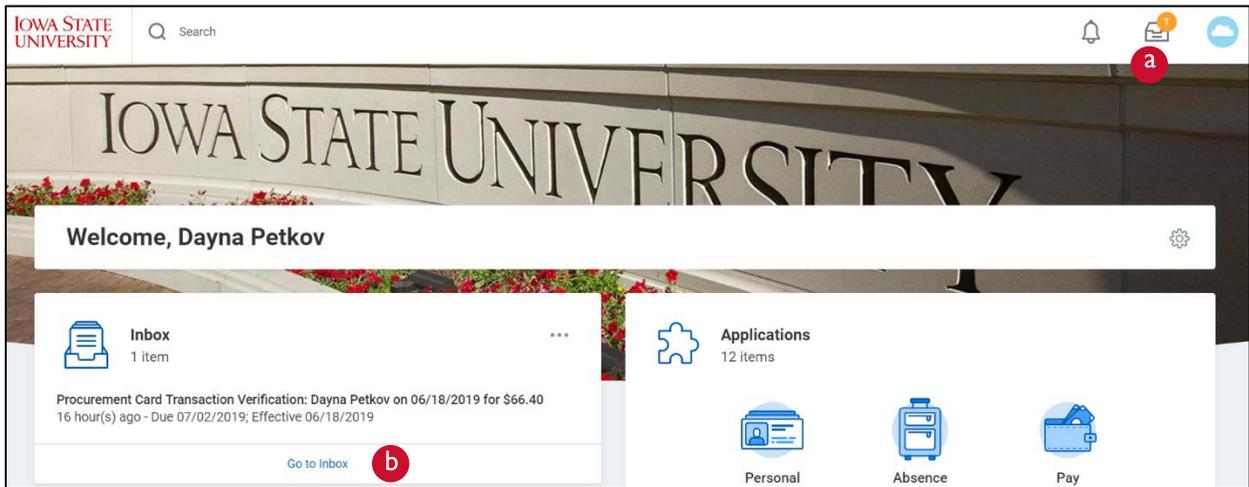


# Verify Procurement Card Transaction for Campus Orgs

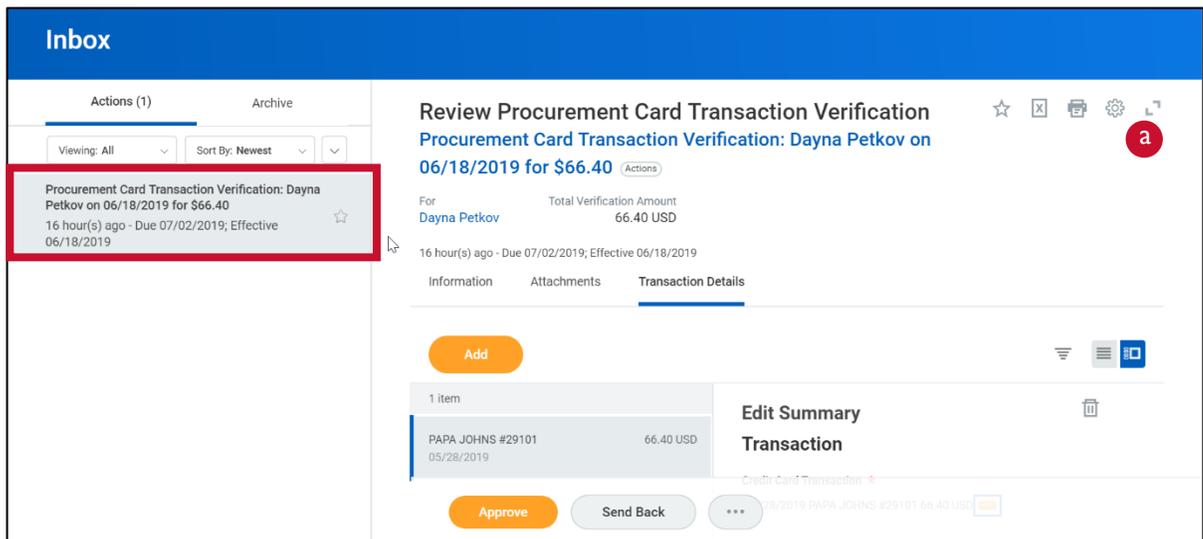
Reference the computer-based training on Learn@ISU 'Procurement Card Transaction Verification for Campus Organizations' (WKC-TRN-FIN-PCARDCO-ON) for more information!

