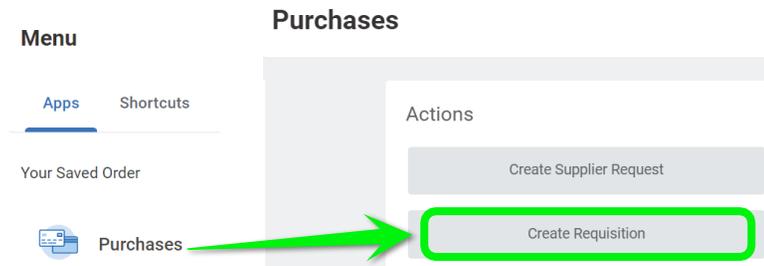
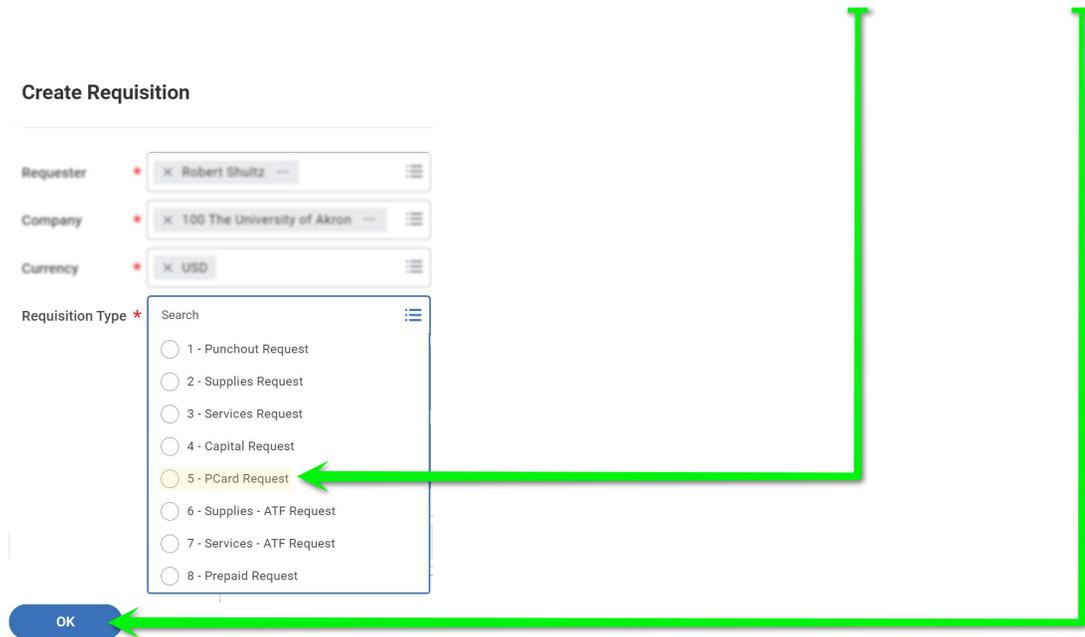


## Create the Requisition

1. From your menu, select **Purchases** > **Create Requisition**.



2. Fill in the information and select Requisition Type as **5. PCard**. Select **OK**.



## 3. Select Request Non-Catalog Items

### ▼ Select an Option

#### Request Non-Catalog Items

Use for P-Card Requests, Goods Requests and Service Requests only.

## 4. Complete the information requested for your PCard Purchase Request (Requisition).

### Non-Catalog Request Type

- Request Goods
- Request Service

### Goods Request Details

Item Description \*

Supplier Item Identifier

Spend Category \*  This is the 4 digit spend code for what you are purchasing

Supplier  If the vendor is not in our system, use "Pard Vendor Place Holder"

Supplier Contract

Quantity \*

Unit Cost  Enter the amount you will spend over \$1000

Unit of Measure \*

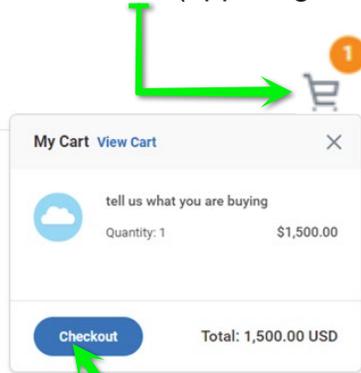
Extended Amount 1,500.00

Memo

If your vendor is not in our system, you can create a "Create Supplier" first or you can type in "PCard Vendor Place Holder only" in the supplier field and then place the vendor's name in the memo field.

