# ESE Supplemental ProCard Guide

*This document is not meant to replace Workday Job Aid – EXP-J-O6 How to Manage Procard in Workday.*

Included in this document (click to go directly to the section):

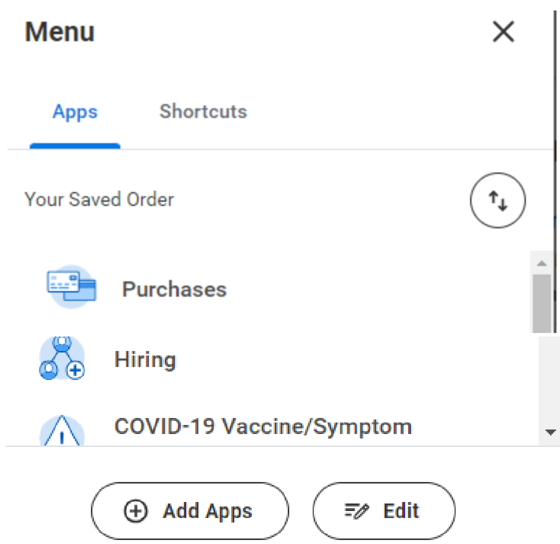
# 1. View ProCard Transactions and ProCard Verifications

## a) Reports

1. Find Credit Card Transactions R1439
2. Find Procurement Card Transaction Verifications R1438

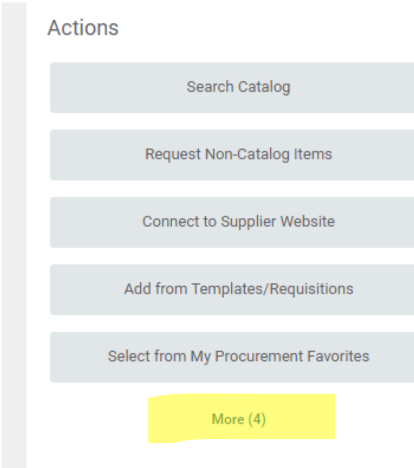
## b) Add the Purchases App to the Workday Menu