## I. 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

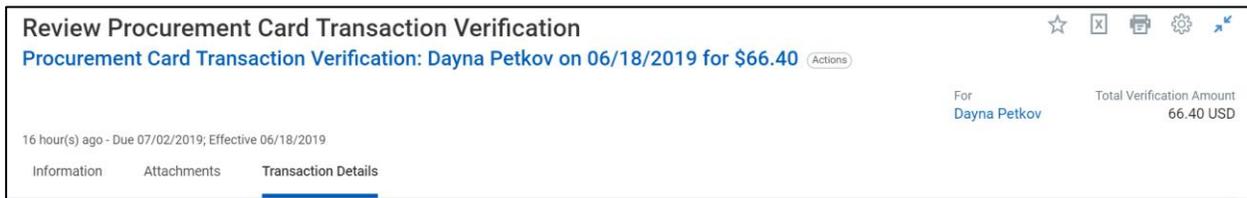


2. Once within your inbox, select the item labeled 'Procurement Card Transaction Verification' to begin verifying the transaction
  - a. Toggle to a larger view by selecting the arrows icon

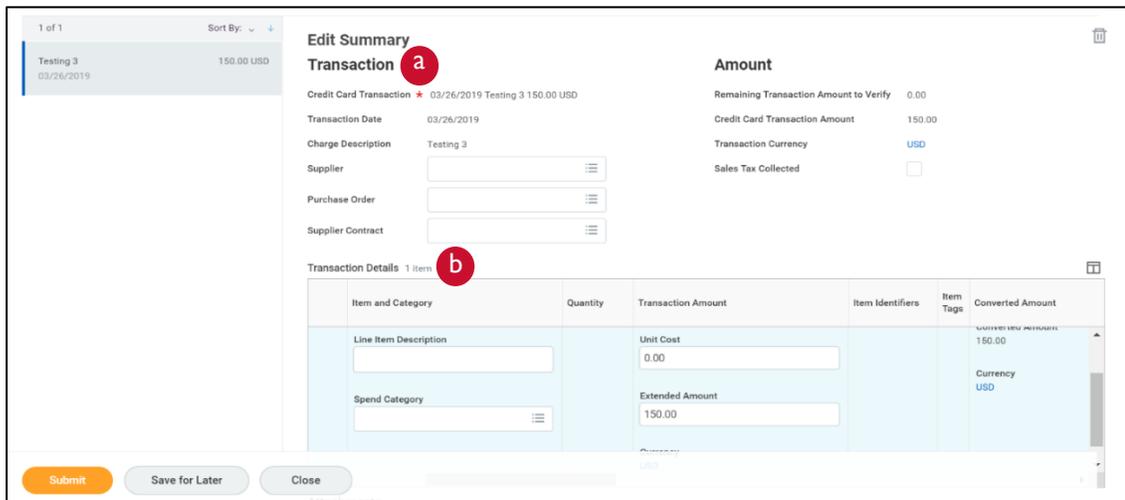


## 2. Verify Procurement Card Transaction (Cardholder)

- I. 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



# Verify Procurement Card Transaction for Campus Orgs

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 **SCI0863 Campus Org Review**. Search by typing 'Campus Org Review' or 'SCI0863' 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')

Transaction Details 1 item

Item and Category	Quantity	Transaction Amount	Converted Amount	Memo	G
Item <input type="text"/>	0	Unit of Measure select one	Currency Rate 1	<input type="text"/>	
Line Item Description <b>a</b> <input type="text"/>		Unit Cost 0.00	Converted Amount 66.40		
Spend Category <b>b</b> <input type="text"/>		Extended Amount 66.40	Currency USD		

- 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 <b>d</b>	Gift	Department Detail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Verify Procurement Card Transaction for Campus Orgs

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

The screenshot shows a 'Transaction Details' form with five columns: Project, Program, Gift, Department Detail, and Assignee. The Program column contains a dropdown menu with the selected item 'PG108324 Campus Christian Fship - AGRORG - CORG'. Below the form is an 'Attachments' section with a central area containing the text 'Drop files here', the word 'or', and a 'Select files' button. This entire area is enclosed in a red rectangular box.

