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ENGINEERING STUDENT COUNCIL
IOWA STATE UNIVERSITY

# Workday Overview

1. How to Verify P-Card Transactions (All P-Card Holders)
   a. Will receive a notification in your inbox

1. Receive Notification of New Procurement Card Transaction (Cardholder)

1. The cardholder will receive a Workday inbox item as each transaction is transmitted to Workday, access this by:

   a. Selecting the inbox icon at the top-right corner of the landing page

   b. Selecting the 'Go to Inbox' button on the left-hand side of the landing page
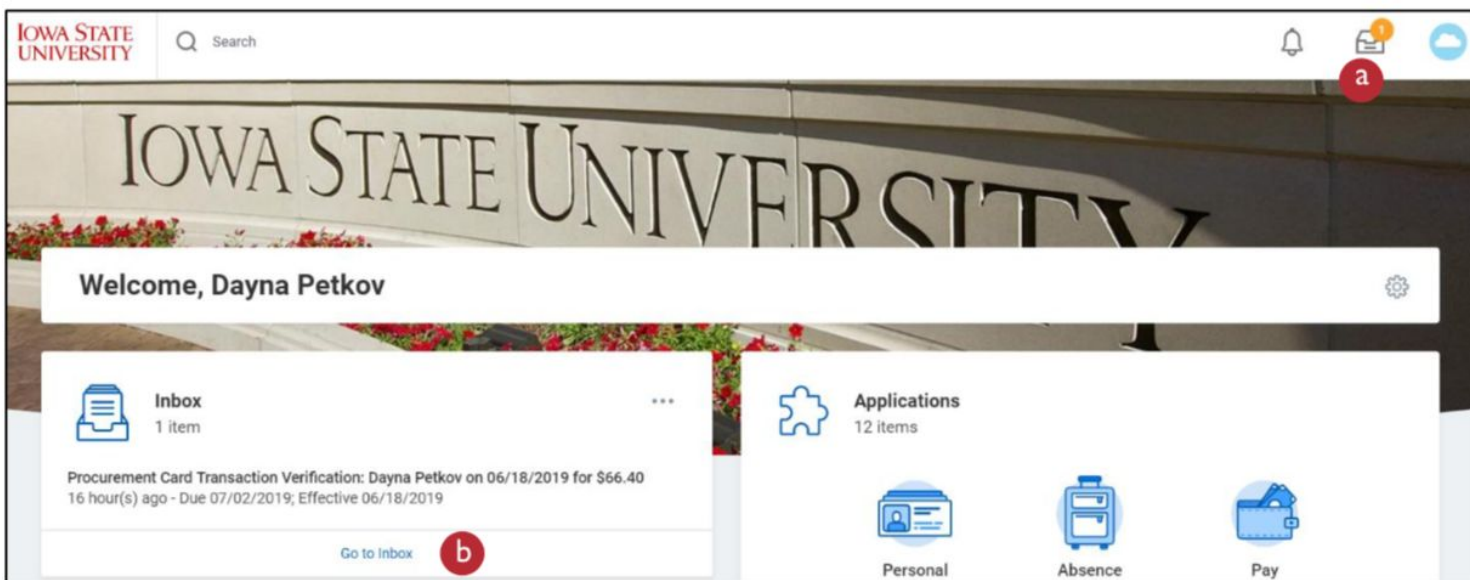
2. Once within your inbox, select the item labeled '**Procurement Card Transaction Verification**' to begin verifying the transaction
   a. Toggle to a larger view by selecting the arrows icon

2. Verify Procurement Card Transaction (Cardholder)

1. The 'Review Procurement Card Transaction Verification' screen contains three tabs:
   a. The **Information** tab contains summary details for the verification, this does not require action
   b. The **Attachments** tab can be used to upload receipts and supporting documentation, although this may also occur within the **Transaction Details** tab
   c. The **Transaction Details** tab is where information is entered to verify the transaction

2. Enter information to verify the transaction in the **Transaction Details** tab:

    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

3. Scroll to the bottom of the screen to enter the following required fields:
   a. **Line Item Description**: This is a brief description of the purchase (e.g., Pizza)
   b. **Spend Category:** This will always be **SC10863 Campus Org Review**. Search by typing 'Campus Org Review' or 'SC10863' in that field and pressing enter
      i. The Campus Organization Accounting Office will change the Spend Category as they review
   c. **Memo:** This is where the purpose is entered (e.g,. Pizza for monthly Campus Christian Fellowship')

