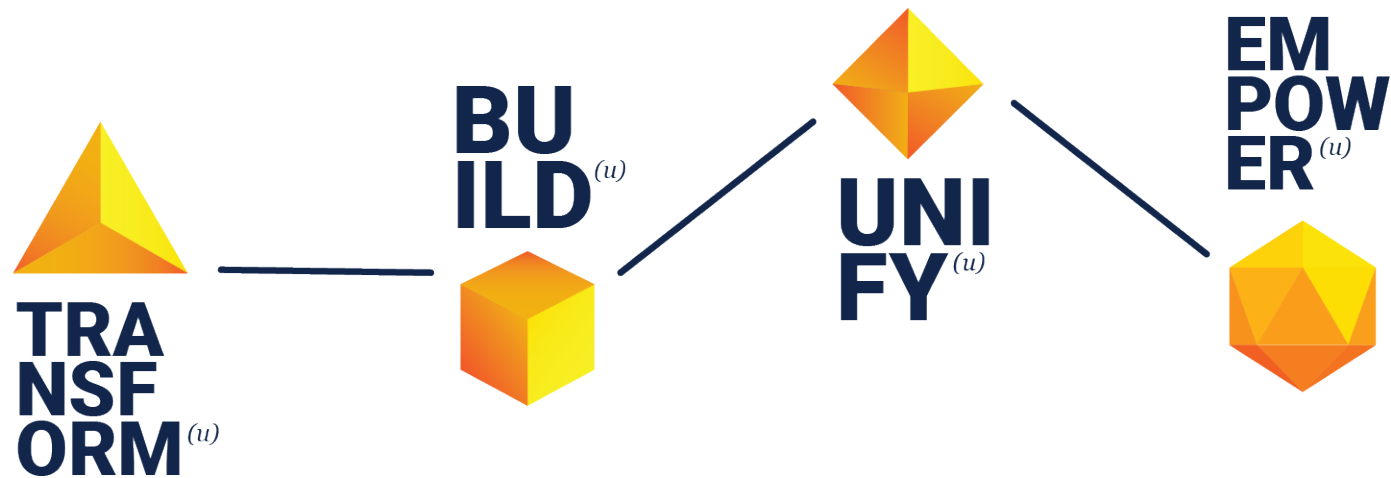


THE ENTERPRISE TRANSFORMATION | FINANCIALS

Pcard Workday Seminar



Welcome and Introductions

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**“The significant problems we face today cannot be solved at the same level of thinking
we were at when we created them.”**

– Albert Einstein

Seminar Goals

- This seminar is a lecture-style offering.
- The content in today's course supplements the Pcard Web Video: Workday PCard Process and Approvals

This training can be found here:

<https://transformation.gatech.edu/training/workday-financials-course-catalog>

- Please hold your questions. Time is allotted end for Q&A.



Agenda

- **Course Objectives**
- **Changes in Workday for Pcard**
- **Pcard Verification**
 - Roles
 - Cardholder
 - Approval Workflow
 - Notifications and Escalations
- **Reporting**
 - Find Pcard Transactions Report
 - Pcard Attestation Report
- **Accounting Changes**
 - Questions – 30 Min

Safe Harbor

The information delivered within this presentation was published on 5/22/2019.

This information, while accurate at the time, is subject to change.

Course Objectives

By the end of this course, users will be able to:

- Understand what will and will not change with Workday
- Understand the Approval Workflow for Pcard Transactions and the corresponding notifications
- Understand Pcard Reporting
- Understand Pcard related Roles
- Understand Accounting – GL posting, reverification, period close
- Understand Available Resources

Pcard: What's Not Changing

- Policy
 - Pcard Ownership
 - Allowable Purchases
 - Documentation
 - Prior Approval for Purchases and DocuSign

PCard Ownership

PCard Policies

**Attach
Receipts per
Transaction**

**DocuSign for Req
Approvals**

Pcard: What's Changing

- Transactions, not Statements
 - Single Verification vs “Batching” transactions
- GL posting
- Notifications and Escalations
- Approver Training

Verify Transactions Individually

Transaction Verify Creates GL Entries

Unreconciled Transactions Do Not Hit Your Budget

Unverified Transactions Escalate to Supervisors

Only Pcard Cost Center Managers Require Training

What are the roles and what do they do?

- Security Roles, are defined as a subset of people with specific responsibilities and permissions within Workday.