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

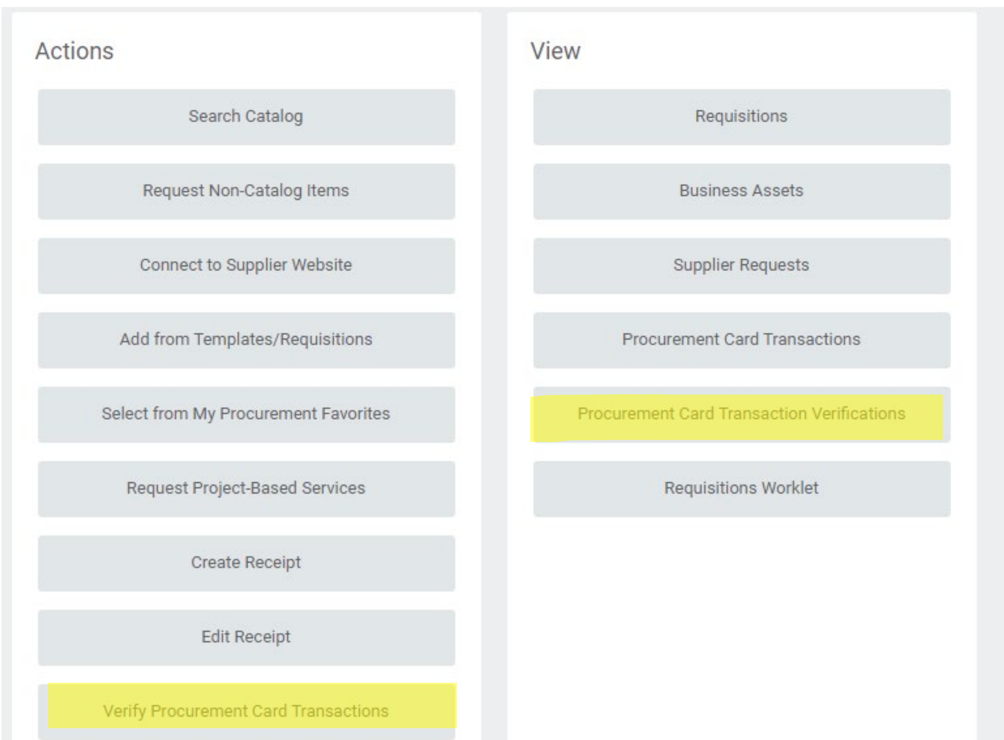


c & d) View/manage your transactions

1. Go to Menu, Apps, Purchase
2. Click More (4)
3. You will now see the section Verify Procurement Card Transactions.




4. See below for managing Transactions and Verifications



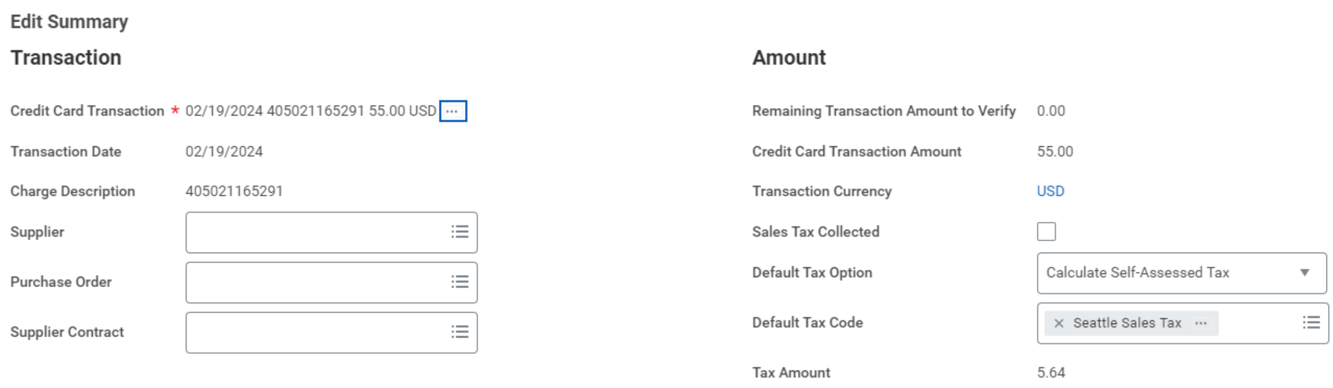

**Verify Procurement Card Transactions** – This will pull up all ProCard purchases where the verification process has not been started. Once you start a verification, the transaction will no longer be viewable here, it will be in the Procurement Card Transaction Verifications section.

**Procurement Card Transaction Verifications** – 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, not the overall purchase.
2. Required Attachments:
    a. Detailed business purpose
        1. Explain why this expense is needed? How does it benefit the UW?
    b. If using grant funding, include a benefit to grant:
        1. 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 (food purchases)
    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.

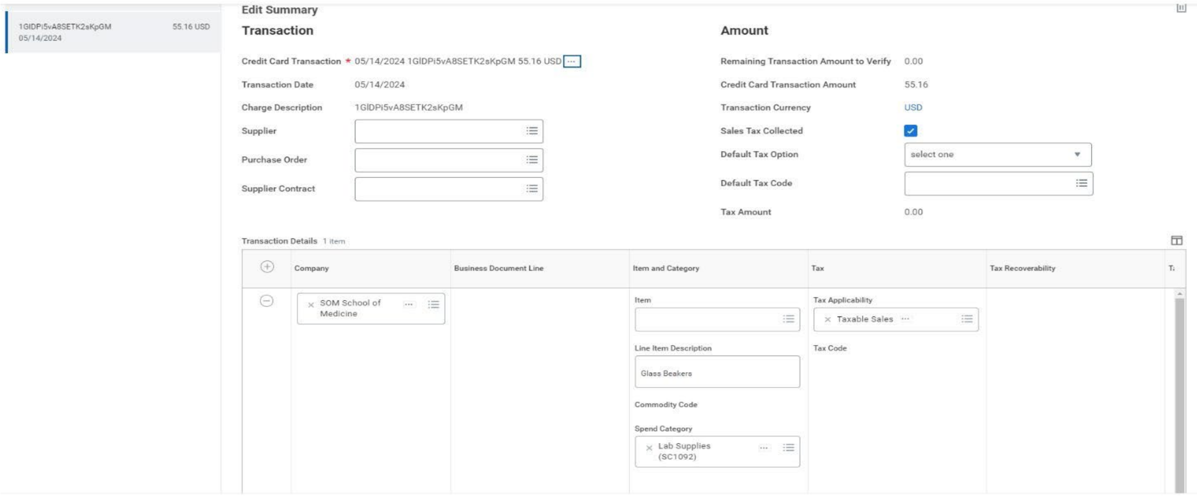
## 3. Understand tax on ProCard Verifications



