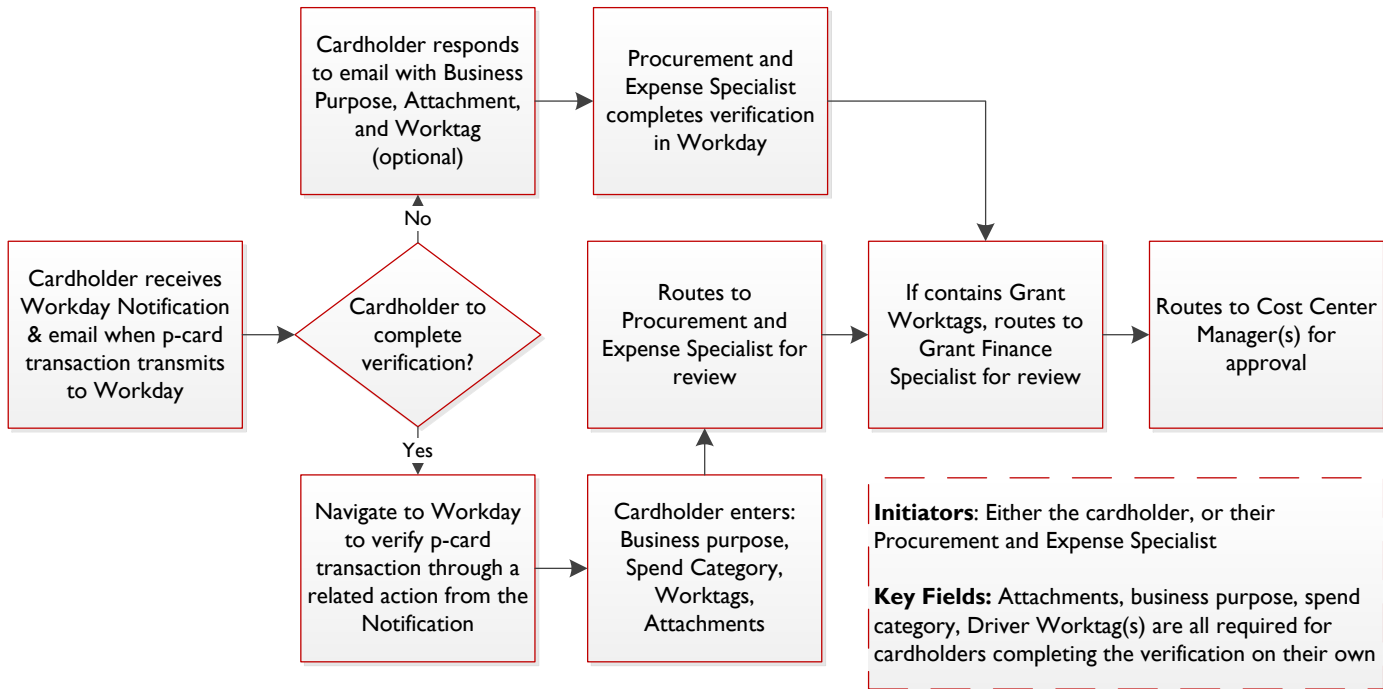


Business Process Flow



I. Receive Notification of New Procurement Card Transaction

1. The cardholder will receive an email and Workday notification as each transaction is transmitted to Workday. This message will ask whether they wish to complete the verification on their own or have the PES complete on their behalf.
 - a. *If* completing on their own, the email and Workday notification will contain a link to navigate to complete the task, by:
 - i. Entering a business purpose for the transaction
 - ii. Attaching receipts
 - iii. Assigning Worktags
 - iv. Assigning a Spend Category

FIN: Verify Procurement Card Transaction for Departments

- b. *If* requesting the PES to complete on their behalf, they will reply to the **email** with the required information for PES to complete. This would include receipts and the business purpose at a minimum, but may also include funding Worktags

The screenshot displays the Iowa State University Workday interface. At the top left is the Iowa State University logo and a search bar. On the top right, there are notification icons: a bell with '10' and an envelope with '24'. Below the header is a blue 'Notifications' banner. Underneath, there are filters for 'Viewing: All' and 'Sort By: Newest'. The main content area shows a notification titled 'Procurement Card Transaction Verification: Elisabeth Schnell on 06/13/2019 for \$197.47' with a timestamp of '45 second(s) ago'. The notification text reads: 'The following transaction has been submitted to your procurement and expense specialist for your procurement card: 05/28/2019 OFFICE DEPOT 197.47 USD To attach supporting documentation: - Reply to this message, OR - Click the link below to review the transaction in Workday or add supporting documentation.' Below the text is a 'Details' link that is highlighted with a red box, containing the text 'Procurement Card Transaction Verification: Elisabeth Schnell on 06/13/2019 for \$197.47'. On the left side of the notification, there is a list of similar notifications, with the top one also highlighted by a red box.

