This document is not meant to replace Workday Job Aid – EXP-J-O6 How to Manage Procard in Workday.
Please go to https://uwconnect.uw.edu/finance,

Included in this document:

1. <u>View ProCard Transactions and ProCard Verifications</u>

   a. Using Reports

   b. Install the Purchases App in Workday

   c. View/manage your transactions

   d. View/manage your verifications

2. <u>ProCard Verification Checklist</u>

3. <u>Understand tax on ProCard Verifications</u>

---

1. How to view **ProCard Transactions and ProCard Verifications**

a) Reports

1. Find Credit Card Transactions R1439
2. Find Procurement Card Transaction Verifications R1438
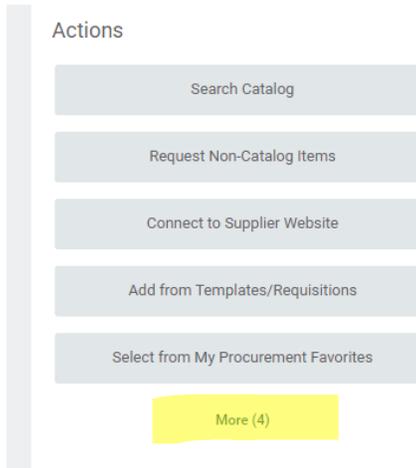
b) Add the Purchases App to the Workday Menu

3. In Workday, go to the top left Menu, click on it
4. Click the Apps tab
5. Do you have the Purchases (see image)? If not, continue a, b, c
   a. Go to the bottom of the apps section and click Add Apps (see image)
   b. Type in Purchases, click the plus sign.
   c. View Purchases
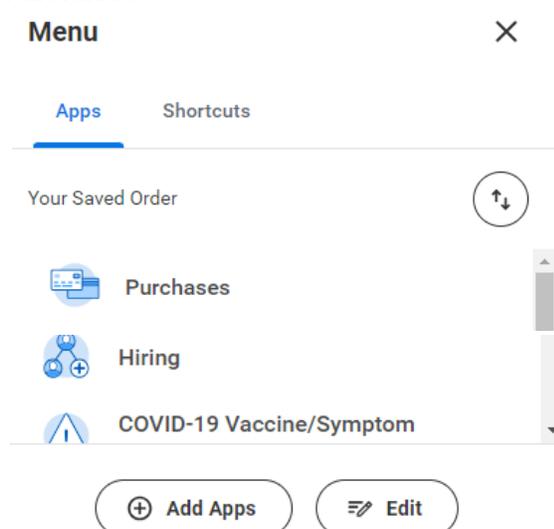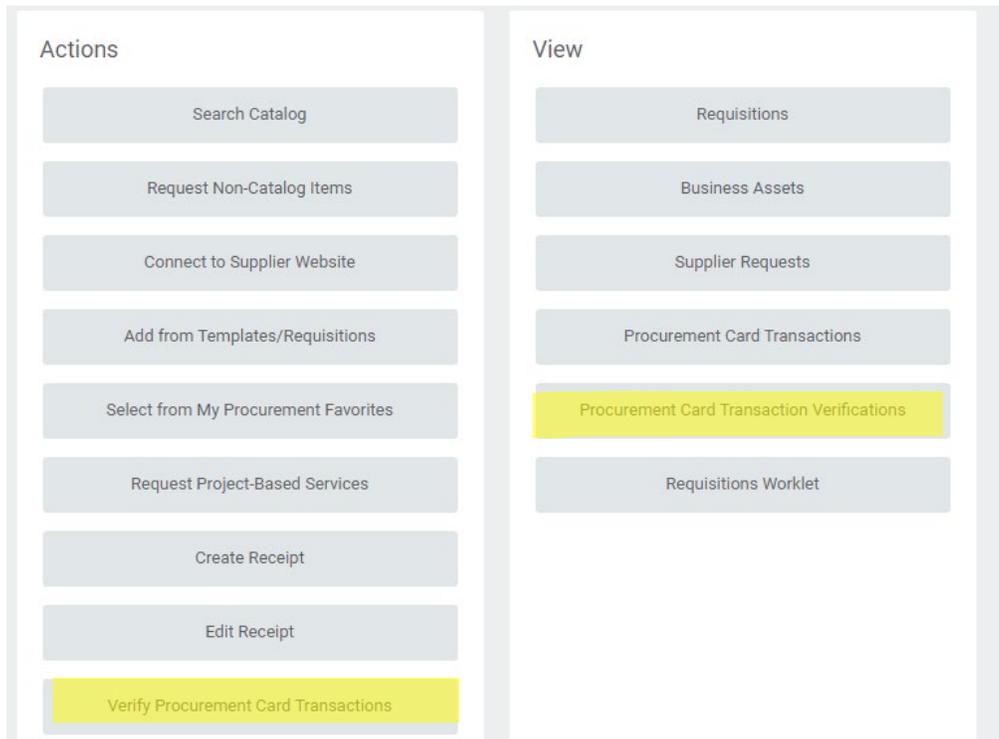
c & d) View/manage your transactions