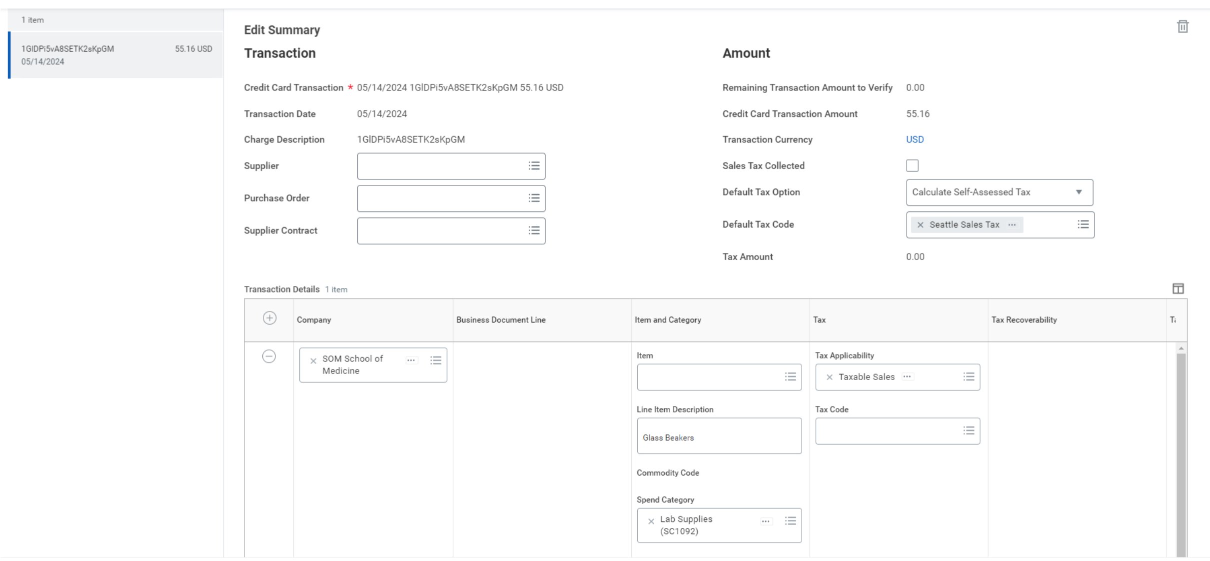

1. Always refer to the receipt for the details needed to verify your transaction.
   a. Was tax charged on receipt?
      i. Yes
         1. Check the Sales Tax Collected option in the header area
         2. Spend Category should be taxable
         3. See Example 1, next page
      ii. No
         1. This is a taxable transaction:
            a. Sales Tax Collected box in the header area should be unchecked
            b. Spend Category should be taxable
            c. Calculate self-assessed tax and default tax fields
            d. See Example 2, next page
         2. Item is non-taxable.
            a. Spend Category should be non-taxable
            b. Sales Tax Collected box in the header area should be unchecked
            c. You will see an orange alert, this is ok. Confirm 1 & 2 and proceed
            d. See Example 3, next page