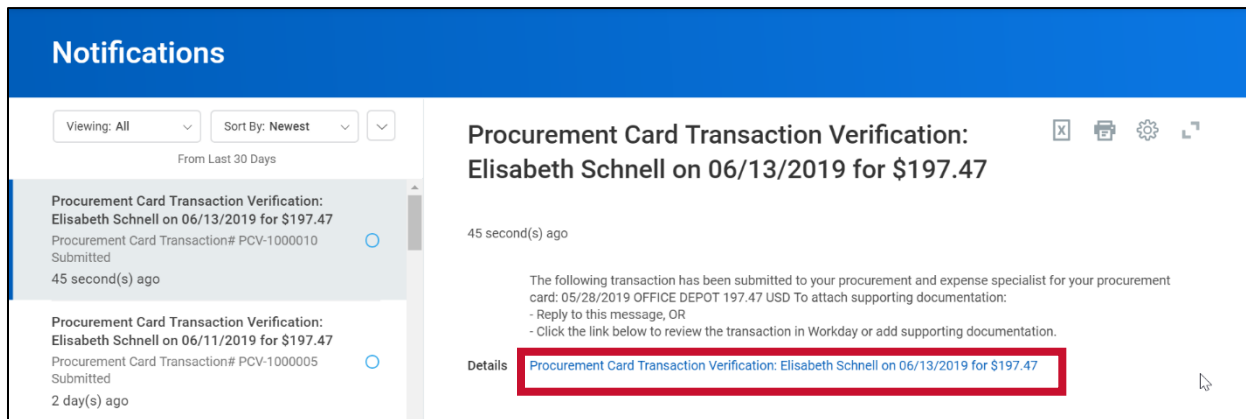
- 2. The Procurement and Expense Specialist will also receive the procurement card transaction in their inbox as each transaction is transmitted to Workday
 - a. *If* a cardholder opts to complete on their own, the item will be removed from the PES' inbox. The PES will then review the transaction after the cardholder submits it
 - b. The PES will not take action on the inbox item until they receive direction from the cardholder to verify on their behalf


2. Complete Verification of the Transaction

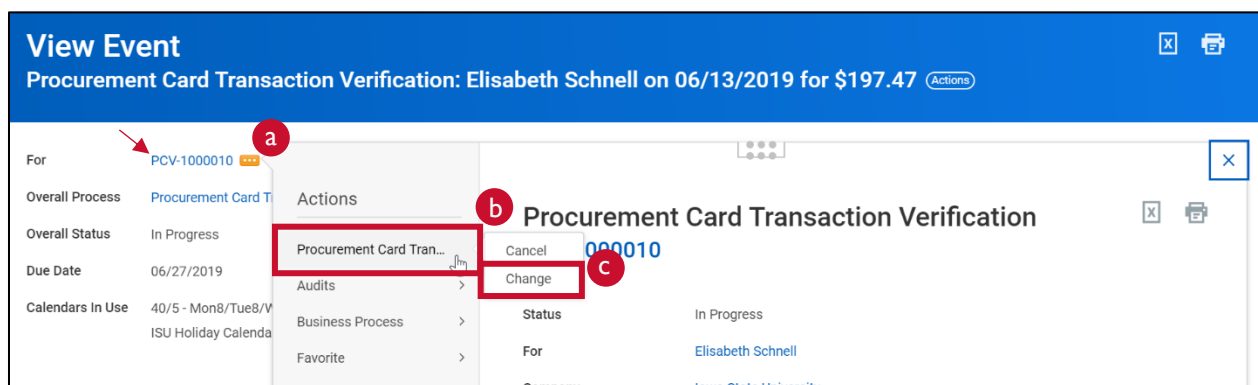
1. Navigate to your notifications from the Workday landing page



