UW EarthLab: ProCard Follow Up - General Q&A

This page was last updated on October 12, 2023

1) **Are there any changes to reconciliation deadlines for Procard/CTA transactions?**
   The current best practice is to verify your transactions weekly to ensure items do not go unaccounted for

   More communication will be sent at a later date for any deadline changes.

2) **How do I find my Procard Transactions?**
   At this time you will not receive notifications that you have transactions to verify. As a Procurement Card Cardholder, type Verify Procurement Card Transactions in the Search bar and select the Verify Procurement Card Transactions task from the search results

3) **After I code my ProCard transactions in Workday, should I still save my receipts in Google Drive?**
   Yes, please continue to save your receipts in their respective folder in the Google drive.

4) **How do I know which worktags to use for Procard/CTA transactions?**
   You can use the translation document found **here**. Use the tabs at the bottom to find your Member Organization and search rows by former Budget number.

   - Enter the Program ID
   - Then enter the Grant or Gift tag
   - Double check that your tags match what was provided in the worksheet

5) **I did not complete my transaction verification and now I can't find it on my tasks? What should I do?**

   Use the "Find Procurement Card Transaction Verifications" report, enter UW1861 in the Company field and then your name in the Worker field. Your transactions will populate in a report, to edit hover over the magnifying glass on the left side to reveal a twinkie shaped bar, then select "edit"

6) **What if the item is not taxable? How do I indicate that it isn't?**
   Right now Workday does not have a functionality that will let you submit your transaction without selecting the "Sales Tax Collected" box. Go ahead and check the box but then leave a note in the comments, at the bottom of the page, to indicate that the item is not taxable

7) **Are there any new best practices for filling out the fields when verifying a transaction?**

   - Enter description of items/s

- Put business purpose in the memo field
- Spend Categories replace object code - report found **here** in an Excel file called "Accounting Worktags as of [Date]". Please note this is a large document and some categories are not available. Try different variations of the term you are looking for.
- Continue to list people’s names for food/meals in comments or list in a document and attach as a file

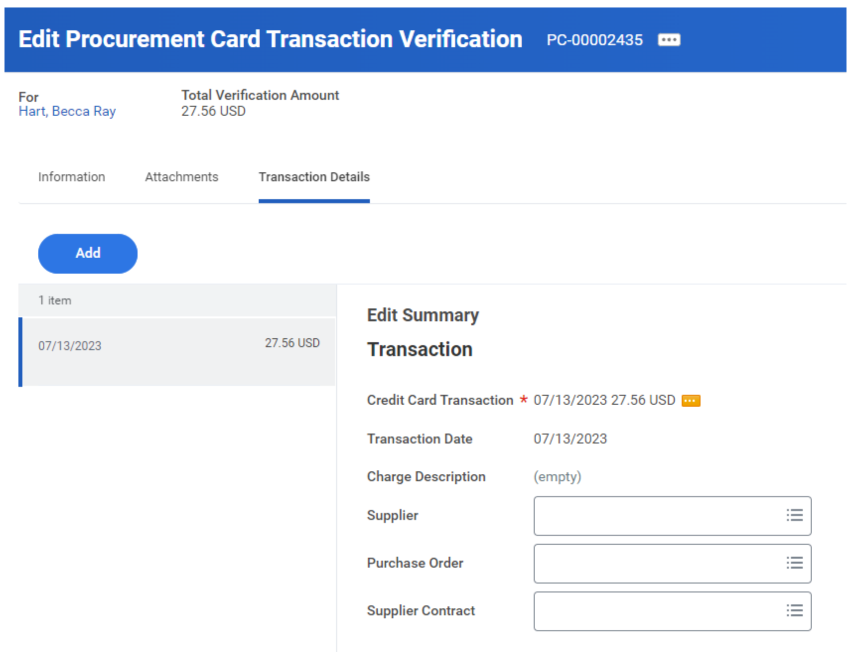
8) **What worktag driver do I use to sign up for a POD class?**
   If you previously used budget #64-4480 to pay for a POD class, you can use the following Driver and Resource Worktag. For all other budgets, please reach out to **earthfa@uw.edu**

