Verify Procurement Card Transactions

U Lynn University will change its JPM Visa Card program starting July 1st, 2020. The instructions listed below are to verify JPM P-Card (black) procurement card transactions to purchase good and services.

Please visit the Create Expense Reports job aid to report the Lynn T-EXP travel card (travel and meals) transactions.

If you delegate the task to someone in your department, make sure you create a delegation first.

On this job aid:

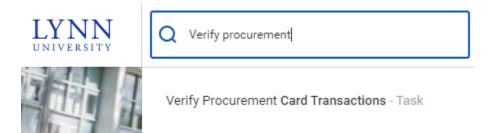
- Verify your own transactions
 - Verify transactions on behalf of another user (Delegations)
- Verify Transactions
 - View Procurement Card Transactions Verification
 - ° Edit Draft Procurement Card Transaction Verification
 - Help! I do not see my P-Card Transactions!

P-Card verifications when new appear on in the left Actions column under the Purchases icon. Once they have been opened and worked on, they no longer appear in that location. To rework a transaction you must go to View in the right hand column. Click on Procurement Card Transaction Verifications. You can then follow steps I do not see my P-Card Transactions at the end of this document.

Currently, **delegates cannot edit procurement card transactions in draft mode**. Delegates, please contact Procurement to reset the transactions in draft mode so you can edit them.

Verify your own transactions

- 1. Log into Workday
- 2. You can access the task via the search field or the Purchases application.
- 3. To access the task via the Search bar, type Verify procurement, and select the Verify Procurement Card Transactions Task. This will show transactions that still need to be verified.
- 4. Continue to Verify Transactions steps



Verify transactions on behalf of another user (Delegations)

- 1. Log into Workday
- 2. On your profile menu, click Switch Account to switch to the delegated account.
- 3. Click the user for whom you are a delegate.
- 4. Select Verify procurement card transactions under Reports & Tasks

Verify Transactions

1. The Company will default to "Lynn University," and the document date will default to today's date. All posted Procurement Card transactions to verify will be listed.

end 0 94/23/2020 E restal - restal -	후 II ansaction Currency Billing Currency
enter la Tansaction Date Corporte Credit Cied Account Company Mendant Name Diarge Description Billing Date Expense hum Extended Tonsaction Correccy Billing	
det Transaction Date Corporate CeditCard Account Company MechantName Obarge Description Billing Date Epemer htm Extended Transaction Transaction Company	
Q 04/17/2020 Lynn Procurement Gredit Gard Account Lynn University EMPIRE OFFICE EMPIRE OFFICE 04/27/2020 668.69 USD USD	
	SD USD

2. Select the transaction(s) you'd like to verify by clicking on the box(es) under the "Select" column. You may also choose to verify all charges at the same time by clicking the "Select All" box. Click OK to continue.

Select All	•
------------	---

1 item

Select	Transaction	Transaction Date
	Q	04/17/2020
4		

3. Each item will appear on the left menu. Select a transaction.

1 item	
EMPIRE OFFICE 04/17/2020	668.69 USD

4. On the right side of the screen, scroll down to view the transaction details.

Tansacción Anount Contrologio Contrologio <th>1 item</th> <th></th> <th>Edit Summar</th> <th>у</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>1</th>	1 item		Edit Summar	у								1
Overlag Unpuestion le OUV/IDE State S			Transactio	n				Amount				
Outgo baselini DFRE OFFICE Seguir Targete Office, be - Seguir Set 7a Calculard Partises Deal Set 7a Calculard Seguir Content Set 7a Calculard Seguir Content Set 7a Calculard Targete Office, be - Set 7a Calculard Seguir Content Set 7a Calculard Targete Office, be - Set 7a Calculard Seguir Content Set 7a Calculard Targete Office, be - Set 7a Calculard Set 7a Calculard Set 7a Calculard Targete Office, be - Set 7a Calculard Set 7a Calculard Set 7a Calc		•	Credit Card Transaction	on * 04/17/2020 EMPIRE OFF	ICE 668.69 USD			Remaining Transac	tion Amount to Verify	0.00		
separe is the standback is the standback is the standback Pockase down is the standback is the standback is the standback Separe Central is the standback is the standback is the standback Toreaster bottle 1 har free standback free standback free standback free standback Is the standback free standback free standback free standback free standback free standback Is the standback free stand			Transaction Date	04/17/2020				Credit Card Transac	tion Amount	668.69		
Partiane Over Default Tar Spein instrume instrume<			Charge Description	EMPIRE OFFICE				Transaction Curren	cy	USD		
Particular Image: Category Segue Category Indicates December Line			Supplier	$\times~$ Empire Office, Inc. $~$	- =			Sales Tax Collected				
Taxanda Taxanda <t< td=""><td></td><td></td><th>Purchase Order</th><td></td><td>=</td><td></td><td></td><td>Default Tax Option</td><td></td><td>select one</td><td>٣</td><td></td></t<>			Purchase Order		=			Default Tax Option		select one	٣	
Taken til To aller to the second bland fin and Clarary Takend			Supplier Contract					Default Tax Code			:=	
Image: Company Image: Compan								Tax Amount		0.00		
Image: Comparison of the compar			Transaction Details	1 item								P
Image: Second												
Lise then Operations			(±) Compa	ny	Business Document	Line	Item and Category		Tax		Tax Recoverability	Tax Optic
Live two Deception To Code Speed Category			Θ×	Lynn University 📃			Item		Tax Applicability			^
Spend Category								:=		:=		
							Line Item Description		Tax Code			
~							Spend Category					
								:=				
			<									· · · ·

