

P-Card Instructions for Workday

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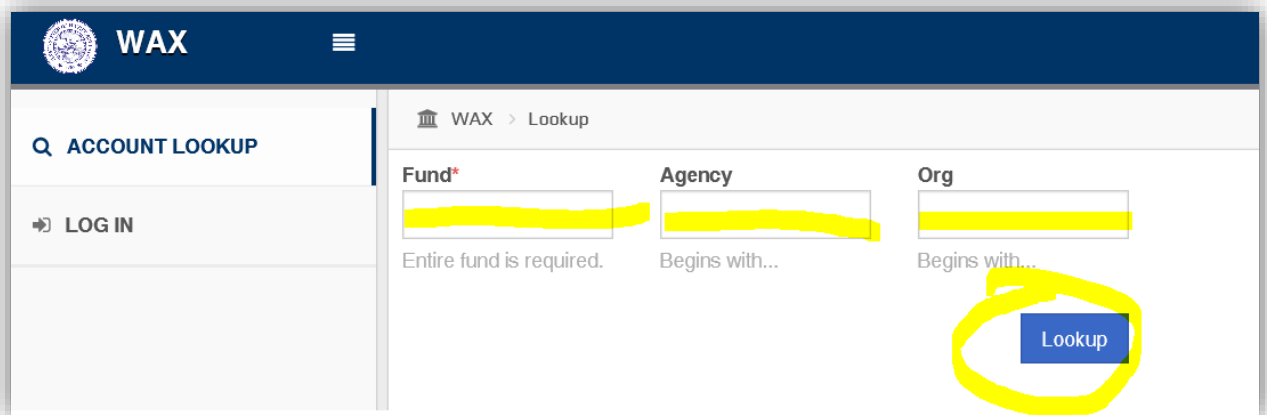
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How to Convert an Advantage (Legacy) Account number to Workday FDM Worktags

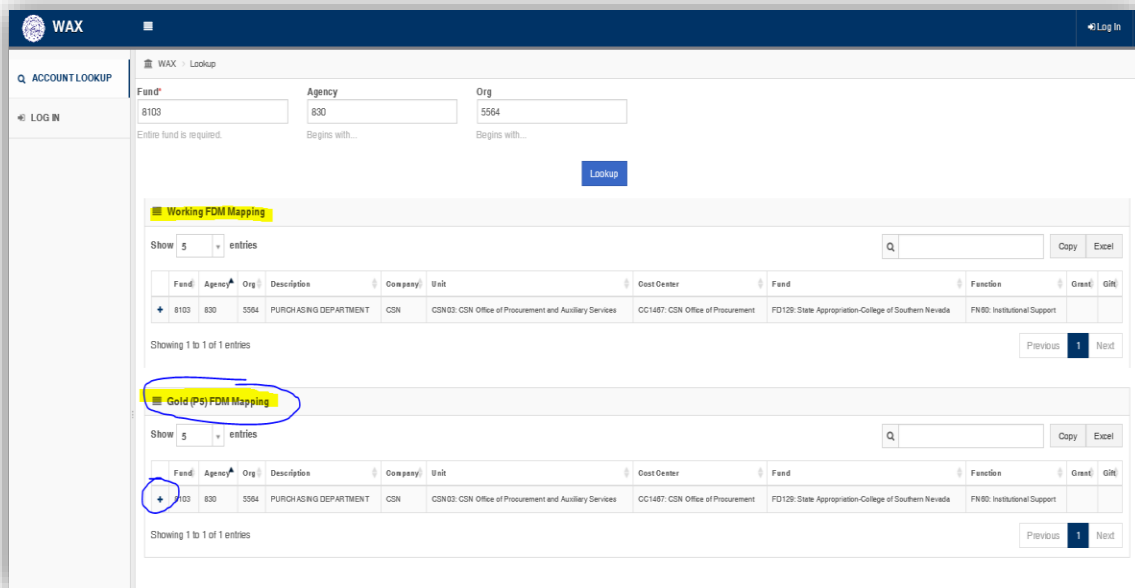
NOTE: If you already have the Workday Worktags, (**Program, Project, Gift or Grant** account number) then you may skip this section.

If you have an account structure that looks like this: 82XX-8XX-XXXX, then follow the steps below.

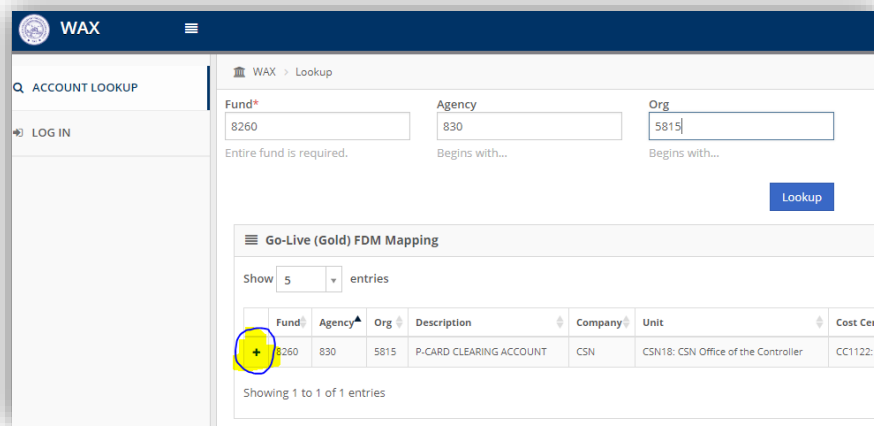
1. Go to: <https://wax.unr.edu/>
2. Enter your Fund – Agency – Org numbers into the empty fields then Click **Lookup**



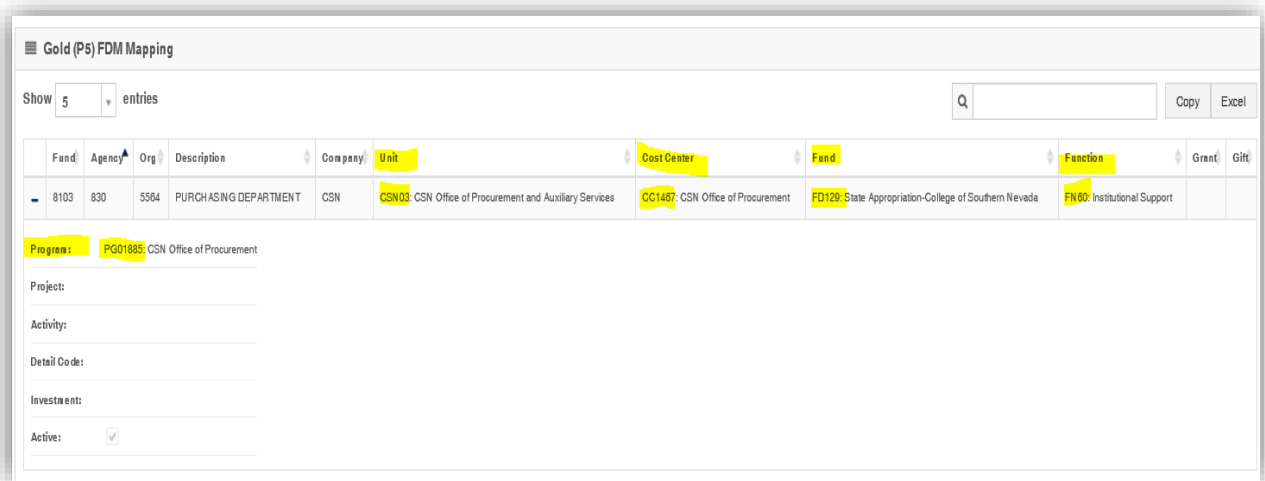
3. There will be two conversions below:
 - a. Working FDM Mapping
 - b. Gold (P5) FDM Mapping (**most up to date file**) *USE THIS CONVERSION.*



Note: If you see a plus sign, please click it for more information (the screen is too narrow to show all fields)



With the Fields Expanded, this view includes the Program number which completes your FDM Worktags conversion:



NOTES:

When entering **FDM Worktags** in **Workday**, just type in the number, do not include the Description. (The description title will auto populate for you.)

