

ProCard Best Practices

UNIVERSITY *of* WASHINGTON



AGENDA

- > **What to Know Before You Begin**
- > **Verification**
- > **Tools**

What to Know Before You Begin

UNIVERSITY *of* WASHINGTON

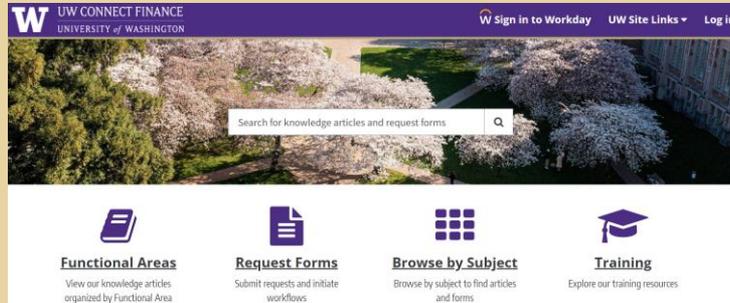


RESOURCES

UW Connect Finance Portal:

How to Manage ProCard in Workday:

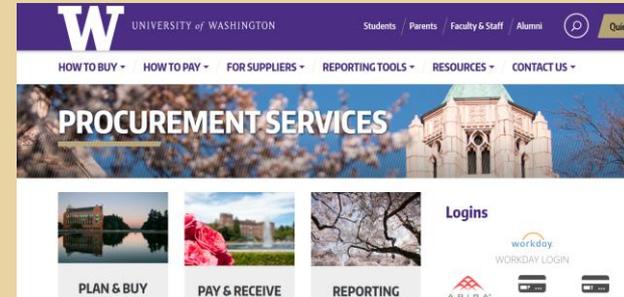
https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0033590



Procurement Services Website:

Card Services:

<https://finance.uw.edu/ps/how-to-buy/procurement-card>



Updated frequently!



Regular Verification

- > **ProCard Cycle:** 1st day of the month to the last banking business day of the month (i.e.: 11/1-11/29 and 11/30-12/31)
- > **Verify Transactions weekly in Workday to meet monthly deadline**
- > **Backups:** Have more than one backup for each security role.
- > **Suspension Policy:** Began November, policy on the ProCard home page for reference.



Responsibilities for Verification

- > **Obtain documentation to attach in Workday to support the transactions**
- > **Cardholders/PDES make sure that the charges are fully verified through the process and get final approval before month end deadline**
- > **Approvers do approval in a timely manner**



Verification



UNIVERSITY *of* WASHINGTON



Verification

- > Verifying multiple transaction at one time is ok if they all will be under the same Cost Center/Grant. Avoid lumping verifications together if they will have different accounting.

Verify Procurement Card Transactions ✕

For

Company * ✕ UW1861 University of Washington ...

Document Date * 11/06/2024 📅

Select All

4 items 🔍 🗑️ 📄

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company	Merchant Name	Charge Description	Billing Date	Expense Item	Extended Transaction Amount	Transaction Currency
<input checked="" type="checkbox"/>	🔍	10/23/2024	JPMC Pro Card Account	UW1861 University of Washington	VISTAPRINT	5DJCA42	10/31/2024		750.36	USD
<input type="checkbox"/>	🔍	10/23/2024	JPMC Pro Card Account	UW1861 University of Washington	SOUNDCLOUD INC	74290d0c05034047f3dfc7401	10/31/2024		69.52	USD
<input type="checkbox"/>	🔍	10/30/2024	JPMC Pro Card Account	UW1861 University of Washington	WOMEN'S UNIVERSITY CLUB	19100003	10/31/2024		1,234.49	USD
<input type="checkbox"/>	🔍	10/30/2024	JPMC Pro Card Account	UW1861 University of Washington	WOMEN'S UNIVERSITY CLUB	19100002	10/31/2024		6,849.45	USD



Verification

Once you pick a transaction to verify, it is assigned a PC#.

Every PC# has a creation date. Workday uses that date to compare to dates that security roles were assigned.

If an individual is assigned a security role after the PC creation date, they will not see or be able to approve those past verifications.

Verify Procurement Card Transactions PC-0027

For Total Verification Amount
750.36 USD

Information Attachments **Transaction Details**

Add

Information Attachments **Transaction Details**

Add

1 Item	
5DJCA42 10/23/2024	750.36 USD

Edit Summary

Transaction

Credit Card Transaction * 10/23/2024 750.36 USD

Transaction Date 10/23/2024

Charge Description 5DJCA42

Supplier

Purchase Order

Supplier Contract

Amount

Remaining Transaction Amount to Verify 0.00

Credit Card Transaction Amount 750.36

Transaction Currency USD

Sales Tax Collected

Default Tax Option select one

Default Tax Code

Tax Amount 0.00



Verification

Tax assessment: Was tax paid?

