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

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	IOWA STATE UNIVERSITY			
	Welcome, Dayna Petkov		ŝ	
	Inbox 1 item ···· ··· ··· ··· ··· ··· ··· ··· ···			
	Procurement Card Transaction Verification: Dayna Petkov on 06/18/2019 for \$66.40 16 hour(s) ago - Due 07/02/2019; Effective 06/18/2019			
	Go to Inbox b Personal Absence	Pay		

- 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

Inbox					
Actions (1) Archive Viewing: All Sort By: Newest Procurrement Caraford Transaction Verification: Dayna Petkov on 06/18/2019 for \$66.40 16 hour(s) ago - Due 07/02/2019; Effective 06/18/2019	Rev Proc 06/1 For Dayna 16 hour	iew Procurer urement Card T 8/2019 for \$66 Total V Petkov (s) ago - Due 07/02/2019 mation Attachme	nent Card Tra Transaction Veri 40 (Actions) erification Amount 66.40 USD ; Effective 06/18/2019 nts Transaction D	ansaction Verification ification: Dayna Petkov on etails	☆ ⊠ 🖶 🕸 ╹ a
	1 item	Add			₹ ■ □
	PAPA 05/28	JOHNS #29101 //2019	66.40 USD	Edit Summary Transaction	
		Арргоvе	Send Back	Credit Card Transaction * 28/2019 PAPA JOHNS #29101 66.40 USD	

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Verify Procurement Card Transaction for Campus Orgs

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

	1 of 1 Testing 3	Sort By: ↓ ↓	Edit S Trans	summary				Amount				
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			Supplier			:=		Sales Tax Collected				
			Purchase	Order		:=						
			Supplier	Contract		:=						
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				Item and Categor	ry	Quantity	Transaction Am	ount	Item Identifiers	ltem Tags	Converted Amount	
				Line Item Descri	ption		Unit Cost				150.00	-
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							Currency					
(Submit Save for	r Later C	lose									- F
			Attach	ments								



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 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')

Transaction Details 1 item					
Item and Category	Quantity	Transaction Amount	Converted Amount	Memo	G
Item :=	0	Unit of Measure select one	Currency Rate		
Line Item Description		Unit Cost 0.00	Converted Amount 66.40		
Spend Category		Extended Amount	Currency USD		
		00.40			•

- - i. Each campus org is assigned a Program Worktag

Transaction Details 1 item								
Project	Program d	Gift		Department Detail				
	[:=	A				
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4				-				



Transaction Details 1 item	Transaction Details 1 item							
Project	Program	Gift	Department Detail	Assignee				
	× PG108324 Campus Christian Fship - AGRORG - CORG							
4 Attachments		Drop files here		•				
		or Select files						

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**





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

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IOWA STATE UNIVERS	
Welcome, Keegan Ferreter	ĘĈ
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Procurement Card Transaction Verification: Dayna Petkov on 06/18/2019 for \$66.40 4 hour(s) ago - Effective 06/18/2019	
Go to inbox b Personal Informatio	Time Pay

 Once within your inbox, select the item labeled 'Procurement Card Transaction Verification' to begin verifying the transaction

Inbox		
Actions (1) Archive	Review Procurement Card Transaction Verification	X 🖶 🏶 🖓
Procurement Card Transaction Verification: Dayna Petkov on 06/18/2019 for \$66.40 16 hour(s) ago - Due 07/02/2019; Effective 06/18/2019	For Total Verification Amount Dayna Petkov 66.40 USD 16 hour(s) ago - Due 07/02/2019; Effective 06/18/2019 Information Attachments Transaction Details	
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	1 item Edit Summary PAPA JOHNS #29101 66.40 USD Transaction	団
	Credit Card Transactor * Approve Send Back Credit Card Transactor * Approve Send Back	

a. Toggle to a larger view by selecting the arrows icon

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

4 hour(s) ago - Effectiv Information F	e 06/18/2019 Process History	Attachments	Transaction Details					
								▼ ≡ Ю
1 item PAPA JOHNS #29101	6	5.40 USD	View Summary			Amount		
05/28/2019			Credit Card Transaction * 05/2 Transaction Date 05/2	8/2019 PAPA JOHNS #29101 66.40 USD 8/2019		Remaining Transaction Amount to Verify Credit Card Transaction Amount	0.00	
			Charge Description PAP Supplier (em Purchase Order (em	A JOHNS #29101 oty)		Transaction Currency Sales Tax Collected	USD	
			Supplier Contract (em Transaction Details 1 item	y)				X III = D
			Company	Business Document Line	Item and Categ	ory Quan	tity Transaction Amount	
			Iowa State University		Item		0 Unit of Measure	*
					Line Item Desc Pizza	ription	Unit Cost 0.00	
Approve	Send Back	Add At	Opprovers Close		Spand Categor 6019863 Camp	7 Deg Deg Revenue	Extended Amount 66.40	

4. Once reviewed, select Approve or Send Back

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- a. **Approve** will route the verification to whoever is next in line
- b. 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	l Back	
То	*	≔
Reason	*	11
	Submit Cancel	

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

enter your comment	
Approve Send Back Add Approvers Close Production Card Transaction Verification Event-Step Completed Close Close	– Due 07/02/201

Updated as of June 26, 2019

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