Procurement Services
Agenda

• Expense reporting tool – Works
• Policy FAQ’s
• Web Form enhancements
  – Optionality for prior approval for < $5K spend and travel expenses
  – Choosing categories
  – Receiving and Inspection
Works Log In Screen. Click on the “forgot your password?” link to reset your password. Your username is usually the first initial of your first name and your whole last name for a Procurement or T&E card. The username is sent to you in your welcome email when your account is initially set up.
To sign off on multiple transactions make sure you are in table view and than once there you can either check off all the transactions by clicking on the check mark or you can click on individual boxes to sign off on the corresponding transactions.
In Works:

- Click on Reports section

Breadcrumb - Reports → Spend Reports → from all Available Templates choose Bank of America Statement

- Edits required
  - Within filters, remove name in embossed line 1 box and replace with cardholder’s name

Change post dates to desired range

- Hit submit!
• Timely processing, turning in receipts and signoff
  – each payment cycle
• “Proxy” functionality available to cardholder
• Statement needs cardholder’s signature
  – Confirming agreement of work, business controls
What is an Independent Reviewer?
- Non-subordinate individual
- Part of the credit card process

Tasks of the Independent Reviewer
- Ensure compliance with policies & procedures
- Checks for supporting documentation
When should you use Mileage?

Can I use my credit card for gas?
Per Diems

• Per Diems include meals and incidentals ONLY (no Hotel Rooms)

• University follows IRS per diem rates
  – Domestic per diem rates
  – Foreign per diem rates

• Links for per diem rates are in the Travel and Business Hosting Policy 3-07 and on Procurement Services website under Travel
Prior Approvals

• Web form enhancements
  – Seeking prior approval for low level spend
  – Seeking prior approval to incur travel expenses

• Option to replace internal forms or emails
Categories

• What are categories?

• How do categories work?

• Where do we choose a category?
Category – Look Up

Requisition/Vendor Payment Request
Questions should be directed to Procurement Services between 8:00 a.m. and 5:00 p.m. Monday through Friday (302) 831-2161.

Symbol Key: □ Required Information, ! Error

Add line item
Click the ‘Add this item’ button after entering each item before continuing to the next step.

Line 1
- **Item category:** (lookup)
- **Item short description:**
- **Item long description:**
- **Unit of measure:** Choose one
  - Quantity:
  - Unit cost:
Category – Look Up Screen

![Image of Lookup Category screen](https://webqa.mis.udel.edu/webforms_ft//pslookups/financials/category-acct_lookup.jsp?fill=wf_i)

**Lookup Category**

**Item Category:** Choose one

**OR**

**Enter all or part of the Account:**

[Next step](#)
Category – Drop Down List based on Category Description
Select Category from Drop Down and Click Next Step
Selected Category Displayed with Account Number

Requisition/Vendor Payment Request
Questions should be directed to Procurement Services between 8:00 a.m. and 5:00 p.m. Monday through Friday (302) 831-2161.

Symbol Key: ☑ Required Information, ! Error

Add line item
Click the 'Add this item' button after entering each item before continuing to the next step.

Line 1

- **Item category:** Travel - Study Abroad - Hotel / Lodging (00019) - 130500 (lookup)
- **Item short description:**
- **Item long description:**
- **Unit of measure:** Choose one
- **Quantity:**
- **Unit cost:**
- **Line total:**

Account Number associated with the Category is displayed
Category – Look Up by Account Number

Enter all or part of Account Number and Click on Next Step
Relevant Matches For Account Number Look Up Listed

Select Category from List and Click on Submit
Selected Category Displayed with Account Number

Requisition/Vendor Payment Request
Questions should be directed to Procurement Services between 8:00 a.m. and 5:00 p.m. Monday through Friday (302) 831-2161.

Symbol Key: ☑ Required Information, ! Error

Add line item
Click the ‘Add this item’ button after entering each item before continuing to the next step.

Line 1

- **Item category:** Travel - Study Abroad - Hotel / Lodging (00019) - 130500 (lookup)
- **Item short description:**
- **Item long description:**
- **Unit of measure:** *Choose one*
- **Quantity:** *
- **Unit cost:** *
- **Line total:**

Account Number associated with the Category is displayed
Account Number Displayed on Requisition Form

Requisition/Vendor Payment Request
Questions should be directed to Procurement Services between 8:00 a.m. and 5:00 p.m. Monday through Friday (302) 831-2161.

<table>
<thead>
<tr>
<th>Line</th>
<th>Category</th>
<th>Funding</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Travel - Study Abroad - Airfare</td>
<td>SpeedChart: PURC110000, Account: 130500, Userfield:</td>
<td>edit</td>
</tr>
<tr>
<td></td>
<td>Unit of measure</td>
<td>Qty</td>
<td>Unit cost</td>
</tr>
<tr>
<td></td>
<td>Box</td>
<td>1.00</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Description

teeest

Receiving / Inspection

Receiving required: No

Total | $20.00 | $20.00 |
# Receiving Options – Select Yes or No

<table>
<thead>
<tr>
<th>Line</th>
<th>Category</th>
<th>Funding</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MAINTENANCE CONTRACT</td>
<td>Speed/Chart: PURC10000</td>
<td>edit</td>
</tr>
<tr>
<td></td>
<td>Unit of measure: Bx</td>
<td>Account: 52200</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Qty: 10.00</td>
<td>UserField:</td>
<td>delete</td>
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<td></td>
<td>Unit cost: $1.00</td>
<td>$10.00</td>
<td></td>
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<td>Line total: $10.00</td>
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<tr>
<td></td>
<td>Description</td>
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<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$10.00</td>
<td></td>
<td>$10.00</td>
</tr>
</tbody>
</table>
Inspection Options – Select Yes or NO

Inspection can be set to **NO** even if Receiving is set to **Yes**