Verify Procurement Card Transactions

> Lynn University will change its JPM Visa Card program starting July 1st, 2020. The instructions listed below are to verify J**PM 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.

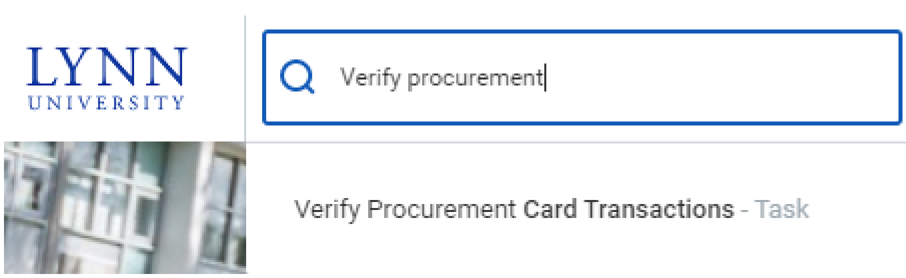
On this job aid:

- 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

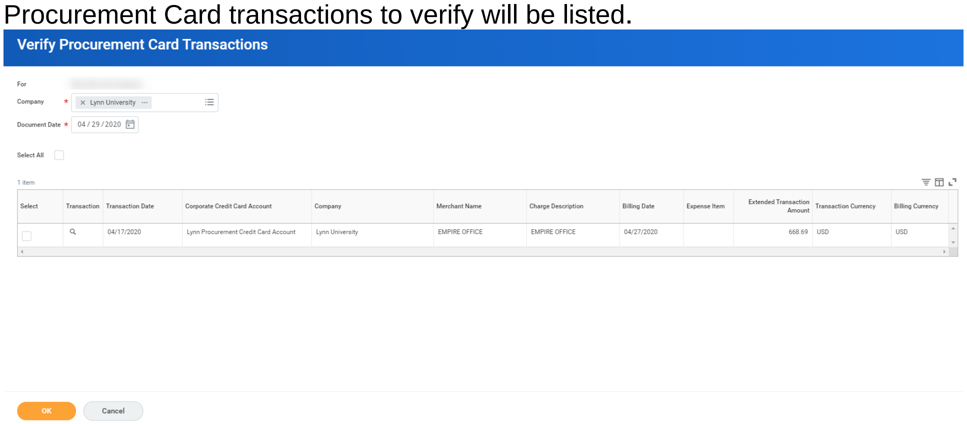


Verify transactions on behalf of another user (Delegations)

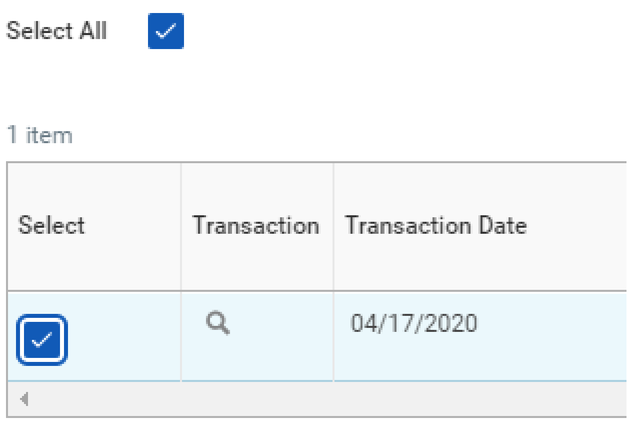
1. Log into Workday
2. On your profile menu, click **Switch Account** to switch to the delegated account.
3. Click the user for whom you are a delegate.
4. Select Verify procurement card transactions under **Reports & Tasks**

Verify Transactions

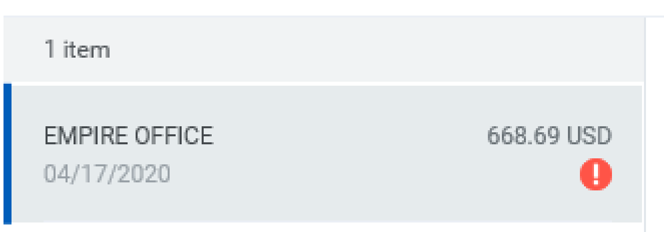
1. The Company will default to "Lynn University," and the document date will default to today's date. All posted Procurement Card transactions to verify will be listed.



