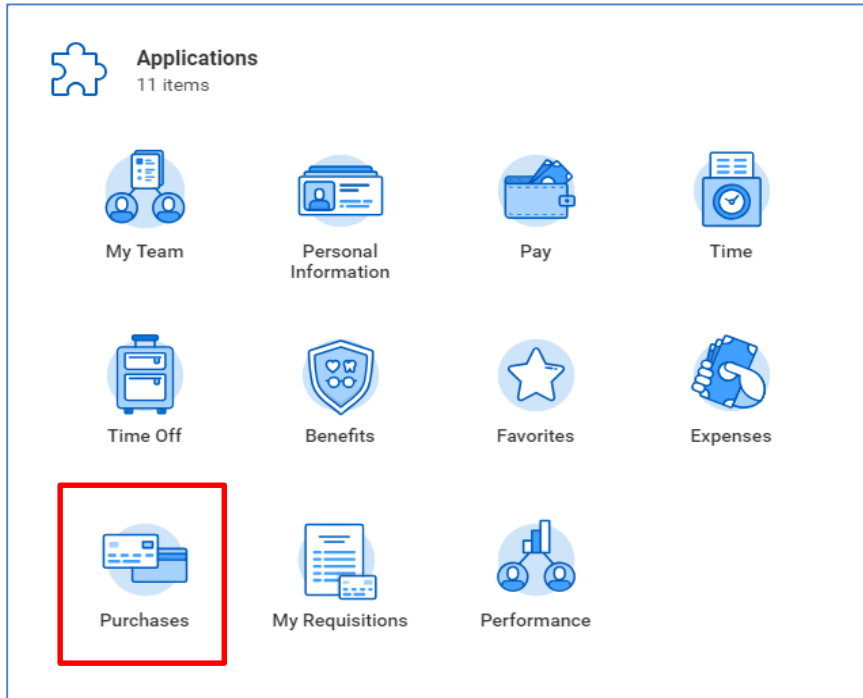
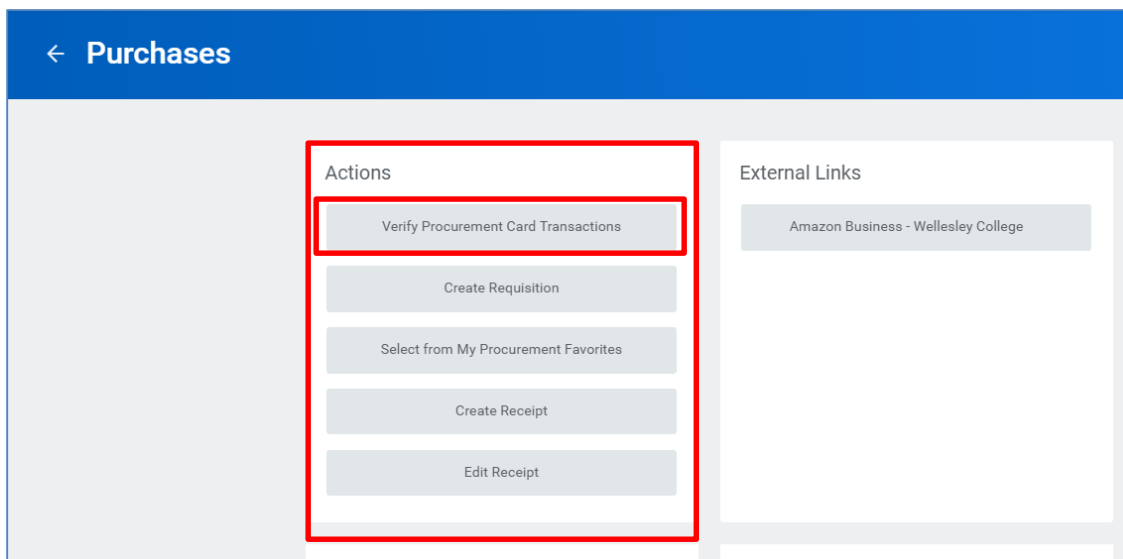


VERIFYING PROCUREMENT CARD TRANSACTIONS IN WORKDAY

1. Log into your Workday account and under Applications, click "Purchases".



2. Under "Actions" in the left-hand column, select "Verify Procurement Card Transactions"



3. A list of your “New” transactions will appear. You have the option to “Select All” of the transactions in the box above, or select them individually below. *(It’s never a good idea to batch too many verifications together, a few at a time is okay!)* Once you have selected your transactions, click “OK” at the bottom of the page. Your selections will open up on a new page.

