

PROCUREMENT OFFICE HOURS

February 1, 2024



AGENDA

#	TOPIC	OBJECTIVE	LEAD
1	ProCard	<ul style="list-style-type: none">• UWCF form process, routing & approval	Arnold/Jaime/Robert/Courtney
2	AP Dashboard	<ul style="list-style-type: none">• Overview & Action Items	Al / Pramilla / David
3	Quick Updates	<ul style="list-style-type: none">• Amazon Business• Job Aid/Knowledge Article Updates	Ray Heather

Procard



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Credit Card Services – UW Connect Form

> Credit Card Services

- New Application for ProCard, Ghost Card, Central Travel Account (CTA), and Individual Travel Card (ITC).
- Single Limit and or Monthly Limit increase request for all cards above.
- Merchant Category Code Restriction Lift for all cards above.

- Routing the completed form to the ProCard Office (ES PS Card Services)
 - > After submission, the form routes to the UW Connect Finance Case portal for the Shared Environment listed on the form.
 - > The Shared Environment completes their process, enters Work Notes, and assigns the application or request to Assignment Group ES PS Card Services.
 - > ES PS Card Services aka ProCard Office completes their process and notifies the applicant/cardholder that the case is resolved.

New Card Application

ProCard

> Visit our website for links and additional information on cards available:

[ProCard Website](#)

> Best practices

- Complete all required trainings and pass required assessment before beginning an application.
- The applicant completes the form instead of someone else doing it on their behalf.
- If you are changing departments, wait until HR has updated your Workday profile to the new department before submitting an application. This is due to the fields that are auto filled from Workday.
- The address on the application should be your UW office or your department's main office if you work remote.
- The applicant must click into the User Agreement for it to be considered complete. Just checking the box that you read it is not enough. ProCard Office checks a report to make sure the applicant's Net ID is listed as completing the User Agreement.