- 5. On the transaction summary:
 - a. Enter the supplier name (if available in the system, otherwise leave blank).
 - b. Enter Purchase Order (if available)
- 6. On the transaction details:
 - a. Enter the business expense description in the "Item Description" field
 - b. Select the correct "Spend Category" from the drop-down list

Line Item Description	
Chair for Mr. Smith	
Spend Category	
× Furniture	:=

- c. Scroll to the right transaction details bar to the right to find more details
- d. Cost Center will default to your cost center, but that can be changed if needed to charge the item to a different cost center if needed.

Note

If you are reallocating the expense to a different Cost Center other than your default, please select the new Cost Center <u>first</u>, and the related worktags will auto-populate. This change will require a cost center manager approval.

saction Details 1 item						1
ansaction Amount	Converted Amount	Memo	*Cost Center	Program	Project	Gi
nit of Measure	Currency Rate		× CC583 :Ξ	:=	=	
select one 👻	1		Procurement			
	Converted Amount					
nit Cost	668.69					
0.00						
	Currency USD					
ctended Amount	0SD					
68.69						
urrency						
SD						

e. If the expense relates to a project, program, gift, etc. make sure to add them. Otherwise, leave blank.

|--|

f. You can split a charge by amount or by quantity. Scroll to the far right of the transaction detail information and click on "Splits." Select if you want the transaction to be split by the amount or by quantity.



g. To attach a receipt, click the Attachment tab, Click Add button, click details

Inform	nation	Attachments	Transaction Details
(er	e Name mpty) omment		
	Deta ttachm		
	Add		

h. To attach your receipts, drag and drop files to "Attachments" or click "Select Files".

er Select files	Drop files here	
Select files	a	
	Select files	

Note

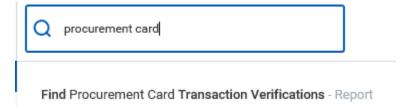
Receipts need to be uploaded per transaction; they can't be loaded in bulk at a header level for Procurement card transactions.

- 7. After reviewing that all the entered information is correct and accurate, click "Submit." You can also click "Save for Later" if you are not ready to submit the verified transactions and plan to continue at a later time.
- 8. The "Next Step" is for the transaction to be routed to budget check, Cost Center Manager and Procurement for review and approvals.

Once you open the transaction, it will disappear from the verification list. To go back to the transaction follow steps below.

View Procurement Card Transactions Verification

- 1. Log into Workday
- 2. You can access the task via the search field or the Purchases application.
- 3. To access the task via the Search bar, type Procurement card, and select the Find Procurement Card Transactions Verification Report. This will show all transactions completed or draft mode. This option is recommended to view transactions for other employees, not only your own (security access permitted).