The screenshot shows a web interface for selecting transactions. At the top, there is a 'Company' dropdown set to 'Wellesley College' and a 'Document Date' field set to '02 / 26 / 2020'. Below this is a 'Select All' checkbox, which is highlighted with a red box. Underneath is a table with 4 items. The table has columns for 'Select', 'Transaction', 'Transaction Date', 'Corporate Credit Card Account', 'Company', and 'Merchant Name'. Two black arrows point to the first two checkboxes in the 'Select' column. At the bottom of the interface are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box.

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company	Merchant Name
<input type="checkbox"/>	Q	01/24/2020	BOA Purchase Card	Wellesley College	FLYWIRE
<input type="checkbox"/>	Q	01/27/2020	BOA Purchase Card	Wellesley College	INTERNATIONAL TRANSACTION
<input type="checkbox"/>	Q	01/26/2020	BOA Purchase Card	Wellesley College	AMZN MKTP US*D13100063
<input type="checkbox"/>	Q	01/29/2020	BOA Purchase Card	Wellesley College	AMZN MKTP US*TQ3L46T23

4. If you need to backdate the transaction, click into the information tab....

The screenshot shows a transaction details page with three tabs: 'Information', 'Attachments', and 'Transaction Details'. The 'Information' tab is selected and highlighted with a red box. Below the tabs is an 'Add' button. Underneath is a summary for '1 item' showing 'NASPA NIMBLE' for '75.00 USD' on '10/05/2019'. To the right of this summary is a red warning icon. On the far right, there is a section titled 'Edit Summary Transaction' and 'Credit Card Transaction * 1'.

Once you are in the information tab, click the grey “edit” button. Change the date. Click Save.

The screenshot shows the 'Information' tab of a transaction management interface. It features three tabs: 'Information', 'Attachments', and 'Transaction Details'. The 'Information' tab is active and displays the following details:

Company	Wellesley College
Document Date	05/15/2020
Currency	USD
Procurement Card Transaction Verification Status	Draft

At the bottom of the information section, there is a grey 'Edit' button, which is highlighted with a red rectangular box.

5. Next, click into the Transaction Details tab. Click on the first item listed

The screenshot shows the 'Transaction Details' tab of the same transaction management interface. The 'Transaction Details' tab is highlighted with a red box. On the left side, there is an 'Add' button and a list of transactions. The list is highlighted with a red box and contains the following items:

Item	Amount	Date
INTERNATIONAL TRANSACTION	0.10 USD	10/11/2019
BALLOON BOSS	49.00 USD	10/16/2019
THE NEW MAUGUS RESTAURANT	63.10 USD	10/14/2019

On the right side, there is an 'Edit Summary Transaction' section. It includes the following fields:

- Credit Card Transaction * 10/11/2019 INTERNATIONAL TRANSACTION USD
- Transaction Date: 10/11/2019
- Charge Description: INTERNATIONAL TRANSACTION
- Supplier: [Empty field]
- Purchase Order: [Empty field]
- Supplier Contract: [Empty field]

Below the edit summary, there is a 'Transaction Details' section with 1 item:

+	Company
-	Wellesley College ...

- For each transaction, you will need to type in a business purpose in the box below “Line Item Description” field. The business purpose simply needs to say what the item was, and what it was purchased for. *For example, if you purchased pencils for students to use during final exams, then you would type “pencils for student use during final exams” into the “Line Item Description” field.*

The screenshot shows the 'Transaction Details' form with one item. The 'Company' field is set to 'Wellesley College'. The 'Line Item Description' field is highlighted with a red box. The 'Spend Category' field is also visible but not yet selected.

Transaction Details 1 item		
Company	Business Document Line	Item and Category
Wellesley College		Item Line Item Description Spend Category

- Next, you will need to select a “Spend Category” from the drop down menu by clicking on the 3 bars on the right-hand side of the Spend Category field. If you know the spend category, simply type it into the field and hit “enter”. In this example, we chose office supplies. After you have selected a spend category, you will need to scroll over to the right using the scroll bar at the bottom of the Transactions Details box.

The screenshot shows the 'Transaction Details' form with the 'Spend Category' dropdown menu open. The 'Office Supplies' option is selected. A red box highlights the dropdown menu and the scroll bar at the bottom of the form.

