PCard Tips

March 20, 2017

Allocating PCard transactions in WORKS: It is important for PCard accountholders and approvers to review and approve transactions before the end of each calendar month. Part of this review includes ensuring the worktags used are correct. If they are not correct you can change the worktags by following the instructions for Allocating/Editing a Transaction in both the Accountholder and Approver Job Aids.

All worktag fields must have a value. If you do not need to add optional worktags, make sure the words “not required” appear in the optional worktag fields.

On the first business day of each month, all PCard transactions for the preceding month will be batched and uploaded to Workday and you will no longer be able to allocate worktags in WORKS. You will receive several emails throughout the month as well as at the end of the month, reminding you to review your transactions.

Adding a Business Purpose to a transaction: You can add the business purpose of your PCard purchase directly into WORKS! When you are in WORKS select the transaction you want to work on by clicking on the transaction number and selecting view full details. In the bottom right hand corner is the box “Add Comment”. Click on “Add Comment” and type the business purpose of the transaction in the comment box. When complete, select “ok”. Your business purpose is now attached to the transaction.

If you have any questions please email pcard-administrator@brown.edu.