Role Name	Business Description
Employee as Self	Can have Pcard transactions posted to their inbox, if the bank integration includes transactions for their employee ID.
Pcard Cost Center Manager	Provides financial approval on transactions and examines availability of funds and necessary documentation.
Driver Worktag Manager	Approves transactions, examines for appropriateness and allowability of spend.
Employee as Self (as a verification delegate)	Acts on behalf of a cardholder to prepare a transaction verification for submission. "Verify Procurement Card Transactions for Worker"



Important Fields on the Pcard Verification

Edit Summary

Transaction

Credit Card Transaction * 09/12/2018 112-4013502-58962 209.45 USD

Transaction Date 09/12/2018

Charge Description 112-4013502-58962

Supplier

Purchase Order

Supplier Contract

Amount

Remaining Transaction Amount to Verify 0.00

Credit Card Transaction Amount 209.45

Transaction Currency USD

Sales Tax Collected

Transaction Details 1 item

Item and Category	Quantity	Transaction Amount	Item Identifiers	Item Tags	Converted Amount	Memo	Project
<p>Item <input type="text"/></p> <p>Line Item Description <input type="text"/></p> <p>Spend Category <input type="text"/></p>	0	<p>Unit of Measure <input type="text"/></p> <p>Unit Cost <input type="text"/></p> <p>Extended Amount <input type="text"/></p> <p>Currency USD</p>			<p>Currency Rate 1</p> <p>Converted Amount 209.45</p> <p>Currency USD</p>		<input type="text"/>

Attachments

Drop files here

or

Select files

Close



Important Fields on the Pcard Verification

- **Spend Category** – determines who will approve as the Pcard Cost Center Manager (Approval #1)
- **Worktag** - determines who will approve as the Driver Worktag Manger (Approval #2)
 - Splitting the accounting on any transactions will add additional steps of approval
- **Memo Field and Documentation** – Policies pertaining to the business purpose and documentation have not changed. Be as descriptive as possible!

PCard Approvals



Pcard Notifications and Escalations

Escalation Step	# of Days from TXN Post Date (CALENDAR)	Max # of Days from TXN Post Date (BUSINESS)	# of Days in Cardholder Queue	# of Days in PCCM Queue	# of Days in DWTM Queue	Party Notified
1	1	1	1	N/A	N/A	CH
2	15	11	5	3	3	CH/PCCM/DWTM
3	28	20	10	5	5	CH/PCCM/DWTM + 1st Level
4	41	29	15	7	7	CH/PCCM/DWTM + 1st Level + 2 Level
5	50	38	20	9	9	CH/PCCM/DWTM + 1 Level + 2 Level
6	60	43	23	10	10	3rd Level

Demonstration – Pulling Reports

Scenario:

- Finding the approval status of Pcard Transactions in your department

With the **Pcard Cost Center Manager** role, perform the following steps:

1. Search for Report
2. Create Filter
3. Run Report
4. Sort/Filter Report



Demonstration – Pulling Reports

Scenario:

- Finding find verifications “stuck” at the Attestation Step

With the **Pcard Cost Center Manager** role, perform the following steps:

1. Search for Report
2. Create Filter
3. Run Report
4. Sort/Filter Report



Accounting Changes

- Accounting changes can be made to a transaction during the verification process. Upon final verification the transaction posts to the ledger.
- Any changes needed after the GL posting must be done via the Journal Entry process.

Knowledge Check

Which approver role in Workday requires Pcard Policy Training?

- A) Pcard Cost Center Manager
- B) Driver Worktag Manager
- C) Both Approvers



Knowledge Check

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Knowledge Check

What is NOT changing for Pcard in Workday?

- A) Statement Reconciliation
- B) 10-Day Rule for General Ledger
- C) Pcard Ownership



Knowledge Check

What is NOT changing for Pcard in Workday?

- A) Statement Reconciliation
- B) 10-Day Rule for General Ledger
- C) Pcard Ownership**



Questions?

Next Steps & Resources

- Visit the **Transformation Website** at transformation.gatech.edu.
 - **Job Aids** – Preview key campus job aids before they are officially live in the ServiceNow Portal.
https://transformation.gatech.edu/sites/default/files/images/erp-3291_proja14_pcard_transaction_verification.pdf
 - **Course Catalog** – Access links to view or register for training courses.