- Yes, check the box
- No, is it taxable?

The screenshot displays a software interface for transaction verification. It is divided into three main sections: Information, Attachments, and Transaction Details. The Transaction Details section is active and contains the following fields:

- Edit Summary**
 - Transaction**: Credit Card Transaction * 10/23/2024 750.36 USD
 - Transaction Date**: 10/23/2024
 - Charge Description**: 5DJJCA42
 - Supplier**: [Empty text field]
 - Purchase Order**: [Empty text field]
 - Supplier Contract**: [Empty text field]
- Amount**
 - Remaining Transaction Amount to Verify**: 0.00
 - Credit Card Transaction Amount**: 750.36
 - Transaction Currency**: USD
 - Sales Tax Collected**:
 - Default Tax Option**: select one (dropdown menu)
 - Default Tax Code**: [Empty text field]
 - Tax Amount**: 0.00

Optional "Supplier" field: if the supplier's name is listed exactly the same as shown on your receipt.

A close-up of the 'Default Tax Option' dropdown menu. The menu is open, showing three options: 'select one' (top), 'select one' (middle, highlighted in blue), and 'Calculate Self-Assessed Tax' (bottom).

W

Taxes

It is the responsibility of University of Washington employees to ensure tax is charged to all UW purchases if the item being purchased is used in the state of Washington. Each receipt/invoice for ProCard transactions with an out of state merchant should be reviewed to determine if the merchant charged Washington State sales tax.

- > Sales tax was charged: check the “Sales Tax Collected” box.
- > Sales tax was not charged, use tax needed: use “Default Tax Option” to assess use tax.
- > Purchase not taxable: do not check the sales tax box or use the “Default Tax Option” and ignore the warnings that come up.



Verification

Company: You cannot split a transaction between funds in two different companies. All funds need to be the same company.

Line Item Description: Description of the purchase.

The screenshot shows a 'Transaction Details' form for '1 item'. The form is divided into several sections: 'Company', 'Business Document Line', 'Item and Category', and 'Tax'. The 'Company' section contains a dropdown menu with 'UW1861 University of Washington' selected. The 'Item and Category' section contains a 'Line Item Description' field with 'Description of purchase' entered, and a 'Spend Category' dropdown menu. The 'Tax' section contains a 'Tax Applicability' dropdown menu and a 'Tax Code' field. Arrows point from the 'Company' dropdown to the 'Company' text box, from the 'Line Item Description' field to the 'Line Item Description' text box, and from the 'Spend Category' dropdown to the 'Spend Category' text box.

Company	Business Document Line	Item and Category	Tax
UW1861 University of Washington		Line Item Description: Description of purchase Commodity Code Spend Category	Tax Applicability Tax Code

Spend Category: Pick an appropriate spend category that has the correct taxability.



Verification

Memo: the business purpose of the purchase.

Cost Center and Additional Worktags: X out all worktags before adding appropriate worktags.

Splits: A way to split the line item between funds in the same Company.

Memo	*Cost Center	Resource	*Additional Worktags	Splits
Business purpose of the purchase	× CC101840 SOM		× Balancing Unit: BU131 School of Medicine × Function: FN999 Payroll Organizational Default Clearing Fund × Fund: FD999 Payroll Organizational Default Clearing Fund	0



Attachments

- > Required for every verification
- > Best practice to attach an itemized receipt
- > Some examples of what is not acceptable:
 - Handwritten document
 - Excel spreadsheet listing charges
 - Email description of the purchase