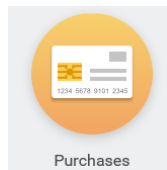
If for some reason you enter a **Worktag** that doesn't populate correctly in **Workday**, please contact the **Controller's Office**.

How to Verify your P-Card Transactions in Workday

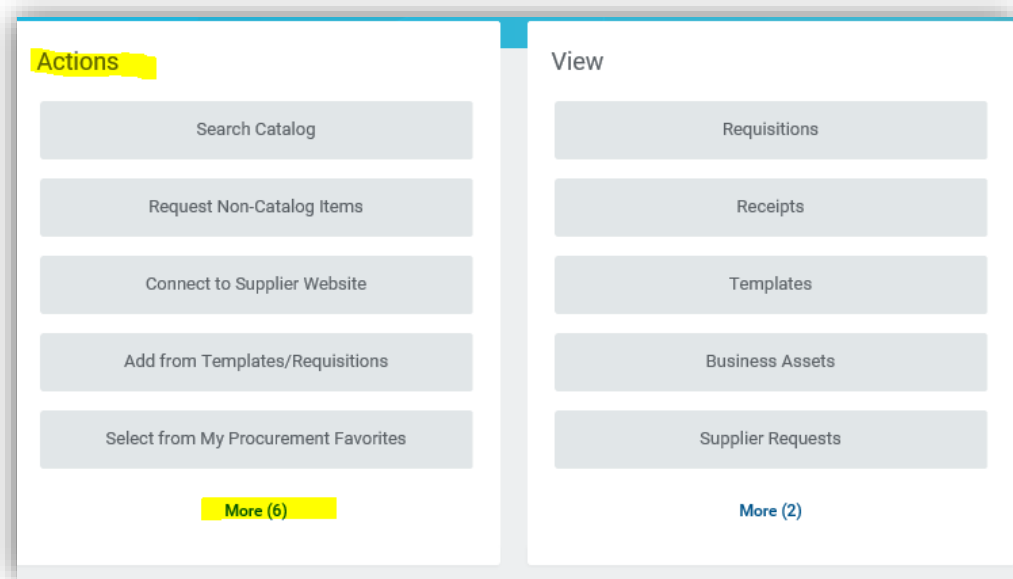
Note: before you start, make sure you have the following items ready:

- ✓ Your Invoice/Receipt and any supporting documentation needed regarding your transaction, electronically saved on your computer.
- ✓ The Workday Worktags (Account Number) you will be assigning your transaction to.
- ✓ Any Additional Worktags (such as hosting Detail Codes or Sensitive Equipment)

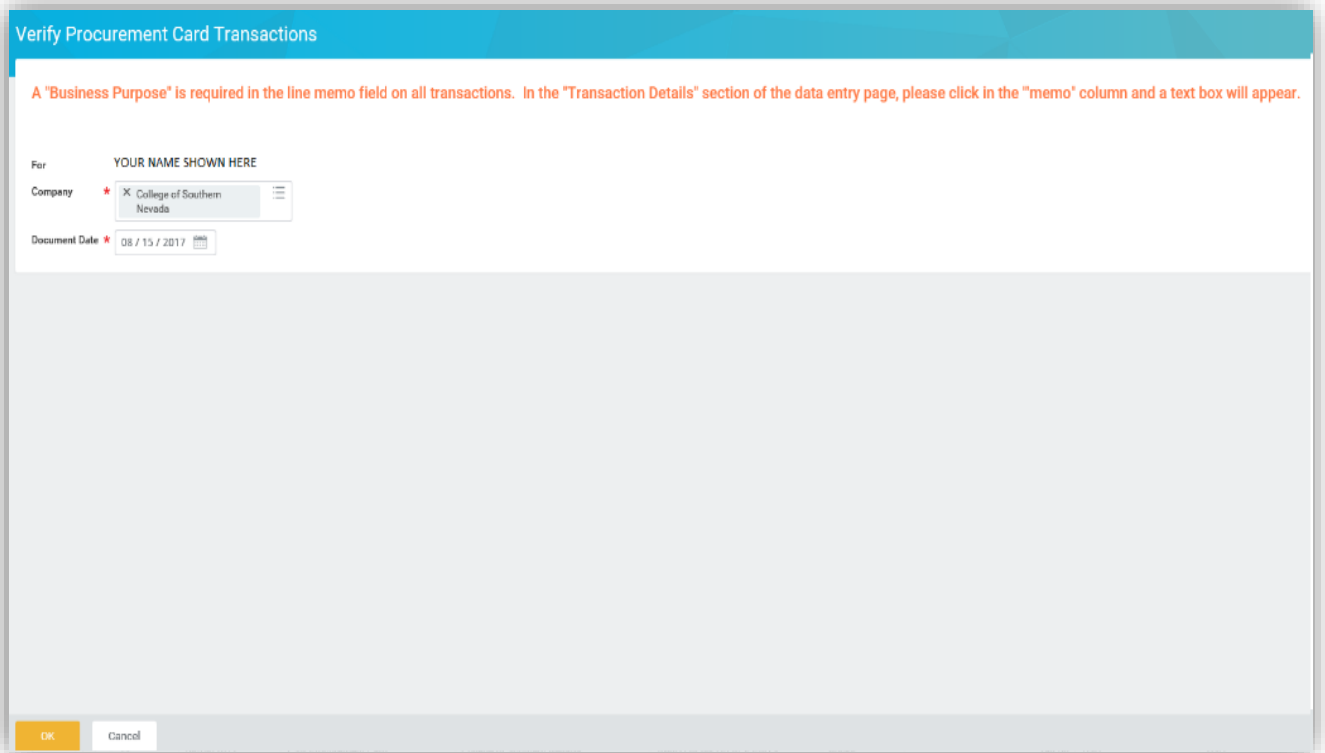
1. Log into Workday
2. From your Home Page Click on the **Purchases** Worklet.



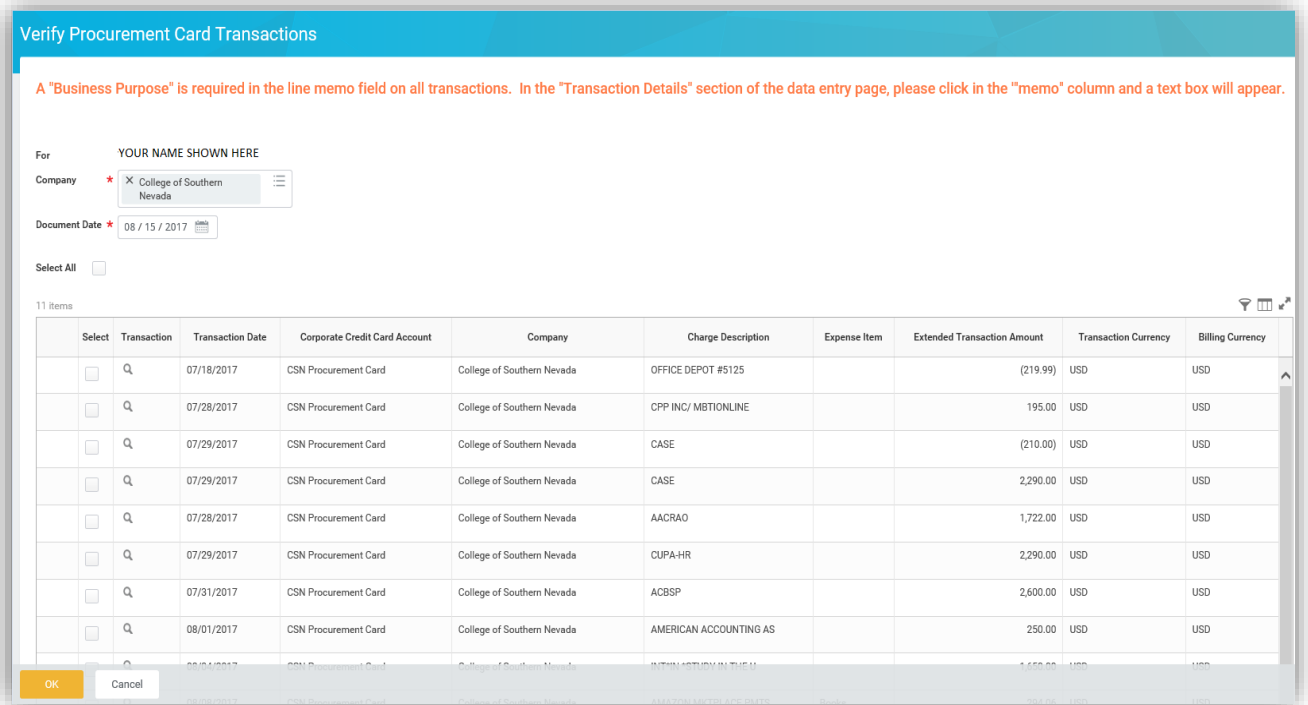
3. You will see 2 columns of items to select from: 1) **Action**; 2) **View**
4. Under the **Action** list, Click **More** to expand the list
 - Click on **Verify Procurement Card Transactions** to view and verify your pending transactions



