



Verify PCard Transactions

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The Verify PCard Transactions functionality is used to review, allocate, and process purchasing card (PCard) transactions made on behalf of your department.

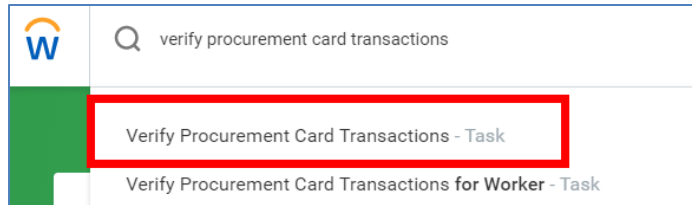
The PCard Holder will have the role of Employee as Self within the system, and the approver will have the role of PCard Approver.

The transactions are posted by the vendors to Bank of America, and then they are transferred to Workday. This process typically can take up to two days. Once the transaction has been posted to Workday, the PCard Holder will receive both email and an Inbox item within Workday indicating there is a purchase(s) which needs to be verified and allocated. They will receive an additional message after five days if no action has been taken on the PCard transactions. In addition, the department manager affected by the purchase will receive a notification that the review is still pending.

NOTE: By the end of each billing cycle (the last business day of the month) all PCard Holders and Approvers **MUST** verify any open transactions within Workday.

Process PCard Transactions

- 1) Enter **Verify Procurement Card Transactions** into the *Search* bar and select it from the search results.



The *Verify Procurement Card Transactions* screen displays a listing of the open credit card transactions which need to be verified and updated with the correct worktags for your purchase. The following fields also display:

- a. **Company:** This field defaults to Montclair State University.
- b. **Document Date:** Defaults to today's date, including transactions from today's date or prior.
- c. **Select All:** You have the option of verifying all or a portion of the transactions in the list. Click the Select All box to check all transactions only if they will all be allocated to the same worktags. Otherwise, select the individual transactions to process by clicking in the corresponding - selection box to the left of the appropriate transaction line.

Note: If multiple lines are selected, they will be batched together when sent to the PCard Approver for review and processing.

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company	Merchant Name	Charge Description	Billing Date	Expense Item	Extended Transaction Amount	Transaction Currency	Billing Currency
<input type="checkbox"/>	Q	06/05/2019	Bank of America - PCard	Montclair State University	LOWES #01057	LOWES #01057	06/11/2019		19.94	USD	USD
<input type="checkbox"/>	Q	06/04/2019	Bank of America - PCard	Montclair State University	AGL WELDING DN/CL WEB	AGL WELDING DN/CL WEB	06/11/2019		52.32	USD	USD
<input type="checkbox"/>	Q	07/08/2019	Bank of America - PCard	Montclair State University	THE HOME DEPOT #0908	THE HOME DEPOT #0908	07/11/2019		72.37	USD	USD

- 2) Some suppliers provide detailed information for the purchase. To see this additional information, click the **magnifying glass** under the *Transaction* column on the corresponding line and a screen displaying the item information displays. After reviewing this data, click the **Back Arrow** to return to this transaction list.
- 3) After selecting the transaction(s) to verify, click **OK**.
- 4) On the **Transaction Details** tab, you can view summary information of the specific transaction. If you selected one transaction, the information will populate automatically and you can edit as needed. If you selected multiple

transactions, be sure to select the appropriate transaction line on the left of the screen, to view the correct details.

The screenshot shows a web interface for transaction details. At the top right, it says 'For Linda Purn' and 'Total Verification Amount 51.89 USD'. Below this are tabs for 'Information', 'Attachments', and 'Transaction Details'. An 'Add' button is on the left. A list of items is shown, with the first item 'AMZN Mktp US 06/06/2019' and amount '33.92 USD' highlighted by a red box. To the right, the 'Edit Summary' section shows transaction details: 'Credit Card Transaction * 06/06/2019 AMZN Mktp US 33.92 USD', 'Transaction Date 06/06/2019', 'Charge Description AMZN Mktp US', and 'Supplier'. An 'Amount' section shows 'Remaining Transaction Amount to Verify 0.00', 'Credit Card Transaction Amount 33.92', 'Transaction Currency USD', and 'Sales Tax Collected' with a checkbox.

- 5) Scroll down to the **Transaction Details** section to review the transaction.
- 6) In the *Item and Category* column, select the prompt icon to add in the correct **Spend Category**. This required field represents the commodity being purchased. Type a word related to the commodity and select from the search results list.

