BENTLEY UNIVERSITY

workday

FINANCE TRAINING

Procurement Card Transactions Verification

CONTENTS:

SECTION 1: 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.

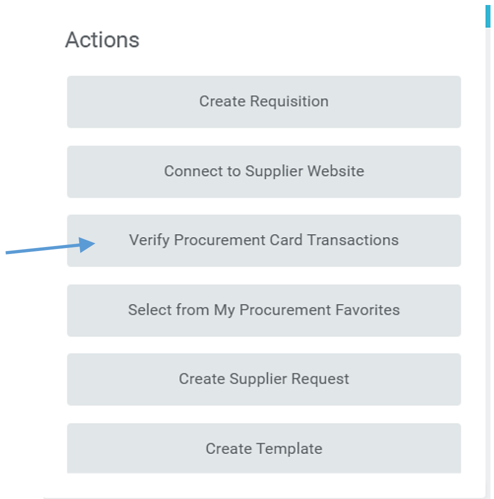
Helpful Hints:

- You **MUST** process your open transactions in a timely manner. Transactions should be verified within 5 business days.
- If you do not have any open procurement card transactions, nothing will display after accessing the task.
- You cannot delegate this task. A procurement card specialist can verify the transaction on your behalf if necessary.
- Bentley policy requires receipts for expenses $40 and over. All expenses must be explained by providing a valid business purpose.
- It is very important to pay attention to the Document Date when choosing transactions to verify, as this is the date that the expenses will be recorded in the general ledger – particular attention should be applied at year end to ensure the expense is recorded in the proper fiscal year.

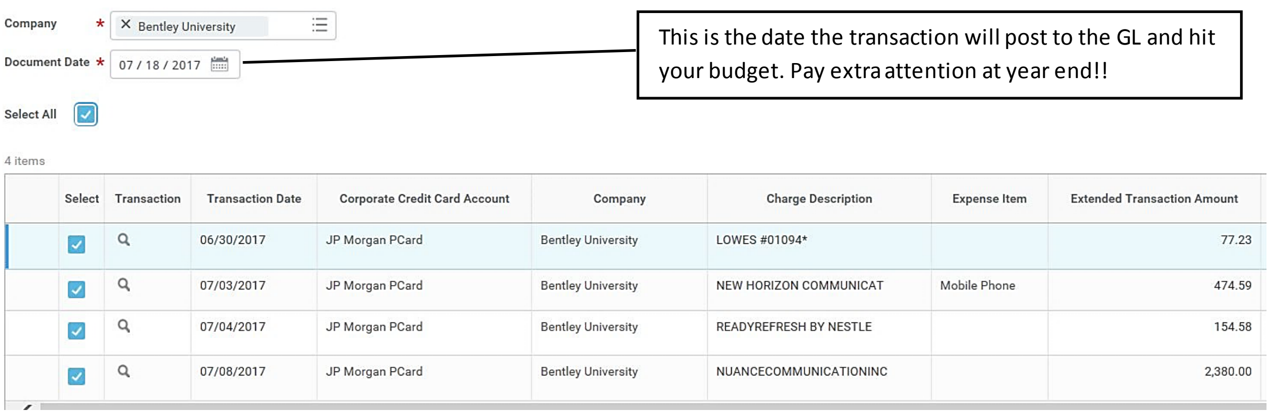
1. Click on the Cloud icon in the upper right corner of your home page, and then click on Notifications. “Credit Card Transactions ready to verify” message should appear, if you have credit card transactions to be verified.

   In the “Alert Notifications Details” screen, click on the box “Verify Procurement Card Transactions”

2. Or search “Verify Procurement Card Transactions” in the search bar or select the **Purchases** worklet and select “Verify Procurement Card Transactions”



3. Review the “Top Tips” at the top of the page. Then select 1 or as many transactions as you want to verify. Pay attention to the **Document Date** as this is the date the transaction will hit the general ledger and your budget. This requires extra attention at year end to ensure the expense is recorded in the proper year.