1. Go to Menu, Apps, Purchase

2. Click More (4)

3. You will now see the section Verify Procurement Card Transactions.

Actions

| Search Catalog |
| Request Non-Catalog Items |
| Connect to Supplier Website |
| Add from Templates/Requisitions |
| Select from My Procurement Favorites |
| **More (4)** |

4. See below for managing Transactions and Verifications

Actions

| Search Catalog |
| Request Non-Catalog Items |
| Connect to Supplier Website |
| Add from Templates/Requisitions |
| Select from My Procurement Favorites |
| Request Project-Based Services |
| Create Receipt |
| Edit Receipt |
| **Verify Procurement Card Transactions** |

View

| Requisitions |
| Business Assets |
| Supplier Requests |
| Procurement Card Transactions |
| **Procurement Card Transaction Verifications** |
| Requisitions Worklet |

Verify Procurement Card Transactions – This will pull up all ProCard purchases where the verification process has not been started. Once you start a verification, the transaction will no longer be viewable here, it will be in the Procurement Card Transaction Verifications section.

<mark>**Procurement Card Transaction Verifications**</mark> – these are all Approved/In Progress/Draft ProCard verifications. Any verification sent back will appear as Draft. You can sort this list by clicking on the header of the column you wish to sort.

2. ProCard Verification Checklist

1) Use the Comment box for most information.

   a) Memo field should be used for information that applies to individual items only.

2) Required Attachments:

   a) Detailed business purpose

   - Explain why this expense is needed? How does it benefit the UW?

   b) If using grant funding, include a benefit to grant:

   - Who is this related to the grant? Why is this being placed on grant funding?

   c) Funding approval or spend authority. If you have spend authority on file with your department, make a note of this in the Comment box.

   d) Invoice/receipt with matching final $ amounts and tax amount. Make a note if tip was added in cash.

   e) List of attendees or email list if the event was general attendance.

   f) Confirmation of receipt of goods.

   g) Check tax and confirm tax application (below)

   h) Assist the reviewers by providing snips and easy to find information. Reduce the pages in attachments and highlight relevant information using Adobe.

3. **Understand tax on ProCard Verifications**

Edit Summary

Transaction

Credit Card Transaction ∗	02/19/2024 405021165291 55.00 USD ⋯
Transaction Date	02/19/2024
Charge Description	405021165291
Supplier	
Purchase Order	
Supplier Contract	

Amount

Remaining Transaction Amount to Verify	0.00
Credit Card Transaction Amount	55.00
Transaction Currency	USD
Sales Tax Collected	☐
Default Tax Option	Calculate Self-Assessed Tax ▾
Default Tax Code	✕ Seattle Sales Tax ⋯
Tax Amount	5.64

1. Always refer to the receipt for the details needed to verify your transaction.
   a. Item is taxable.
      i. Was tax collected? Yes
         1. Spend Category should be taxable.
         2. Check the Sales Tax Collected option in the header area.
         3. See Example 1, next page.
      ii. Was tax collected? No
         1. Spend Category should be taxable.
         2. Sales Tax Collected box in the header area should be unchecked.
         3. Select Calculate Self Assessed Tax in the Default Tax Option field, then select the Default Tax Code.
         4. See Example 2, next page.
   b. Item is non-taxable.
      i. Was tax collected? No
         1. Spend Category should be non-taxable.
         2. Sales Tax Collected box in the header area should be unchecked.
         3. You will see an orange alert, this is ok. Confirm 1 & 2 and proceed.
         4. See Example 3, next page.

Please zoom to see details.

Example 1 – Taxable Lab Supplies – tax collected

Example 2 – Taxable Lab Supplies – no tax collected

Example 3 – Non-taxable Conference

ESE Supplemental ProCard Guide

Edit Summary

Transaction

Credit Card Transaction   *   05/14/2024 1GlDPi5vA8SETK2sKpGM 55.16 USD

Transaction Date   05/14/2024

Charge Description   1GlDPi5vA8SETK2sKpGM

Supplier

Purchase Order

Supplier Contract

Amount

Remaining Transaction Amount to Verify   0.00

Credit Card Transaction Amount   55.16

Transaction Currency   USD

Sales Tax Collected

Default Tax Option   select one

Default Tax Code

Tax Amount   0.00

Transaction Details   1 item

	Company	Business Document Line	Item and Category	Tax	Tax Recoverability	Ta
⊖	× SOM School of Medicine		**Item** **Line Item Description** ENG Conference 2024 **Commodity Code** **Spend Category**	**Tax Applicability** × Non-Taxable Sales **Tax Code**		

1 item

1GlDPi5vA8SETK2sKpGM   55.16 USD
05/14/2024

⚠ 1 Alert