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**Bcc:** [PCARDLIST@LISTSERV.UARK.EDU](mailto:PCARDLIST@LISTSERV.UARK.EDU)  
**Subject:** ALL: PCard News Flash - FY23-Q1  
**Date:** Wednesday, July 13, 2022 2:59:00 PM  
**Attachments:** [image002.png](#)  
[Report Column Preferences.pdf](#)  
[Inbox Filters.pdf](#)  
[Fraud - Don't Be a Statistic.pdf](#)

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Dear Colleagues:

With the FY22 year just wrapping up, I would like to take this opportunity to extend my sincere and humble gratitude for the opportunity to serve you this past year. It is a privilege to work alongside so many individuals who exemplify the University of Arkansas' mission and values. Thank you all!

I apologize in advance for the amount of information I am about to throw to you all in this News Flash. I would much rather over-communicate than under-communicate. Please share this with anyone in your unit that you believe would benefit from the information.

Kindest regards,

Todd Walters  
eProcurement Manager



**PCard News:**

- **FY22 eProcurement Volume:**
  - You made 64,903 PCard transactions totaling ~ \$16,368,035 in FY22! That is ~ 10% more than last year.
  - You made 4,338 WEX transactions totaling ~ \$222,049 in FY22! That is ~ 4% more than last year.

**WORKDAY TIPS:**

- **Reporting** - Do you find yourself always wanting to hide specific columns on a report? Click on the "Click to view/edit grid preferences" on the top right, above your report output. Here you can select which report columns to display or hide. Workday will remember your selections

and will continue to display or hide the same columns on future report runs until you go back to the same icon and update your preferences. Note that these preferences are only for what displays in Workday and not what downloads to Excel (all columns will display in the Excel download). Please see attached document “Report Column Preferences” to see an example.

- **Inbox Filters** – Do you find yourself shuffling through inbox items to locate PCard verifications needing your approval? You can create an inbox filter to show only PCard Transaction Verification Events. See the attached document “Inbox Filters” for instructions.
- **Search & Email/Push Notification Preferences** – Are you having difficulty locating reports or tasks by using the search field on the Workday Home Page? Would you like to receive email and/or push notifications when you have transactions that require your action? Click on your profile icon in the upper right corner of the Workday homepage. Then click on “My Account” & then “Change Preferences”. For the search preferences, I prefer the “Classic Workday Search” with the Preferred Search Category set to “All of Workday”. This allows me to enter any command or words in the search field and will pull up all items containing those words. Just below the search preferences, you can setup email & push notifications. I find this to be very helpful for approvers. This way they will receive an email or push notification letting them know that they have a task awaiting action, and they won’t have to constantly check the Workday inbox for items needing action.

#### **GENERAL TIPS:**

- **Walmart Store Receipt Lookup** - Did you make a purchase at a Walmart store and lose the receipt? Instead of going back to the store to obtain a copy, or using the Lost/Unobtainable Receipt Form, you can use the Walmart Store Receipt Lookup Tool to obtain a copy of your receipt. All you will need is the store address, the last 4 digits of the card, and the total amount of the purchase. That information can be found in the transaction details in Workday. This is a great tool!!! Please utilize it if necessary.  
<https://www.walmart.com/receipt-lookup>
- **Credit Card Fraud: Don’t Be a Statistic** – With the increase of credit card fraud on a global scale, it is imperative that cardholders take steps to protect their card information in order to safeguard University assets. I’ve attached a document with tips and best practices for mitigating the risk of external fraud.

#### **REMINDERS:**

- **Contract Signature Authority** – No University employee may execute any contract purporting to be on behalf of the University or any unit or component thereof. All contracts/agreements that require signature on behalf of the U of A must be reviewed by the Procurement Office and the General Counsel Office before authorized signature takes place. This is including, but not limited to equipment rental agreements, event space agreements, maintenance agreements, software agreements, etc.
- **Promotional Items: Brand & Style Guidelines for Schools, Colleges, and Departments** – Do you want to purchase items to help promote your department and/or programs (i.e., pens, buttons, pins, etc.)? Please refer to the [Brand & Style Guidelines for Schools, Colleges and Departments](#). The logos on that webpage are what should be used by academic departments, administrative units, academic and research centers, and other official parts of the university (students and student groups cannot use these elements without permission from UREL).