Company * Bentley University
Document Date * 07 / 18 / 2017
Select All

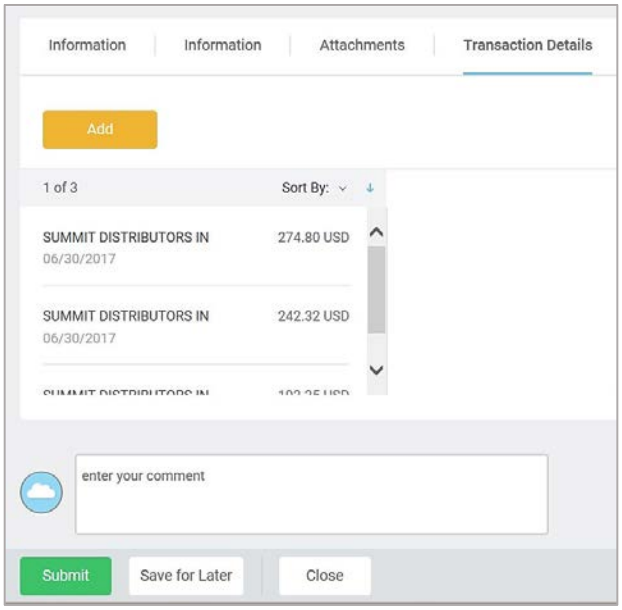
4 items

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company	Charge Description	Expense Item	Extended Transaction Amount
☑		06/30/2017	JP Morgan PCard	Bentley University	LOWES #01094*		77.23
☑		07/03/2017	JP Morgan PCard	Bentley University	NEW HORIZON COMMUNICAT	Mobile Phone	474.59
☑		07/04/2017	JP Morgan PCard	Bentley University	READYREFRESH BY NESTLE		154.58
☑		07/08/2017	JP Morgan PCard	Bentley University	NUANCECOMMUNICATIONINC		2,380.00

This is the date the transaction will post to the GL and hit your budget. Pay extra attention at year end!!

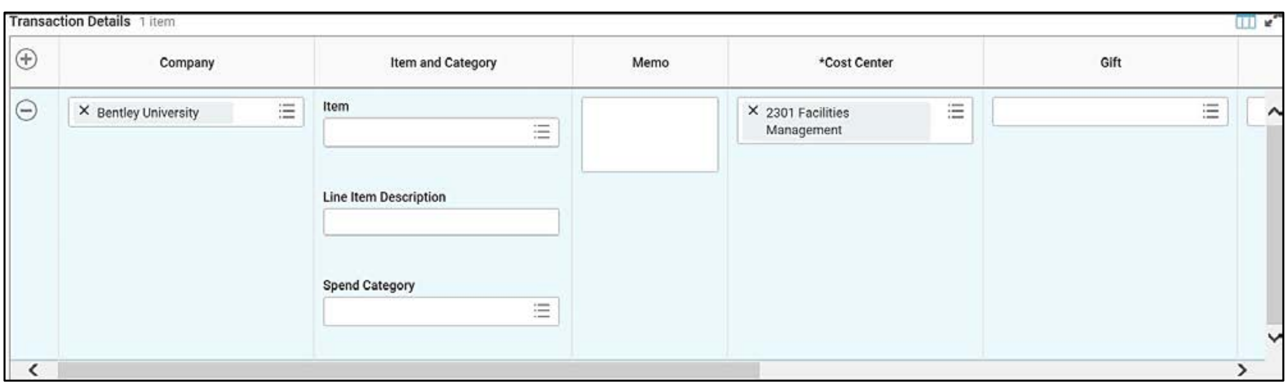
4. Click **Ok**

5. On the “Transaction Details” tab select the appropriate accounting, verify the transaction by choosing a spend category, adding a business purpose and attaching the receipt if required (see next steps for how to do this).



6. In the "Transactions Details" section, you may fill out as much information as possible. It is required that you put a business purpose in the **Memo** field unless the business purpose is self-evident (i.e. coffee/water supplies from Ready Refresh).