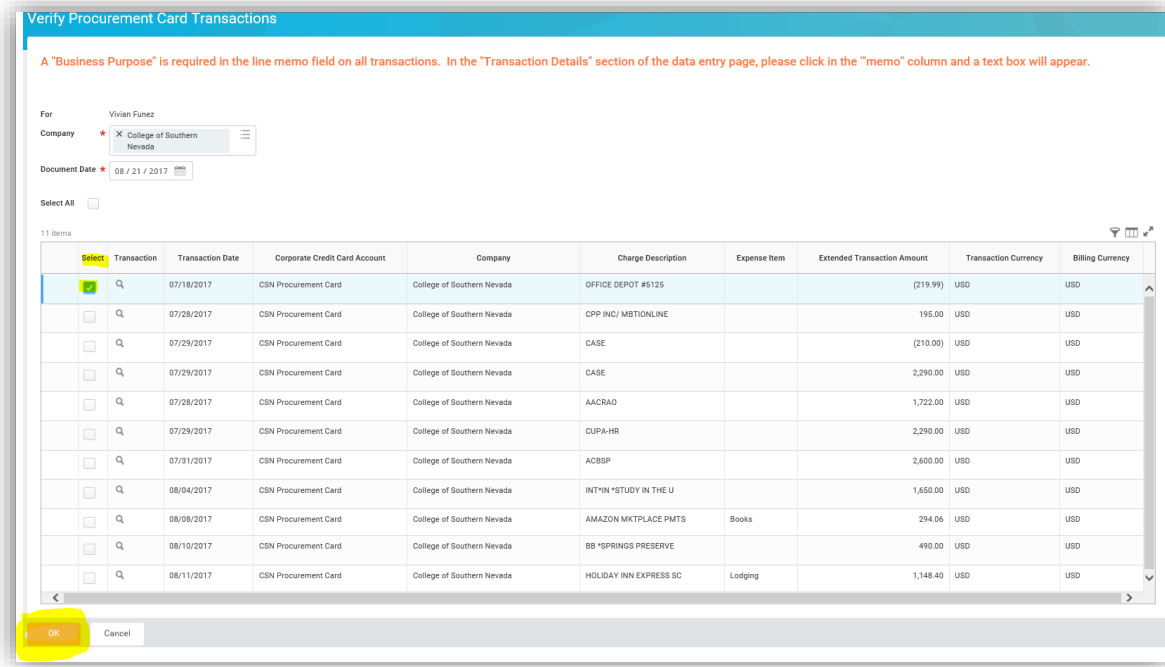
- If you have **NO** P-Card Transactions pending, your screen will look like this, and there is nothing further for you to do except Click the **Cancel** button below.



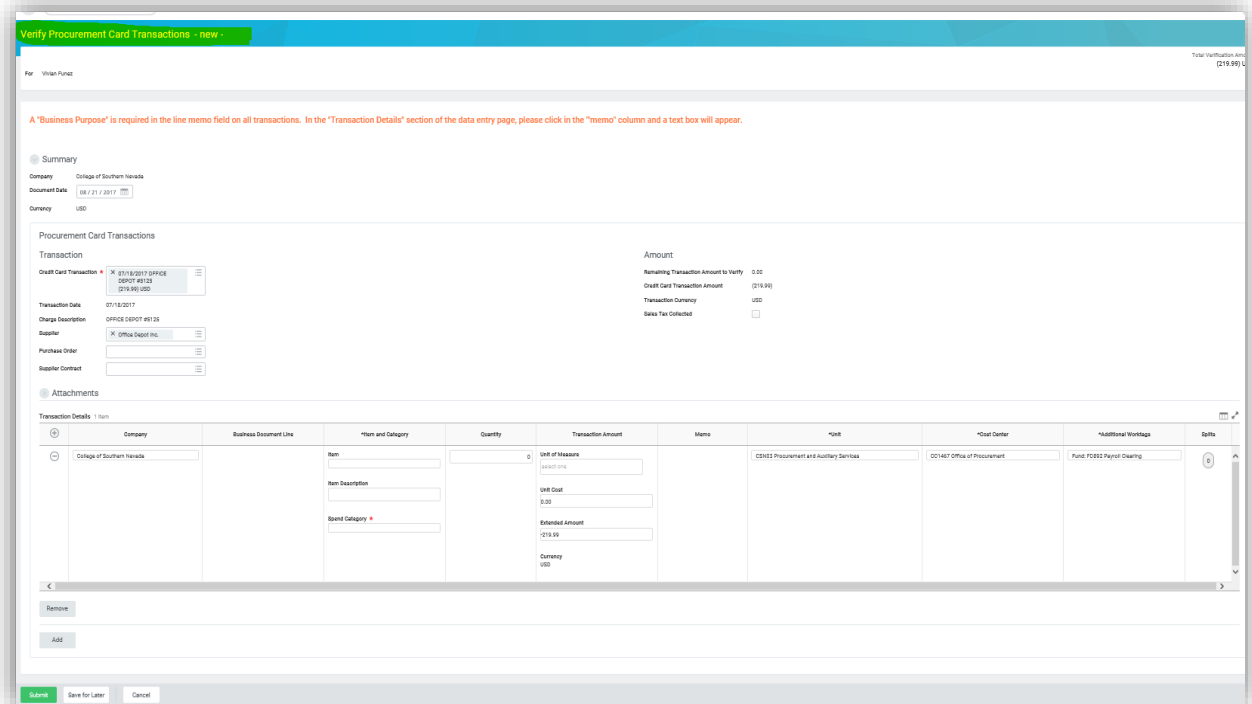
- If you **DO** have P-Card Transactions pending to be **Verified**, they will be listed, see sample below:

