Included in this document:

1. How To View ProCard Transactions and ProCard Verifications
    a. Using Reports
    b. Install the Purchases App in Workday
    c. View/manage your transactions
    d. View/manage your verifications

2. **How to understand tax on ProCard Verifications**

1. How to view ProCard Transactions and ProCard Verifications

a) Reports

1. Find Credit Card Transactions R1439
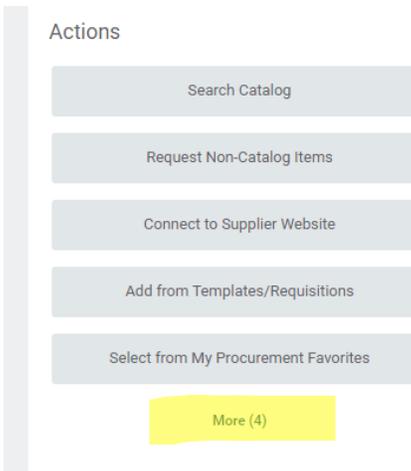2. Find Procurement Card Transaction Verifications R1438

b) Add the Purchases App to the Workday Menu

3. In Workday, go to the top left Menu, click on it
4. Click the Apps tab
5. Do you have the Purchases (see image)? If not, continue a, b, c
    a. Go to the bottom of the apps section and click Add Apps (see image)
    b. Type in Purchases, click the plus sign.
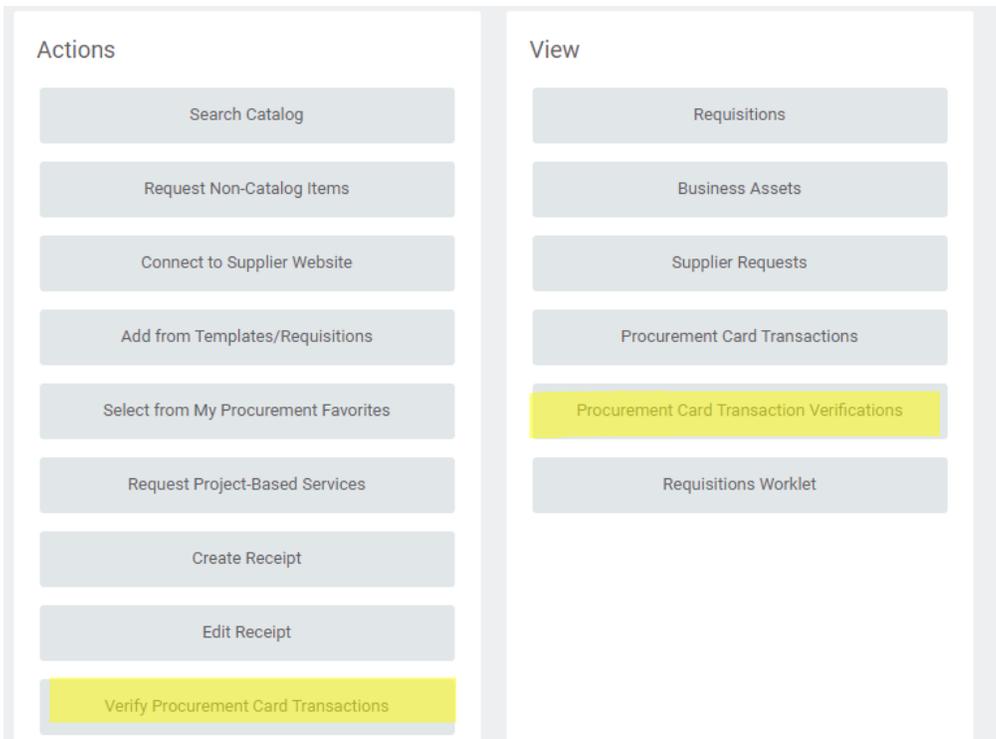   c. View Purchases
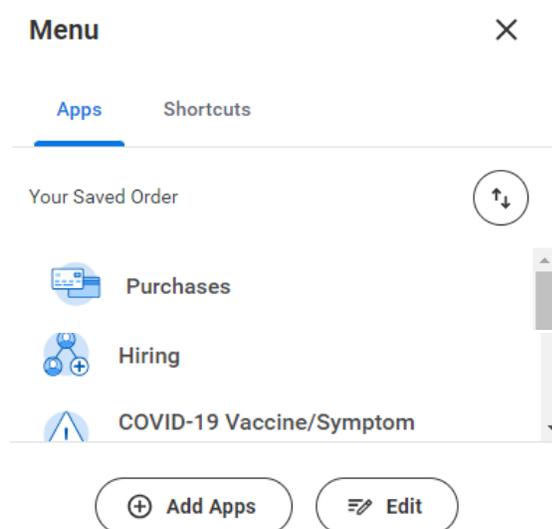
c & d) View/manage your transactions

1. Go to Menu, Apps, Purchase

2. Click More (4)

3. You will now see the section Verify Procurement Card Transactions.

Actions

Search Catalog
Request Non-Catalog Items
Connect to Supplier Website
Add from Templates/Requisitions
Select from My Procurement Favorites
More (4)

4. See below for managing Transactions and Verifications

Actions

Search Catalog
Request Non-Catalog Items
Connect to Supplier Website
Add from Templates/Requisitions
Select from My Procurement Favorites
Request Project-Based Services
Create Receipt
Edit Receipt
Verify Procurement Card Transactions

View

Requisitions
Business Assets
Supplier Requests
Procurement Card Transactions
Procurement Card Transaction Verifications
Requisitions Worklet

Verify Procurement Card Transactions – This will pull up all ProCard purchases where the verification process has not been started. Once you start a verification, the transaction will no longer be viewable here, it will be in the Procurement Card Transaction Verifications section.

