it and submit it from draft status, or to edit a verification you have submitted for various reasons.

The task to find any verification for procurement cards transactions is "Find Procurement Card Transaction Verifications". Search for this in the taskbar.



Once in this task, you will put in the name of the worker whose verifications you are searching for. You can put in dates to narrow your results by if needed. Click okay at the bottom of the screen.

This will bring up a list of all verifications done for that worker, total if no date put in the previous screen, or during a specific time frame if there were dates.

Worker Shelby Hanson Verification is Intercompany No

6 items

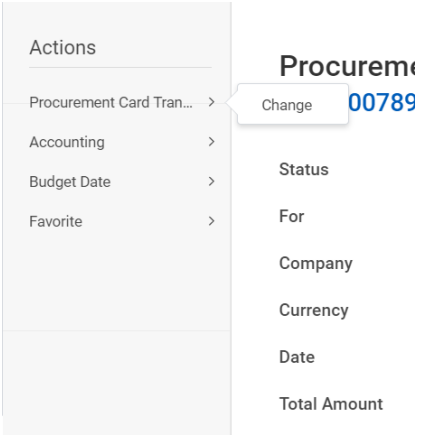
Procuren Card Transacti Verificati	Verification Number	Company	Verification Date	Status	Worker	Verification Amount	Currency	Number of Transactions	Verification is Intercompany
	PC-00007891	Division of Agriculture of the University of Arkansas	09/11/2020	Approved	Shelby Hanson	21.98	USD	1	No
	PC-00006035	Division of Agriculture of the University of Arkansas	08/31/2020	In Progress	Shelby Hanson	1,208.83	USD	1	Yes
	PC-00005260	Division of Agriculture of the University of Arkansas	08/26/2020	Draft	Shelby Hanson	1,807.50	USD	1	No
	PC-00002378	Division of Agriculture of the University of Arkansas	08/17/2020	In Progress	Shelby Hanson	125.00	USD	1	No
	PC-00002382	Division of Agriculture of the University of Arkansas	08/17/2020	In Progress	Shelby Hanson	64.05	USD	3	No
	PC-00007916	Division of Agriculture of the University of Arkansas	07/13/2020	In Progress	Shelby Hanson	74.63	USD	2	No

This is the screen that you will come to when you need to edit verifications that are sent back to you. DO NOT edit from the inbox return. It won't let you edit all the fields.

NOTE: If your verification was sent back to you, scroll to the bottom of the verification and READ the comments about what needs to be changed.

Find the verification that you wish to edit or change, and click the related actions twinkie that appears next to the magnifying glass at the front of the line.

From there, you will choose the Procurement Card Transaction menu and then choose "Edit" or "Change". It will be edit if it's in draft status. You will see change if it's "In progress" or "Approved". You can also cancel the transaction if it's in progress from this menu.



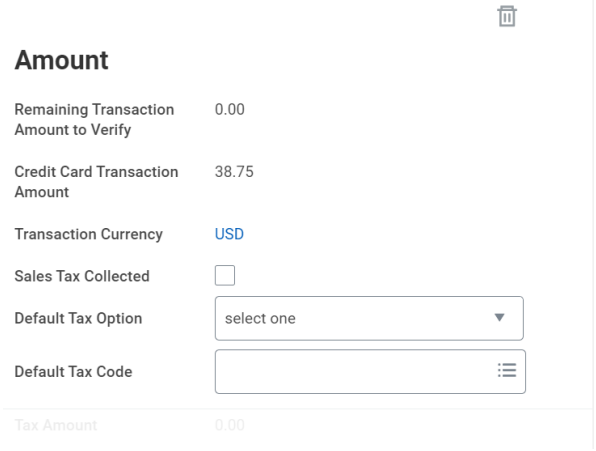
Choose the appropriate action. If you initiate a change, it will make you click that you understand that it's going to go back through the approval channels when you re-submit it. Once you click okay, it will let you edit every field on the verification. Change or complete what is needed and re-submit.

Procurement Card Verifications Tips/Tricks

What do I do if I have a charge that I didn't mean to select on the verification?

If you have a charge on the verification you are working on that should not have been on that verification, or that you ended up not having a correct receipt for, you can remove it from the verification and continue.

On the line of the charge you did not mean to have on the verification, on the far right side is a "trash can" icon. If you click this, it removes that charge from the verification, and puts it back in the "Verify Procurement card Transactions for worker" list.