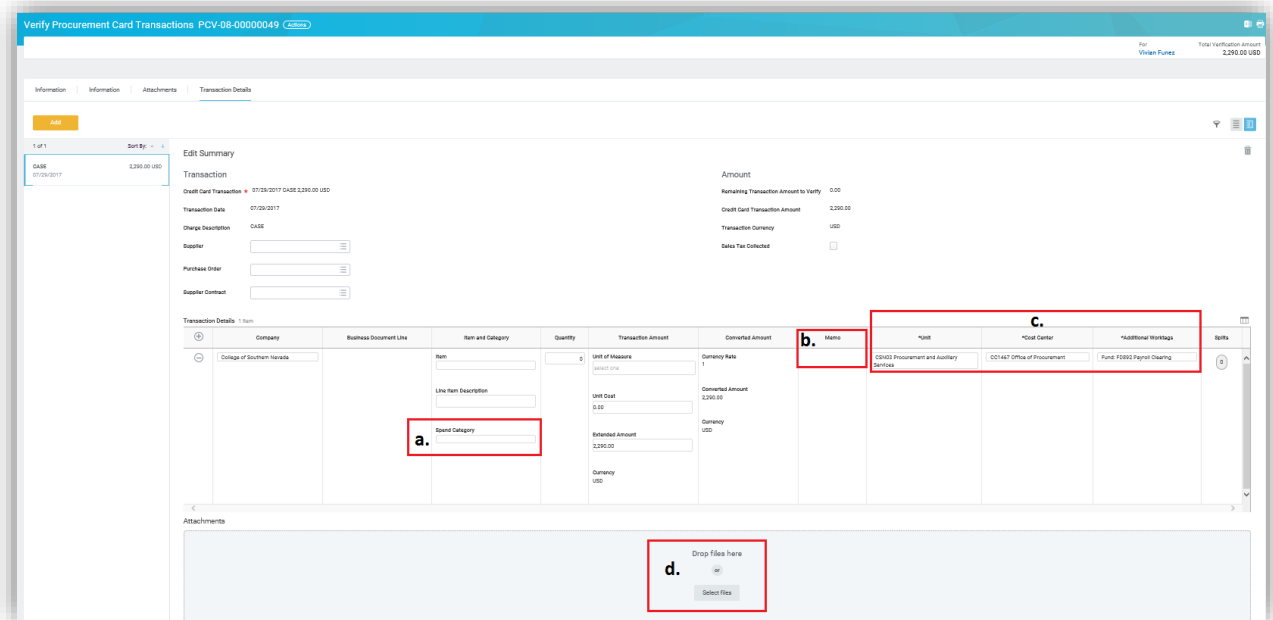


- Select the Transaction you wish to Verify by checking the **Select** Box, then Click **OK**:



- It will bring you to **Verify Procurement Card Transactions**, a new page:



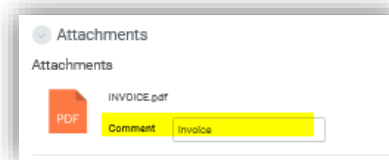


• **Required Fields:**

- a. **Spend Category** (formerly known as the Commodity Code). Click in the field and type a few letters then hit enter and your selections will appear. Select a category that best fits your purchase. Example: Office Supplies
- b. **Memo** – Description of your purchase. Click in the field and type in a description of your purchase.
- c. **Unit, Cost Center, Additional Worktags** (formerly known as the Account number or Legacy number). Delete these fields before you enter your Worktags. Note: Most often, if you enter a Program number, the rest of the fields will auto-populate (but not always).
- d. **Attachment** (Receipt/Invoice; and other back up documentation needed for your purchase, if applicable)

Note: The maximum size of your Attachment must be under 30MB. There are 2 ways to attach your documents:

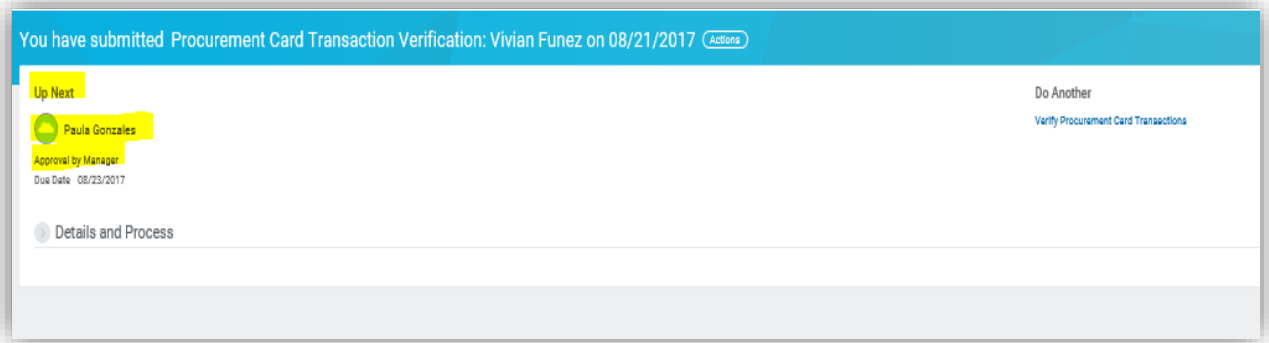
- Drag & drop your file in this section
- Click **Select files** to browse your computer for the file. Once you found your document to attach, click **Open**.
- Once the document is attached you may add brief comment but this field is *NOT* required to be filled in.



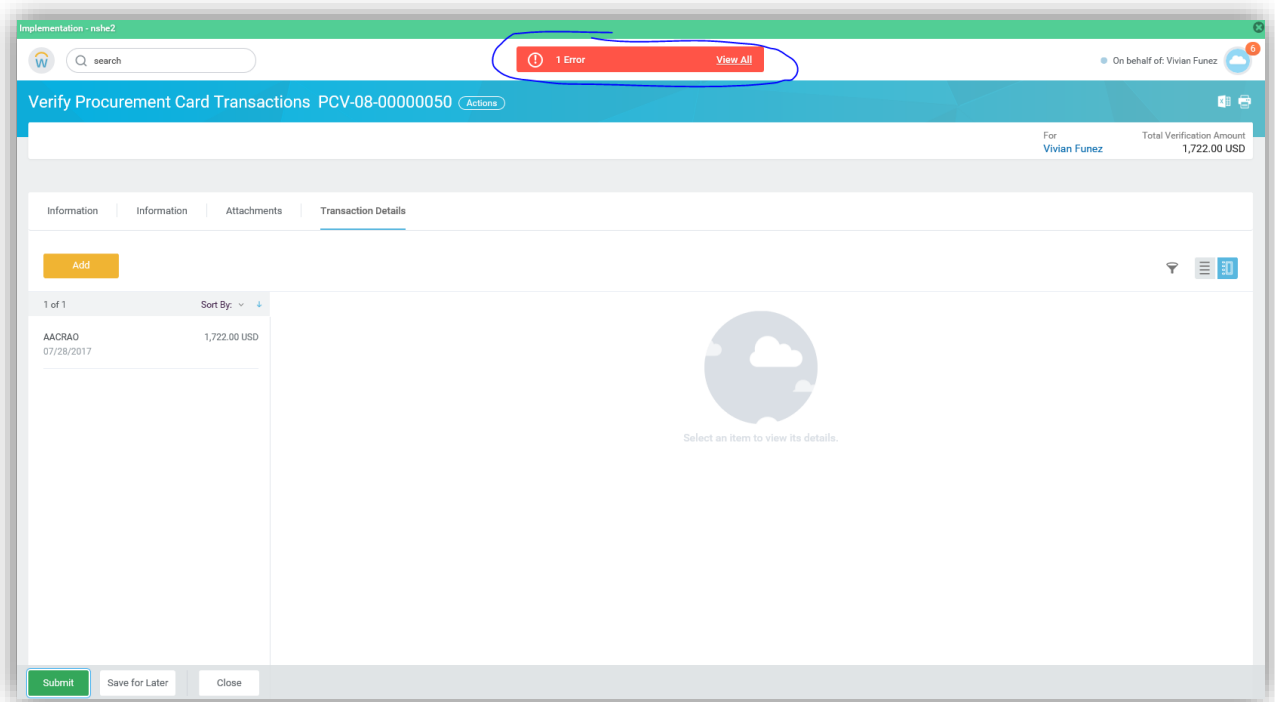
5. After all the Required fields are entered, Click **Submit** at the bottom Left corner.

Last Updated 7/26/19

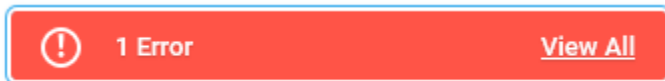
6. If there are no errors, the “**Up Next**” will indicate who’s cue your transaction is in; pending Approval.