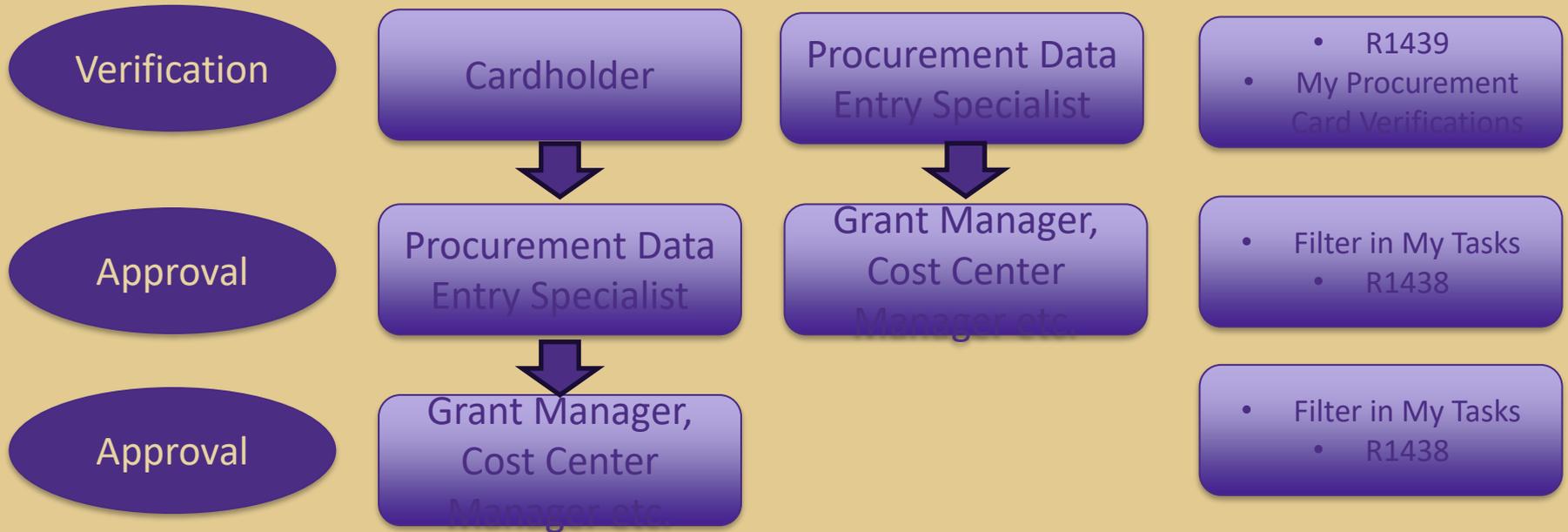
Attachments

Drop files here

or

Select files

ProCard Verification Approval



Cancelling a Verification

Note: Does not cancel the charge, it just cancels the PC# assigned and returns the transaction to the cardholder's que.

When you might need to cancel a ProCard verification (PC#):

- When multiple transactions were verified (but unapproved) together and should not have been
- When a verification has a creation date earlier than the date an individual's security role was set up and that person needs to be able to approve it.



Tools



UNIVERSITY *of* WASHINGTON



ProCard Activity Reports

R1439 – Find Credit Card Transactions

Will show ProCard Transactions in draft and new status. *Audience:* Individuals who verify charges and administrators who are keeping track of staff work progress.

R1438 – Find Procurement Card Transaction Verifications

Finding ProCard verifications for any worker that have been started (In Progress). *Audience:* Individuals who verify charges and administrators who are keeping track of staff work progress.

R0552 – Business Processes in Flight Initiated by Me

Finding transactions on business processes that have been submitted by the individual running the report, shows the next step in the approval process (In Progress). *Audience:* cardholder keeping track of what status their charges are in.

R1523 – In-Progress Business Process Event Tracking

Run for any worker. *Audience:* Administrators and Approvers with auditing department ProCard activity (In Progress)



Filter for ProCard

Note: Use the same filter set up as other individuals in your same role.

Approving ProCard transactions as the Procurement Data Entry Specialist (PDES)

View Definition

* For all Business Processes
 Business Process Type(s) × Procurement Card Transaction Verification Event

Task(s)

Conditions 1 item

	*Source External Field	*Relational Operator	Comparison Type	Comparison Value)
	× Worker	× any in the selection list	× Value specified in this filter	Insert names of all workers whose ProCard transactions need approval	<input type="text"/>



Filter for ProCard

Note: Use the same filter set up as other individuals in your same role.

Approving ProCard transactions as the Funding Manager (Cost Center Manager or Grant Manager)

View Definition

* For all Business Processes

Business Process Type(s)

× Procurement Card Transaction
Verification Event

Task(s)

Conditions 1 item

	*Source External Field	*Relational Operator	Comparison Type	Comparison Value)
	× Workflow Step Security Group	× any in the selection list	× Value specified in this filter	× Cost Center Manager	



Filter for ProCard

Note: Use the same filter set up as other individuals in your same role.

Removing card transactions from inbox

Create My Tasks Filter

My Tasks Filter (empty)

Description * Exclude ProCard Verification

Maximum Row Limit 10000

View Definition

* For all Business Processes
 Business Process Type(s) [dropdown]

Task(s) [dropdown]

Conditions 1 item

	(*Source External Field	*Relational Operator	Comparison Type	Comparison Value)
		x Business Process Name [dropdown]	x not in the selection list [dropdown]	x Value specified in this filter [dropdown]	x Procurement Card Transaction Verification Event [dropdown]	



Resources

- > **How to Manage ProCard in Workday Job Aid:**
https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0033590
- > **ProCard Website:** <https://finance.uw.edu/ps/how-to-buy/procurement-card>
- > **Spend Categories Guidance in the UW Connect Finance Portal:**
https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032449
- > **ProCard Verification eLearning:** <https://finance.uw.edu/ps/node/5567>
- > **In Workday:**
 - Find Spend Categories Report
 - Extract FDM – Spend Categories R1324 Report