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

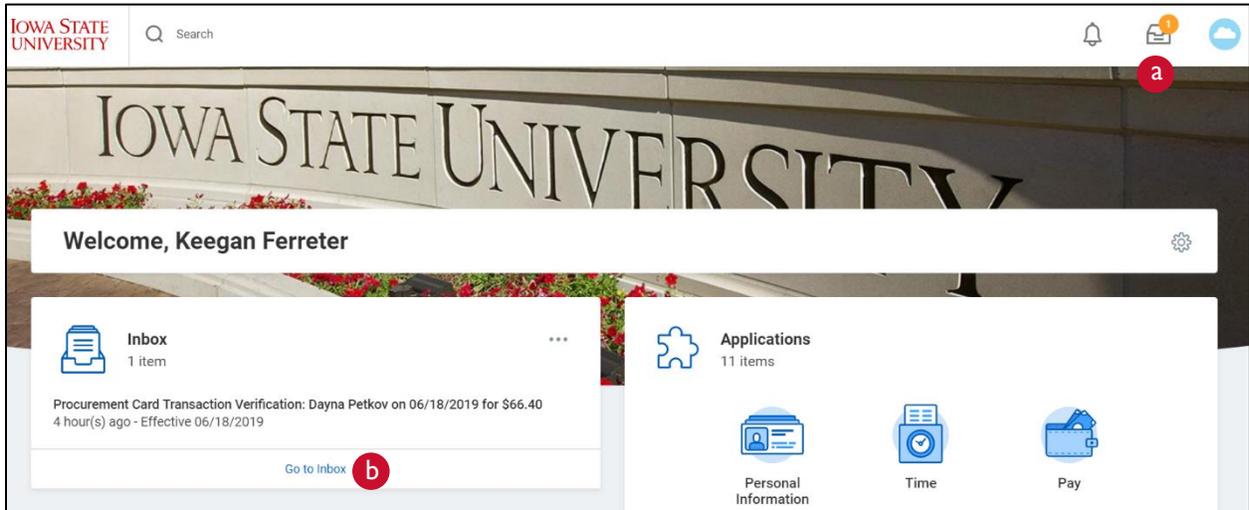


6. A details and process screen will appear and show who is up next
- The verified transaction will first route to the **Student Org Treasurer**
  - It will then route to the **Student Org Advisor** and to the **Campus Organizations Accounting Office**

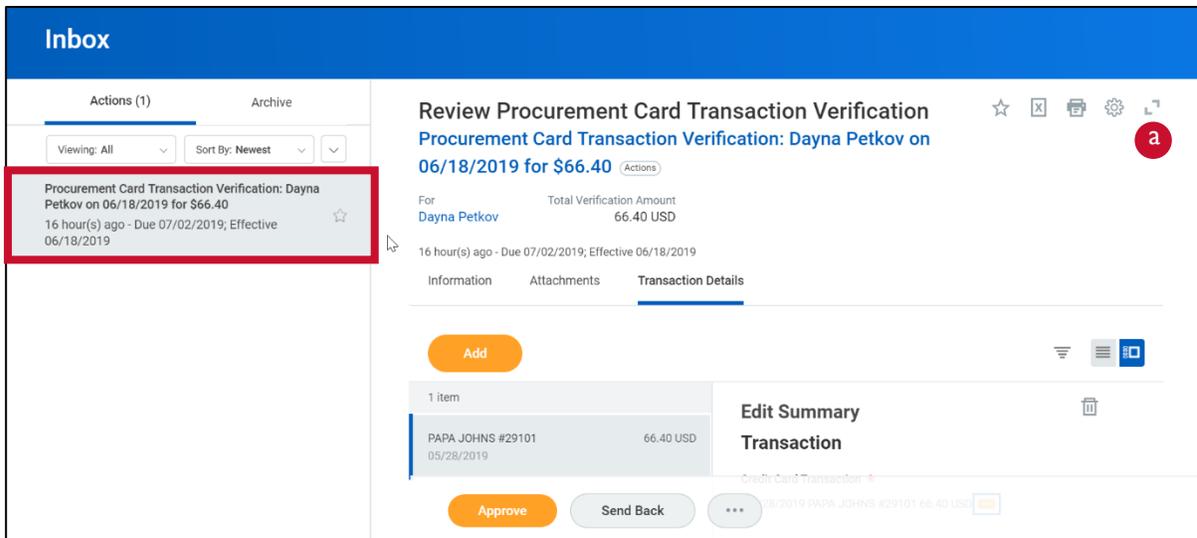
The screenshot shows a notification titled 'Success! Event approved Procurement Card Transaction Verification: Dayna Petkov on 06/18/2019 for \$66.40'. Below the title is the text '16 hour(s) ago - Due 07/02/2019; Effective 06/18/2019'. Underneath is a section titled 'Up Next' with a profile icon for 'Keegan Ferreter' and the text 'Approval by Student Org Treasurer'. At the bottom is a link '> Details and Process'.