Procurement Card Transaction Verifications – these are all Approved/In Progress/Draft ProCard verifications. Any verification sent back will appear as Draft. You can sort this list by clicking on the header of the column you wish to sort.

2. ProCard Verification Tax – How To

Edit Summary

Transaction

Credit Card Transaction *	02/19/2024 405021165291 55.00 USD ...
Transaction Date	02/19/2024
Charge Description	405021165291
Supplier	
Purchase Order	
Supplier Contract	

Amount

Remaining Transaction Amount to Verify	0.00
Credit Card Transaction Amount	55.00
Transaction Currency	USD
Sales Tax Collected	☐
Default Tax Option	Calculate Self-Assessed Tax ▼
Default Tax Code	✕ Seattle Sales Tax ...
Tax Amount	5.64

1. Always refer to the receipt for the details needed to verify your transaction.
   a. Item is taxable.
      i. Was tax collected? Yes
         1. Spend Category should be taxable.
         2. Check the Sales Tax Collected option in the header area.
         3. See Example 1, next page.
      ii. Was tax collected? No
         1. Spend Category should be taxable.
         2. Sales Tax Collected box in the header area should be unchecked.
         3. Select Calculate Self Assessed Tax in the Default Tax Option field, then select the Default Tax Code.
         4. See Example 2, next page.
   b. Item is non-taxable.
      i. Was tax collected? No
         1. Spend Category should be non-taxable.
         2. Sales Tax Collected box in the header area should be unchecked.
         3. You will see an orange alert, this is ok. Confirm 1 & 2 and proceed.
         4. See Example 3, next page.

Example 1 – Taxable Lab Supplies – tax collected

Edit Summary

Transaction		Amount	
Credit Card Transaction ★	05/14/2024 1GIDPi5vA8SETK2sKpGM 55.16 USD ...	Remaining Transaction Amount to Verify	0.00
Transaction Date	05/14/2024	Credit Card Transaction Amount	55.16
Charge Description	1GIDPi5vA8SETK2sKpGM	Transaction Currency	USD
Supplier		Sales Tax Collected	☑
Purchase Order		Default Tax Option	select one ▼
Supplier Contract		Default Tax Code	
		Tax Amount	0.00

Transaction Details 1 item

Company	Business Document Line	Item and Category	Tax	Tax Recoverability	Ta
✕ SOM School of Medicine		**Item**	**Tax Applicability** ✕ Taxable Sales		
		Line Item Description Glass Beakers	**Tax Code**		
		Commodity Code			
		Spend Category ✕ Lab Supplies (SC1092)			

Example 2 – Taxable Lab Supplies – no tax collected

Edit Summary

Transaction		Amount	
Credit Card Transaction ★	05/14/2024 1GIDPi5vA8SETK2sKpGM 55.16 USD	Remaining Transaction Amount to Verify	0.00
Transaction Date	05/14/2024	Credit Card Transaction Amount	55.16
Charge Description	1GIDPi5vA8SETK2sKpGM	Transaction Currency	USD
Supplier		Sales Tax Collected	☐
Purchase Order		Default Tax Option	Calculate Self-Assessed Tax ▼
Supplier Contract		Default Tax Code	✕ Seattle Sales Tax ...
		Tax Amount	0.00

Transaction Details 1 item

Company	Business Document Line	Item and Category	Tax	Tax Recoverability	Ta
✕ SOM School of Medicine		**Item**	**Tax Applicability** ✕ Taxable Sales ...		
		Line Item Description Glass Beakers	**Tax Code**		
		Commodity Code			
		Spend Category ✕ Lab Supplies (SC1092)			

Example 3 – Non-taxable Conference

Edit Summary

⚠ 1 Alert

Transaction		Amount	
Credit Card Transaction ★	05/14/2024 1GIDPi5vA8SETK2sKpGM 55.16 USD	Remaining Transaction Amount to Verify	0.00
Transaction Date	05/14/2024	Credit Card Transaction Amount	55.16
Charge Description	1GIDPi5vA8SETK2sKpGM	Transaction Currency	USD
Supplier		Sales Tax Collected	☐
Purchase Order		Default Tax Option	select one ▼
Supplier Contract		Default Tax Code	
		Tax Amount	0.00

Transaction Details 1 item

Company	Business Document Line	Item and Category	Tax	Tax Recoverability	Ta
✕ SOM School of Medicine		**Item**	**Tax Applicability** ✕ Non-Taxable Sales ...		
		Line Item Description ENG Conference 2024	**Tax Code**		
		Commodity Code			
		Spend Category			