Procurement

MONTGOMERY COLLEGE

Verify Credit Card Transactions

Workday

Verify Procurement Card Transactions

Workday Term for Creating an Expense Report

Overview of New Tasks

Credit card transactions will be loaded daily into Workday from Visa. Credit card transactions are verified in Workday by adding the required additional information to every transaction and attaching the related credit card receipts. This process allows the cardholder to create and submit electronic packets for verification to his/her supervisor and cost Center account manager. Receipts **<u>must</u>** be attached for **<u>every</u>** transaction in Workday.

1. Log into *MYMC**

*Prior to logging into MYMC, save electronic copies of receipts and associated documents (debarment check results, dispute forms, etc.) somewhere accessible. Updated Purchasing Transaction Logs showing recent purchases and budget allocations will also be helpful during this process.

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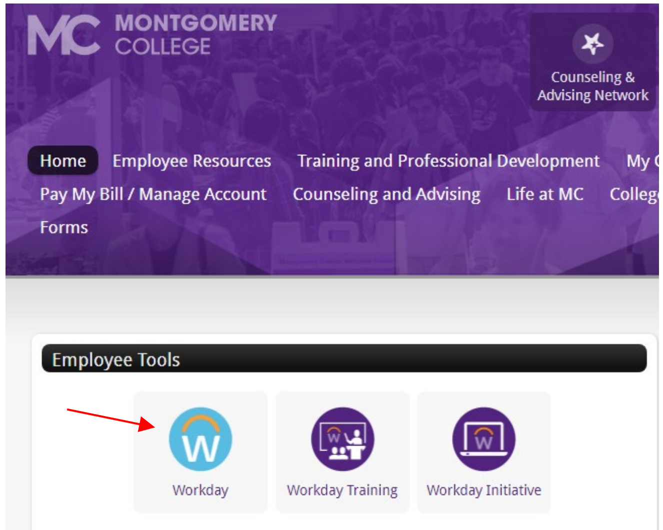
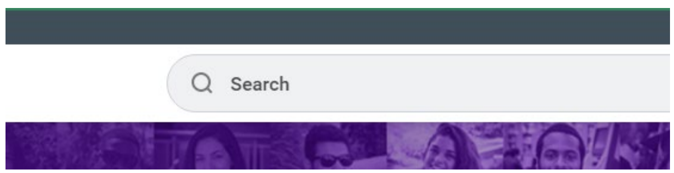
2. Select the ***Workday*** icon.



3. Enter a keyword or the complete title in the *Search* field at the top of the screen. The complete title is ***Verify Procurement Card Transactions***.



All purchasing card expense reports will now be done in Workday. Cardholders will no longer log into Centresuite to create and submit expense reports.

Cardholders can log into Workday at any time to begin or complete a report for any transactions that have already been uploaded into Workday.

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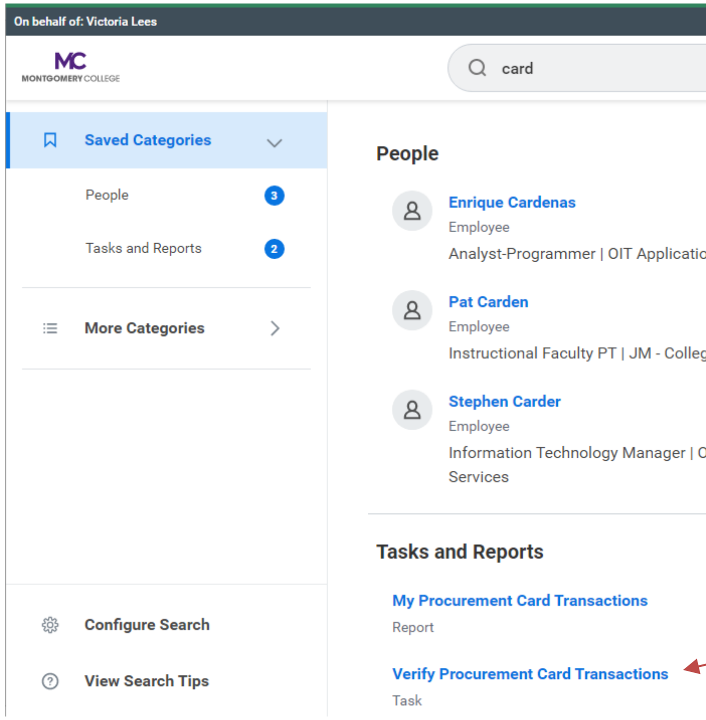
4. Click on ***Verify Procurement Card Transactions.*** If necessary Click on ***More Categories*** to view all possible actions.



Transactions should be verified daily or weekly depending on your purchasing activity. All approved procurement card transaction verification reports for the previous month are still due by the 10^{th} of the following month. Spending limits will still be reduced for the next billing cycle until all transactions from the previous month have been submitted & approved.