7. If you do have errors, you will see an **Errors** notification in the Top of the page.



8. Click the **Errors view all** notification to see what is wrong



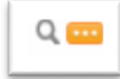
9. Correct the **Error(s)** and Click **Submit** again

How to Find and Edit a Pending P-Card Transaction in Workday

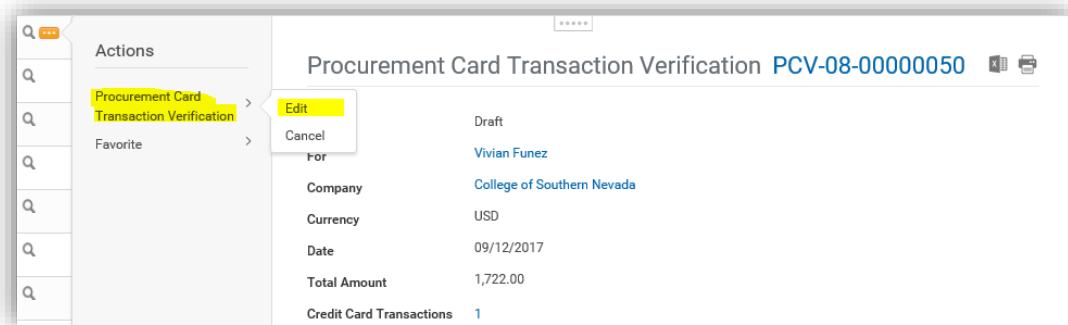
1. Log into Workday
2. From your Home Page Click on the **Purchases** Worklet.
3. You will see 2 columns of items to select from: 1) **Action**; 2) **View**
4. Under the **View** list, Click **More** to expand the list
5. Click on **Procurement Card Transaction Verifications** to edit your pending transactions

If you have any pending transactions, they will appear as shown below.

Procurement Card Transaction Verification	Verification Number	Company	Verification Date	Status	Verification Amount	Currency	Number of Transactions
Q	PCV-08-0000049	College of Southern Nevada	09/12/2017	Draft	2,290.00	USD	1
Q	PCV-08-0000050	College of Southern Nevada	09/12/2017	Draft	1,722.00	USD	1
Q	PCV-08-0000047	College of Southern Nevada	09/11/2017	Draft	195.00	USD	1
Q	PCV-08-0000048	College of Southern Nevada	09/11/2017	In Progress	(210.00)	USD	1
Q	PCV-08-0000039	College of Southern Nevada	08/28/2017	Approved	294.06	USD	1
Q	PCV-08-0000036	College of Southern Nevada	08/21/2017	In Progress	250.00	USD	1
Q	PCV-08-0000038	College of Southern Nevada	08/21/2017	In Progress	(219.99)	USD	1
Q	PCV-08-0000010	College of Southern Nevada	07/31/2017	In Progress	(219.99)	USD	1
Q	PCV-08-0000008	College of Southern Nevada	07/27/2017	Approved	250.00	USD	1
Q	PCV-08-0000005	College of Southern Nevada	07/13/2017	Draft	76.98	USD	1
Q	PCV-08-0000001	College of Southern Nevada	07/06/2017	Approved	183.04	USD	1

6. To Select the Transaction, **Hover** and click the “Twinkie” icon  **Right** of the magnifying glass icon (on Left side of the screen).

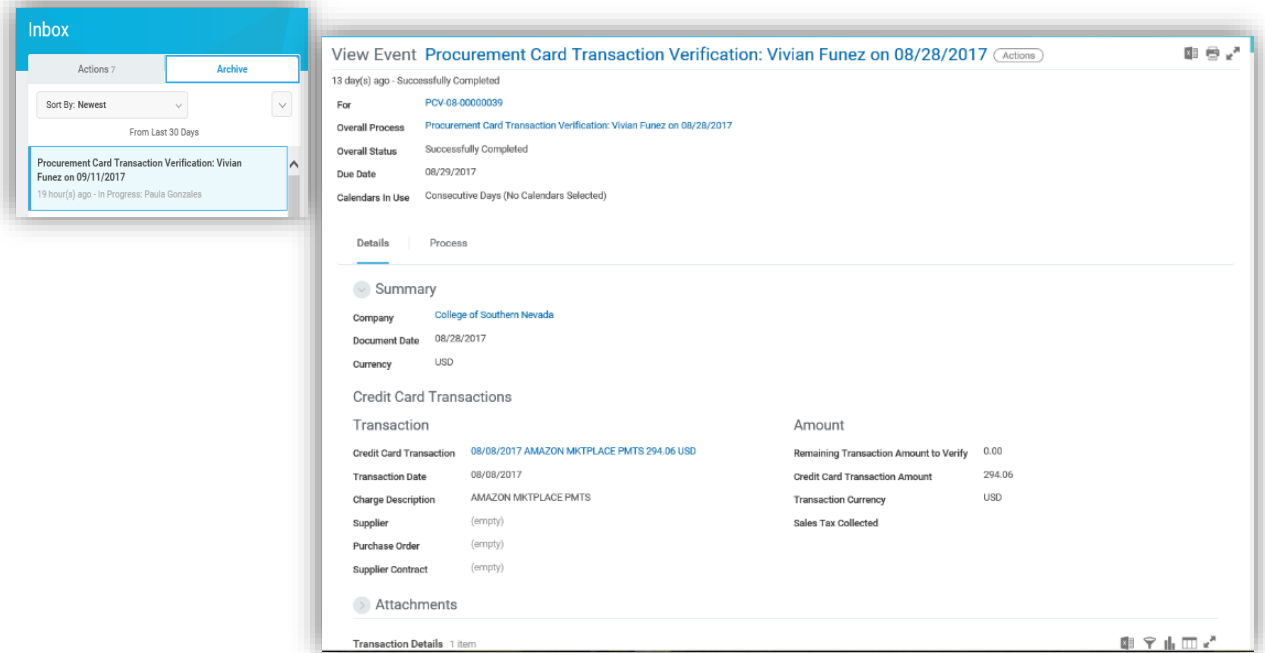
7. Then Hover over **Procurement Card Transaction Verification** and Select **Edit**



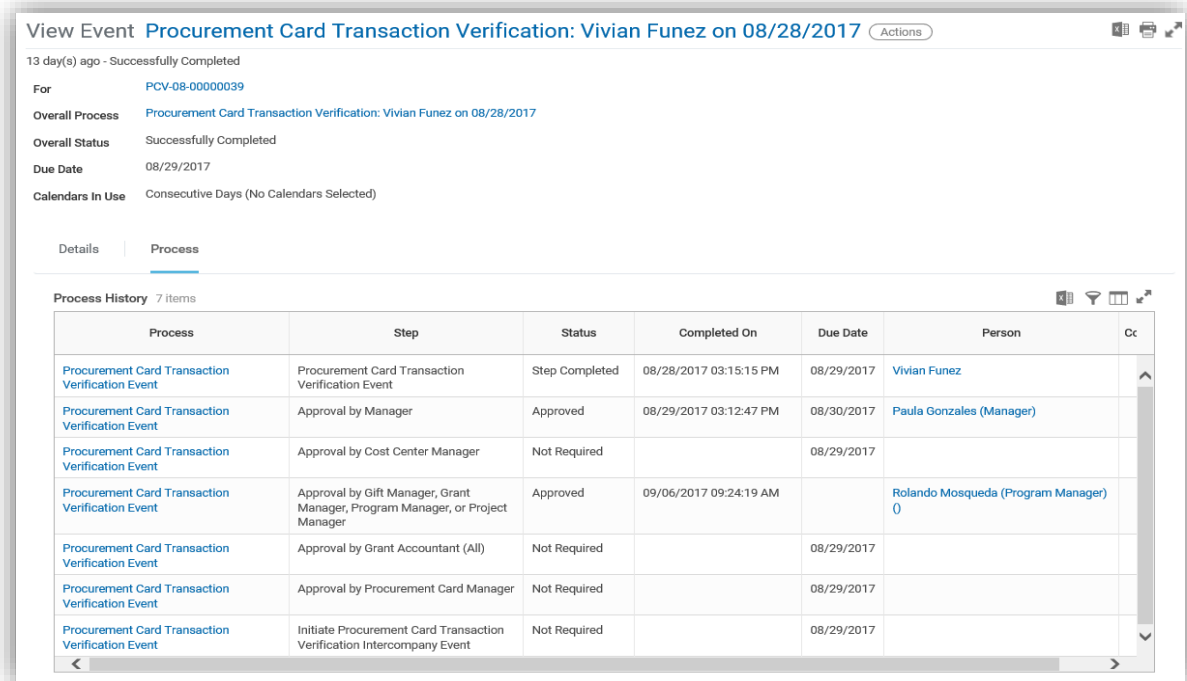
8. It will bring you back to the Transaction Screen. Make your edits and Submit when ready.