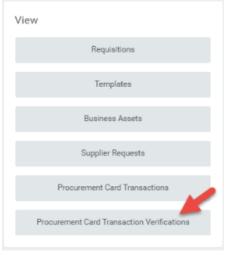


4. You can also access your transactions by selecting the task on your home page. Click on "Purchases"



Purchases

5. Under "View", select "Procurement Card Transaction Verifications."



6. A list of procurement card transactions will be available.

My Proc	curement Card 1	ransaction Verification	S Actions				01 6		
items	594								
Procurement Card Transaction Verification	Verification Number	Company	Verification Date	Status	Verification Amount	Currency	Number of Transactions		
Q	PR0-10000041	Lynn University	04/29/2020	Draft	668.69	USD	1,		
Q,	PR0-10000035	Lynn University	04/24/2020	Draft	3,700.95	USD	1		
Q	PR0-10000028	Lynn University	04/23/2020	Approved	498.60	USD	1		
Q,	PR0-10000029	Lynn University	04/23/2020	Approved	10,000.00	USD	1		
Q.	PR0-10000030	Lynn University	04/23/2020	Draft	0.00	USD	1		
Q.	PR0-10000018	Lynn University	04/22/2020	Approved	3,511.50	USD	1		
Q.	PR0-10000004	Lynn University	04/16/2020	Approved	248,021.99	USD	1		

7. Click Status header to filter your transactions.

s	Status	
	Filter Condition ★	
	Value * × In Progress	
	Filter	

8. Click on the magnifying glass next to the transaction verification number to view the details.

Procurement Card Transaction Verification	Verification Number
۹	PRO-10000041
Q	PRO-10000035
Q	PRO-10000028
Q	PRO-10000029

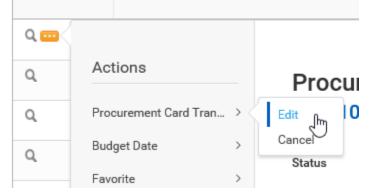
Edit Draft Procurement Card Transaction Verification

Delegates cannot edit procurement card transactions in draft mode. Delegates, please contact Procurement to reset/cancel the transactions in draft mode so you can edit them.

9. To edit draft verification, hover your mouse next to the magnifying glass and click on the related action items button.



10. Click on Procurement Card Transactions, Click Edit.



11. You can continue your verification where you left off.

Add									Ŧ	= 10
1 item	Edit Summary									
EMPIRE OFFICE 668.69 USD 04/17/2020	Transaction				Amount					
	Credit Card Transaction	04/17/2020 EMPIRE OFFICE 6	68.69 USD		Remaining Transact	tion Amount to Verify	0.00			
	Transaction Date	04/17/2020			Credit Card Transac	tion Amount	668.69			
	Charge Description	EMPIRE OFFICE			Transaction Current	cy	USD			
	Supplier	× Empire Office, Inc	:=		Sales Tax Collected					
	Purchase Order		:=		Default Tax Option		select one	Ŧ		
	Supplier Contract		:=		Default Tax Code			=		
					Tax Amount		0.00			
	Transaction Details 1 Rem									
	🕀 Company	Bus	iness Document Line	Item and Category		Tax		Tax Recoverability	Та	ss Optis
Submit Save for Later	Close									

Help! I do not see my P-Card Transactions!

P-Card verifications when new appear on in the left **Actions** column under the Purchases icon. Once they have been opened and worked on, they no longer appear in that location.

1. To rework a transaction you must go to **View** in the right hand column. Click on **Procurement Card Transaction Verifications**

ons	View
Request Non-Catalog Items	Requisitions
Connect to Supplier Website	Templates
Add from Templates/Requisitions	Business Assets
Create Supplier Request	Supplier Requests
Create Template	Procurement Card Transactions
Verify Procurement Card Transactions	Procurement Card Transaction Verifications

- 2. All of the previous transaction will come up in a list. You can see the status of the transaction in the middle of the page.
- 3. Hoover your mouse over the magnify glass. Click on the related actions icon (twinkie) in the extreme left column. Click Procurement Card Transaction and click Change.

6 items						
Procuremer Card Transaction Verification	Verification Number	Company		Verification Date	SI	
۵ <u>۵</u>	Actions	Procurement	 Card Transaction Verifica	×	A	
q	Procurement Card Tran >	Change 000603				
٩	Accounting >	Status	Approved		Ą	
٩	Budget Date >	For	Maria Bimonte-Yerganian		A	
Q,	Integration IDs >	Company	Lynn University		Aj	
Q,		Currency	USD		A	
Q		Date Total Amount	08/31/2020		Aj	
Q		Credit Card Transactions	1		Aj	
q	PRO-1000146	Lynn Univer	sity	07/28/2020	A	

- 4. The system will prompt a message that it will put the transaction back in Draft status. Click OK.5. This allows you to go back and make updates to the transaction as needed.