The screenshot shows a table with the following columns: Company, Business Document Line, Item and Category, Quantity, and Transaction Amount. The first row has 'Montclair State University' in the Company column. The 'Item and Category' column has a sub-section with 'Item', 'Line Item Description', and 'Spend Category'. The 'Spend Category' field is highlighted with a red box. To the right of the table, there are fields for 'Unit of Measure' (select one), 'Unit Cost' (0.00), 'Extended Amount' (17.97), and 'Currency' (USD). A red box highlights a dropdown arrow at the bottom right of the table.

- 7) Scroll to the right side of the page, and in the **Memo** field, enter additional details about the purchase, such as why the purchase was made, the name of the event for the purchase, etc. This field is to aid your P-Card Approver better understand the purchase and should be used.
- 8) Confirm the correct worktags are listed in the **Cost Center** and **Additional Worktags** fields. If the purchase was made on behalf of another **Cost Center**, update this field as needed, by clicking within each worktag field and selecting the 'X' to the left of the worktag. Then, search for the appropriate driver worktag in the corresponding field to re-populate the correct worktag information. The additional worktags auto-populate based on the selected the driver worktag of **Cost Center, Grant, Gift, or Project**.

Transaction Details 1 item				
Memo	*Cost Center	*Division	*Additional Worktags	Splits
	CC10340 Residence Life	D80 Student Development and Campus Life	Fund: F11 Auxiliary Fund Program: N20 Auxiliary Operating Expenditures	0

- 9) Below the Transaction Details window is the **Attachments** section, where you can drag or browse to upload purchase receipt(s). Note: Attachments are required for all purchases. Acceptable attachments include receipts, order confirmations, packing slips, etc.

Attachments

Drop files here

or

Select files

Submit

Save for Later

Close

- 10) If you batched multiple transactions together, be sure to scroll back up to the list of selected transactions, select the next transaction and repeat the review and allocation process. Attachments must also be added to each transaction in order for the purchase to move forward to the PCard Approver for final review.

For Linda Purn

Total Verification Amount 51.89 USD

Information

Attachments

Transaction Details

Add

2 items Sort By: ▾

AMZN Mktp US 06/06/2019	33.92 USD
AMZN MKTP US 06/06/2019	17.97 USD

Edit Summary

Transaction

Credit Card Transaction * 06/06/2019 AMZN Mktp US 33.92 USD

Transaction Date 06/06/2019

Charge Description AMZN Mktp US

Supplier

Amount

Remaining Transaction Amount to Verify 0.00

Credit Card Transaction Amount 33.92

Transaction Currency USD

Sales Tax Collected

- 11) When all lines have been reviewed, allocated, and attachments added, click the **Submit** button to send to the Approver for review.

Splitting Charges

To split a charge between two departments, at the far right of the line labeled cost center is a field called Splits.

*Cost Center	*Division	*Additional Worktags	Splits
× CC10190 Theatre and Dance ...	× D24 College of the Arts ...	× Fund: F10 Unrestricted Operating Fund ... × Program: N10 Instruction ...	0

In the **Split** column, select the button with the zero. You will then get an option to split the charge by either an amount or a quantity.

0

Split by

select one

select one

Amount

Quantity

Once you select an option, new fields will appear to permit you to enter the cost center information for the first department. After you complete the first line, click on the **+ sign** in the upper left side of the page (see below). A second line will appear. Add the information to the second line and hit **Done** when finished.

Split by: Amount

			Memo	*Cost Center	*Division
+					
−	Percent 55.8752151	Amount 126.63		× CC10183 Cali School Music Performances	Search × D24 Coll the Arts
−	Percent 44.1247849	Amount 100.00		× CC10190 Theatre and Dance	× D24 Coll Arts


Done Cancel

Review Budget Check

If the system finds an issue with the budget used for a purchase, a “Review Budget Check” action and Review button displays on the screen, once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE-This request will NOT be sent to the approver for review if there is an issue with the budget. Under “Up Next” your name will appear and not the approver’s name. See below.**

You have submitted
Supplier Invoice: SI-0000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00 [Actions](#)

Up Next

 Your-name-here!¶

Review Budget Check
Due Date 11/11/2019

[Review](#)

> Details and Process

- 1) Click the **Review** button to drill into the request in order to find the issue. In the upper right corner, the budget status displays.
- 2) Click the **View** button on the line to see the specific details of the request.

Review Budget Check
Check Budget (Financial) for Supplier Invoice Actions

Budget Check Status
Fail (Insufficient Budget)

Transaction exceeds available budget remaining in the budget pool. Correct any inaccurate worktags or create a Budget Amendment to transfer budget from another budget pool.