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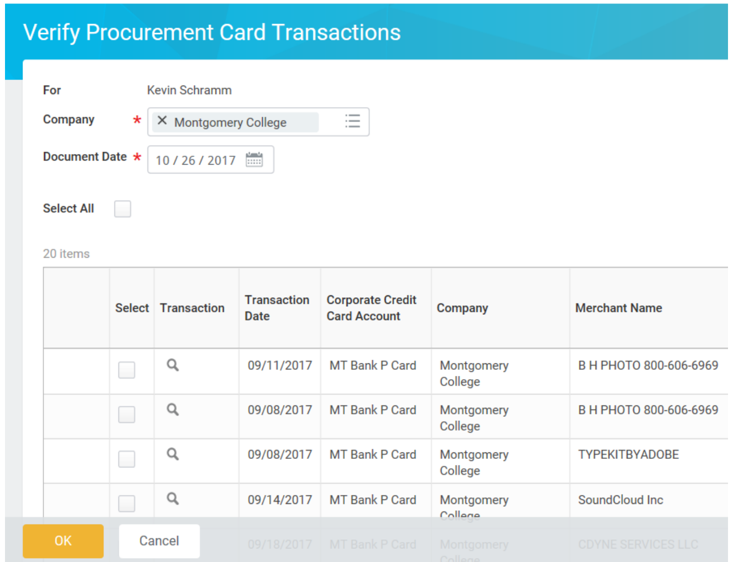
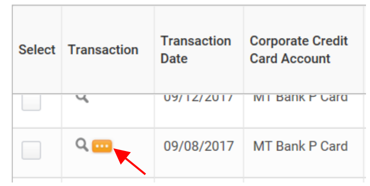
5. Click on ***Select All*** to include all posted transactions in your expense report or click on a specific transaction to include in your report.
   Click ***OK***. If there are no transactions to verify, no search results will display.



Prior to verifying transactions, cardholders can click on the related action icon next to each transaction to view transaction details.



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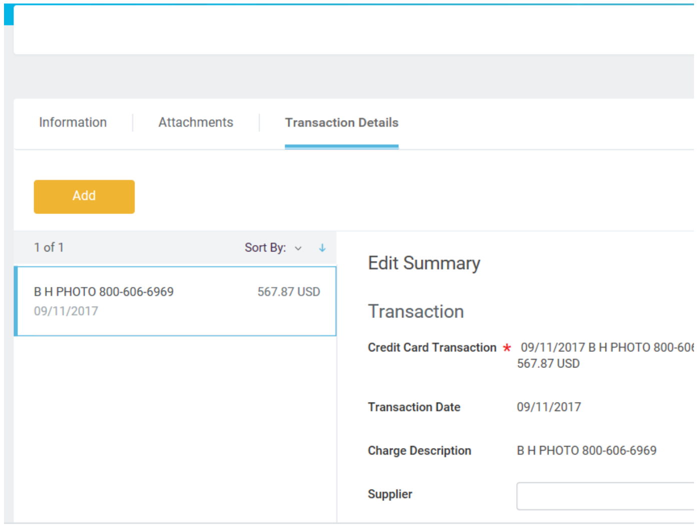
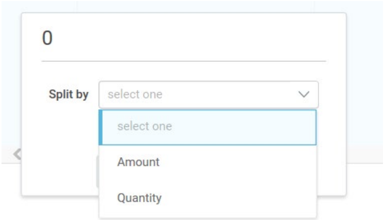
6. Click on the first transaction that needs to be verified. Repeat steps 6-9 for every transaction.



Cardholders also have the ability to split transactions by amount or quantity.



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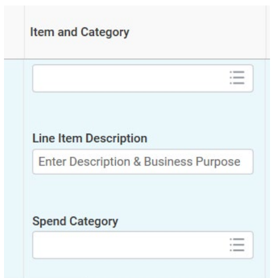
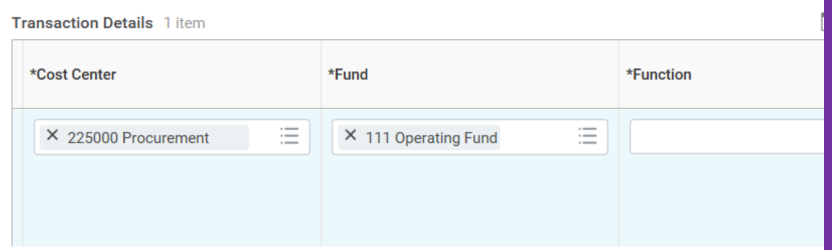
The following details need to be entered for every transaction.

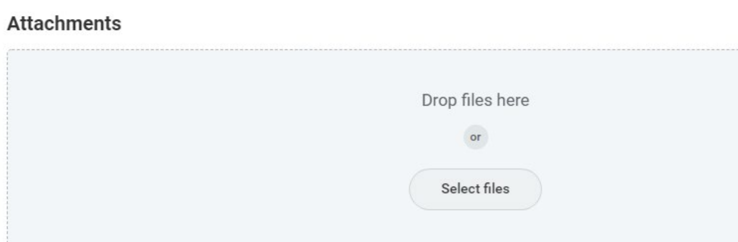
- (REQUIRED) ***Line Item Description*** – Item description and business purpose associated with purchase. Should answer the questions who, what, where, when and why to relate the expense to the College's objectives.
  Ex. 5/25/22 International Chemistry Association conference registration fee for Dr. Smith. Pre-approval from manager attached with invoice.
- (REQUIRED) ***Spend Category*** (Account Code) – Enter the code or select from list.