How to check the Approval Status of your P-Card Transaction in Workday

1. When P-Card Transaction is Verified, it will appear in your Workday In-Box, in the **Archives** tab:

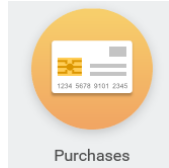


2. If you click on the Process tab, it will show you the approval process:

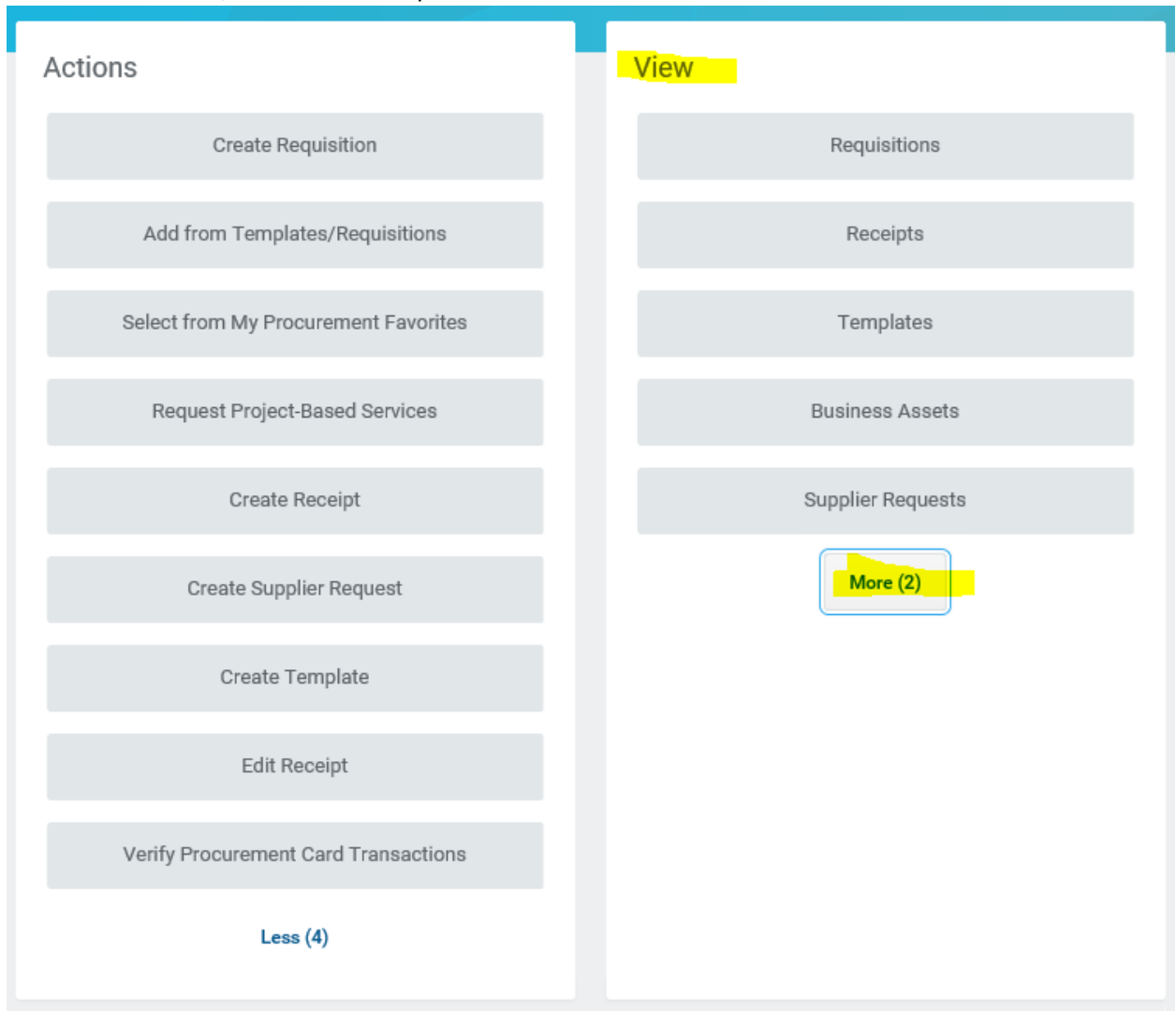


How to create a billing cycle Report in Workday

1. Log into Workday
2. From your Home Page Click on the **Purchases** Worklet.



3. You will see 2 lists of items to select from: 1) **Action**; 2) **View**
4. Under the **View** list, Click **More** to expand the list



Actions

- Create Requisition
- Add from Templates/Requisitions
- Select from My Procurement Favorites
- Request Project-Based Services
- Create Receipt
- Create Supplier Request
- Create Template
- Edit Receipt
- Verify Procurement Card Transactions

[Less \(4\)](#)

View

- Requisitions
- Receipts
- Templates
- Business Assets
- Supplier Requests

[More \(2\)](#)

5. Click on **Procurement Card Transactions**
6. Enter the **Transaction Start** and **End** dates (which are your billing cycle dates) then click OK at the bottom of the page. There is a **Billing Cycle Calendar** listed on the CSN Purchasing Card website: <https://www.csn.edu/askpcard>

My Procurement Card Transactions

Transaction Date Start Date: MM/DD/YYYY

Transaction Date End Date: MM/DD/YYYY

Status: [Dropdown]

Supplier: [Dropdown]

Purchase Order: [Dropdown]

OK Cancel

7. You will see **My Procurement Card Transactions** listed as below. Click on the Printer icon (top Right) to print your report.

← My Procurement Card Transactions

12 Items

Credit Card Transaction	Transaction Date	Status	Charge Description	Supplier	Purchase Order	Transaction Amount	Transaction Currency
Q	07/28/2017	New	CPP INC/ MBTIONLINE			195.00	USD
Q	07/29/2017	New	CASE			(210.00)	USD
Q	07/29/2017	New	CASE			2,290.00	USD
Q	07/28/2017	New	AACRAO	American Association of Nurse		1,722.00	USD
Q	07/29/2017	New	CUPA-HR			2,290.00	USD
Q	07/31/2017	New	ACBSP			2,600.00	USD
Q	08/01/2017	Pending	AMERICAN ACCOUNTING AS			250.00	USD
Q	08/04/2017	New	INT*IN *STUDY IN THE U			1,650.00	USD
Q	08/08/2017	Verified	AMAZON MKTPLACE PMTS			294.06	USD