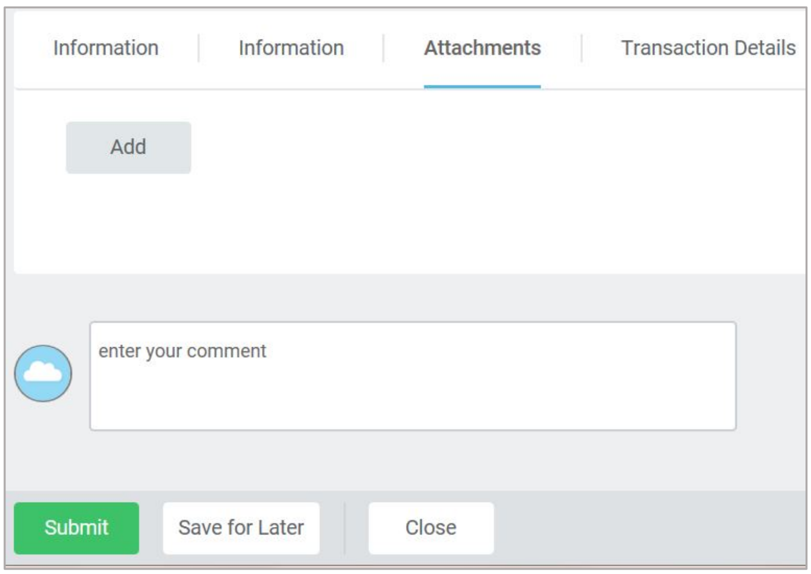
   Select the appropriate spend category by either 1) typing in a keyword into the **Spend Category** field and hitting enter to search, or 2) by clicking on the 3 lines within the box to search through the list. Then review the remaining Worktags (cost center – required, will default to your home cost center, gift, grant, etc., - if applicable). If you are purchasing items for another cost center, you may select it here and it will route to the appropriate cost center manager.



   If you charge a business meal or entertainment expense on your Purchasing Card, you must select the Spend Category "Business Meal" or "Entertainment Expenses" and either 1) fill in the **Memo** field with the **Names and Titles of Attendees, Number of people** and **Business topic discussed** or 2) indicate that same information on the attached receipt. If you decide to include this information on the receipt, please write “see receipt” in the Memo field to indicate that option.

If you charge a an item that will be used as a prize or award at an event, raffle, etc. on your Purchasing Card, you must either fill in the **Memo** field with the **Names and ID #’s of the recipient(s), if not yet awarded, the purpose/use of the prize or award.** Alternatively, you may indicate that same information on the attached receipt. If you decide to include this information on the receipt, please write “see receipt” in the Memo field to indicate that option. If the prize has not yet been distributed, you are required to follow up with Financial Operations to report the subsequent winner.

7. Click the **Add** button under the “Attachments” section to include any receipts. (Reminder: transactions $40 or more requires a receipt. If you lose your receipt, attach the Workday Missing Receipt Form.



8. Click **Submit**

9. After you submit the verification it is routed to your cost center manager for approval.

If you mistakenly charge a personal charge to your Pcard, expect to reimburse the University through the Cashier’s Office. You should then select “**Personal Charges - Pro Card**” which will reverse the expense in the budget. Please then attach a copy of the receipt showing the reimbursement to Bentley as support.

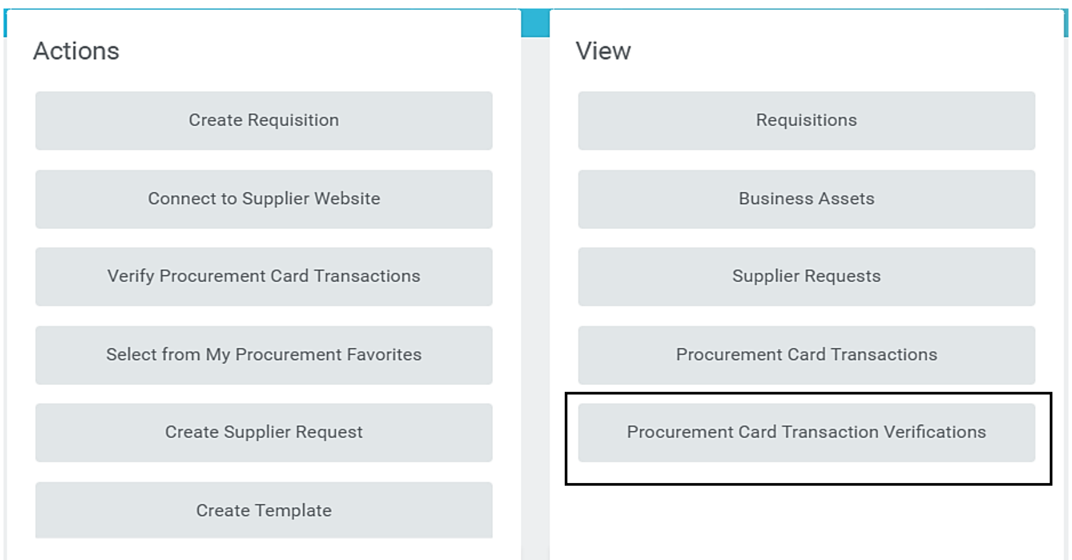
SECTION 2: VIEW AND EDIT Procurement Card Transaction Verifications