- (REQUIRED) ***Cost Center*** (Org Code) – This field will already be populated with your default cost center information but you can edit this field.
- (REQUIRED) ***Fund*** (Fund Code) – This field will already be populated with your default fund information but you can edit this field.
- (REQUIRED) ***Program*** (Program Code) – This field will already be populated with your default function information but you can edit this field.
- (REQUIRED) ***Grant*** – This field is required if purchase will be charged to a grant account. Enter this code first as it will automatically update some of the other budget fields listed here.
- ***Additional Worktags*** – (Activity Code) (Discipline Code) (Campus Location)



7. Once all transactions have been verified, scroll to the ***Attachments*** section. You can either drag and drop your file into Workday or click on ***Select Files*** to



Change All receipts and associated documentation for <u>every</u> transaction should be attached to the report <u>before</u> it is submitted for approval.

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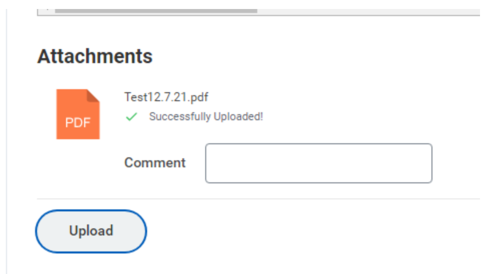
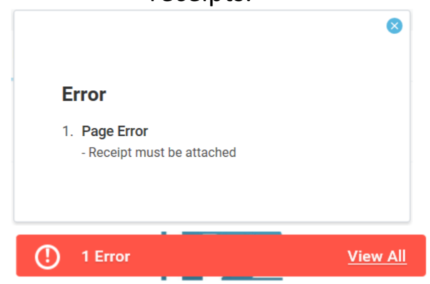
select your document from your hard drive.

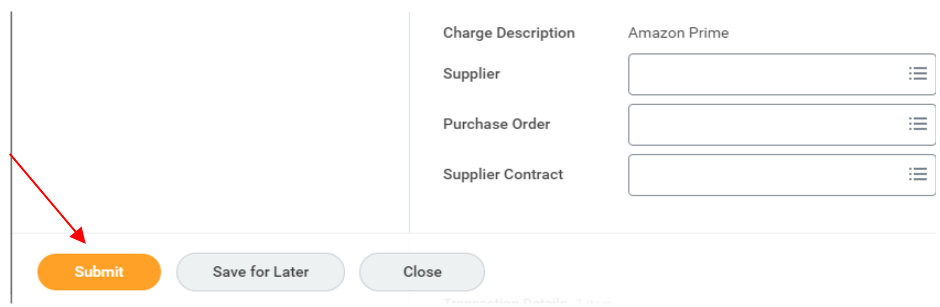
8. Once you've attached a document, enter a comment/description for the attachment in the *Comment* section. Click on the ***Upload*** button to add additional documents.



Cardholders will receive an error message if they attempt to submit an expense report without attaching receipts.



9. Once you've completed your expense report, scroll down to the bottom of the screen and select ***Submit***. If you still need to work on the report then select ***Save for Later***.



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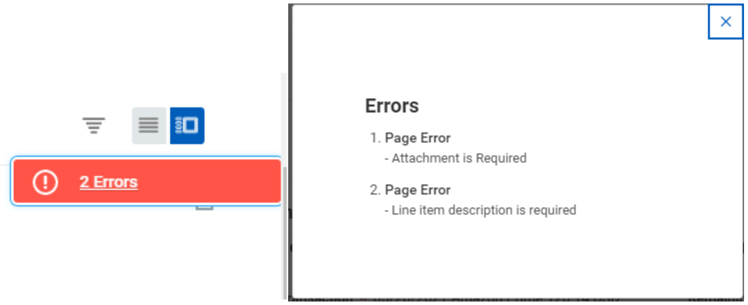
10. If one of the required fields is left blank, you will see an alert. All red error messages will need to be corrected before your submission will be successful.



11. Once the report has been successfully submitted, the report will be routed through the approval process. Reports typically go to your supervisor and cost center manager for review and approval.

Procurement Card Transaction Verification Event	Approved	10/26/2017 10:15:54 AM	10/28/2017	Kevin Schramm
Approval by Manager	Approved	10/26/2017 10:24:17 AM	10/28/2017	Cherree Adams (Manager)
Approval by Project Manager	Not Required		10/28/2017	
Approval by Principal Investigator	Not Required		10/28/2017	
Approval by Cost Center Manager	Approved	10/26/2017 10:25:18 AM	10/28/2017	Patrick Johnson (Cost Center Manager)