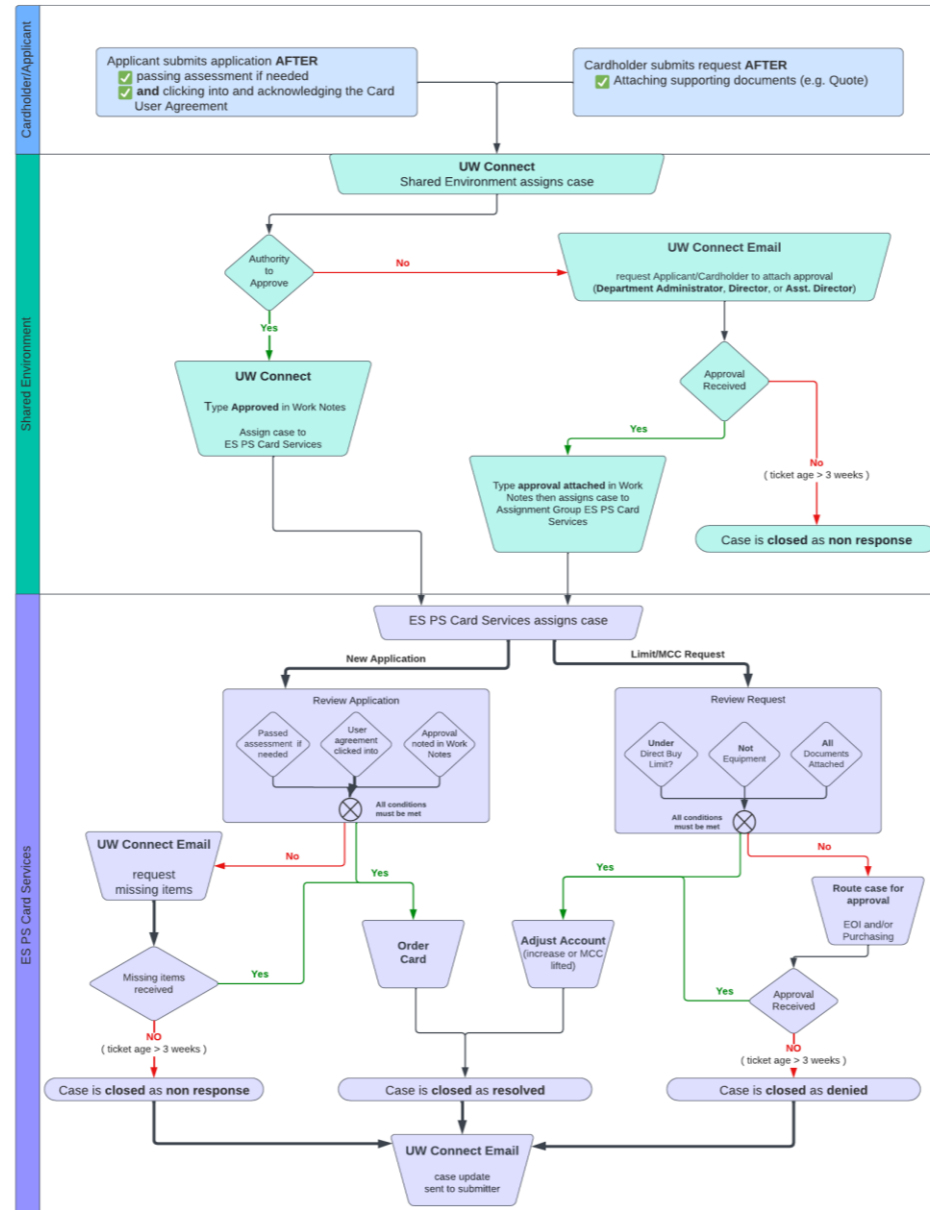
Card Limit Increase/MCC Lift

ProCard

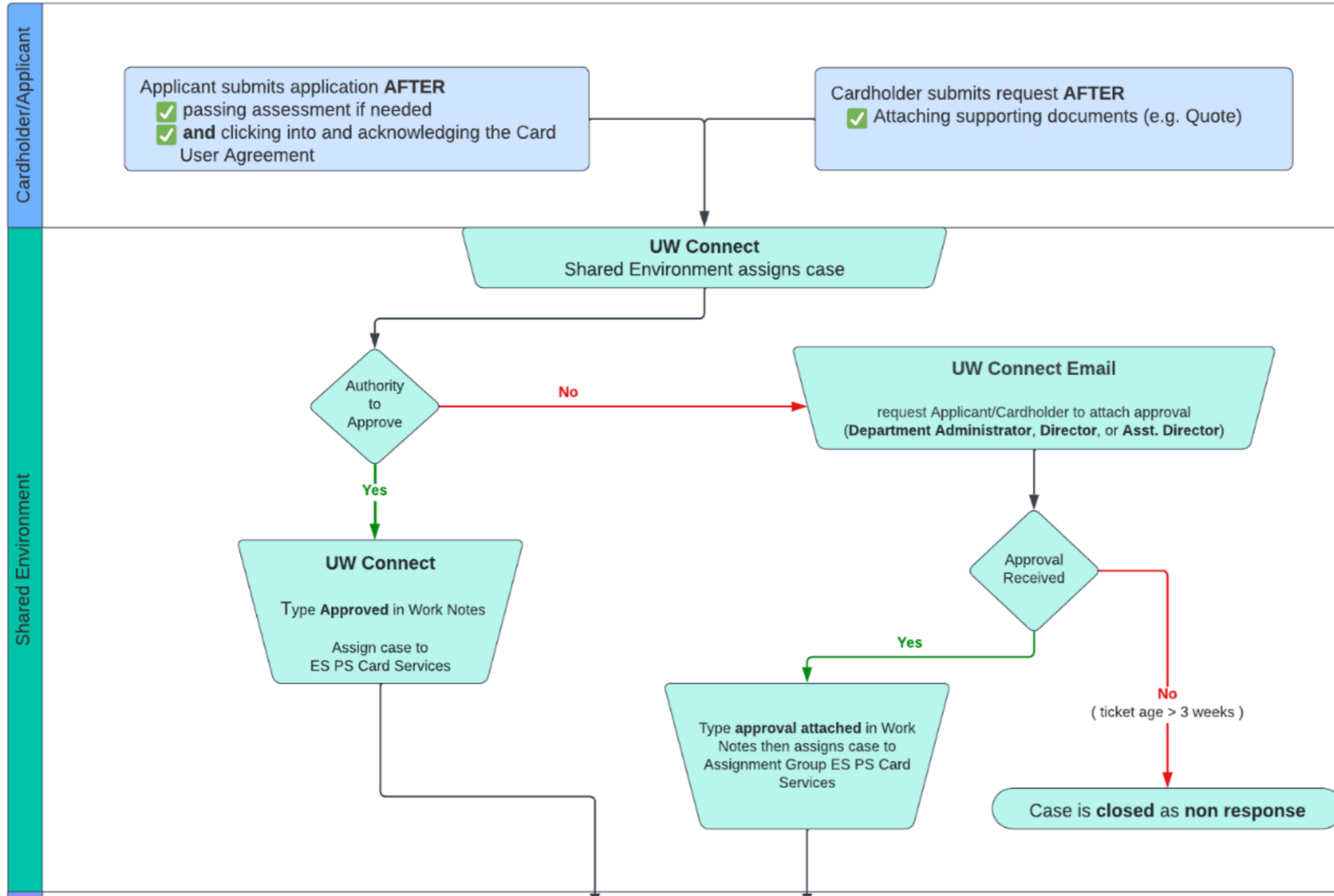
> Best practices

- Only use the Credit Card Services form to submit a request. Do not use a general form.
- Limit Increase - Click on one or both boxes next to Single Transaction Limit/Monthly Limit to indicate what you are requesting.
- MCC Lift – Enter the dollar amount of the full invoice amount. If it is above your single limit, no need to enter another request for a single limit increase. This form will be for both MCC lift and the single limit increase.
- Attach proof of cost and item(s) purchasing to the request. Some examples are:
 - > A quote
 - > Screenshots of the online shopping cart with all items listed
 - > Detailed contract signed by Strategic Sourcing and Contracts. Lynn Magill – Asst. Director