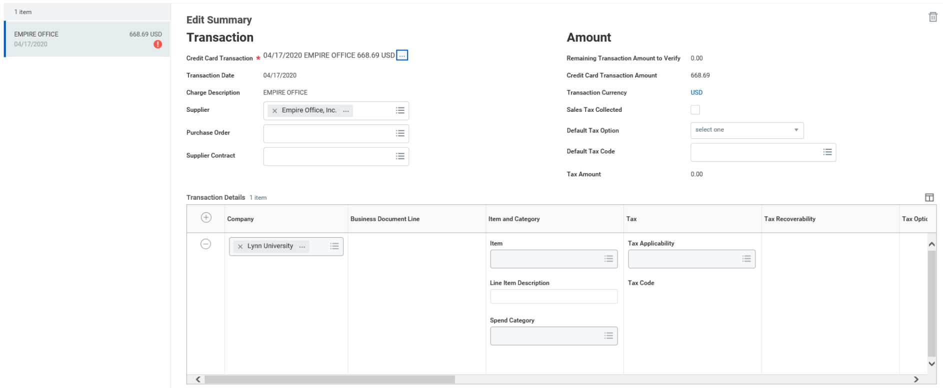
2. Select the transaction(s) you'd like to verify by clicking on the box(es) under the "Select" column. You may also choose to verify all charges at the same time by clicking the "Select All" box. Click OK to continue.



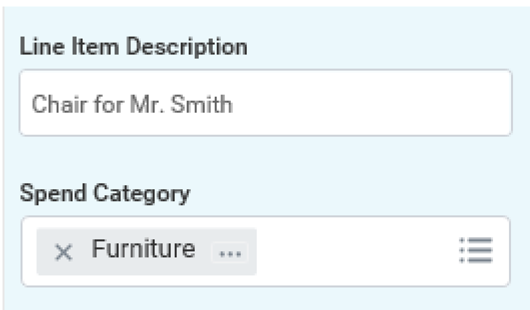
3. Each item will appear on the left menu. Select a transaction.



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



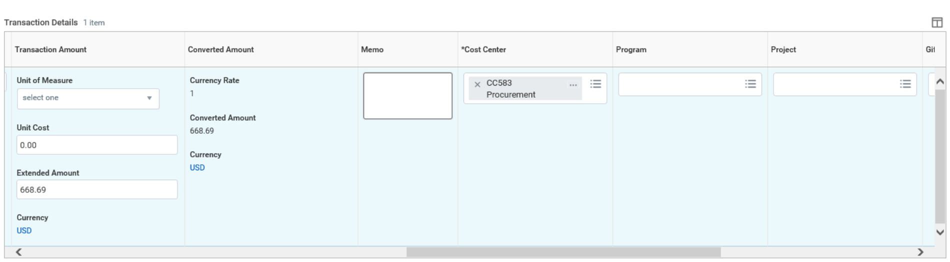
5. On the transaction summary:
    a. Enter the supplier name (if available in the system, otherwise leave blank).
    b. Enter Purchase Order (if available)
6. On the transaction details:
    a. Enter the business expense description in the "Item Description" field
    b. Select the correct "Spend Category"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



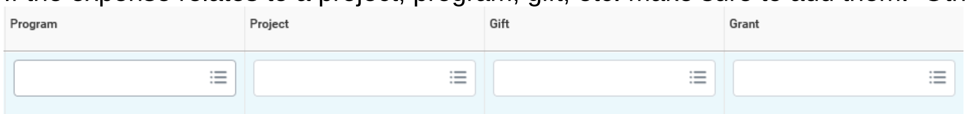
    c. Scroll to the right transaction details bar to the right to find more details
    d. Cost Center will default to your cost center, but that can be changed if needed to charge the item to a different cost center if needed.

Note

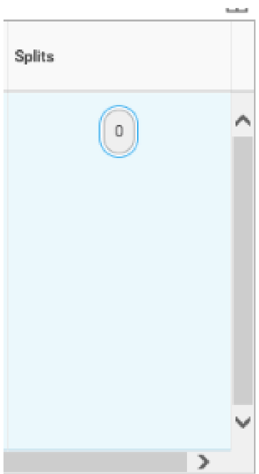
If you are reallocating the expense to a different Cost Center other than your default, please select the new Cost Center first, and the related worktags will auto-populate. This change will require a cost center manager approval.