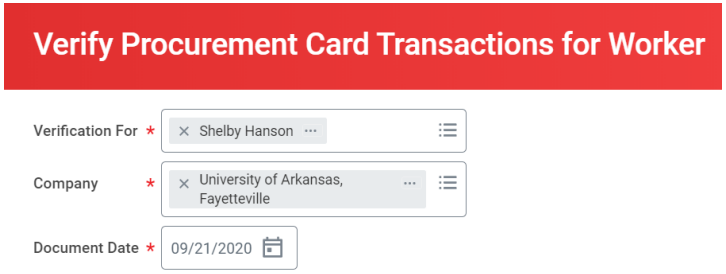


Tip: Group charges by month and then by funding source, if possible.

When doing approvals, and grouping charges, there are a few rules to abide by:

1) If a charge is over $1000, it needs to be on a verification by itself, or with other charges over $1000. These go through extra approvals, and it's easier on the approvers if they are by themselves.
2) For AES: You must change the company on UAF funded transactions when you are searching for the workers charges in the intial verify search screen. You must ALSO change the company at the line so that the funding source company matches the company at the header.
3) If possible, and sometimes it's not, try to group charges together by those that are on grants, versus those that are on non-grant funds. Also try to group by AES and CES transactions, since they route to different approvers.

Example of AES company change:

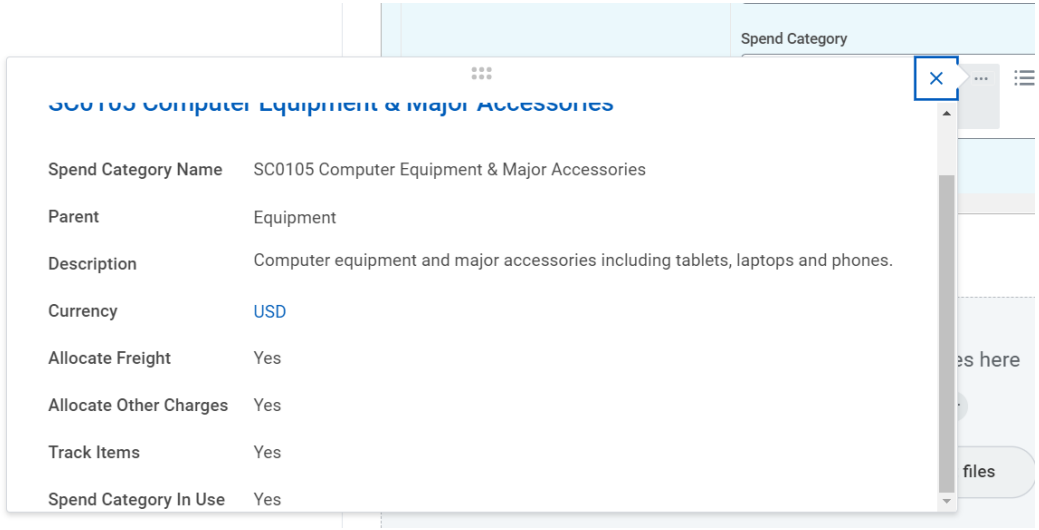


Procurement Card Verifications Tips/Tricks

Tip: How to tell if a Spend Category will trigger an asset event

Some spend categories, when used, are set to trigger the business asset event, which is only for trackable assets over $2500, or for those items over $500 that are considered "high risk" by the state. When doing a Pcard verification, if you want to check to see if the spend category used triggers that event, you can click the related actions twinkie on the spend category you chose.

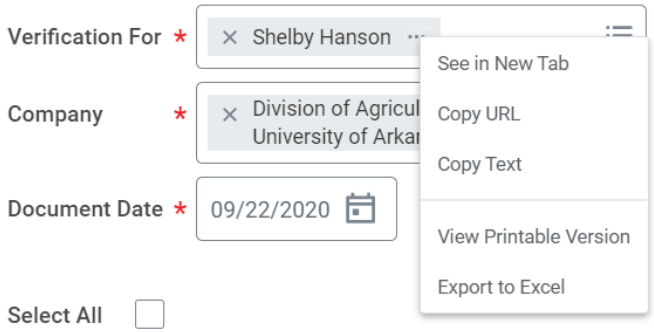
If it shows "Yes" next to "Track Items", do not use this category. Find one that works that does not track the asset. There should not be items bought on Pcard that need to go through the asset tagging event.



Do NOT use this to circumvent assets that truly do need to be tracked in Workday. This is only to avoid having it go off for a mouse or keyboard, for example.

Tip: You can click on twinkies to open a new tab of Workday for easier searching etc.

Anytime that you see a related actions twinkie, if you right click on the twinkie it will bring up a menu with one option being to "see in new tab". If you click that, it will open up the same thing in another Workday window, already logged in. This makes it easy to search for PO's, Requisition numbers, Verifications etc.