Transaction Details 1 item		
Company	Business Document Line	Item and Category
Wellesley College		Item Line Item Description Spend Category

Spend Category

- Misc Non-Food Supplies
- Misc Supplies
- Moving Expenses
- Natural Gas
- Network Systems
- Non-Alcoholic Drink
- Office Supplies**
- Oil
- Parking Supplies
- Pest Control
- Photography Supplies

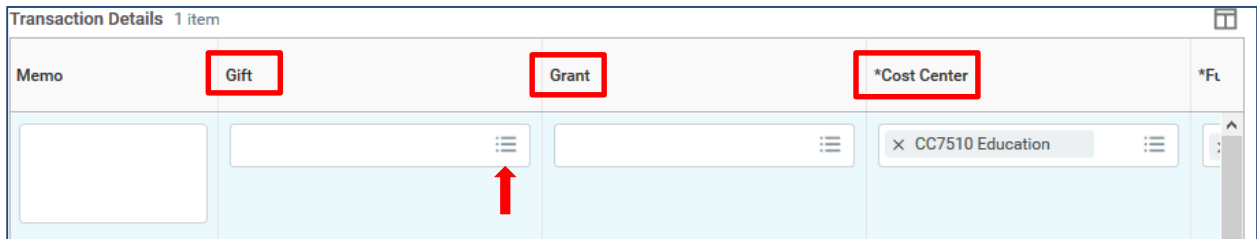
Search

X Office Supplies

8. All of your pro-card transactions will always automatically default to the cost center assigned to your position/role with the college.

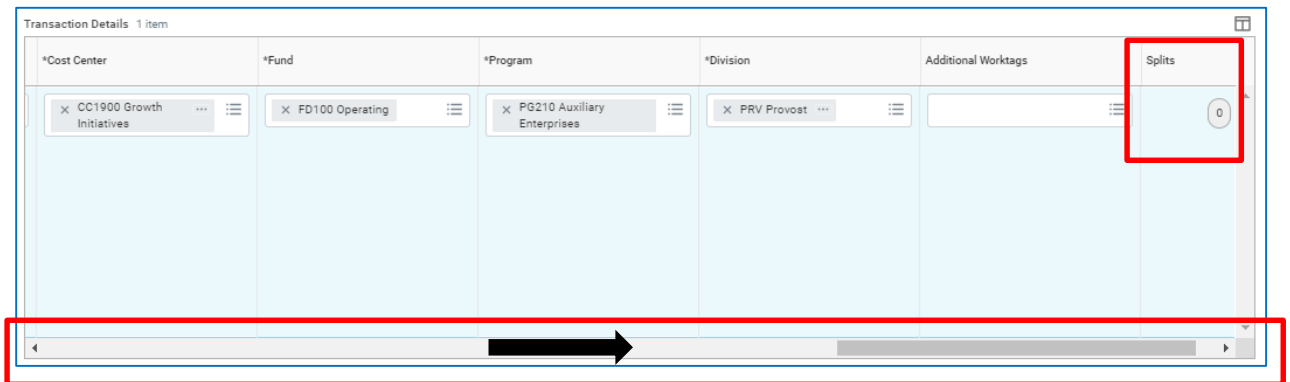
If necessary, reallocate the Gift, Grant or Cost Center your purchase should be charged to. If you know the EN, FF or CC number, you can type it into the box; otherwise use the 3 bars on the right-hand side of the appropriate field to search for it.

- o *Note: If you are reallocating to a different Cost Center other than your default, please select the new Cost Center first and the rest of the fields (Fund, Program, Division) will auto-populate.*



9. In some instances, you may need to split a charge between two different funding sources. To do this, scroll over to the far right of the transaction detail information and click on the zero below "splits".

You will then be prompted to select how to split the transaction, by "amount" or by "quantity". We recommend selecting by amount.



10. After clicking the zero and splitting by “amount”, a new window will open. First, you need to add an additional line by using the plus sign in the top left corner of the split screen.

Once you have the number of lines you need, you can begin entering the dollar amount per line. *(the system will calculate the remaining balance for you in the top right-hand corner)*

When you have finished entering the amounts, scroll over to the right. If necessary, change the default cost center to the appropriate Gift, Grant, or Cost Center you are splitting the transaction between.