## Example 1 – Taxable Lab Supplies – tax collected

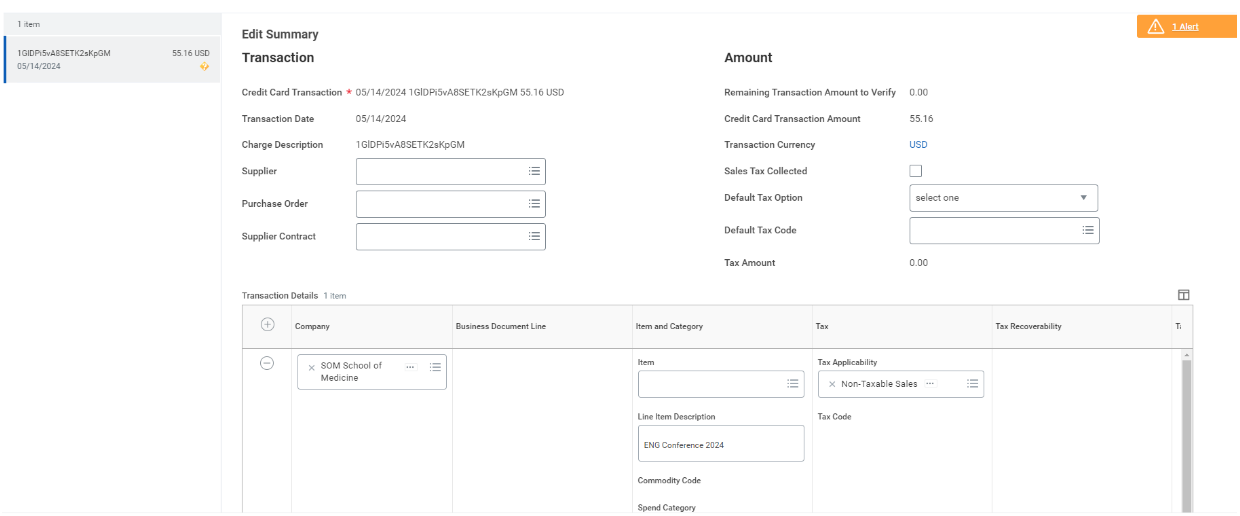
Please zoom to see details.




## Example 2 – Taxable Computer Supplier – no tax collected




## Example 3 – Non-taxable Conference



## 4. Receipt Requirements

1. Check to see if your receipt matches the total charged to your card.
   a. If not, ask the vendor for a copy reflecting the final amount charged.

2. Itemized receipts are required. Receipts must clearly show what is being paid for.
   a. For food, credit card summary receipts that only show the total are not acceptable.
      i. Receipt must include tax and tip.
      ii. Make a note if tip is paid in cash.
   b. For goods, receipts must clearly show what is being purchased.
   c. Vendors using PayPal and other third-party payment processing platforms will not always itemize receipts.
      i. In such a case, screenshot/PDF your shopping cart or order summary and upload with your receipt

3. The receipt should also clearly indicate that the charge was paid via cash, credit and/or show your card's last four digits.

4. Quotations and proposals
   a. Usually given to you by a vendor before your card is charged. Will frequently have a quotation or proposal number to reference on them.
   b. Will not have the final payment amount due to tax, shipping, tariffs, other fees not yet being charged.
   c. Will not show that your card has been charged as no payment has been made yet.
   d. Proposals can be used as a receipt *IF* you are paying a deposit or down payment for an event.
      i. If this is the case, please make a note explaining that that's what you're doing.

## 5. Meals and food purchases

Considerations for verifying ProCard transactions with meal and food purchases.

1) Is food allowed on your funding source?
   a) Yes - A memo confirming that your funding source is food approved may be required. See table below for details
   b) No - A food form may be required. See below how to determine if you need a food form

2) Is Food Form Required:

| Funding Source | Food Form Required | Notes |
|---|---|---|
| Restricted Gift - RS100202 | NO | Resource is Gift but not discretionary Memo confirming it is food approved, is required. Food Form **not** required |
| Discretionary Gift - RS100203 | NO | If resource states discretionary, food form **not** required |
| Grant | NO | Confirmation from the grant manager is required, food form is **not** required. |
| ICR/ GOF/ DOF/ AUX /Royalty/ other funding | YES | These budgets are not food approved. Food Form **is** Required |