For Transaction: Supplier Invoice: SI-0000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00

Request Override ☐

Budget With Exceptions Transactions

Budget With Exceptions 1 item

Company	Budget Structure	Year	Control Periods	Budget Check Option	Budget to Date	
Montclair State University	Control Budget Structure - Parent	FY 2020	Annual	Control	<input checked="" type="checkbox"/>	View

Submit Send Back Save for Later Cancel

- 3) Review the columns of the report, and pay special attention to the Budget Amount versus the Current Transaction columns.

Budget Check Exceptions

Budget Structure: Control Budget Structure - Parent
 Budget: FY20 Control Budget
 Budget to Date: Yes
 Include Reserved Journal Lines: Yes
 Evaluation Date Option: Accounting Date
 Transaction: Parent Event Supplier Invoice: SI-0000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00

1 item

Company	Ledger Account/Summary	Dimensions on Journal Lines	Budget Structure Dimensions Subject to Budget Check	Budget Amount	Spend	Current Transaction	Available Budget	Line-Level Status
Montclair State University	60525 Membership & Subscriptions	CC10293 University Controller D53 Finance and Treasury F10 Unrestricted Operating Fund LENOVO US INC N15 Institutional Support SC0123 Memberships/Dues	CC10293 University Controller D53 Finance and Treasury F10 Unrestricted Operating Fund N15 Institutional Support	\$2,900.00	2,067.20	\$5,000,000.00	(4,949,167.20)	Fail (Insufficient Budget)

- 4) Based on the information provided, decide if a Budget amendment needs to be completed, or if the request should be edited to adjust the Worktags.

Save for Later (Optional)







- 1) Click the **Save for Later** button to save your transaction and return to it later if you do not have all the needed information.

Submit **Save for Later** Close









- 2) To go back to a saved PCard Verification, see the *System Drafts* section below.

Finding System Drafts

- 1) Drafts are created either if you saved a transaction to work on later, or if the system timed out before the verification was completed. To access a pcard transaction draft, or one that was saved for later, enter **My Procurement Card Transaction Verifications** in the **Search** field, and select the draft transaction.

My Procurement Card Transaction Verifications Actions						
6 items						
Procurement Card Transaction Verification	Verification Number	Company	Verification Date	Status	Verification Amount	Currency
	PCV-000000013	Montclair State University	11/08/2019	Draft	63.48	USD
	PCV-000000014	Montclair State University	11/08/2019	Draft	374.40	USD
	PCV-000000015	Montclair State University	11/08/2019	Draft	(1.79)	USD
	PCV-000000016	Montclair State University	11/08/2019	Draft	501.10	USD
	PCV-000000017	Montclair State University	11/08/2019	Draft	31.98	USD
	PCV-000000010	Montclair State University	11/05/2019	Approved	27.98	USD

- 2) Click the **twinkie** next to the magnifying glass on the selected request to open the Related Actions window.

My Procurement Card Transaction Verifications Actions						
6 items						
	Procurement Card Transaction Verification 1000000017					
	<div>Actions</div> <div><div>Procurement Card Tran... > Edit</div><div>Cancel</div><div>Status Draft</div><div>For Colette Killian</div><div>Company Montclair State University</div><div>Currency USD</div><div>Date 11/08/2019</div><div>Total Amount 31.98</div><div>Credit Card Transactions 1</div></div>					
				Status	Verification Amount	Currency
				Draft	63.48	USD
				Draft	374.40	USD
				Draft	(1.79)	USD
				Draft	501.10	USD
				Draft	31.98	USD
	PCV-000000010	Montclair State University	11/05/2019	Approved	27.98	USD

- 3) Click **Procurement Card Transactions > Edit** to return to the transaction and complete it.

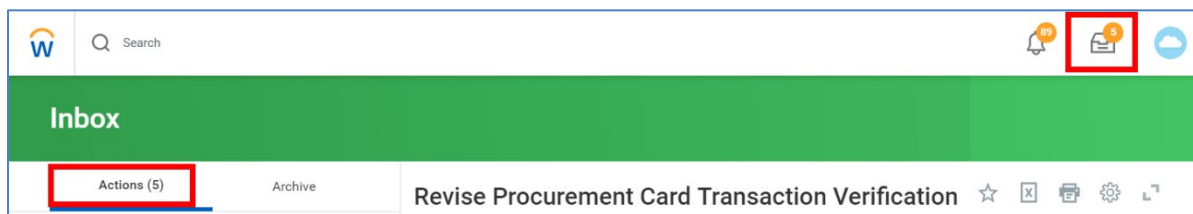
Approval Process

Once submitted, the process moves forward for additional review and approval to the list below:

