Workday Verification Process

https://myworkday.com/asu/d/home.html

All transactions in Workday must be verified by the cardholder and approved by CHS Compliance within 30 days of the transaction date.

I. Log into Workday

II. In the Search bar, type “ASU” then select the report ASU - Procurement Card Transaction Verification Lines

   A. In the Worker field, enter the cardholder name
   B. Under the Verification Status field, enter “Draft”
   C. Click OK
   D. After the report loads, hover the mouse to the right of the verification number and a Lego block will appear
      1. Click on the Lego block
      2. Click on Procurement Card Transaction
      3. Click Edit
   E. Under the Transaction Detail section, Find the MEMO column. Click in the white space under MEMO and a field will open.
      1. In this field write:
         a. The Cost Center and Program/Gift/Grant account where the purchase should be charged
            i. This business justification must answer “why” the item is being purchased and “how” it will be used.

Poor vs Acceptable Business Purpose/Justification

Example 1

Poor: All Staff Services invoice for temporary employees.

Acceptable: Temp agency used to fill vacant Admin position at (location, building) while recruitment occurred for backfill. [Include name of temp and dates worked.]

Example 2

Poor: All access parking pass.
Acceptable: All access parking pass for Business Solutions and Associate Dean of Academic Success. All campus parking pass needed for CHS employees who travel to campuses other than primary assignment to conduct business meetings.

F. Do NOT write in any other fields than MEMO.

G. Attach all pertinent documentation by dropping the file in the Attachments space under Transaction Details or clicking the Select files button.
   1. Attachments should include
      a. Receipt and/or invoice (required)
      b. Required forms, when applicable. Examples include:
         i. Business meal form (for food/meal purchases)
         ii. PI approval (if cardholder/purchaser is not the PI)
         iii. Pre-Purchase form (only if a one-time credit limit increase was requested)
      c. Any applicable ASU forms related to the purchase
         i. See ASU’s Financial Services manual (FIN)

H. Transactions are batched together by day from PaymentNet. All transactions must be verified (business justification and costcenter/account in the memo field and attachments uploaded) before submission.

I. Once all batched transactions are verified, click Submit and the batch will route to CHS Compliance for approval.