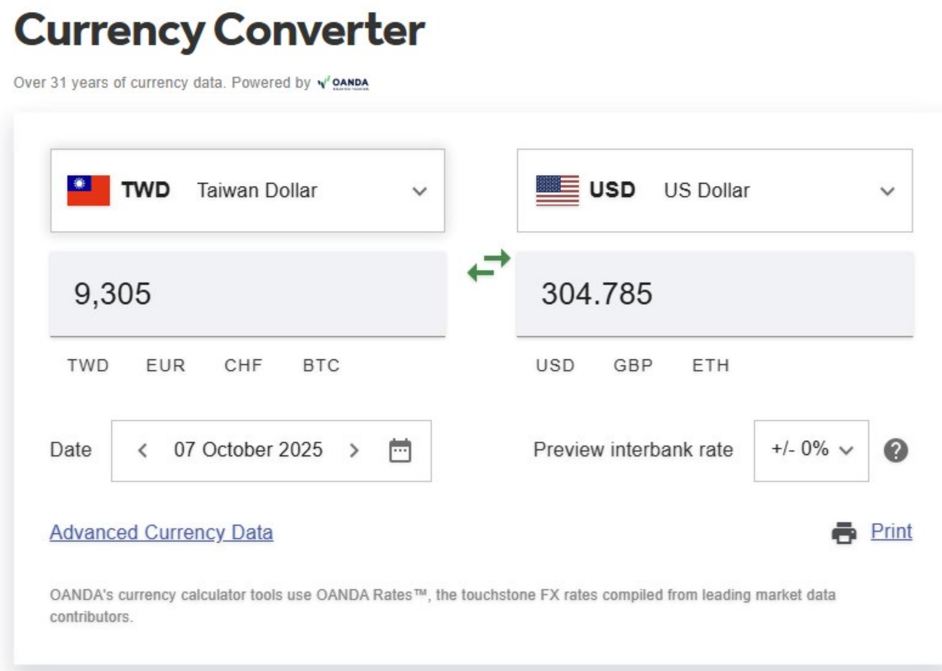
3) Is the food taxable?
   a) Depends on how it was prepared or sold at the point of purchase
      i) Basic groceries such as fruits and vegetables? Tax-exempt
      ii) Prepared foods such as donuts, soft drinks, alcohol, etc? Taxable

4) List of Attendees:
   a) All meals require a list of attendees indicating the guests' relationship to the University.
      i) Applies to meals and informal meetings like getting coffee with a donor.
   b) Food purchased for events requires a list of attendees. If names of attendees cannot be provided, provide a list of invitees, or name of mailing list/listserv and number of contacts.

5) If alcohol was purchased, then the following will be required:
   a) Discretionary Funding is required. Purchase of alcohol is only allowed on Discretionary funding sources.
   b) List of Attendees
   c) Alcohol only can be split onto discretionary worktag. Placing the remainder of the meal on non-discretionary funding.
6) An itemized receipt showing the total charge amount including any taxes and tips is required for all food and meal purchases. (See Section 4 for receipt help)
7) Common spend categories used for food purchases
   a) Meals, Coffee, and Refreshments (SC1997)
      i) Taxable, restaurant meals/delivery, coffee, soft drinks, etc.
   b) Catering and Prepared Food (SC1152)
      i) Catering only
   c) Non-Taxable Food (SC1078)
      i) Grocery items, fruit/vegetables, baked goods

## 6. Foreign currency transactions

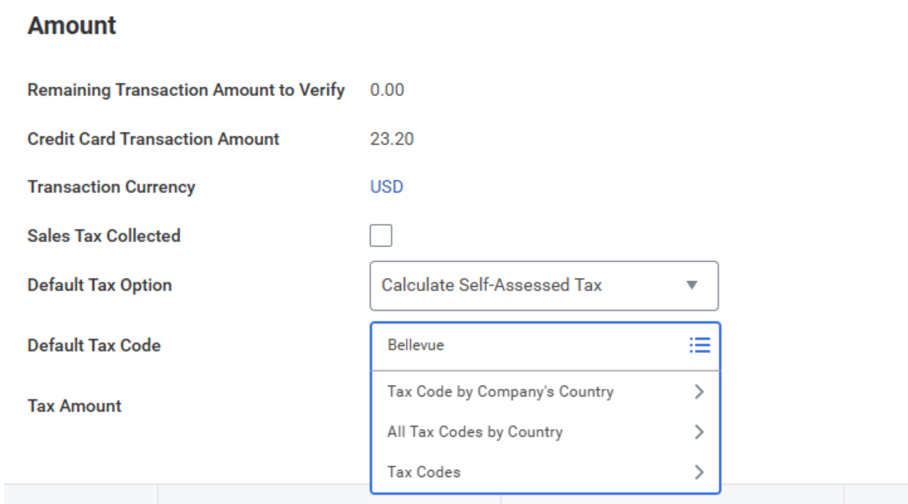
1. If a vendor charges you in a foreign currency, please use Oanda to calculate a currency conversion to USD based on the expense date.
2. Attach a screenshot of the conversion to your verification and make a note in the comments asking for the compliance team to do the manual currency conversion for you.

