

As credit card charges are loaded to Workday, these charges MUST be processed through a verification process by associating the charge with one of the following:

- Expense Report
- PCard document

Credit card charges associated with a Travel Card or a Fuel Card are associated with an Expense Report, whereas Procurement Card charges will be verified, and a resulting PCard document number will be systematically generated.

Cycle Periods Associated with Credit Cards

The cycle period end date for the Travel Card, Procurement Card and the Fuel Card normally fall on the 15th of each month.

Auditing of the Charges

In order to ensure that all charges are valid and properly accounted for, it is important that the charges are reviewed and submitted for approval no later than the *last day of the month* for the cycle period the charges were loaded.

For Example: If you have charges that were loaded during the cycle period of 2/16 through 3/15, you must ensure that verifications have been submitted, either by Expense Report or PC Card verification document no later than 3/31/21.

The central eProcurement Office and the Travel Office will be monitoring this list and for any charges that have not been submitted.

If verifications have not been submitted by the end of the month, the cardholder will receive a warning of non-compliance. The cardholder's manager and the budget officer will also be notified of this warning. If verifications are not submitted within 3 business days after receiving the warning, the cardholder's card will be suspended for one cycle period.

If a cardholder's charges are not submitted for verification, a second time when required, the cardholder's card will be suspended for the remaining month along with one (1) cycle period and the cardholder, their manager, and the budget officer will be notified.

For a third offense, the cardholder's card will be canceled for an entire calendar year.

The **RPT-Find Credit Card Transactions** report is the tool that is utilized to ensure that all charges for a cycle period have been properly reviewed and **SUBMITTED** for verification.

The key word is: **SUBMITTED**. Until the verification document is **SUBMITTED** no approvals have started.

This report should be run by all areas to ensure that their charges have been submitted for verification.

Instructions for Running the RPT-Find Credit Card Transactions

1. In the search bar start typing **Find Credit Card**, and the report be made available for selection. **Note:** You can also add this report to your **Favorites** Worklet so that it can be selected directly from the **Favorites** Worklet.
2. When utilizing this report, one of the main purposes is to ensure that all charges for a given cycle period have been submitted for verification. What this means is you are looking for any Business Documents that are:
 - **Blank** (meaning a Business Document has not been started)
 - **Draft** (meaning the Business Document has been started BUT not submitted)
3. In the **Company** field you will select your Company
4. In the **Transaction Date Start Date**, if you want to ensure that ALL charges up to a particular cycle period have been verified, you may want to enter a date of **07/01/20**.
5. In the **Transaction Date End Date**, you will enter that ending cycle period date. Normally this is the **15th** of a month. **For example:** looking for charges up to the ending cycle period of March, you would enter 03/15/21.
6. In the **Billing Date End Date**, you will also enter the cycle period end date. **For Example:** 03/15/21.
7. If you are only running the report for a specific Cost Center, you will enter that Cost Center in the **Expense Payee's Cost Center** field. **For example:** If only running for the Physics department, you can enter the Cost Center for Physics.
8. If you are running the report for an entire College or Division, you will use the **Expense Payee's Cost Center Hierarchy Level 5** field. **For example:** If running the report for the entire College of Engineering you will select the Cost Center Hierarchy for Engineering.
9. In the **Corporate Credit Card Billing Account Field**, until you know you have ALL charges verified for our past card issuer (US Bank) verified, you will select both the US Bank and Bank of America. **Please Note:** Best practice would be to run this report separately for the PCard and for the Tcard.
10. IF you are running this report in order to verify the submission of verifications only, you will now select the box next to the **Business Document Empty or in Draft**.
11. Press **OK**



Please Note: You can save these selections as a Filter so that when you run this report for future cycle periods you only have to change the Transaction End Date and Billing End Date

Example of Screen Layout - RPT-Find Credit Card Transactions

RPT - Find Credit Card Transactions

Instructions You can now identify only Transactions without a business document or in draft business document by checking the prompt. You do not need to additionally prompt for the business document status of when using this prompt.

Company

Transaction Date Start Date

Transaction Date End Date

Billing Date Start Date

Billing Date End Date

Payment Date Start Date

Payment Date End Date

Payee Type

Expense Payee

Expense Payee's Cost Center

Expense Payee's Cost Center Hierarchy Level 5

Last 4 Digits of Credit Card Number

Corporate Credit Card Billing Account

Transaction Status

Business Document Empty or in Draft

Business Document Status

Expense Report Payment Status

Settlement Run Name

Settlement Run Number

Market Code

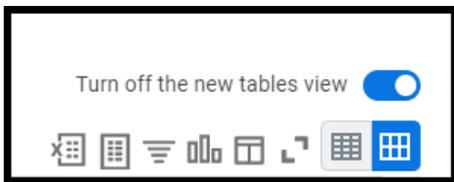
Transaction Type

Usage

Example of Output- RPT-Find Credit Card Transactions

Credit Card Transaction File	Credit Card Transaction	Merchant Name	Merchant Code	Credit Card	Billing Date	Posted Date	Transaction Date	Payment Date	Status	Business Document	Business Document Status	Transaction Company	Payee Type	Expense Payee	Expense Payee's Cost Center	Transaction Type	Charge Description
Credit Card Transaction File Load on 03/03/2021	03/03/2021 VWR INTERNATIONAL IN 19.05 USD	VWR INTERNATIONAL INC	5047	MasterCard -	03/03/2021	03/03/2021	03/03/2021		New			University of Arkansas, Fayetteville	Employee	Employee:		Purchase	VWR INTERNATI INC
Credit Card Transaction File Load on 03/03/2021	03/03/2021 AIRGAS USA, LLC 144.44 USD	AIRGAS USA, LLC	4900	MasterCard -	03/03/2021	03/03/2021	03/03/2021		New			University of Arkansas, Fayetteville	Employee	Employee:		Purchase	AIRGAS USA, LLC
Credit Card Transaction File Load on 03/03/2021	03/03/2021 AIRGAS USA, LLC 31.83 USD	AIRGAS USA, LLC	4900	MasterCard -	03/03/2021	03/03/2021	03/03/2021		New			University of Arkansas, Fayetteville	Employee	Employee:		Purchase	AIRGAS USA, LLC
Credit Card Transaction File Load on 03/03/2021	03/03/2021 AMZN MKTP US 1W1135J 16.48 USD	AMZN MKTP US 1W1135J53	5942	MasterCard -	03/03/2021	03/03/2021	03/03/2021		New			University of Arkansas, Fayetteville	Employee	Employee:		Purchase	AMZN MKTP US 1W1135J53

You also have the option of downloading the report to excel in order to distribute OR for further review. If you would like to download to Excel, you would select the Excel Icon in the upper right of the screen:



Please Note: It is very important that this report be used as often as deemed necessary to ensure all charges are properly verified. Failure to ensure that these charges are properly verified will result in cancellation of cards and can severely impact our PCard and TCard program.