2. Select the blue hyperlink within the email or Workday notification to navigate to verify the transaction

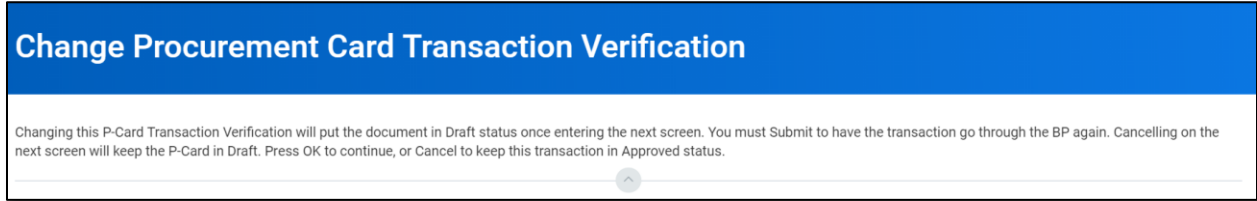


3. The link will take you to a 'View Event' page. Use related actions from the Workday verification number (i.e. PCV-1000010) to **change** the verification. *Workday automatically drafts a verification as transactions transmit to Workday. This is why a verification number already exists. As a cardholder, you are changing that existing verification to add the required information*
 - a. Hover over the verification number in the top of the screen to reveal the related actions icon 
 - b. Navigate to **Procurement Card Transaction Verification**
 - c. Within that, select **change**

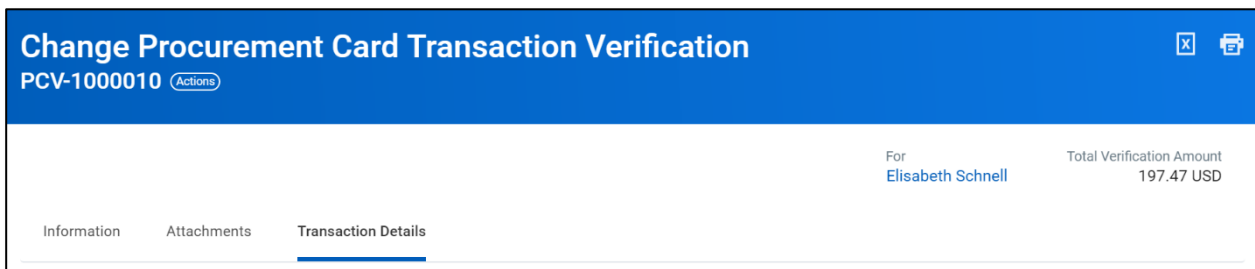


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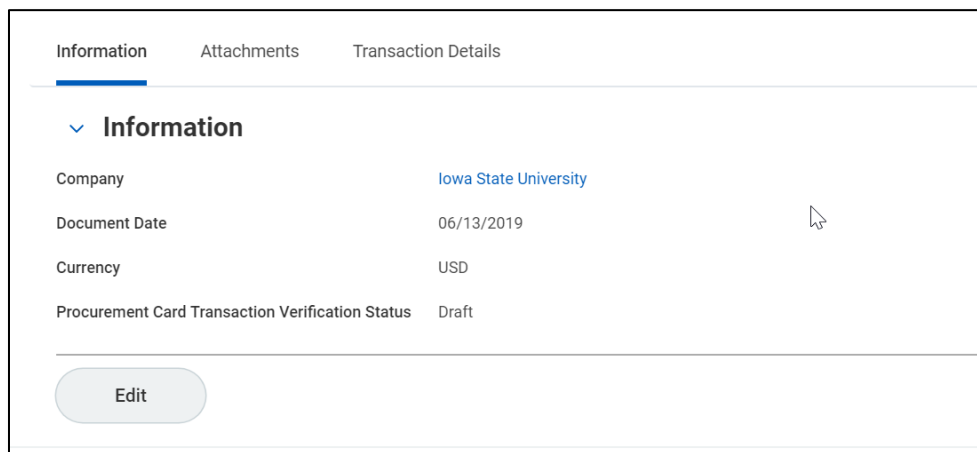
4. The message below will appear in a new screen once you select change. Select **OK** at the bottom of the screen. By changing the existing verification, you are changing the status of this verification to *draft*



5. The next screen is where you will complete the verification. This screen contains three tabs

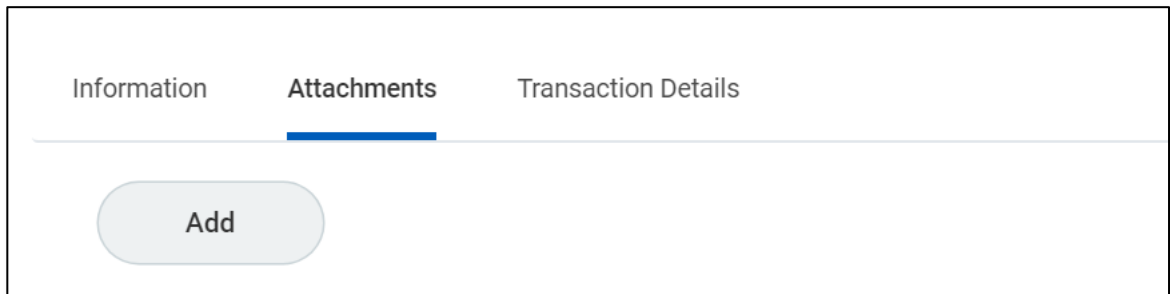


6. The **Information** tab contains header information for the verification. No action is required on this tab. Note, the verification is in a *draft* status

