MONTGOMERY COLLEGE

Verify Procurement Card Transaction

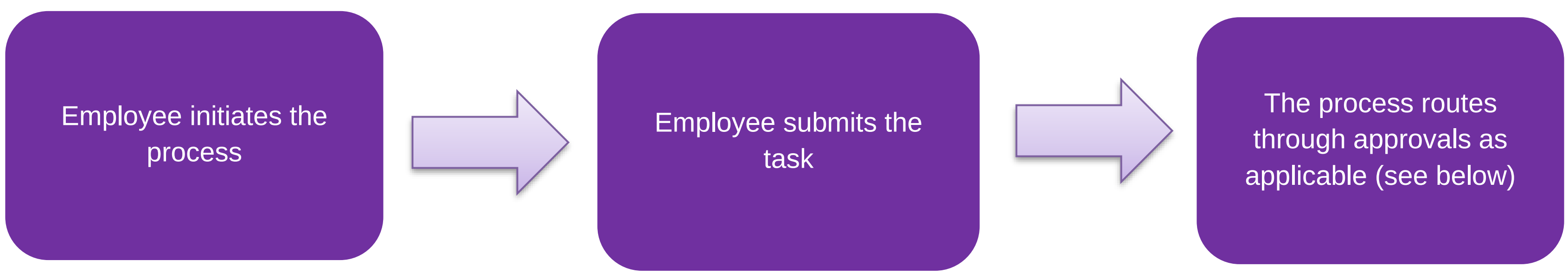
Workday Job Aid for Employees

Overview

This Job Aid provides instructions to verify Procurement Card Transactions loaded into Workday. Use this process to reconcile your Procurement Card. The purpose of this process is to ensure that credit card spend can be commercially validated and assigned with data for posting in the General Ledger and payment recording. Employees will be encouraged to verify p-card transactions on a daily or weekly basis depending on volume. Once the employee submits the verification, it will route based on the conditions below.

Important: All p-card transactions must be verified in Workday before the 10th day of the month for the previous month's transactions.

Process Flow: Procurement Card Transaction Verification Event

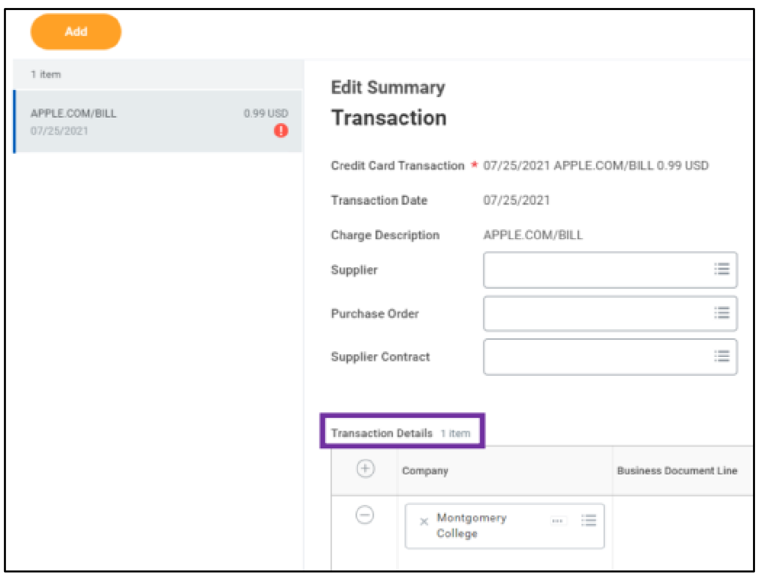


Who Approves: Procurement Card Transaction Verification Event

- If the transaction has a Grants Worktag, then the Grant Principal Investigator or Grant Financial Analyst approves the verification.
- If the transaction has a Project Worktag, then Project Manager Tracking approves the verification.
- All other verifications will be approved by the Manager, Cost Center Manager, or Secondary Cost Center Manager if they are not the initiators.