Always Select SC10863 Campus Org. Review

d. **Program:** Search for the **Program Worktag** associated with your campus organization. You can search using the ID number (PG#######) or description. *Scroll to the right to locate this field*

   i. Each campus org is assigned a Program Worktag

Transaction Details 1 item			
Project	**Program**	**Gift**	**Department Detail**

4. Scroll to the bottom of the screen to upload attachments

5. Once all required information is entered, select **Approve** at the bottom of the screen

6. A details and process screen will appear and show who is up next
   a. The verified transaction will first route to the **Student Org Treasurer**
   b. It will then route to the **Student Org Advisor** and to the **Campus Organizations Accounting Office**

Success! Event approved Procurement Card Transaction Verification: Dayna Petkov on 06/18/2019 for $66.40 Actions

16 hour(s) ago - Due 07/02/2019; Effective 06/18/2019

Up Next

Keegan Ferreter

Approval by Student Org Treasurer

> **Details and Process**

Changes to the Approval Process

- All P-Card holders must now process their transactions
- If you are a Treasurer and P-Card holder, it will go from you -> Advisor -> COA Manager
- If you are a P-Card holder but not the treasurer, it will go from you -> Treasurer -> Advisor -> COA Manager

- How to view all transactions made on your P-Card (All P-Card Holders)
  - Search for "My Procurement Card Transactions"
- How to view the status of your transactions on your card(All P-Card Holders)
  - Search for "My Procurement Card Transaction Verifications"
  - Once here, click the magnifying glass
  - Click the Process History tab to see where the transaction is in the process

Workday Overview Cont.

1. How to find you Program Worktag (Presidents and Treasurers)
   a. Student Organization Database
   b. Should be written on your P-Card Sleeve if you were a new card holder this year, see me if you need one that you can write yours on
2. How to view your account transaction history (Treasurers Only)
   a. Search for "ISU Transaction Detail"
3. How to view your current account balance (Treasurers Only)
   a. Search for "ISU Financial Summary Balance Restricted Funds"

***All of these pages you had to search for can be placed in your favorites on Workday

Outreach Opportunity!
First Lego League

❖ Saturday and Sunday (1/18/2020 & 1/19/2020)

❖ Event with over 4000 people, including 600 kids (each day)

❖ High Density Impact

❖ We can help with planning activities geared towards youth

❖ Opportunity for larger presentations

❖ Form going out later this week - Will be included when these slides are sent out and posted to the website

Student Government Update

- Campus climate concerns centered around the residence halls and chalking have been raised recently
- Working with administration to address issues both reactively and proactively
- We are working on a plan of action to address these issues within the College
- Looking at Election Code tomorrow for StuGov elections in early March
  - Consider running for a Senate position if you're interested!

Order of the Engineer

- Wednesday, Dec. 2 from 7-9pm in 2055 Hoover
  - Food after the ceremony
- Sign ups in 1300 Marston
  - Open NOW!
  - Close Nov. 22
- For graduating seniors (undergraduate and graduate)
- Description:
  - Foster a spirit of pride and responsibility in engineering profession
  - Commit to public health, safety, and welfare above all
  - Promise to be *ethical*
- Encourage your organizations and friends to sign up!

Trademark Reminders

- Give the ESC Trademark overview [document](#) a read through sooner rather than later and email Nick Kline (isu.esc.trademark@gmail.com) with any questions
- If your club will be submitting trademark requests for competitions, remember the sooner the better!
- Questions?

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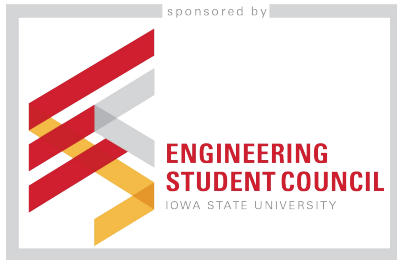
IOWA STATE UNIVERSITY
Trademark Licensing Office

Updates & Announcements

- Corteva Tech Talk (6 pm in Hoover 1227) Today!
- MidAmerican Energy - 11/21 @ 6 pm in Marston 2155
- More Tech Talks in December (check E-Week website)
- Order of the Engineer - 12/2 @ 7 pm in Hoover 2055
- Dead Week Midnight Breakfast - 12/10 @ 10 pm in Howe Atrium