



# Procurement Services

## Campus News Flash

March 2024

### Paying a PO Invoice Using ProCard: A New ProCard Verification To-Do Task

**Summary:** This week, Workday will update with a new To-Do task during ProCard/Ghost Account verification. This task is being deployed to increase end user visibility to the current constraint that once a Purchase Order (PO) Invoice has been paid for via ProCard, all remaining invoices against that PO must also be paid using ProCard. Due to this and other control issues, this method of payment is available but not encouraged, and should be used sparingly in emergency situations only.

#### Change Details:

**When could you see this?** Only if you verify a ProCard/Ghost Account charge for a purchase order.

#### What is the current

#### functionality?

During a card verification, when paying a supplier invoice by ProCard you must select the appropriate purchase order number to link the card charge as payment for that purchase order. Once this PO is selected during verification, it means that all subsequent invoices must be paid by ProCard from that point

Credit Card Transaction \* 03/12/2024 P0ZX7Ybf 92.59 USD

Transaction Date 03/12/2024

Charge Description P0ZX7Ybf

Supplier

Purchase Order

Supplier Contract

forward. Existing systems and policy allow for this method of payment to occur, but it is not encouraged and should be used only in emergency situations.

**What is new?** This week, if you verify a card charge for a purchase order, you will receive a new To-Do box confirming that you understand you must pay all future payments for the purchase order (PO) with card transactions.

Remember, there is no system control to keep you

from exceeding the purchase order funding amount when using ProCard, so to reiterate this approach should be used sparingly and with caution.

**Complete To Do** Confirms Remaining Spend Paid via Procurement Card

For: PC-

Overall Process: Procurement

Overall Status: In Progress

Custom Validation Exceptions Exist. Click "View Exceptions" button for details.

[View Exceptions](#)

Instructions: Submitting this To Do step confirms you understand that all remaining spend associated with the PO selected on this Procurement Card Transaction Verification must be paid via procurement card.

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**Why are we adding this enhancement?** Workday doesn't allow multiple payment types against a PO. This new task is to benefit users with a reminder that they are committing to paying the PO with card transactions and that this payment method cannot be changed during the life of the PO.

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