Procurement Guide - Purchasing Card Holder Verification

You will receive an e-mail alert to verify your purchasing card transactions. Follow the link to Agresso Self Service and select Purchasing Card Holder Verification from the list of workflow tasks. The number of items to verify will appear in brackets after the task.

Please have your receipts to hand before verifying your transactions.

The transactions will be coded to your purchasing card default project and an account code that is appropriate to the item purchased. If you wish to permanently change your default project code, please contact Julie Austin.

You can accept the item as it appears on screen or you can amend the account code and the project by clicking into the supplier invoice details line and amend the relevant field.

The box marked Tax system records the vat status of the transaction. Please refer to the message at the top of the screen for guidance.

Please do not amend the description box. If you need to add additional information about the purchase please use the comment box.

When you have finished your amendments check the accept box and the transaction will process.

If you want to split the line between different projects or account codes you will need to select “Advanced mode” which you will find at the top of the page, next to verify. If you already in “Advanced mode” then the box will display as “Simple mode” enabling you to switch back as necessary.
Click onto the Supplier invoice details line and select split row. If you wish to split between multiple projects select split row as many times as necessary.

When you have completed the split coding of the transaction check the boxes and select “accept”; check the boxes again and select “save”. The item is then completed. Switch back to “simple mode” and you are ready to process the next transaction.

Please keep your receipts in the orange envelope provided. When you receive your monthly statement, reconcile the receipts to the statement and send a copy of the statement together with receipts to Finance prior to month end. Where there is no receipt a note should be provided giving details of the purchase and the reason for non-receipt.

If you require any help with this process please contact Julie Austin in Procurement on 92913.