Douglas County School District

Learn Today, Lead Tomorrow

workday.

Procurement Card Verifications

There is generally a four-day delay from the time a purchase is made until the transaction appears in Workday. Cardholders will receive a Notification when a transaction has been loaded into Workday.

Once a transaction is in Workday, there is a three step process that must be completed before the purchase will be reflected in budget reports.

1. The cardholder must verify the transaction by attaching an itemized receipt, adding the transaction description, and updating the costing worktags. Depending on your site's procedures, attaching the receipt and updating worktags may be completed by the site Bookkeeper.

2. The site Bookkeeper checks the transaction verification to ensure accuracy of the costing worktags, verifies that a description has been entered and that an itemized receipt has been attached and then submits the transaction for approval.

3. The cardholder's Cost Center Manager verifies that the purchase is within approved budgets and is accordance with site specific guidelines.

Verifying Procurement Card Transactions

1. In Workday, you will receive a Notification when a transaction has been loaded for you to verify.

    a. In your Notifications, click on the New Procurement Card Transaction Loaded and then click Verify Procurement Card Transactions.

    b. Transactions can also be found by entering Verify Procurement Card Transactions (or ver proc) in the search bar on the Home screen, then click OK at the bottom of the screen.

2. Select the Credit Card Transaction you want to verify; you can select one or all of the transactions.

    a. If you are responsible for more than one Pcard, click the Related Actions icon next to the transaction to see the last four digits of the card used for the transaction.

3. In View Summary Transaction, enter Supplier (the merchant you purchased from). If the supplier is not available in Workday to enter, this field can be skipped.

4. Scroll down to Transaction Details to the *Item and Category column.

    a. Enter the transaction description in Item Description. This is a required field and should be the merchant's name and a detailed overall description of the entire purchase.

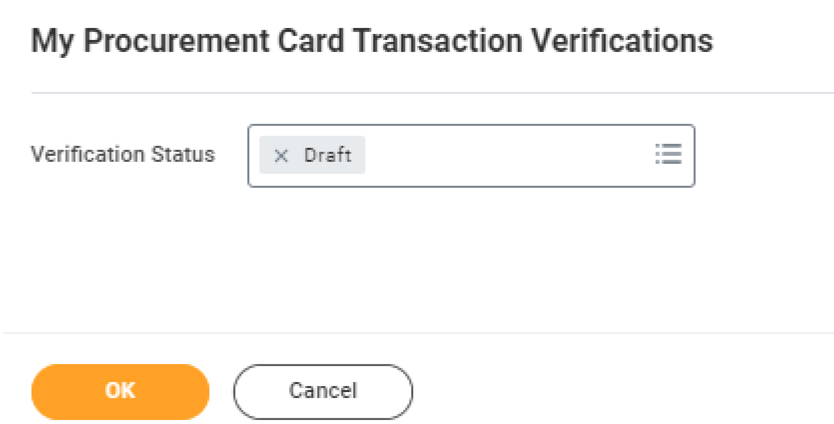
    b. Copy and Paste the Item Description into the Memo box.

    c. Enter the Spend Category (see your site Bookkeeper for the appropriate Spend Category). This is a required field.

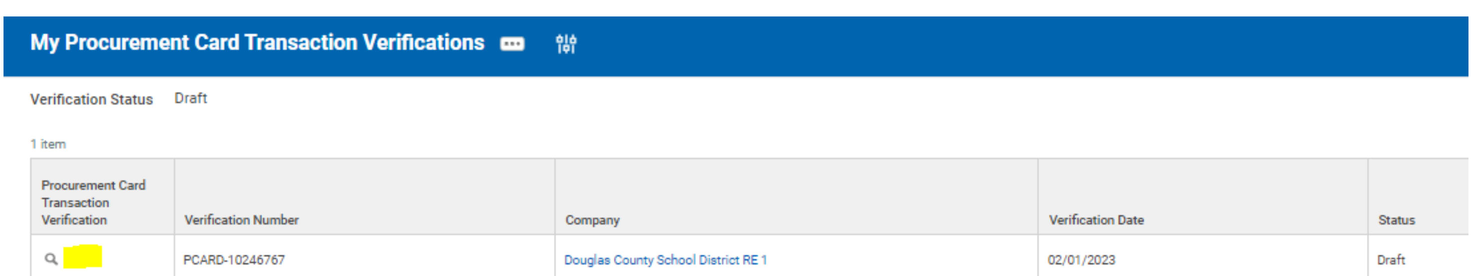
5. Scroll over to the *Fund, *Cost Center, *Budget Source, *Program, and *Additional Worktags columns.
    a. Depending on your site's procedures, these worktags may be entered by the site Bookkeeper. Please work with the Bookkeeper for the correct worktags for your purchases.
6. Scroll down to Attachments and attached the receipt, this is a required field and should be a legible, itemized receipt.
7. Click Submit, Done. The transaction will be routed to the Bookkeeper or Cost Center Manager.