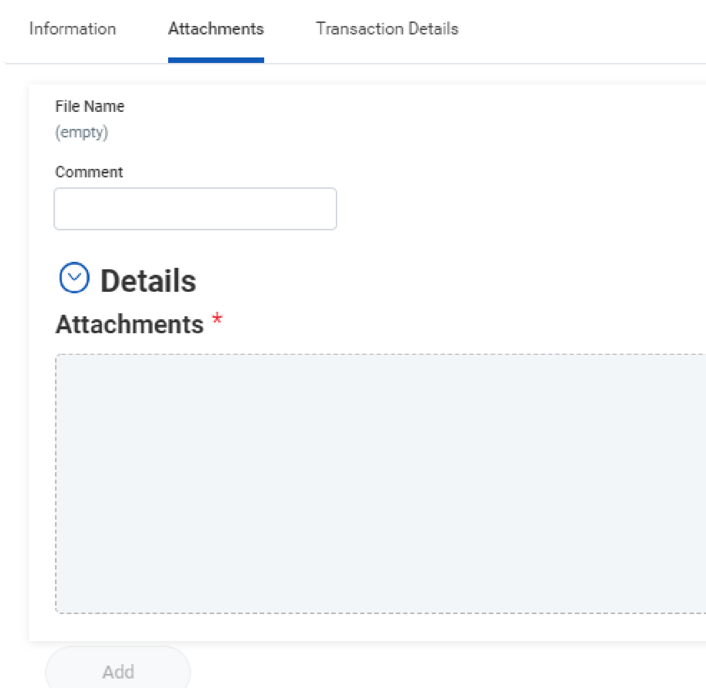
e. If the expense relates to a project, program, gift, etc. make sure to add them. Otherwise, leave blank.



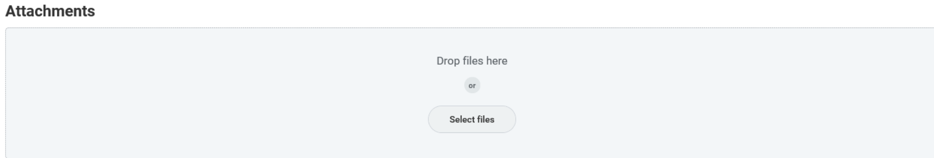
f. You can split a charge by amount or by quantity. Scroll to the far right of the transaction detail information and click on "Splits." Select if you want the transaction to be split by the amount or by quantity.



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



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



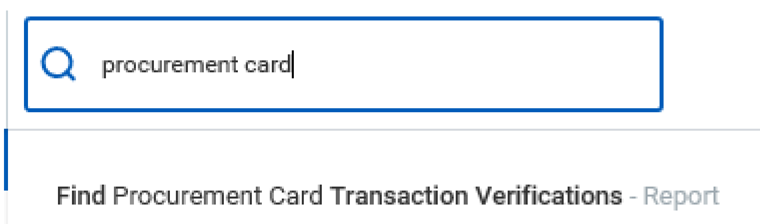
> **Note**
>
> Receipts need to be uploaded per transaction; they can't be loaded in bulk at a header level for Procurement card transactions.

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.

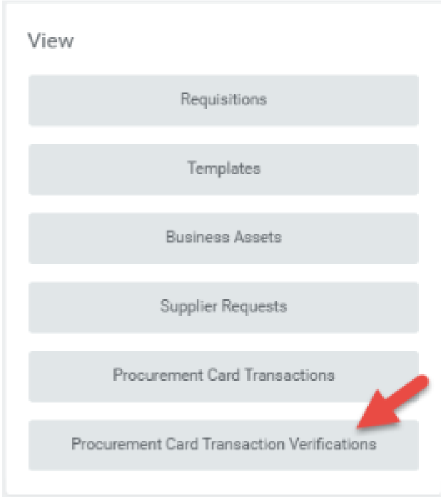
View Procurement Card Transactions Verification

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).