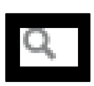
Purpose: The purpose of this task is to view or edit existing procurement card transaction verifications

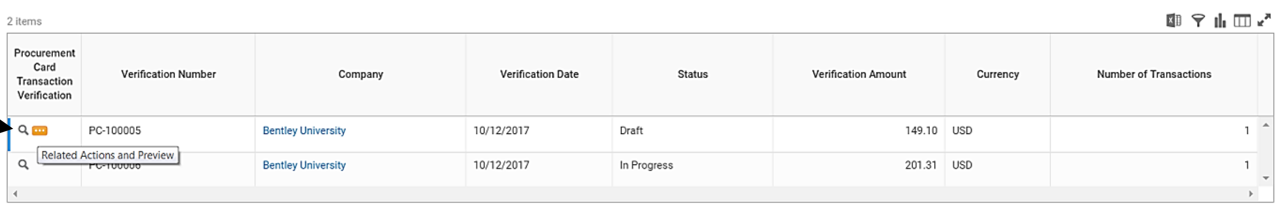
Helpful Hints: This task is used to view procurement card transactions you have previously verified and edit if necessary, which sends the Verification back through the approval process.

1. From the Workday home screen click the **Purchases** worklet.

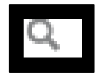
2. Under **View,** click **Procurement Card Transaction Verifications.**



3. To edit a spend authorization that is "in progress", hover your mouse next to the magnifying glass  and click the box with the three dots that appears. Then hover your mouse over **Procurement Card Transaction Verification**, then click **Edit**.



This will allow you to edit the existing verification, even if it has already been routed to approval. You can only do this if the verification is still in progress.

4. To view without changing, click the magnifying glass  on the Verification you want to view.

5. Once in view, if you want to change it, click **Actions** located at the top of the screen. Next, hover your mouse over **Procurement Card Transaction Verification**, then click **Edit**.

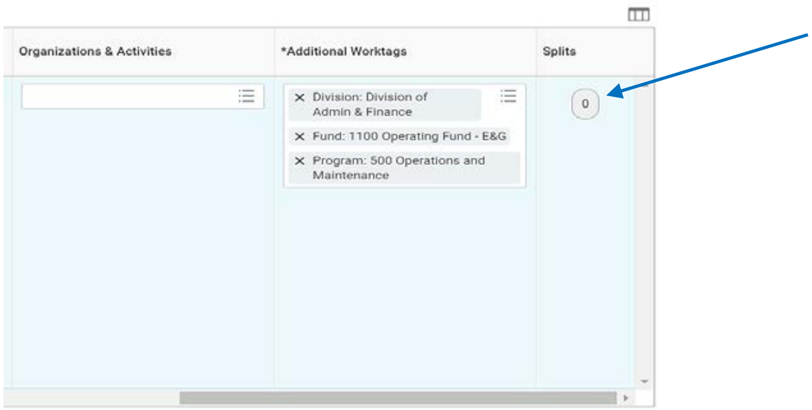
6. Make your changes and then click **Submit.**

SECTION 3: Split Cost of a PCard Transaction with another Department

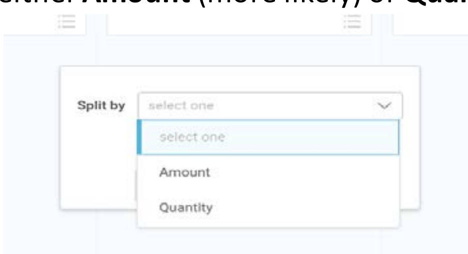
Purpose:	The purpose of this task is to split the cost of specific transactions with another department.
Helpful Hints:	This task is used to split the cost of specific transactions with other departments. This is used when two departments want to share the cost of a single purchase (i.e. two departments are splitting the cost of a newspaper subscription). If you purchased an item on behalf of another department and therefore the entire cost of that transaction belongs to that other department, you would <u>not</u> use this feature but instead see Section 1 Step 5.