Completing Transactions in Draft

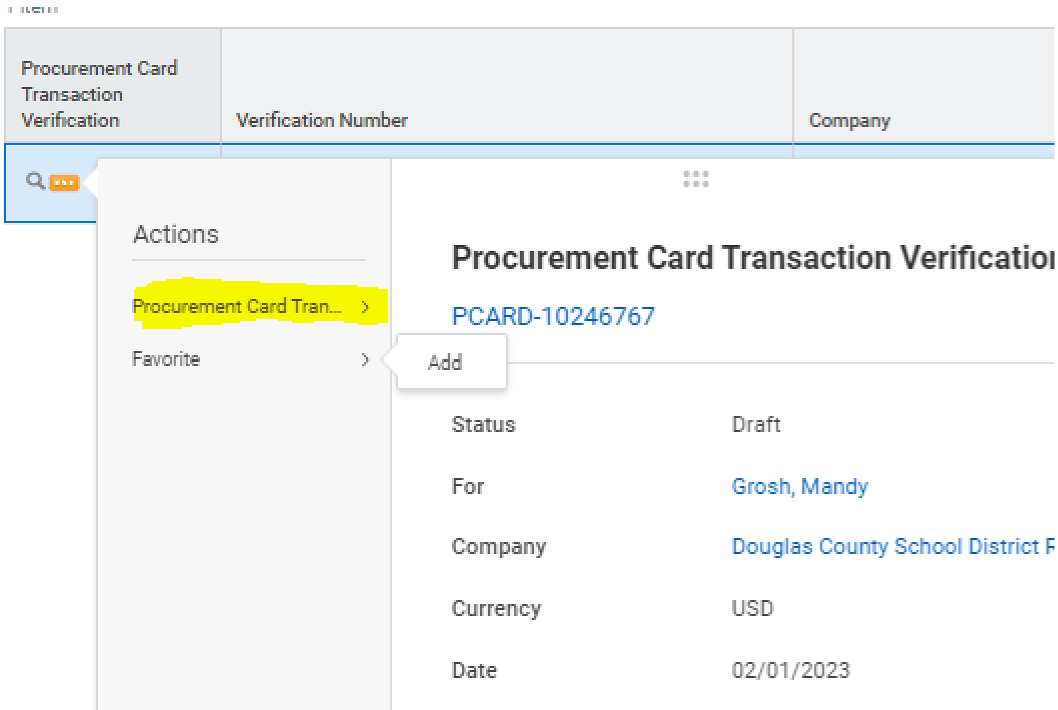
1. If you have started a verification and have either been kicked out of Workday, or have selected Save for Later, you can find the transaction again by entering My Procurement Card Transaction Verifications in the search bar on the Home screen in Workday. Please note, this will not work if you are searching for another cardholders draft verifications. See below to verify for a worker
    a. Click OK



    b. Under the 'Procurement Card Transaction Verification' column to the right click 



    c. Under Actions, go to 'Procurement Card Transaction' and click 'edit'



2. Follow steps 3-7 under verifying Procurement card transactions

Verify Transaction for Worker

1. In Workday, search **Verify Procurement Card Transaction for Worker**
2. Fill in the worker you want to verify for and hit OK.
3. Follow steps 2-7 under verifying Procurement card transactions

   *It will default to your name in the verification for spot. You will change that to the name you want and hit ok. You should then see both transactions like the screenshot below.

Find Transactions by Cost Center

1. In Workday search **DCSD - FIN - Unverified P-Card Transaction by Cost Center**
2. Fill in the areas that you would like to search by and this will show you all the outstanding verifications
3. Follow steps 2-7 under verifying Procurement card transactions

Year End Verification

1. In Workday, you will receive a Notification when a transaction has been loaded for you to verify.

   a. In your Notifications, click on the New Procurement Card Transaction Loaded and then click Verify Procurement Card Transactions.
   b. Transactions can also be found by entering Verify Procurement Card Transactions (or ver proc) in the search bar on the Home screen, then click OK at the bottom of the screen.

2. **<u>Change the document date to date of purchase or 06/30/20XX to make sure it comes out of the correct years budget</u>**
3. Select the Credit Card Transaction you want to verify; you can select one or all of the transactions.
   a. If you are responsible for more than one Pcard, click the Related Actions icon next to the transaction to see the last four digits of the card used for the transaction.
4. In View Summary Transaction, enter Supplier (the merchant you purchased from). If the supplier is not available in Workday to enter, this field can be skipped.
5. Scroll down to Transaction Details to the *Item and Category column.
   a. Enter the transaction description in Item Description. This is a required field and should be the merchant's name and a detailed overall description of the entire purchase.
   b. Copy and Paste the Item Description into the Memo box.
   c. Enter the Spend Category (see your site Bookkeeper for the appropriate Spend Category). This is a required field.
6. Scroll over to the *Fund, *Cost Center, *Budget Source, *Program, and *Additional Worktags columns.
   a. Depending on your site's procedures, these worktags may be entered by the site Bookkeeper. Please work with the Bookkeeper for the correct worktags for your purchases.
7. Scroll down to Attachments and attached the receipt, this is a required field and should be a legible, itemized receipt.
8. Click Submit, Done. The transaction will be routed to the Bookkeeper or Cost Center Manager.

<u>Completing Year End Transactions in Draft</u>

1. If you have started a verification and have either been kicked out of Workday, or have selected Save for Later, you can find the transaction again by entering My Unverified Procurement Card Transaction Verifications in the search bar on the Home screen. Please note, this will not work if you are searching for another cardholders draft verifications. See below to verify for a worker
   a. Click the Related Actions icon next to the magnifying glass under the Procurement Card Transaction Verification column of the transaction in draft.
   b. A new box will open; hover over the Procurement Card Transaction Verification that is in the gray area under 'Actions' and select Edit.
2. Follow steps 2-7 under verifying Procurement card transactions

a. On the information tab, **change the document date to date of purchase or 06/30/20XX to make sure it comes out of the correct years budget**