Then select Add to Cart.

5. Select **Cart** (upper right corner) and...



then select **Checkout**.

## Note:

- Once **approved** by your Cost Center manager, Purchasing will receive the requisition and increase your PCard according to how much you requested.
- Purchasing will then “issue” a PO number for use when you are ready to review your transaction. It is not necessary to include that PO number.
- Because you will be attaching a PO order number to the transaction eventually, it is better to have separate Requisition requests for transactions over \$1000 than to create a requisition with one lump sum for multiple transactions over \$1000.

## Checkout

6. Complete this information including business purpose and correct Cost Center information. **Do not add your credit card information.** When ready, select **Submit**.

Deliver-To University of Akron Campus System > Akron Campus > Lincoln Building (LINC) > LINC 215

Ship-To Address 185 E. Mill Street  
Akron, OH 44325-0703  
United States of America

**Requisition Information**

Request Date \* 10/18/2023

Currency \* USD

Credit Card

Requisition Type \* 5 - PCard Request

Submitted by Lori Horton

Memo to Suppliers

Internal Memo This is where you can give a hint to yourself to remind you why you created the requisition/PO.

**Goods**

Order	Image	Item	Item Description	*Spend Category
+			tell us what you are buying	SC 5757 Office Supplies

Submit Save for Later Continue Shopping

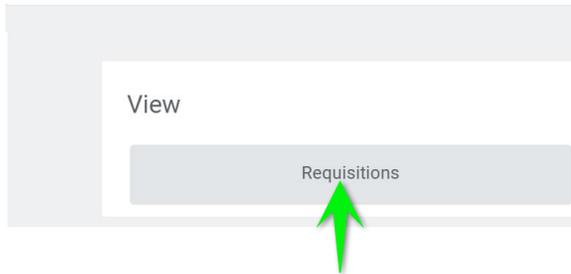
**Expenses & Purchasing: PCard Purchases Over \$1,000**

Employee

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## Reconciling Transactions Over \$1,000

1. Go to your Menu > Purchases> View > **Requisitions**.  
**Purchases**



2. Select **OK** in the My Requisition dialog.

### My Requisitions

Company: 100 The University of Akron

Requisition:

Status:

Requisition Type:

Requesting Inventory Site:

Results in Requisitions Worklet

**OK** Cancel

3. Locate the requisition to reconcile.

Procurement Requisitions

1 of 10 items

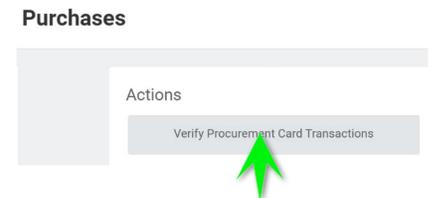
Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders
REQ-10003301	5 - PCard Request		10/17/2023	6,000.00	USD	PCard Vendor Place Holder only	PO-10003043

4. So that you can see your Requisition/PO numbers while verifying your Procurement Card Transactions in the next window:

- 4.1. From the current **My Reqs** window, open Workday again in a second window. This second window will act as our **verification** screen. An easy way to duplicate a browser tab is to right-click the Workday tab and choose duplicate. from the menu.



- 4.2. From this verification window Select Purchases > Actions > Verify Procurement Card Transactions Verifications.



5. Select your credit card transaction over \$1000 (we are using a different transaction for this demo). Select **OK**.

4 of 6 items

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company	Merchant Name	Charge Description	Billing Date	Expense Item	Extended Transaction Amount	Transaction Currency	Billing Currency
<input type="checkbox"/>	Q	10/06/2023	UA Bank of America PCard	100 The University of Akron	DMI* DELL K-12/GOVT	R53151	10/13/2023		337.48	USD	USD
<input checked="" type="checkbox"/>	Q	10/17/2023	UA Bank of America PCard	100 The University of Akron	DMI* DELL K-12/GOVT	R53155	10/27/2023		1,115.96	USD	USD

OK Cancel

6. The **verification** screen appears. We need the P.O. number from the other window (My Reqs). Paste (or type) the P.O. number from the **My Reqs** window into the Purchase Order field.