*Please keep in mind that there can be no Razorback logos on these items without express written permission from University Relations and the Department of Athletics. The Razorback is the spirit symbol of the university and is not to be used for academic or general promotional purposes. Click [here](#) for additional information.*

- **Comment/Memo Field in Workday** – Please remember to use the Comment or Memo field in Workday when approving PCard charges. A few words or a short note can go a long way. Examples are below.
  - General purchase information: Include a comment or memo to clarify invoices/receipts with vague descriptions or department specific language.
  - Registrations: Include a comment stating that “No travel is involved”. If travel is involved with the registration, the purchase must go on the TCard.
  - Credits: Include a comment referencing the PC number of the original charge. i.e., This credit is for items originally purchased on PC-00123456.
  - One Invoice, multiple charges: When the vendor provides one invoice for multiple charges please note that on the receipt. See example below.
    - Vendor provided one invoice for multiple charges. (Put comment on PC-00123456 & PC-00678910)
      - PC-00123456 = \$100.00
      - PC-00678910 = \$50.00
      - Total Invoice = \$150.00
      - If possible, best practice is to put all the charges into one verification batch. This will make it easier for your approvers to review.

If you have any questions or need any assistance with the PCard & WEX program, do not hesitate to contact the eProcurement Office at [pcard@uark.edu](mailto:pcard@uark.edu).



# How to Create Inbox Filters

1. Type 'Create Inbox Filter' into the Workday search bar.
2. Name the filter in the **Description** field.
3. For the **Business Process Type**, select 'Procurement Card Transaction Verification Event'.
4. Click **OK**.

## Create Inbox Filter

Inbox Filter (empty)

Description \* PCard Transactions

Maximum Row Limit 200

### View Definition

\*  For all Business Processes

Business Process Type(s) × Procurement Card Transaction Verification Event

Task(s)

Conditions 0 items

+	And/Or	(	*Source External Field
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OK Cancel

## **Credit Card Fraud; Don't be a Statistic**

With the increase of credit card fraud on a global scale, it is imperative that cardholders take steps to protect their card information in order to safeguard University assets. The below tips are helpful best practices for mitigating the risk of external fraud.

- If you purchase online, be certain that the vendor website is secure (merchant URL contains a closed lock symbol). Purchasing from unsecure websites carries a higher degree of risk that your card information could be compromised. Card-not-present fraud is tied to about 65% of all total losses
- Regularly clear cookies from your web browser so that your card information is not stored.
- Don't leave your card or receipts in a common area where others may have access to them.
- Do not give out personal information over the phone unless you initiated the call, and the company is reputable.
- Keep your physical card in a secure location where others do not have access to it.
- If you regularly purchase from online vendors, take the opportunity to change your passwords you may have for those sites.
- Regularly verify your Pcard activity in Workday (best practice is at least weekly).

If the Pcard is compromised, users should take the following actions:

- Immediately report it to Bank of America (1-866-500-8262). The bank will close your card and send a replacement to the Pcard Office within 3 business days.
- Notify the PCard Office ([pcard@uark.edu](mailto:pcard@uark.edu)). We will cancel the card in Workday.
- If fraudulent activity actually posted to your account, the bank will post a summary credit for the charge(s) generally within 30 days. Since there is no way to cancel a transaction after it occurs, users will still have to verify & approve the fraudulent activity in Workday the same way they would a legitimate purchase. Best practice is to wait for the credit to show up in your card activity, and then verify both transactions at once so they end up offsetting/cancelling each other out in your department ledgers.

Feel free to contact me if you require any assistance or have any additional questions.

Thank you,

Todd Walters

*eProcurement Manager*



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