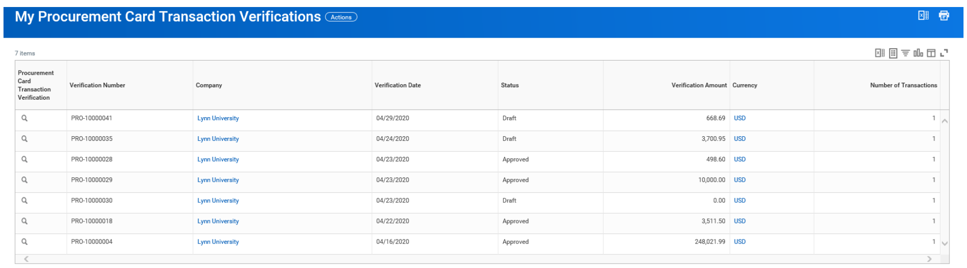


4. You can also access your transactions by selecting the task on your home page. Click on "Purchases"

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



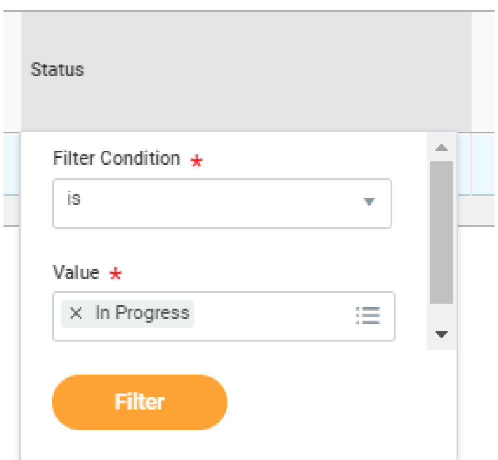
6. A list of procurement card transactions will be available.


My Procurement Card Transaction Verifications Actions

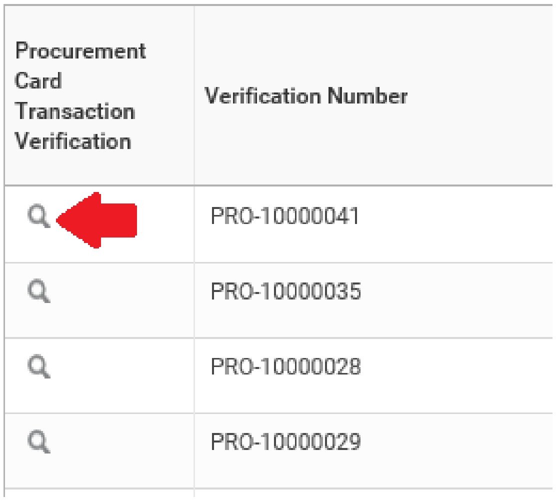
7 items

Procurement Card Transaction Verification	Verification Number	Company	Verification Date	Status	Verification Amount	Currency	Number of Transactions
	PRO-10000041	Lynn University	04/29/2020	Draft	668.69	USD	1
	PRO-10000035	Lynn University	04/24/2020	Draft	3,700.95	USD	1
	PRO-10000028	Lynn University	04/23/2020	Approved	498.60	USD	1
	PRO-10000029	Lynn University	04/23/2020	Approved	10,000.00	USD	1
	PRO-10000030	Lynn University	04/23/2020	Draft	0.00	USD	1
	PRO-10000018	Lynn University	04/22/2020	Approved	3,511.50	USD	1
	PRO-10000004	Lynn University	04/16/2020	Approved	248,021.99	USD	1

7. Click Status header to filter your transactions.



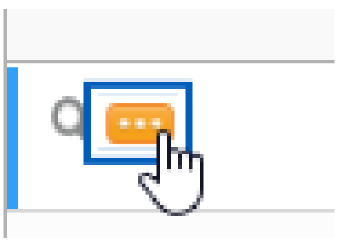
8. Click on the magnifying glass next to the transaction verification number to view the details.



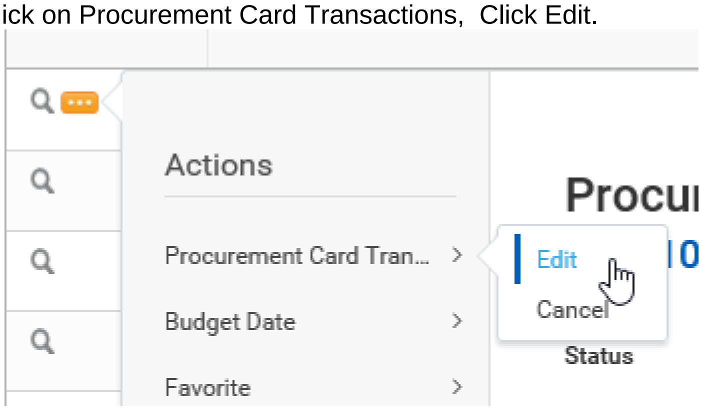
Edit Draft Procurement Card Transaction Verification

> **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.