1. Once in the Verify Procurement Card Transactions screen, click on the transaction that you need to split. Select the proper **Spend Category.** Remember to attach the receipt for any items $40 or more.

2. Next, scroll all the way to the right until you see the column labeled **Splits**.

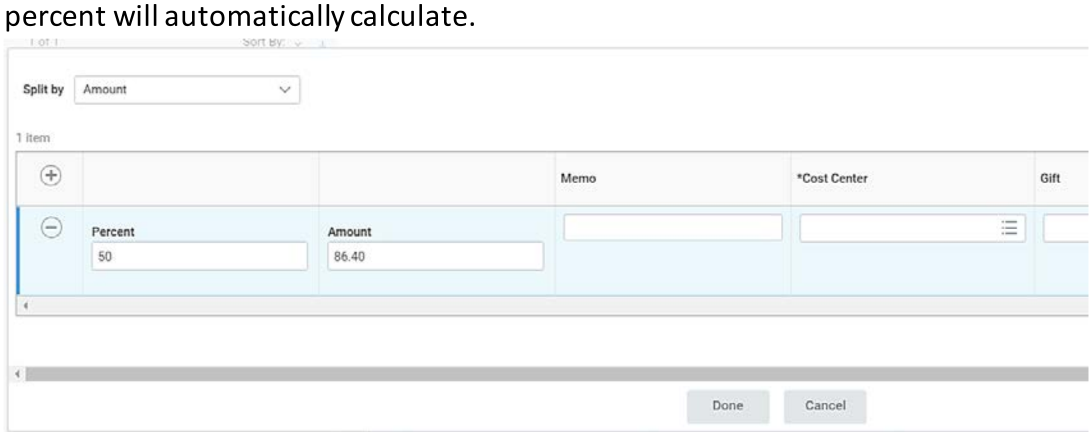


3. Click on the “0” and the **Split by** box will appear. Click the drop down arrow and select either **Amount** (more likely) or **Quantity**.

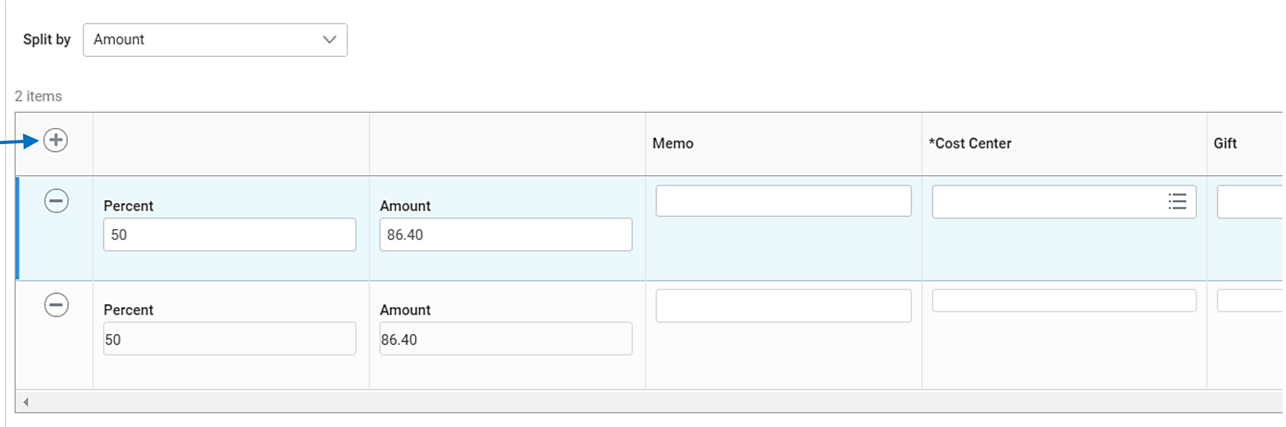


4. Click on the “0” and the **Split by** box will appear. Click the drop down arrow and select either **Amount** (more likely) or **Quantity**.

5. On the next screen, put in either the **Percent** or **Amount** you want to split. If you put in the percent, the amount will automatically calculate. If you put in the amount, the percent will automatically calculate.