- a. **Project** – Project Manager to PCard Approver
- b. **Gift** - Gift Manager to PCard Approver
- c. **Grant** – Principal Investigator (if needed) to Grants Accounting
- d. **Departmental Purchase** - P-Card Approver

- 1) To review the items from the PCard Holder, the Approver should double-click the corresponding **Inbox** message in the system.
- 2) Once the message has been opened, the Approver can click the **Cost Center Transaction hyperlink**, if available. This will display additional, line item detail on the purchase, if provided by the vendor.
- 3) Next, the Approver should review and confirm all **Worktags, spend categories, memos, and attachments** are correct.
- 4) NOTE: If multiple charge lines are included, the Approver will see multiple lines on the review page. Review each line, then click on the next line to review. Repeat until all lines have been reviewed and confirmed.
- 5) If all information is correct, the Approver should select **Approve** at the bottom of the screen. If any information needs to be adjusted, the Approver must select **Send Back** and include a message to the PCard Holder as to what needs to be changed. The Approver cannot make changes to information.


NOTE: If any changes need to be made by the PCard Holder, they will need to resubmit the information back to the Approver once the request has been updated. The PCard Holder receives a request for more information in the Inbox, where it can be edited.



NOTE: If transactions are not processed and approved by the end of the billing cycle (last business day of the month), a note will be sent as a reminder. PCards will be suspended for 30 days if no processing occurs by the 5th business day of the next month.


Check PCard Verification Status

- 1) Once a PCard Verification request has been sent to the Approver, the PCard Holder can check the status of the request by going to **My Procurement Card Transactions** from the **Search** field.




My Procurement Card Transactions

Transaction Date Start Date

MM / DD / YYYY 

Transaction Date End Date

MM / DD / YYYY 

Status

Supplier

Purchase Order

- 2) Enter the transaction date range in the **Start** and **End** fields to filter the number of returns you will see from your search. Otherwise, click the **OK** button at the bottom left of the screen to bring up all transactions associated to you.

When the list of transactions displays, review the Status column to see the current state of the request. A status of **New** refers to transactions which have not been verified as yet, **Pending** indicates the transaction has been submitted and is awaiting approval, and **Approved** denotes the Approver has reviewed and processed the transaction.

← My Procurement Card Transactions							
28 Items							
Credit Card Transaction	Transaction Date	Status	Charge Description	Supplier	Purchase Order	Transaction Amount	Transa
Q	10/30/2019	New	EBSCO			427.47	USD
Q	10/30/2019	New	EBSCO			38.57	USD
Q	10/30/2019	New	EBSCO			1,431.19	USD
Q	10/30/2019	New	EBSCO			1,285.67	USD
Q	10/30/2019	New	EBSCO			1,469.50	USD
Q	10/30/2019	New	AMAZON.COM*ZP0321RY3	AMZN		6.79	USD
Q	10/30/2019	New	AMAZON.COM*169L00RM3	AMZN		40.77	USD
Q	10/30/2019	New	THEODORE FRONT MUSIC			14.99	USD
Q	10/30/2019	Pending	AMZN Mktg US			26.11	USD

Sent Back Requests (Edit Verification)

Only if an Approver sends back a PCard item, can the PCard Holder edit the request from within their **Inbox**, under the **Actions** tab.

To revise the item, per the Approver's request, the PCard Holder must:

- 1) Click the item within the **Action** tab of the Inbox.
- 2) Make and changes to the transaction displayed on the right side of the screen.

- 3) Click the **Submit** button, at the bottom of the screen, to resubmit the item to the Approver.

The screenshot displays a software interface with a green header bar labeled 'Inbox'. On the left, a sidebar contains a list of actions, with the top item 'Procurement Card Transaction Verification: PCV-0000000128, Benjamin Merrick on 10/31/2019 for (\$93.04)' highlighted by a red rectangular box. The main area on the right is titled 'Revise Procurement Card Transaction Verification' and shows details for a specific transaction. It includes tabs for 'Information', 'Attachments', and 'Transaction Details'. The 'Transaction Details' tab is active, showing a table with one item: 'AMZN Mktp US' for \$93.04 USD. Below this, there is an 'Edit Summary' section with fields for 'Transaction Date' (10/14/2019), 'Charge Description' (AMZN Mktp US), 'Supplier', 'Purchase Order', and 'Supplier Contract'. To the right of these fields is an 'Amount' section with fields for 'Remaining Transaction Amount to Verify' (0.00), 'Credit Card Transaction Amount' (\$93.04), 'Transaction Currency' (USD), and 'Sales Tax Collected' (checkbox).