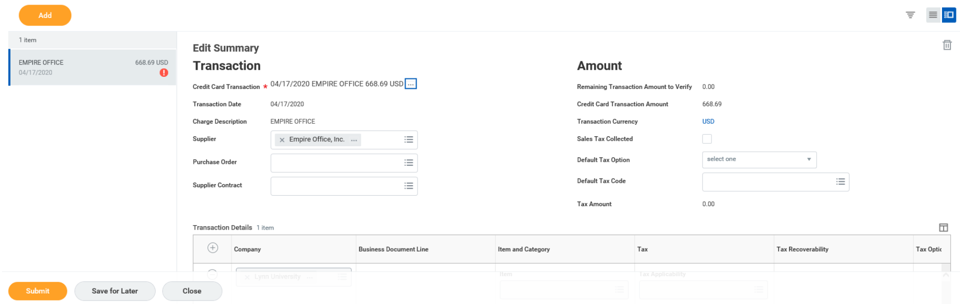
9. To edit draft verification, hover your mouse next to the magnifying glass and click on the related action items button.



10. Click on Procurement Card Transactions, Click Edit.



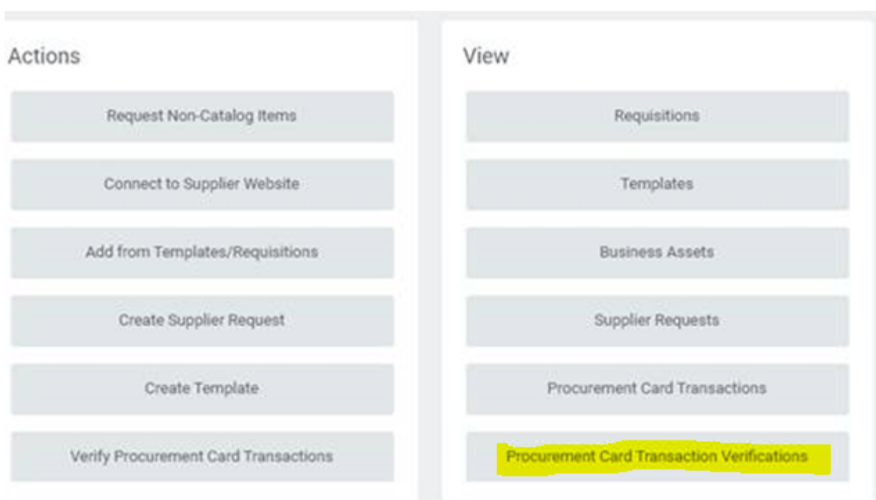
11. You can continue your verification where you left off.



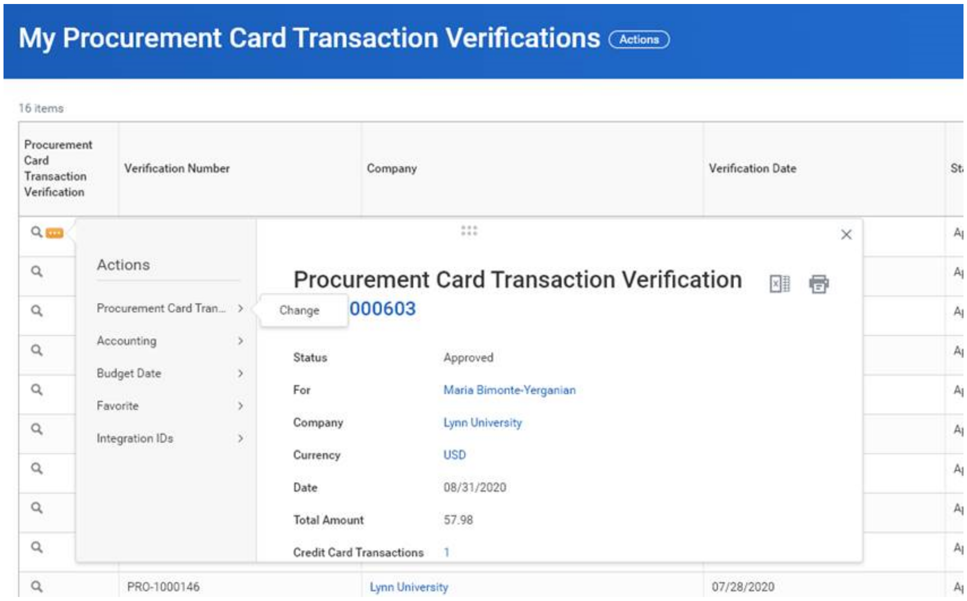
Help! I do not see my P-Card Transactions!

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**



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.



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.