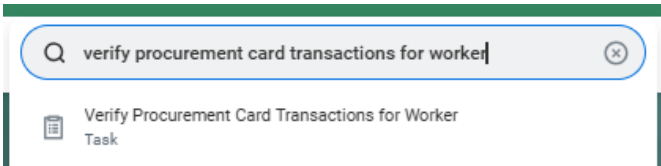


Procurement: Verify Procurement Card (PCard) Transactions

Audience / Role	Departments Procurement Data Entry Specialist
Description	This job aid provides instructions to verify Procurement card transactions for another employee. Kern County employees can verify transactions on behalf of another employee and submit the transactions for review and approval. This task allows employees to select the appropriate Worktags for a credit card charge which in turn determines where the charge will be expensed.
Before You Start	Receipts should be scanned and saved for attaching

Verify Procurement Card (PCard) Transactions for Worker

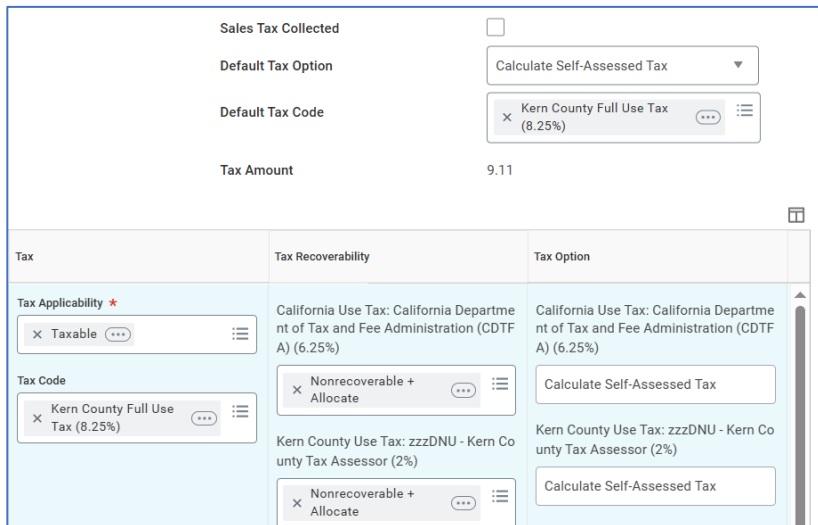
1	In the Search bar, enter Verify Procurement Card Transactions for Worker. In the search results, select the Verify Procurement Card Transactions for Worker task. 
2	Under Verify Procurement Card Transactions for Worker, enter and/or confirm the following: • For – enter the name of the person to verify on behalf of. • Company – defaults to Kern County. • Document Date – defaults to today's date. Select OK.
3	Under the Verify Procurement Card Transactions section, select individual transactions from the list or check the Select All box to verify all transactions on one document. Select OK.
4	Complete the verification of the transaction's following summary information: • Transaction – Defaults in from transaction. • Transaction Date – Defaults in from transaction. • Charge Description – Defaults in from transaction. • Supplier – If applicable enter in Workday Supplier that corresponds with procurement card transaction. • Purchase Order – To include purchase order lines in the verification, select a purchase order with a status of Issued. • Supplier Contract – To include contract lines in the verification, select an approved supplier contract.

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Complete for Transaction Details (if this did not already populate in from a PO or Supplier Contract):

- **Item** – Not currently utilized.
- **Line Item Description** –Provide detailed description of the item, reference product number or quote number/date.
- **Spend Category** – Enter an appropriate spend category.
- **Tax** – select applicable tax rate
- **Quantity** – Enter quantity.
- **Unit of Measure** – Enter UOM (**do not use Amount**)
- **Unit Cost** – Enter Unit Cost.
- **Extended Amount** – Required if Qty, Unit of Measure, Unit Cost not filled out.
- **Memo** – enter details specific to that line item.
- **Project Task** – Optional, Enter appropriate Project Task if applicable.
- **Grant** – Optional, Enter appropriate Grant if applicable.
- **Cost Center** – Enter appropriate Cost Center.
- **Additional Worktags** – Enter additional worktags if necessary, Activity and Fund are required and should default based on previous selections.

Add in Tax as appropriate for Use Tax:



Tax	Tax Recoverability	Tax Option
Tax Applicability * ☒ Taxable	California Use Tax: California Department of Tax and Fee Administration (CDTF A) (6.25%) ☒ Nonrecoverable + Allocate	California Use Tax: California Department of Tax and Fee Administration (CDTF A) (6.25%) Calculate Self-Assessed Tax
Tax Code ☒ Kern County Full Use Tax (8.25%)	Kern County Use Tax: zzzDNU - Kern County Tax Assessor (2%) ☒ Nonrecoverable + Allocate	Kern County Use Tax: zzzDNU - Kern County Tax Assessor (2%) Calculate Self-Assessed Tax

Note: You may need to do a Journal Entry if the Tax can't be entered correctly on the Procurement Transaction.

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Under the **Attachments** tab, add attachments.

You can drag and drop files or click **Select files>find and click on the file you want to attach>click open>Successfully Uploaded!** message displays.

To add more than one attachment:

Click **Upload>find and click on the new file you want to attach>click open>Successfully Uploaded!** message displays.

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	To remove an attachment altogether, click the Trash Can icon.
6	Select Submit .

What Happens Next?

- The Procurement card verification for worker routes for review and approval as listed below:
 - Cost center manager, if not for self
 - Grant Manager, if tagged for a grant
 - Project Manager, if project tagged
 - Program Manager, if program tagged
 - Credit card approver, if greater than \$5,000
- If the transaction is sent back to you for any reason, it will appear in the My Tasks/Inbox. You will need to make the requested changes and re-submit for approval.

Related Reports

- My Procurement Card Transaction Verifications
- Find Procurement Card Transaction Verifications

Related Job Aids

- Verify Procurement Card Transactions