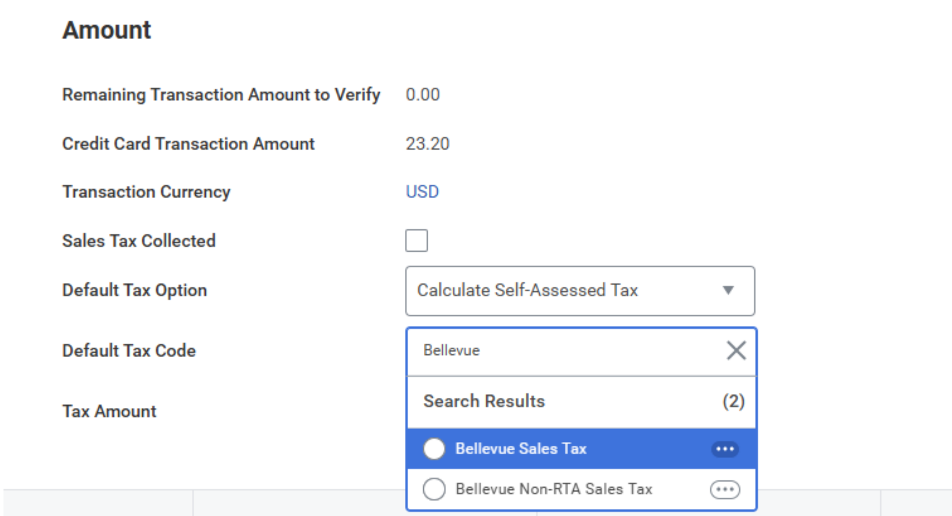


## 7. Using non-default tax codes

1. For purchases made outside of Seattle, or for goods that will be used outside of Seattle, change the default tax code to match where the purchase was made/where goods will be used.
    a. Ex. You purchased goods that will be used in a lab in Bellevue. You will need to use Bellevue's sales tax when adding tax. Lab supplies for PNNL in Richland, use the Richland sales tax.
2. If Items will be shipped out of state, leave the tax section blank as Workday doesn't load non-Washington tax rates.

**Ex. 1:** Adding non-Seattle tax code



## Amount

| | |
|---|---|
| Remaining Transaction Amount to Verify | 0.00 |
| Credit Card Transaction Amount | 23.20 |
| Transaction Currency | USD |
| Sales Tax Collected | ☐ |
| Default Tax Option | Calculate Self-Assessed Tax |
| Default Tax Code | × Bellevue Sales Tax |
| Tax Amount | 0.00 |

## 8. Common Spend Categories (more details coming soon)

| | | |
|---|---|---|
| SC1092 | Lab Supplies | |
| SC1082 | Chemicals and Chemical Products | |
| SC1747 | Computer Supplies | |
| SC2500 | Minor Equipment Non-Medical | |
| SC2516 | Software as a Service (SaaS) | |
| SC2002 | Software Expense | |
| SC1094 | Cleaning Supplies | |
| SC1095 | Office Supplies | |
| SC1997 | Meals, Coffee, and Refreshments | |
| SC1152 | Catering and Prepared Food | |
| SC1078 | Food Expense | |
| SC1046 | Training and Conference Fees | |
| SC1043 | Membership Dues | |

## 9. Troubleshooting

General Help Finance Ticket

ESE Website

ProCard Job Aid

Food Approval Form

This guide can be found on ESE's website: https://www.co-ese.uw.edu/recorded-sessions-and-trainings/