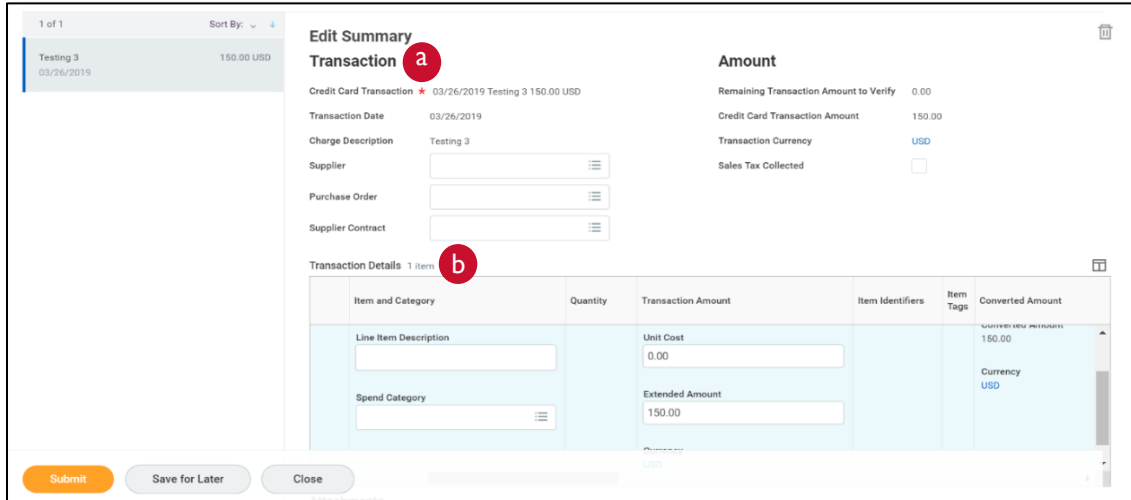


FIN: Verify Procurement Card Transaction for Departments

7. The **Attachments** tab is used to attach receipts or other supporting documentation
 - a. The receipt for the transaction must be attached and any other documentation may be included (packing slip, order confirmation, etc.)
 - b. Attachments may also be loaded in the **Transaction Details** tab, this is recommended as it involves fewer steps
 - c. Select the **Add** button to load documents from your desktop



8. The **Transaction Details** tab contains information from the p-card transaction and is where additional information is entered to complete the verification
 - a. Information in the top half of the screen populates based on the transaction
 - b. The bottom half of the screen is where additional details are entered to verify the transaction



FIN: Verify Procurement Card Transaction for Departments

9. Scroll to the **Transaction Details** tab at the bottom of the screen, within this section:
 - a. Enter a description of the purchase in the **Line Item Description** field
 - b. The **Spend Category** classifies the type of good or service, select the appropriate category. (If a Spend Category is not entered, the transaction cannot be submitted)
 - c. Scroll to the right to find the **Memo** field. This is where the business purpose is entered. The business purpose should state **why** the university is making this purchase (not what is being purchased).

The screenshot shows the 'Transaction Details' form for one item. The form is divided into several sections. On the left, there are dropdown menus for 'Item' and 'Spend Category'. In the center, there are input fields for 'Quantity' (set to 0), 'Unit of Measure' (a dropdown menu), 'Unit Cost' (0.00), and 'Extended Amount' (197.47). Below these are 'Currency' and 'USD' labels. On the right, there are fields for 'Converted Amount' (197.47) and 'Currency Rate' (1). A large text area on the far right is labeled 'Memo'. Red circles with letters 'a', 'b', and 'c' are placed over the 'Line Item Description', 'Spend Category', and 'Memo' fields respectively.

