Dear Colleagues:

As we are nearing the end of the third quarter of fiscal year 2023, I wanted to touch base with you all. Below is the FY23-Q3 News Flash. Please share this with anyone in your unit that you believe will benefit from the information. You can also email pcard@uark.edu to request someone to be added to the PCard Listserv.

As you may be aware, over the past few months we have been working with Amazon Business to setup a centralize Amazon Business account for the University of Arkansas. Some of the many benefits include access to exclusive pricing and volume discounts, items and offers that are only available for purchase by Amazon Business Customers, free Prime Membership, as well as a dedicated customer support team to help resolve issues quickly. We launched the new centralized business account on 2/15/23 and have already received positive feedback from many departments.

Looking ahead, we have some exciting plans in the pipeline. Some of those plans include streamlined processes, a new Procurement Website, reduction or elimination of paper forms, and realignment of duties to better serve the campus community in cost savings, customer service, and efficiency. We understand that change can sometimes be challenging, but we believe that changes are necessary for us to better serve the campus community and improve operations. I want to assure you that we will be providing support and resources to help you through any transitions. We are also available to answer any questions or concerns that may arise. Please look for updates as changes are implemented.

Thank you,

Todd Walters

eProcurement Manager

UNIVERSITY OF
ARKANSAS

Office of Business Services
1001 East Sain Street
UPTW 101
Fayetteville, AR 72703
Ph. (479) 387-9229
Fx. (479) 575-4158
http://eprocurement.uark.edu

PCard News:

- **New Training Video: "How to Locate a PCard Verification in Draft Status in Workday"** – I have created a new training video and it is now on the Workday SharePoint Training Site. This video is intended for UAF PCard Cardholders. The video demonstrates how to locate and edit a PCard verification that is stuck in draft status. The video is less than 2 minutes. I encourage all cardholders and departmental verifiers to review the video. Here is a direct link to the training website.
  https://uark.sharepoint.com/sites/wdt/SitePages/Requesting_and_Verifying_Credit_Cards.aspx

- **Returned PCard Verifications** – So far this year the eProcurement Office has returned over 900 PCard verifications, totaling over 7,000 PCard charges. Returned verifications cause additional work for cardholders and departmental approves, as they will have to review, make any necessary changes or edits, and submit the verification again for approval, duplicating efforts for everyone involved. Returned verifications also prevent the University of Arkansas from being able to settle the credit card clearing account. The majority of these returned verifications have been due to missing required forms and/or signatures on the forms, and insufficient purchase documentation. *REQUIRED FORMS:* While we are working to reduce the amount of paper forms, until further notification from Business Services, these forms are still required. ***ALL*** signatures are required on the forms. *PURCHASE DOCUMENTATION*: Sufficient purchase documentation includes detailed receipts or invoices, packing slips with final dollar amounts, or any other detailed document which shows the final cost, items purchased, and the vendor name/address. Auditors must be able to see what items were purchased. A credit card receipt that does not show what was purchased is insufficient purchase documentation. Please do not approve or upload PCard receipts if the amount on the receipt does not match the charge amount in Workday. If the amounts do not match, the central eProcurement Office cannot approve the charge. It will be returned to the initiator requesting a correct final invoice/receipt.

Workday Tips:

- **Inbox Tasks vs. Notifications** – Workday sends you two types of messages about business processes: "My Tasks" and "Notifications". My Tasks (found by clicking the mailbox icon in the top right corner of your screen) require action on your part. For example, items you must approve, such as PCard verifications, are sent to your My Tasks. Notifications (found by clicking the bell icon in the top right corner of your screen) simply provide information and do not require action.

- **Error Messages vs. Alert Messages** – Errors and alerts provide you with feedback about the information you submit during Workday tasks. It's important to understand the difference between them.

- Error messages are displayed in red and typically identify missing or incorrect information. You cannot complete a task until all errors are fixed.
- Alert messages are displayed in orange and notify you of potential problems. Unlike errors, alerts do not prevent the task from being completed.
- **Delegation of Tasks** – Whenever you are unable to access Workday due to Time Off, Leave, etc., you can set up delegations to a peer or supervisor so that important tasks and business processes, including PCard verifications and approvals, are completed. Cardholders and their approvers should set up delegation before the scheduled time off. Here is a link to the delegation process. https://uark.sharepoint.com/sites/wdt/SitePages/Delegation.aspx

Reminders:
- **PCard Billing Address vs. Shipping Address** – Please remember the PCard Billing address is different than the shipping address. Please make sure you are using your campus mailing address for the shipping address. We have been receiving a lot of packages delivered to the billing address by accident. We do not have the space to accept packages for other departments.
- **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.
- **Leases** – A new Governmental Accounting Standard (GASB 87) regarding leases is now in effect. Under GASB 87 a lease is defined as a "contract that conveys control of the right to use another entity's nonfinancial asset for a period of time." This includes the rental of storage/space, short-term leases (i.e., month-to-month), and equipment leases. All rentals , leases and lease contracts or renewal of any such contract require prior approval by Financial Affairs for accounting compliance. Leases should be submitted by "Create Supplier Contract" in Workday for review by Financial Affairs, Legal, and Procurement. Send your lease questions to leases@uark.edu early in the process of establishing lease contracts.
- **Delegation of PCards** – If you are going to delegate your PCard to another employee to make a purchase, remember that the individual to which the PCard will be delegated to MUST take the PCard Cardholder Training, PRIOR to the card being delegated to them. Instructions for enrolling into the training can be found by going to the PCard Policy website and clicking on "Enroll in PCard Cardholder Training".
- **Rescinding (Change) PCard Verifications** – Once a PCard verification has been fully approved by the central eProcurement Office, the verification should not be rescinded or changed to adjust the accounting. This causes issues with duplicate posting to the UAF credit card clearing account. Adjustments should be made by doing an accounting adjustment or manual journal entry.
- **Billing Cycle Cutoff & PCard Due Date** – Remember, the billing cycle cutoff date is the 15th of each month. All PCard transactions from the 15th of the month and prior must be completed by the last business day of the month. For example, PCard charges from 2/16 – 3/15 are due by 3/31. This gives users over 2 weeks to verify their PCard transactions. The eProcurement Office recommends cardholders get into the habit of verifying their charges on a weekly basis

to ensure compliance with the due dates.

If you have any questions or need any assistance with the PCard & WEX program, please email pcard@uark.edu.