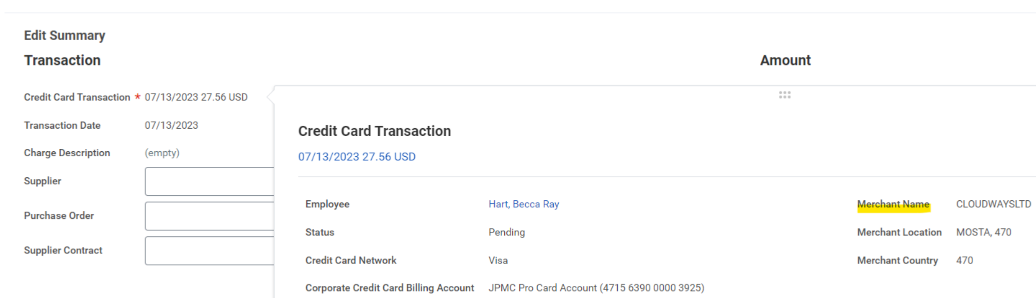
   Gift: GF121222
   Program: PG107387
   Resource: RS100203

9) **Where can I find Spend Categories?**
   You can find the Spending Categories options **here** in an Excel file called "Accounting Worktags as of [Date]". Please note this is a large document and some categories are not available. Try different variations of the term you are looking for.

10) **What if there are foreign charges that are part of my transaction?**
Please note in the Comments field toward the bottom of the page, add as much detail as possible such as percentage, conversion rate, etc.

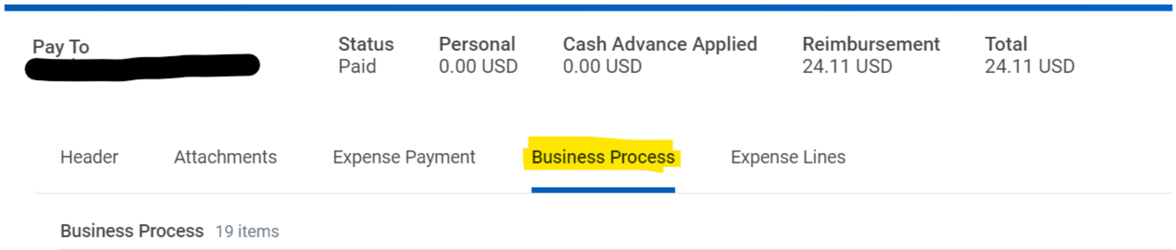
11) **How do I find the Merchant on my Procard transaction?**
When reviewing your transactions, navigate to the “Transaction Details” and hover to the right of the “Credit Card Transaction” line. Click on the twinkie shape with three dots to see more details, the Merchant Name will appear in the middle column.





12) **What happens after I verify my procard transactions?**
Transactions move to the Cost Center Manager queue for review. If there is a change that needs to be made, the transaction will be sent back to you for an update.

After you submit your verification, you will see a Business Process tab - you can use that to see the status//queue of your transaction



Your POC will be the individual who is working on or with your program, that will likely be the approver for your transaction.

If you see a name in the business process tab who has approved your transaction, but you do not recognize, please reach out and let us know. You can contact us at **earthfa@uw.edu**

13) **What if your Supplier is not in the database?**
    You can can leave the field blank

14) **Where can we view and monitor spending?**
    This functionality is still TBD in Workday, but you can use MyFD to view through June.

15) **Has the reimbursement process changed (travel, non-travel, honorarium, etc.)?**
    No, to date the process is still managed using Google Forms to submit reimbursements. This process will change post August, we will send out communication on any changes at a later date.

    Link to all forms: https://earthlab.uw.edu/intranet/finance-and-administration-resources/

    Honorarium form for staff to complete:
    https://docs.google.com/forms/d/e/1FAIpQLSdMGwAP-tQFpSM97N8f-A1THY3bDtts8ptCRteUhTohmD8_xg/viewform

    Honorarium form for payee to complete:
    https://docs.google.com/forms/d/e/1FAIpQLSclIknsa7ABZNp-RijGLo-1oNvFnlqqa9_z_LC-VBU-u7T9pg/viewform

16) **Has the process changed if my Procard is expiring?**
    The process has not changed, but there is an updated training that could be found here. It's shorter than previous versions and contains new information needed to pass the assessment found at the end of training.

    The report for assessment scores is run several times a week, after your passing score appears on the report your renewal card will be mailed to you.

Additional help is available at https://finance.uw.edu/ps/how-to-buy/procurement-card or contact procard@uw.edu

17) **Where can I find my CTA transactions?**
Enter “Create Expense Report” in Workday search bar
Enter your name in the Pay-to field
Select “ CTA Card Verification” in the Business Purpose field
Verify transactions individually

18) **Has the process changed if I am purchasing airfare on a CTA card?**
At this time the process has not changed and nothing has to be done ahead of time. In the future Spend Authorizations will be available, but we are processing reimbursements after the fact in the meantime.