What do I do if I have a debit and a credit?

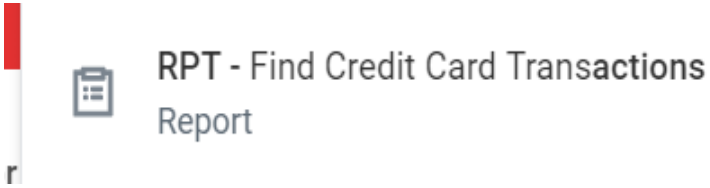
If at all possible, you need to verify the debit and the credit on the same verification. This way everyone on the approval chain, and you if you need to go back and look at it, know that they went together.

If you can't verify them together due to accounting dates and month closings, you MUST reference the verification number of the original charge when clearing the credit. This does NOT mean that you need to print off verifications. They are very easy to find in Workday, as mentioned in this QRG!

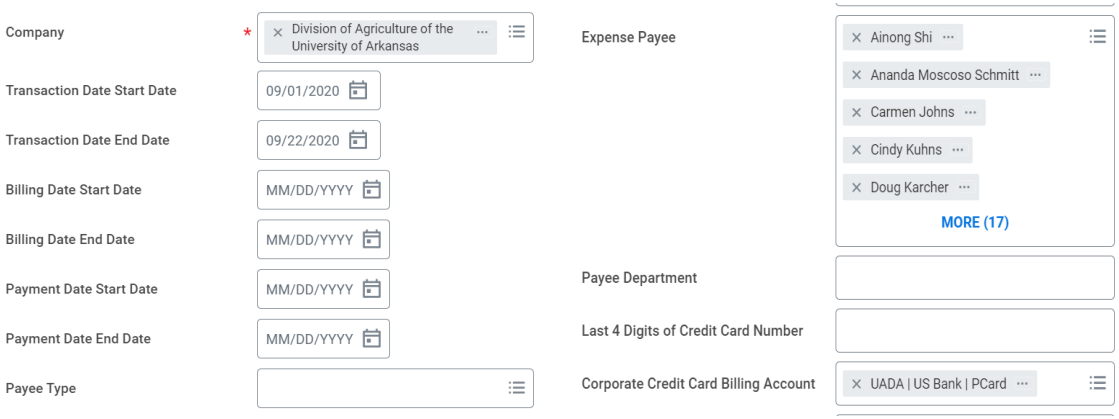
Report: Find Credit Card Transactions

There is a handy report that you can use that is called "Find Credit Card Transactions". This will work for Pcard, Tcard, and WEX charges!

You will type that exact name in the task bar and hit enter.

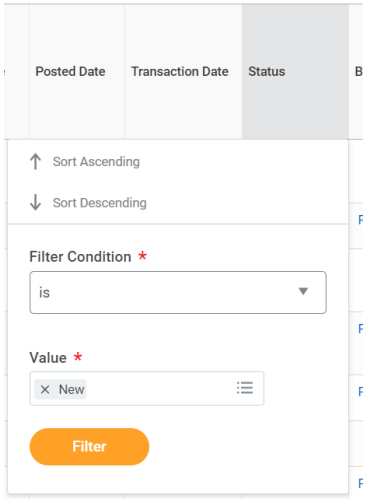


Once in the task, you will fill it out with the company, date range, Corporate Credit Card billing account (in my example, I'm using the Pcard account to look at Pcard charges). I HIGHLY recommend a filter here, that has the cardholders you want to look for. Without the Expense Payee filled in, it will pull ALL of UADA in the report. Once everything is filled in, click OK at the bottom of the screen.



The next thing you should see is a long list (or short if you are lucky) of transactions that are for your cardholders for the time period specified. You can now filter this to see only the "new" charges, which are ones that you have not taken action on.

If you click on the "status" column, you can tell it to only show "new". There is also a choice for "draft" if you are looking for transactions you might have left in draft.



Once you have the status you want chosen, click filter at the bottom and it will sort those transactions at the top. This is super handy when looking for who has new charges each week.

NOTE: You cannot take action on charges from here. This is for list purposes only. You must go into verify procurement card charges for worker to actually verify Pcard charges.

Final Tips

If you are missing p-card or t-card transactions please contact Mark Kiefer at mkiefer@uaex.edu. If the Procurement Data Entry Specialist needs assistance with a verification please contact accountspayable@uaex.edu.

If you have a receipt that has been lost, or is unreadable, or not obtainable, please fill out the form at the following link and use this as the receipt documentation for the verification: Affidavit of Lost Receipt.

If you have a charge for someone that was a personal purchase and should not have been on the UADA Pcard, please contact Procurement for the correct handling codes and process.