8. Your print out should look similar to this:

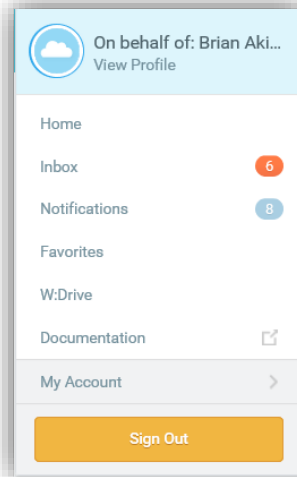
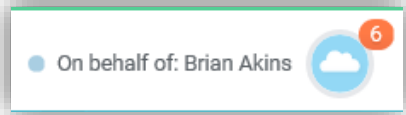
Credit Card Transaction	Transaction Date	Status	Charge Description	Supplier	Purchase Order	Transaction Amount	Transaction Currency
07/28/2017 CPP INC/ MBTIONLINE 195.00 USD	07/28/2017	New	CPP INC/ MBTIONLINE			195.00	USD
07/29/2017 CASE (210.00) USD	07/29/2017	New	CASE			(210.00)	USD
07/29/2017 CASE 2,290.00 USD	07/29/2017	New	CASE			2,290.00	USD
07/28/2017 AACRAO 1,722.00 USD	07/28/2017	New	AACRAO	American Association of Nurse		1,722.00	USD
07/29/2017 CUPA-HR 2,290.00 USD	07/29/2017	New	CUPA-HR			2,290.00	USD
07/31/2017 ACBSP 2,600.00 USD	07/31/2017	New	ACBSP			2,600.00	USD
08/01/2017 AMERICAN ACCOUNTING 250.00 USD	08/01/2017	Pending	AMERICAN ACCOUNTING AS			250.00	USD
08/04/2017 INT*IN *STUDY IN THE 1,650.00 USD	08/04/2017	New	INT*IN *STUDY IN THE U			1,650.00	USD
08/08/2017 AMAZON MKTPLACE PMTS 294.06 USD	08/08/2017	Verified	AMAZON MKTPLACE PMTS			294.06	USD
08/10/2017 BB *SPRINGS PRESERVE 490.00 USD	08/10/2017	New	BB *SPRINGS PRESERVE	Blackbaud, Inc.		490.00	USD
08/11/2017 HOLIDAY INN EXPRESS 1,148.40 USD	08/11/2017	New	HOLIDAY INN EXPRESS SC			1,148.40	USD
08/21/2017 RAMADA PRICE 1,674.20 USD	08/21/2017	New	RAMADA PRICE			1,674.20	USD

9. Place this in your P-Card binder along with your invoice/receipt and other back up documentation.

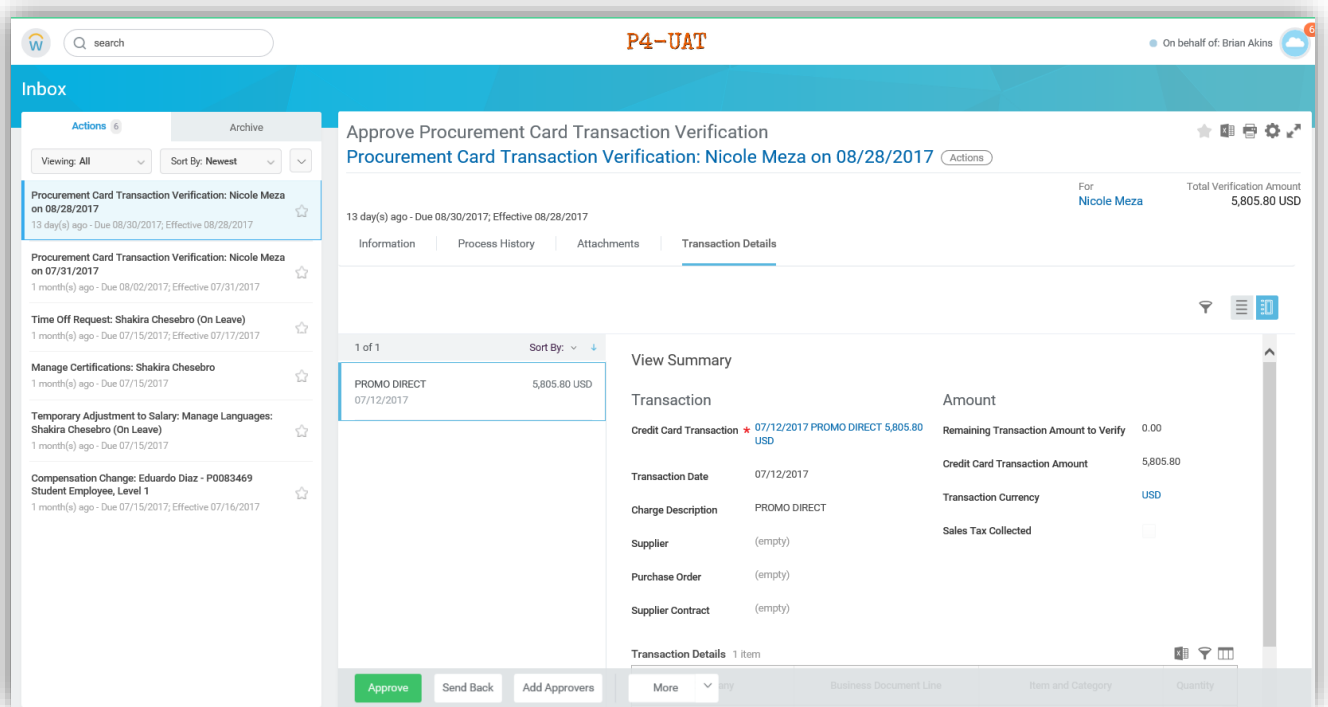
Note: There may be an overlap of transactions between billing months since this Billing Cycle report in Workday pulls transactions from PaymentNet by the Transaction date, not the Posted date.

How to Approve a P-Card Transaction

You will receive a notification in your In-Box



Under the **Actions** Tab of your In-Box, you'll see **Procurement Card Transaction Verification**; click it and the transaction details will show on the Right of screen.



Scroll down the page and review the following items before Approving:

- Attachment – invoice/receipt and back up documentation if applicable. Does the amount match the charge/credit?
- Is there a Business Purpose?
- Correct Spend Category?
- Correct Unit; Cost Center & Additional Worktags?

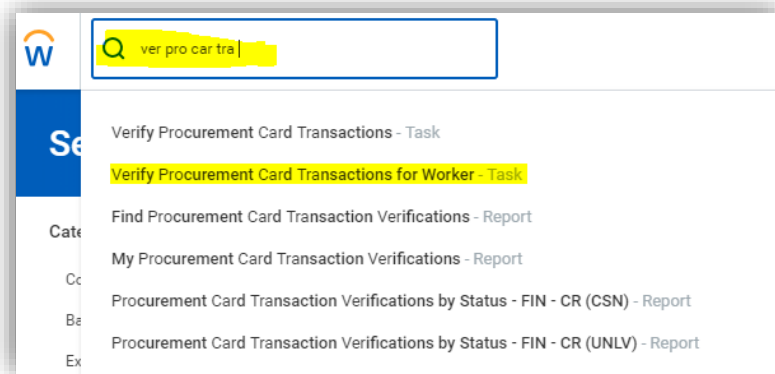
If no issues, Click **Approve** at the bottom of the page to complete the Business Process.