## 3. Approve the Verification Transaction (Student Org Treasurer/Student Org Advisor)

1. The Student Organization Treasurer and then the Student Organization Advisor will receive a Workday inbox as the verification is submitted by the cardholder and routes to through the approval chain. Navigate to the transaction 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

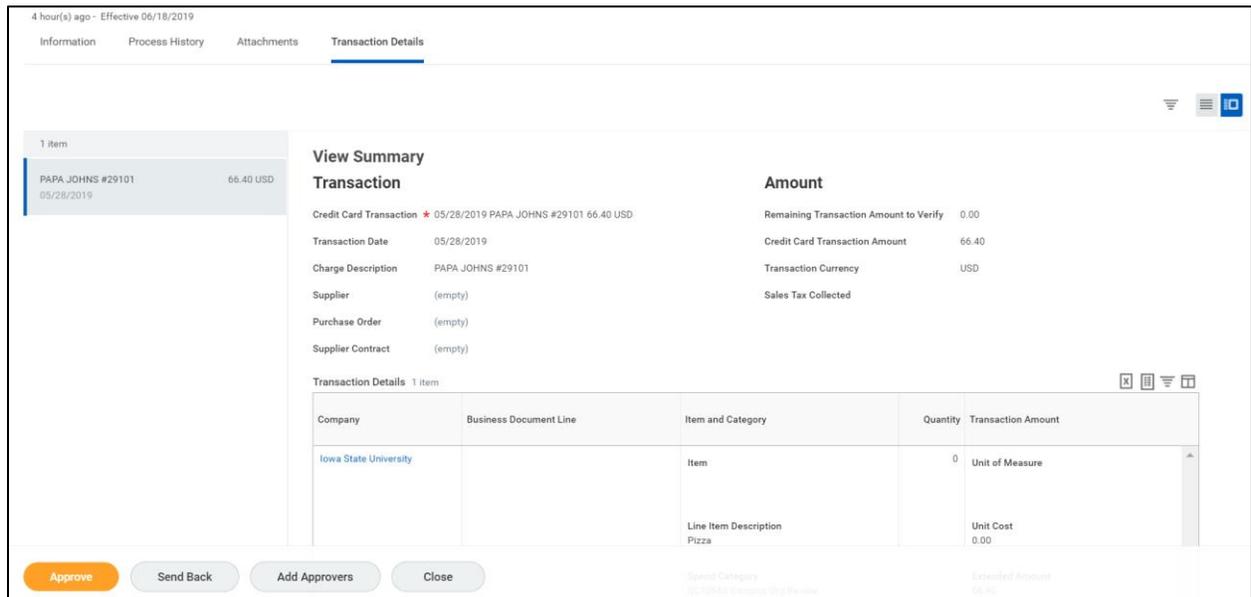


2. Once within your inbox, select the item labeled '**Procurement Card Transaction Verification**' to begin verifying the transaction
  - a. Toggle to a larger view by selecting the arrows icon



# Verify Procurement Card Transaction for Campus Orgs

3. Review the details of the transaction by scrolling through the screen



4. Once reviewed, select **Approve** or **Send Back**

- Approve** will route the verification to whoever is next in line
- When selecting **Send Back**, an additional window will appear where you may choose who to send the verification back to. You also need to enter a reason

### Send Back

To \*

Reason \*

Submit Cancel

5. Enter comments, as needed, at the bottom of the screen for other reviewers to see