Verify Procurement Card Transaction

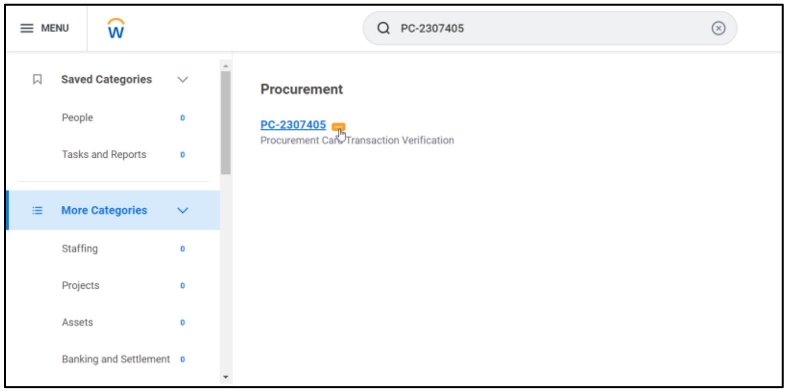
1. From the Workday search bar, enter **Verify Procurement Card Transactions**.
2. Verify the **Company** and **Document Date** are correct. Modify as needed.
3. A grid displays your Procurement Card Transactions. Review your Transactions in the grid.
   Note: If there are not any transactions to verify, no search results display.
4. Click the **Magnifying Glass** next to a transaction to view details as needed.
5. Check the box next to the applicable transaction or click **Select All**.
6. Click **OK**.
7. Scroll down to the Transaction Details section.



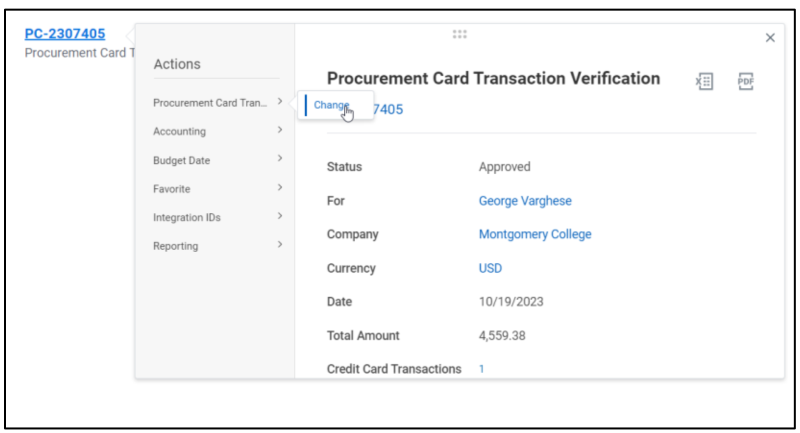
8. Enter a **Line Item Description**.
9. Leave **Item** field blank.
10. Select the **Spend Category**.
11. Enter the **Quantity**.
12. Select the **Unit** of **Measure**.
13. Enter the **Unit Cost**.
14. Add required Attachments (e.g. Receipt(s) from the transaction(s)).
15. Click **Submit**.
    Note: The task routes through approvals based on the specific details entered.
16. Transactions **In Progress**, **Draft** or **Pending status** can be viewed by running “My Procurement Card Transaction Verifications” report. Link to How to run the report job aid is **ADD THE JOB AID LINK HERE**. The report will provide information:
    a. If you have viewed or started the transaction but did not complete, Workday autosaves your work after a period of inactivity and can be reviewed in the report.
    b. If a transaction has been delegated to you. It can be reviewed in the report.

Correct Previously Approved Procurement Card Transactions

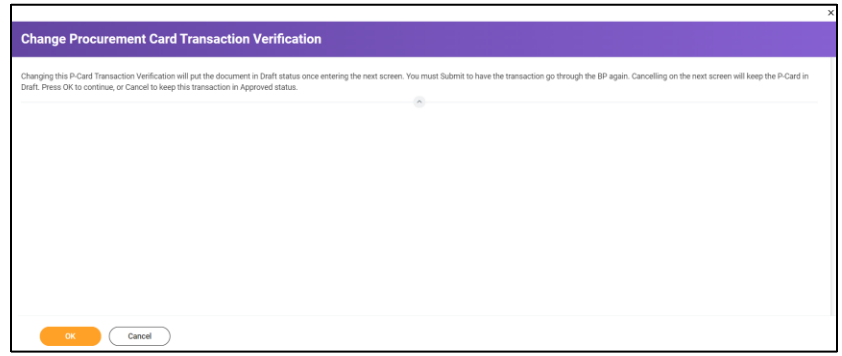
1. From the Workday search bar, search for the transaction by entering the document number, e.g. PC-2307405.
2. If it does not show up click on **More Categories**.
3. Click on **three dots** next to the document number.



4. A menu will open, hover over **Procurement Card Transaction**.



5. Click **Change**.
6. Click **OK**.



7. Proceed with **edit** and/or **correction** to transaction and **resubmit**.