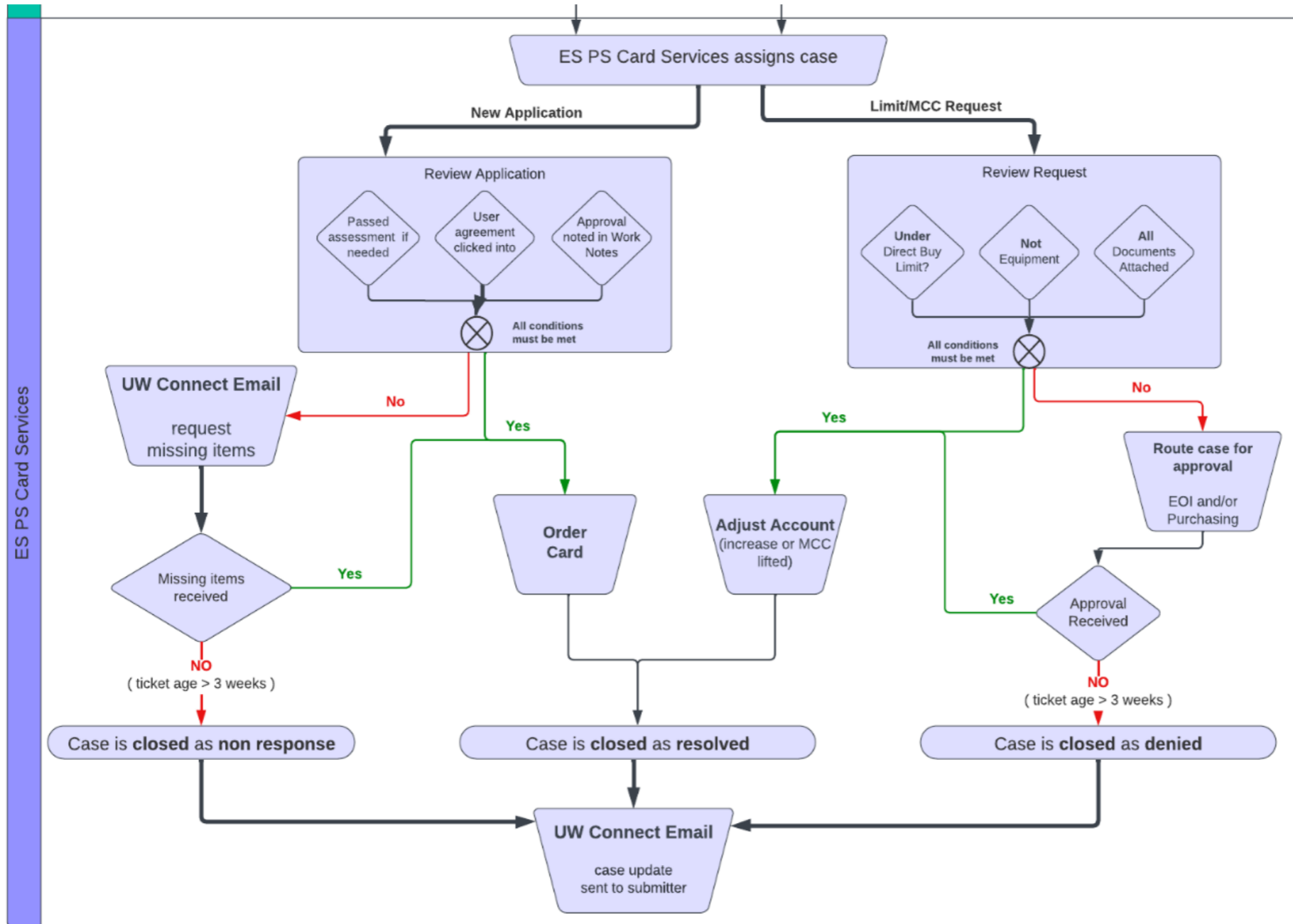
UW Card Services Form - Routing



UW Card Services Form – Routing (1 of 2)



UW Card Services Form – Routing (2 of 2)



AP Dashboard



Overview & Action Items

- > Invoices processed without receipt – *ongoing*
- > Service line Inv > Amount received - *retired*
- > Service line > PO amount - *new*

Quick Updates



Quick Updates

- > Amazon for Business
- > Job Aids updated since November:
 - How to Manage ProCard in Workday:
https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032233
 - How to Perform Miscellaneous Payments in Workday:
https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032008
 - UWA Requisitions for Requisition Requesters -> separated into multiple job aids:
 - > How to Create a Requisition for Catalog Suppliers (UWA):
https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032927
 - > How to Create a Non-Catalog Requisition (UWA):
https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032960
 - > How to Receive in Workday (UWA):
https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032902
 - > How to Create a Return:
https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032911
 - > Supplier Invoice Request Guide:
https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032534

Quick Updates

New Knowledge Articles and Job Aids updated since November:

- Check Cancellation:

https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032691

- Financial Treatment Worktags:

https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032747

- Splitting transactions:

https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032808

- How to Approve Invoice for PI and Grant Manager:

https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032717

New Procurement Services Website Resources List:

<https://finance.uw.edu/ps/resourcelist>

APPENDIX