The screenshot shows a 'Purchase Orders' window on the left with a text field containing 'PO-10003043'. A green arrow points from this field to the 'Purchase Order' field in the 'Transaction Details' form on the right. The 'Transaction Details' form includes fields for 'Transaction Date', 'Charge Description', 'Supplier', 'Purchase Order', and 'Supplier Contract'. The 'Purchase Order' field is populated with 'PO-10003043'. The 'Amount' section on the right shows 'Remaining Transaction Amount to Verify' as 0.00 and 'Credit Card Transaction Amount' as 1,115.96. The 'Transaction Details' section shows 'Company' as '100 The University of Akron'.

- 7. This will fill in the information previously submitted in your requisition and save you some time filling it out again.
- 7.1. PLEASE NOTE: The amount paid in your transaction is probably not the same as the amount requested in your purchase order.
- 7.2. Please be sure to change the amount paid under “transaction details” to the actual amount paid, or you will get an error.

**Add**

2 items	Sort By: ▾
08/27/2023	175.22 USD
00004985 09/18/2023	1,049.97 USD

**Edit Summary**

**Transaction**

Credit Card Transaction \* 09/18/2023 00004985 1,049.97 USD

Transaction Date: 09/18/2023

Charge Description: 00004985

Supplier: PCard Vendor Place Holder only

Purchase Order: PO-10002246

Supplier Contract: (empty)

**Amount**

Remaining Transaction Amount to Verify: (450.03)

Credit Card Transaction Amount: 1,049.97

Transaction Currency: USD

Sales Tax Collected:

Default Tax Option: select one

Default Tax Code: [dropdown]

Tax Amount: 0.00

**Transaction Details** 1 item

Company	Business Document Line	Item and Category	Tax	Tax Recoverability
100 The University of Akron	PO-10002246 - Line 1	Item Line Item Description: 3 tvs to replace damaged ones in sta Spend Category: SC 5815 Furniture and Equipment under \$5000	Tax Applicability Tax Code	

- 8. **Scroll right** to review and verify that the information is correct. In the **Memo** field, next to Cost Center, please add your Vendor's name if it is not under the supplier box on top and your business purpose for the purchase.

**Transaction Details** 1 item

Memo	Cost Center
restock lab	A4753002 Enterprise Hardware

Add

1 item  
PO 066912053909 1,757.60 USD  
03/12/2024

### Edit Summary Transaction

Credit Card Transaction \* 03/12/2024 PO 066912053909 1,757.60 USD

Transaction Date 03/12/2024  
Charge Description PO 066912053909  
Supplier   
Purchase Order   
Supplier Contract

Transaction Details 1 item

+	Company	Business Document Line
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When entering your PO number, first delete the supplier if that field is already filled in. You could have used this supplier in your REQ for your PCard because they are in our system already. Since you did not, you have to go with your REQ/PO information as you provided.

Enter your PO

If what you asked for (Higer or lower) does not match what you actually paid, change your unit cost to the same as your actual cost. It will adjust and go through once you "Submit" the reconciliation.

Charge Description PO 066912053909  
Supplier   
Purchase Order   
Supplier Contract (empty)

1,757.60 USD  
Remaining Transaction Amount to Verify 0.00  
Credit Card Transaction Amount 1,757.60  
Transaction Currency USD  
Sales Tax Collected   
Default Tax Option select one  
Default Tax Code   
Tax Amount 0.00

Transaction Details 1 item

Quantity	Transaction Amount	Converted Amount	Memo	Cost Center
1	Unit of Measure Set Unit Cost * 1,757.60 Extended Amount 1,757.60 Currency USD			<input type="text" value="A0660001 Mechanical Engineering"/>

9. Finally, add your receipt, and click **Submit**.

Attachments

Drop files here

or

Select files

Submit Save for Later Close