How to Update an Already Approved P-Card Transaction

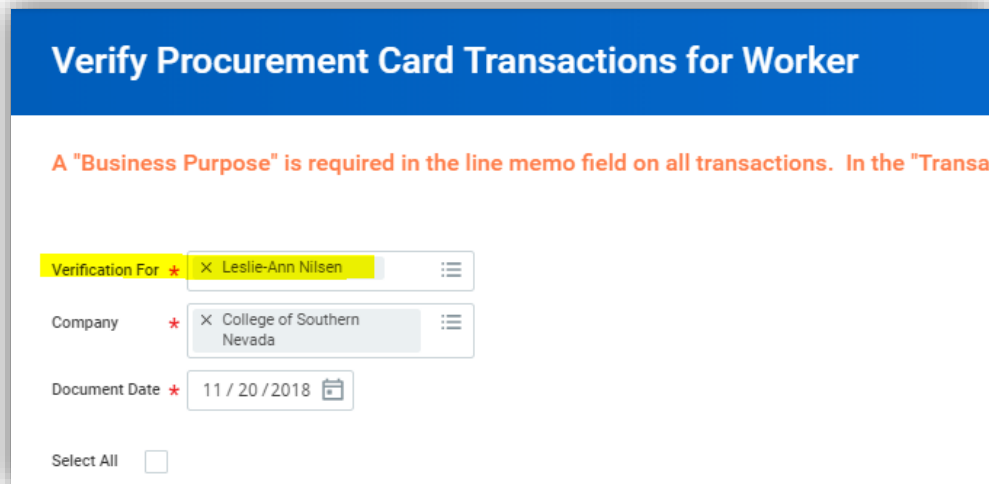
1. Click on the **Purchases** Worklet
2. In the **View** column, click **More** and select **Procurement Card Transaction Verifications**
3. Identify the transaction you wish to edit, Click the **three dots** next to the **magnifying glass** and a pop-up box will appear. Put your cursor over **Procurement Card Transaction Verification** and an option to **Change** will appear. Click **Change**.
4. It will warn you if you are sure you want to make a change, because once you change your transaction to Change, it will need to go thru the **Approval** process again.
5. If you are sure this is the transaction you wish to update, click **OK**.
6. Make the appropriate changes.
7. *Add a Note in the Memo Field below the transaction to notify your Approvers why they are seeing this transaction again for approval. For **Batched Transactions** (Batching Transactions are not recommended, but if they are already done), please make it easy for the Approver to know which transaction you made a change to so they don't have to review all of the transactions again.*
8. When all of your changes are made, click **Submit**. The transaction will then route for approvals again (sorry, there is no other way around this).

How to Verify a P-Card Transaction on behalf of another worker

1. From the Workday Home Page, enter Verify Procurement Card Transactions for Worker in the Search field.
 - a. Note: When using the Search feature, you only need to type the first 3 letters in each word, see example:



2. Select the Verify Procurement Card Transactions for Worker Task from the menu.
3. The Verify Procurement Card Transactions for Worker page will appear.
4. In the Verification for field, Delete your name and Enter the name of the employee you are initiating the transaction on behalf of then click OK.



5. Select the applicable transaction and click OK.
6. Enter the required 4 fields of information including your attachments the click Submit. (See example of the required fields and instructions on page 7.)
 - a. Note: When submitting a P-Card transaction on behalf of another worker, the transaction will route to the cardholder for review/approval before routing to their Direct Supervisor.

How to Find a P-Card Transaction that has been Approved: for Financials

This is specifically for Transaction Approvers and Financial Managers.

This is instructions on how to find a P-Card Transaction that you may have already approved, you will need to know what Cost Center and Program number this transaction should be paid out of.

You can always search your In-Box Archives Tab but if you Approve a lot of different types of transactions, it might be difficult to find if you don't know the Transaction number. For P-Card's the Transactions currently start with **PCV-08-0000XXX**.

This is just another way of searching for a P-Card transaction through your Manager Financial Reporting Worklet.

1. Click on the Manager Financial Reporting Worklet
 - a. A box will appear:
 - i. Select Company: CSN
 - ii. Select Organization: My Organizations
 1. Another box will appear requesting you to select your Cost Center
 2. After you select your Cost Center, click Ok
2. All funds for this Cost Center should appear
 - a. Scroll down to the Spreadsheet starting with a column named Program
 - b. Identify the Program that the P-Card transaction should have been paid out of
 - i. Under the Actuals column, click on the amount

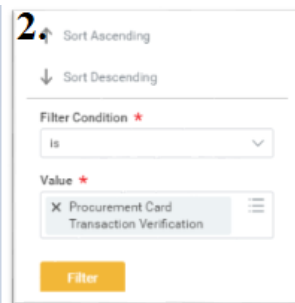
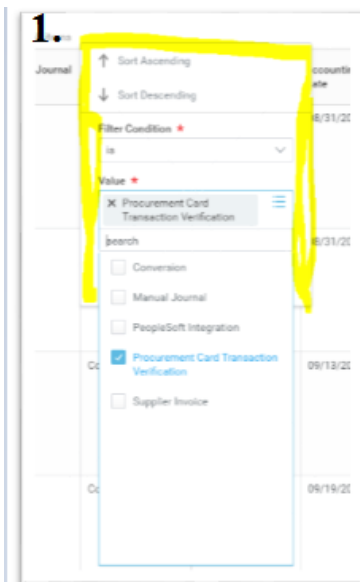
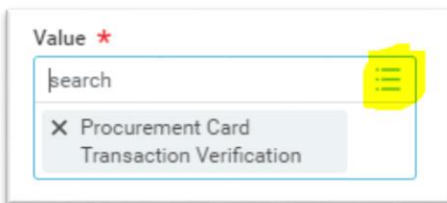
1. Another box will appear showing all transactions

- a. Click on the Journal Source column to Filter your transactions

- i. In the Value box, click on the "**hamburger**" (highlighted) button on the right side of the box. Select Procurement Card Transaction Verifications

- ii. (See illustration 1) Click anywhere in the **YELLOW** area to close the Value box.

- iii. (See illustration 2) Click **Filter**



- iv. If you have a lot of transactions and need to sort further by Amount, do the same as above in either the **Debit** or **Credit** column.

Reimbursements/Deposits made to CSN Cashier's Office

CSN Cashier's Office will need the following information from your already **Verified P-Card Transaction** to accept a reimbursement. *This is used in cases of personal purchases, which is a P-Card Violation.*

- Ledger Account
- Spend Category
- Unit
- Cost Center
- Program:
- Fund
- Function

To find the above information:

1. In Workday, type the PCard number in the search field; then click on **Actions**.

The screenshot shows the Workday interface for viewing a Procurement Card Transaction. At the top, there is a search bar with the P-Card number 'pcv-08-00013826' and a red circle around the 'Actions' button. Below the search bar is a blue header with the text 'View Procurement Card Transaction Verification' and 'PCV-08-00013826'. The main content area has tabs for 'Information', 'Process History', 'Attachments', and 'Transaction Details'. Under 'Transaction Details', there is a 'View Summary' section for a 'Transaction' with the following details: 'Credit Card Transaction * 06/27/2019 SUPERIOR TIRE AND SE 612.00 USD', 'Transaction Date: 06/27/2019', 'Charge Description: SUPERIOR TIRE AND SERV', 'Supplier: (empty)', 'Purchase Order: (empty)', and 'Supplier Contract: (empty)'. Below this is a 'Transaction Details' table with one item:

Company	Business Document Line	Item and Category	C
College of Southern Nevada		Item Line Item Description Spend Category SC0104 - Vehicle Maintenance and Repair Services	

2. Hover cursor over **Accounting**; Click on **View Accounting** and the Leger, etc. information should appear:

Journal Lines 4 items									
Ledger Account	Debit Amount	Credit Amount	Memo	Unit	Cost Center	*Additional Worktags	Interworktag Affiliate	Budget Date	
6004 Purchased Services	612.00		2-New pursuit tires on vehicle #77.	CSN02 CSN Office of Procurement and Auxiliary Services	CC0288 CSN Office of Auxiliary Services	Corporate Credit Card Account: CSN Procurement Card Employee: Kenneth Foster Function: FN70 Operation and Maintenance of Plant Fund: FD201 Self Supporting-Budgeted Program: P604383 CSN Motor Pool Spend Category: SC0104 - Vehicle Maintenance and Repair Services		07/03/2019	
1008 Claim on Cash	612.00					Fund: FD890 Pooled Cash and Banking	Fund Affiliate: FD201 Self Supporting-Budgeted		
1650 PCard Clearing		612.00				Corporate Credit Card Account: CSN Procurement Card Employee: Kenneth Foster Fund: FD890 Pooled Cash and Banking Spend Category: SC0721 - P-Card Pending Reconciliation Charges		07/03/2019	
1008 Claim on Cash		612.00				Fund: FD201 Self Supporting-Budgeted	Fund Affiliate: FD890 Pooled Cash and Banking		