

Workday – Procurement

Verify G-Card Transactions (Grants) – Staff with Gcards

Howard County Public Schools ☎ Budget & Finance Dept. ☎ Document ID No: WD142 ☎ Revision Date: 11/04/2019

 =Warning  =Timesaver  =Note

About the Verify Procurement Card Transactions

Verify Procurement Card Transactions is a task in Workday which ensures the charges you incurred on your HCPSS Gcard is charged to the correct Grants budget. It is the responsibility of each cardholder to verify their credit card expenditures in a timely manner (no later than the 15th of the following month.) You will receive a notification (email and Workday Notification) until this task has been completed for each Gcard transaction.

Prior to performing the verification process task in Workday, you will need to scan your Gcard receipts which will need to be attached in Workday. Make sure your receipts include the company name, itemized list of items purchased, quantity purchased (including unit and total cost), as well as any shipping/handling charges. Taxes SHOULD NOT be charged.

Access the Verify Procurement Card Transaction Task

1. In the **Search** box, enter *verify*.
2. Select **Verify Procurement Card Transactions** from the search results of tasks and reports. The Gcard transactions, as well as any Pcard transactions you have made requiring verification display.

Verify a Transaction

1. Select the checkbox(es) next to the transaction requiring verification and select **OK**. If multiple transactions are selected, you will need to complete each transaction independently.

 **NOTE:** You should not select multiple transactions involving Gcards and Pcards together.

2. In the **Transaction Details** section, you will need to enter the correct worktags for your Gcard expenses. Worktags are simply the accounting information needed to ensure your Gcard purchases are charged to the correct budget. If you are uncertain of the worktags necessary for your Gcard purchases, reach out to the Grant Manager for your grant.
 - a. In the **Spend Category** field (located in the *Item and Category* column), enter the appropriate spend category, e.g., *Supplies-Materials of Instruction*.
 - b. In the **Memo** field, enter a description of your Gcard purchase.
 - c. **The Cost Center, Program, Fund, Location, and State Category worktags displayed are most likely NOT correct and will need to be cleared.** Select the **x** to clear all of these worktags.
 - d. Enter the grant number or search for the grant name in the **Additional Worktags** field. This will automatically populate the Cost Center, Program, Fund, Location, and State Category worktags. Verify these are correct and make any necessary changes.

 **NOTE:** State Category should never contain State_Cat_00.

- e. If this is a Special Education grant, select the **Additional Worktags** field and select **Key System Initiatives** to select the appropriate initiative, e.g., Special Education Elementary.



Attach Receipt(s)

1. Attach the scanned credit card receipt(s) in the **Attachments** section. The credit card receipt should include the following:
 - a. Company name
 - b. Itemized list of items purchased
 - c. Quantity purchased, as well as unit and total price
 - d. Shipping/Handling charges
-  **NOTE:** There should not be any State Tax Charges on the receipt. If taxes were charged, you are responsible for paying the tax.
2. If applicable, enter any comments in the **enter your comment** box.

Submit Your Gcard Transaction(s)

If more than one transaction was selected, follow the steps above for the remaining transactions you selected prior to submitting your Gcard transactions.

1. Select **Submit** and then **Done**. Your verification is now in the approval process. The verification will first go through a budget check to make sure the worktags used has a sufficient budget. If the transaction passed the budget check, the transaction is routed to the Grant manager for approval.
2. If the budget check failed, you will receive an Inbox task and Outlook email. You will need to edit the transaction and update with the appropriate worktags.

Maryland State Tax

HCPSS is a tax exempt organization. Therefore, you should not be charged for Maryland sales tax. The tax exempt number is located in the upper-left corner of your Gcard. However, if you are charged tax, you have two options:

- Request a credit from the company for the tax charged. This is the preferred method. You will need to verify this transaction when it comes back through the bank.
- Pay the tax with your personal check made payable to HCPSS.