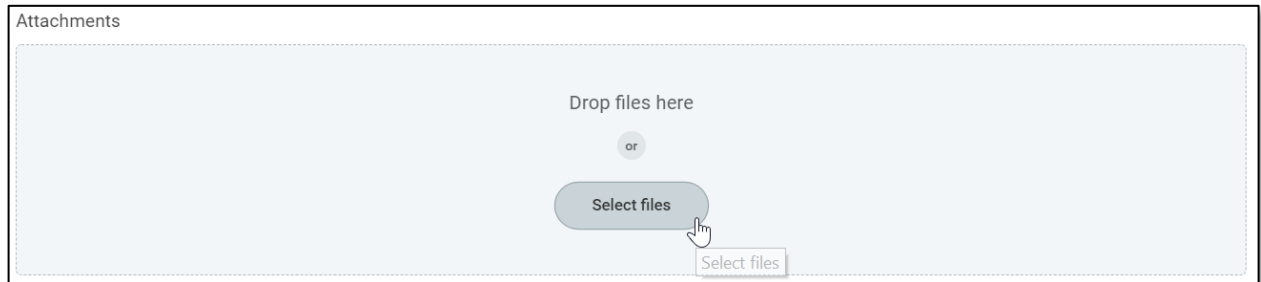
- d. Continue scrolling to the right to enter a **Driver Worktag** (Grant, Project, Program, Gift)
 - i. Additional Worktags will populate based on the Driver Worktag entered. Do not adjust or remove those Worktags
 - ii. A transaction may be split across multiple Worktags (see section 4)

The screenshot shows the 'Driver Worktag' section of the 'Transaction Details' form. It features five dropdown menus labeled 'Grant', 'Project', 'Program', 'Gift', and 'Department Detail'. The 'Program' dropdown menu is open, showing a list of options with 'PG101321 Chemistry - GU - LAS' selected. A mouse cursor is visible over the 'Program' dropdown.

- e. All other information will automatically populate based on the transaction information provided by the bank

FIN: Verify Procurement Card Transaction for Departments

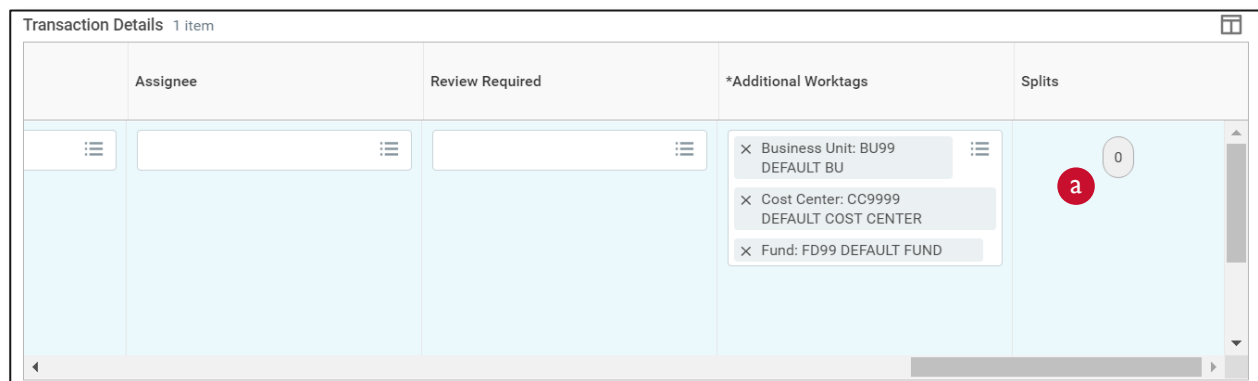
10. Scroll to the bottom of the screen to load attachments, if you have not already done so within the attachments tab. It is easier to load attachments here than in the attachments tab



11. Once all required information is entered, select **Submit**
12. The details and process screen will appear
13. Approval routing for Procurement Card Verifications is as follows:
 - a. Routes to the Procurement and Expense Specialist for review
 - b. If contains Grant Worktags, routes to the Grants Finance Specialist for review
 - c. Routes to the Cost Center Manager(s) associated with the transaction(s) for approval

4. Split a Transaction across Multiple Worktags (optional)

1. If one transaction is split across two Worktags:
2. Scroll all the way to the right to find the 'Splits' section and select the '0' button



FIN: Verify Procurement Card Transaction for Departments

3. You may split by quantity or amount, split by amount. A new window will appear:
 - a. Add a second line by selecting the '+' icon on the left side of the screen
 - b. Distribute the lines by percentage or dollar value
 - c. Enter the Worktags to be associated with each line
 - i. Note: if Worktags were already entered for the first line, they will automatically populate but can be adjusted
 - d. Select **Done** once complete

1

Split by: Amount

(empty) 0.00 USD 200.00 USD
Item Amount Split Remaining Amount to Split

2 Items

			Memo	Grant	Project	Program
+ a						
- b	Percent 0	Amount 0.00				
-	Percent 0	Amount 0.00				PG100368 Library Storage Facility - Hvac & Roof Replc - GUBR - FPM

Done Cancel