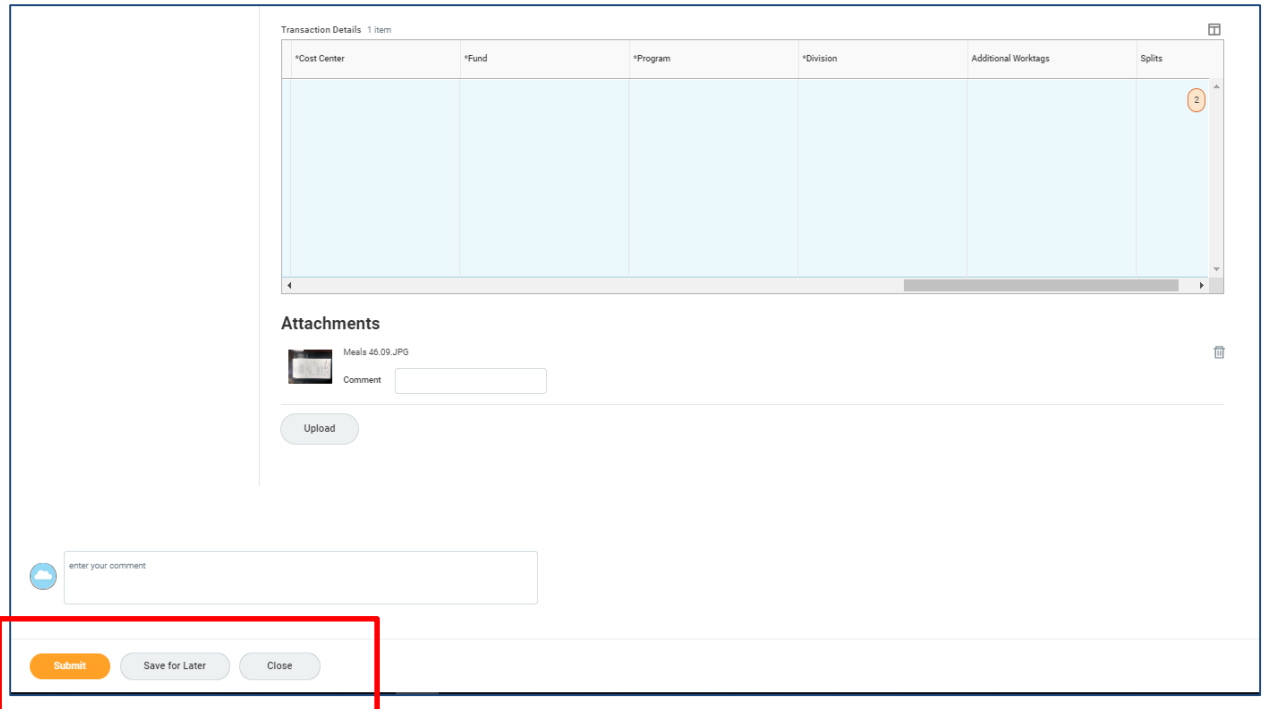
When you have finished entering the amounts and funding information for the split, click “done” at the bottom and you will return to the verification screen.

The screenshot shows a mobile application interface for splitting a transaction. At the top, there is a dropdown menu labeled "Split by" with "Amount" selected. To the right, a summary bar shows: "(empty) Item", "23.01 USD Amount Split", and "0.00 USD Remaining Amount to Split". Below this, it says "2 items". The main area is a table with columns: "Memo", "Gift", and "Grant". The first row has a red box around a "+" icon in the left margin. The second row has a red box around the "Percent" field (containing "50") and the "Amount" field (containing "11.51"). The third row has a red box around the "Percent" field (containing "49.9782703") and the "Amount" field (containing "11.50"). At the bottom, there are "Done" and "Cancel" buttons, with a red circle around the "Done" button. A red box is also around a ">" arrow in the bottom right corner.

11. Receipts are required for all purchases made with the p-card. Receipts need to be uploaded per transaction at the line level. Receipts for p-card transactions cannot be loaded in “bulk” at the header level for Procurement Card transactions. Workday will accept gif, jpg, png., or pdf files. You can drag-and-drop, or upload the receipt by clicking on the “Select Files” button.

The screenshot shows an "Attachments" section. It features a large dashed-line box containing the text "Drop files here". Below this text is a small circle with the word "or" inside. At the bottom of the dashed box is a rounded button labeled "Select files".

- 12. **SUBMIT:** After reviewing that all entered information is correct and accurate, click “submit”. Your verification will be routed to your cost center manager(s) for review and approval.
- SAVE FOR LATER:** The verification will be saved as a “draft”.
- CLOSE:** By clicking close, your work will not be saved, and the transaction will move to a “draft” status.



- 13. You can view who the verification is awaiting action from, by clicking “Process” in the “Up next” window.

