

Verify Credit Card Transactions



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 **must** be attached for **every** transaction in Workday.

1. Log into MYMC*

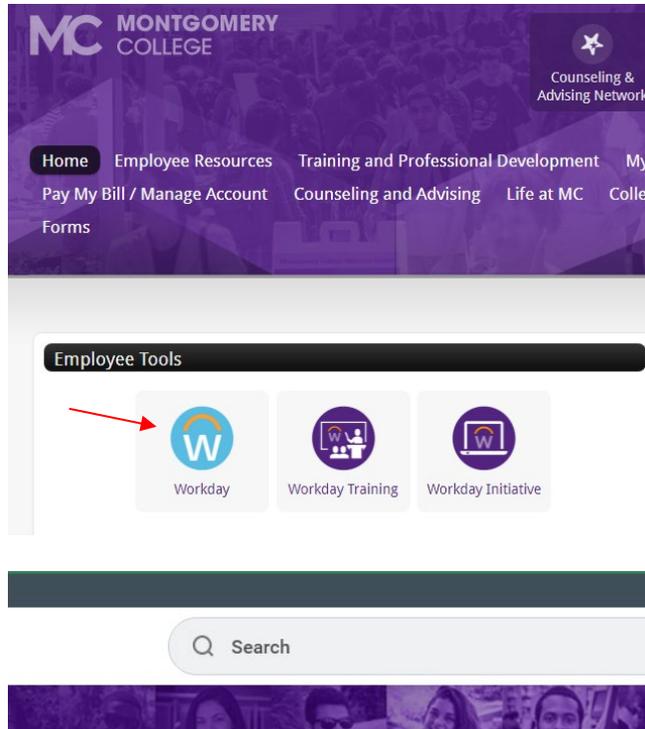


*Prior to logging into MYMC, save electronic copies of receipts and associated documents (debarment check results, dispute forms, etc.) somewhere accessible. Updated Purchasing Transaction Logs showing recent purchases and budget allocations will also be helpful during this process.

Procurement

Verify Credit Card Transactions

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.

Procurement

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

Verify Credit Card Transactions

On behalf of: Victoria Lees

MC MONTGOMERY COLLEGE

Q card

Saved Categories

- People 3
- Tasks and Reports 2

More Categories

Configure Search

View Search Tips

People

- Enrique Cardenas**
Employee
Analyst-Programmer | OIT Application
- Pat Carden**
Employee
Instructional Faculty PT | JM - College
- Stephen Carder**
Employee
Information Technology Manager | OI Services

Tasks and Reports

- My Procurement Card Transactions**
Report
- Verify Procurement Card Transactions**
Task



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 10th 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.

Procurement

- 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.

Verify Credit Card Transactions

Verify Procurement Card Transactions

For: Kevin Schramm

Company: * X Montgomery College

Document Date: * 10 / 26 / 2017

Select All:

20 Items

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company	Merchant Name
<input type="checkbox"/>	Q	09/11/2017	MT Bank P Card	Montgomery College	B H PHOTO 800-606-6969
<input type="checkbox"/>	Q	09/08/2017	MT Bank P Card	Montgomery College	B H PHOTO 800-606-6969
<input type="checkbox"/>	Q	09/08/2017	MT Bank P Card	Montgomery College	TYPEKITBYADOBE
<input type="checkbox"/>	Q	09/14/2017	MT Bank P Card	Montgomery College	SoundCloud Inc
<input type="checkbox"/>	Q	09/18/2017	MT Bank P Card	Montgomery College	CDYNE SERVICES LLC

OK Cancel



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

Select	Transaction	Transaction Date	Corporate Credit Card Account
<input type="checkbox"/>	Q	09/12/2017	MT Bank P Card
<input type="checkbox"/>	Q 	09/08/2017	MT Bank P Card

Procurement

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

Verify Credit Card Transactions

The screenshot shows a web interface with three tabs: 'Information', 'Attachments', and 'Transaction Details'. An orange 'Add' button is visible. Below the tabs is a table with one row: 'B H PHOTO 800-606-6969' with a value of '567.87 USD' and a date of '09/11/2017'. To the right of the table is an 'Edit Summary' section with the following details:

- Transaction**: Credit Card Transaction * 09/11/2017 B H PHOTO 800-606-6969 567.87 USD
- Transaction Date**: 09/11/2017
- Charge Description**: B H PHOTO 800-606-6969
- Supplier**: [Empty text field]



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

The screenshot shows a 'Split by' dropdown menu. The current value is '0'. The dropdown is open, showing two options: 'Amount' and 'Quantity'. The 'Amount' option is currently selected.



Procurement

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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.

The screenshot shows a form with three main sections: 'Item and Category' with a dropdown menu, 'Line Item Description' with a text input field labeled 'Enter Description & Business Purpose', and 'Spend Category' with a dropdown menu.

- (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)

Transaction Details 1 item

*Cost Center	*Fund	*Function
× 225000 Procurement	× 111 Operating Fund	

- 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

Attachments

The screenshot shows a dashed border box containing the text 'Drop files here', a small circle with 'or' inside, and a button labeled 'Select files'.



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

Procurement

select your document from your hard drive.

- 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.

Attachments

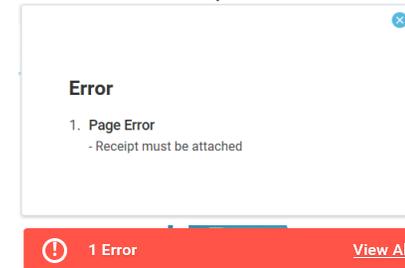
Test12.7.21.pdf
 ✓ Successfully Uploaded!

Comment

Upload



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



- 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**.

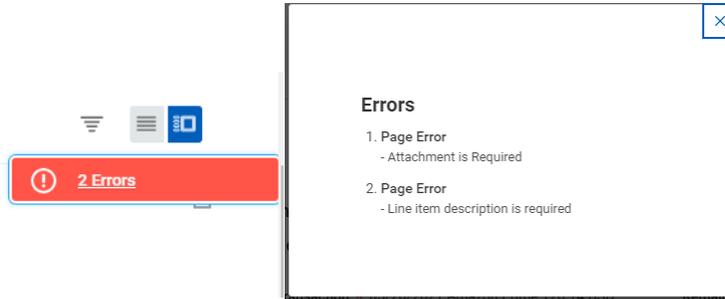
Charge Description	Supplier
Amazon Prime	<input type="text"/>
Purchase Order	<input type="text"/>
Supplier Contract	<input type="text"/>

Submit Save for Later Close

Procurement

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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)

On behalf of: Victoria Lees

MC MONTGOMERY COLLEGE

card

View Credit Card Transaction 05/19/2021

Employee [Victoria Lees](#) Credit Card Network [Visa](#)

Status [Pending](#)

You have submitted

Up Next: Procurement Supervisor, Approval by Procurement Supervisor

[View Details](#)

Transaction Information		Detail Information		Detail Information	
Corporate Credit Card Billing Account	VISA MT Bank - Purchasing	Merchant Name	PERSONALIZATION MALL	Supplier	(empty)
Credit Card	Visa - Victoria Lees - VISA MT Bank - Purchasing - 6329	Merchant Location	630-910-6000	Credit Card Merchant Name	PERSONALIZ
Credit Card Category	~Worker~ Credit Card	Merchant Country	840	Purchase Order	(empty)
Transaction Files	encrypt_temp6711641647446586900.in on 05/21/2021	Sales Tax Collected		Supplier Reference Number	0