6. Then, click the  button and add the remaining Percent or Amount to total the cost to the full cost of the transaction.



7. You must then fill in a business purpose in the **Memo** field and also select the **Cost Center** for each portion of the transaction. You can also enter any other applicable Worktags such as Gift, Grant, etc. The proper Program, Fund and Division will default based on the cost centers selected, so you do not need to change those.

8. Click **Done** when you are finished with the splits. This will bring you back to the main Transaction Details screen. If you have verified any other transactions in the list and are ready to submit, click the green **Submit** button. Your transactions will now be routed for approval based on the cost centers selected for each transaction, including the two or more cost centers selected on any split transactions.

SECTION 4: Hide Columns

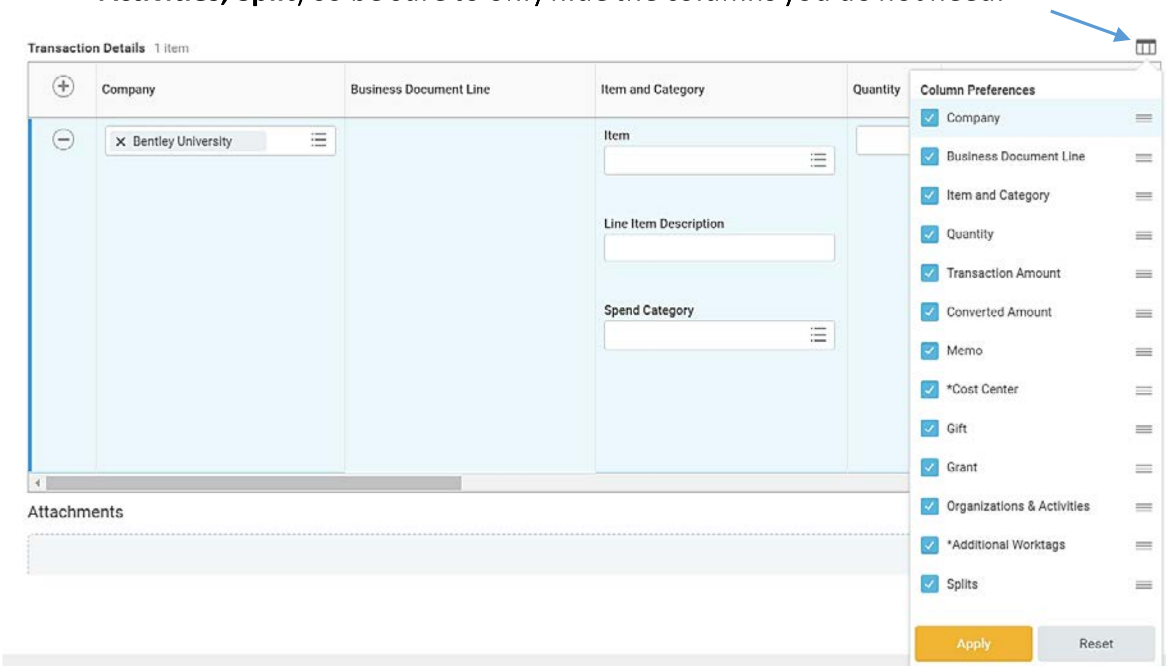
Purpose: The purpose of this task is to hide unnecessary columns, if desired, during your Pcard transactions verification to streamline your view.

Helpful Hints: This task is used to minimize the columns you are viewing during your transaction verifications. This is not required but rather based on preference. Any changed you make to hide columns exist for all transactions in that particular verification report, but this setting does not carry forward for additional verification reports. You would need to do this task each time.

1. Locate the Grid Icon in the top right corner of the **Transaction Details** screen. Click on the icon. This will show you all available columns. Uncheck the box for each column you want

to hide. Be sure to prevent hiding the columns that are always required/necessary: **Item and Category, Transaction Amount, Memo, Cost Center and Additional Worktags**.

Other columns may be applicable to your specific transactions (i.e. **Gift, Grant, Orgs & Activities, Split**) so be sure to only hide the columns you do not need.



2. Once you've unchecked the boxes for the columns you don't need, click **Apply**. This change will apply to all transactions in the verification. However, these changes will not carry forward to future verifications so you will have to make these changes each time, if you choose.