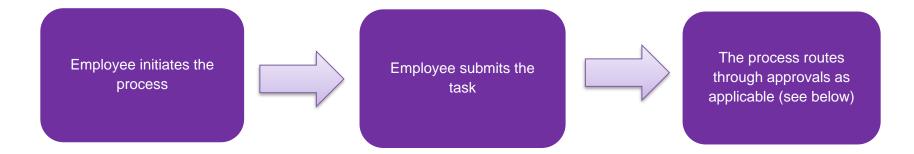
MONTGOMERY COLLEGE Verify Procurement Card Transaction Workday Job Aid for Employees

#### **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 10<sup>th</sup> 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.

Add				
APPLE.COM/BILL 07/25/2021	0.99 USD	Edit Summary Transaction		
		Credit Card Transaction *	07/25/2021 APPLE.CO	DM/BILL 0.99 USD
		Transaction Date	07/25/2021	
		Charge Description	APPLE.COM/BILL	
		Supplier		≔
		Purchase Order		:=
		Supplier Contract		:=
		Transaction Details 1 item		
		+ Company		Business Document Line
		College	nery 📰 📃	

- 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.

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## **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.

≡ ме	NU 😧		Q PC-2307405	$\otimes$
	Saved Categories People Tasks and Reports	•	Procurement Procurement CarDiransaction Verification	
:=	More Categories	~		
	Staffing	0		
	Projects	0		
	Assets	0		
	Banking and Settlement	0		

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

Procurement Card T	Actions		Procurement Card Transaction Verification			PDF
	Procurement Card Tran	><[]	Changer 7405		700	
	Accounting	>	0			
	Budget Date	>	Status	Approved		
	Favorite	>	For	George Varghese		
	Integration IDs Reporting	>	Company	Montgomery College		
			Currency	USD		
			Date	10/19/2023		
			Total Amount	4,559.38		
			Credit Card Transactions	1		

- 5. Click Change.
- 6. Click OK.

Changing this P-Card Transaction Verification will put the document in D	ft status once entering the next screen. You must Submit to have the transaction go throug	h the BP again. Cancelling on the next screen will keep the P-Card
Draft. Press OK to continue, or Cancel to keep this transaction in Approve	status.	

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