Quick Guide to Procurement Card Voucher Approval

Approving a Procurement Card Voucher in ProTrav

Workflow Definition: Workflow is the process of creating and *approving* various types of forms electronically. Based on predetermined Workflow Paths (as set by Org and Dept workflow administrators), these forms are approved electronically and sent on to the next person in the approval path.

Cardholder Approval: Signifies that the expenses claimed on this Procurement Card Voucher are legitimate business expenses incurred on behalf of the University of Iowa.

Supervisor/Department Approval: Verifies that these expenses have been incurred as a part of official university business and that they have been reviewed and approved by the appropriate individual who has designated approval authority for this department and/or funding source (MFK). As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, the approver understands and accepts the fiduciary responsibility to comply with all applicable institutional policies. It is his/her responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is: for a valid business purpose and for the University's benefit.

Quick Guide

Detailed Instructions (listed in step order)

Quick Guide to Procurement Card Voucher Approval

Cardholder Approval

The University of Iowa requires two approvals for Procurement Card Vouchers which will be obtained through workflow. The cardholder's approval is required and cannot be delegated. The second approval may be anyone delegated the authority to sign on behalf of the department.

Review all charges by clicking the "Edit/Reconcile this voucher" Link (See Editing Expenses section in detailed WF approval document if expenses need to be edited).

Review Transaction Details

Line	Action	Post Dt.	Vendor	Debit	Credit	Recon.
1		06/13/2014 Trans. Detail	AMAZON.COM	86.60		86.60
attached file/s View detail			990-17-3245-30000-54001600-6075-100-00400-00-8827			86.60
Line Desc/			Books purchased from Amazon.com for office use. Book 1 and 3 of 3 (2 billed			
Business Justification:			separately)			

Return to PCV summary

Line 1: AMAZON.COM ☒

Order date: 06/12/2014

Itm cd.	Desc.	Qty.	Unit meas.	Unit cost
0387884424	AJCC Cancer Staging Handbo	1.00	PCE	$36.04
052168689X	Data Analysis Using Regres	1.00	PCE	$50.56

Click "Return to PCV Summary" link

Click "Approve"

Voucher editor: PCV# P0092933						
Workflow approver history:						
Seq #	Received	Approver	Approval	Routing	Y/N	Comments
1		John Doe	Required	05/0311/	N	
0	Initiator	James Doe	Required		Y	

The card holder signifies that the expenses claimed on this Procurement Card Voucher are legitimate business expenses incurred on behalf of the University of Iowa.
The Department verifies that these expenses have been incurred as a part of official university business and that they have been reviewed and approved by the appropriate individual who has designated approval authority for this department and/or funding source (MFK). As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases along with required supporting documentation to determine if the charge is: for a valid business purpose and for the University's benefit.

Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval

View change history for this PCV

APPROVE

DO NOT APPROVE

EXIT

If prompted*, (Note: Not all users will see this screen!)* select the appropriate sub department or higher level of routing and click Continue. If none of the headings listed apply to you and your voucher, just click Continue.

Workflow: Choose routing path for form PCRDVCHR

If sub-level routing is required for this form, select from the routing options below.

This form will route to this path AFTER it has routed to the card holder and card holder's supervisor.

Routing options:

No sub-levels are available to route this form. Please continue.

Continue

Select your supervisor from the supervisor list provided, click Continue. (See Approving as Cardholder/Search for Supervisor in detailed WF approval instructions document if your supervisor is not listed on the panel presented).

Select supervisor:

You must now send this *ProTrav - PCard Voucher* transaction to a supervisor for approval.

Please choose the correct person to route this form to after you have approved the transaction from the following list by clicking on the button to the left, then click "Continue" below.

Supervisors for 05/0311/:

05/0311/

○ Susan Doe
○ John Smith
○ David Jones
○ Howard Johnson
○ Jane Doe

Confirm your selection and/or specify additional alternate approvers; click Continue. (See Alternate Routing section of detailed WF approval instructions document if you need to route to additional approvers.)

Confirmation of routing will be displayed.

Finish routing notification will be displayed.

Supervisor/Departmental Approver

Review all charges by clicking the "Edit/Reconcile this voucher" Link (See Editing Expenses section in detailed WF approval document if expenses need to be edited).

Voucher editor: PCV# P0123456						
Workflow approver history:						
Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
1		Howard Johnson/ COUNSELING COORDINATOR	Required	Alternate	N	
0	Initiator	Jane Doe/ Secretary III	Required		Y	

This transaction has attachments (see below)

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The Department verifies that these expenses have been incurred as a part of official university business and that they have been reviewed and approved by the appropriate individual who has designated approval authority for this department and/or funding source (MFK). As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases along with required supporting documentation to determine if the charge is: for a valid business purpose and for the University's benefit.

Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval

View change history for this PCV

APPROVE

DO NOT APPROVE

EXIT

Approving - Procurement Card Vouchers

Workflow comments:

Save Comments

Voucher detail:
Card holder: Doe, Jane
Account #: 001234
Billing cycle: January 2010 (12/29/2009-01/27/2010)

Additional voucher information:
- **View/Edit/Reconcile this voucher**
- View credit card statement for this voucher
- PCV Coversheet
- PCV Report

View Transaction Detail and then Click "Return to PCV Summary" link

9	01/22/2007	OFFICEMAX CT*IN#705538	120.26	120.26
	Trans. Detail			
attach file Edit	Del	050-05-0311-23000-00000000-6070-000-00000-60-0000			120.26

Business purpose: Please check *all* that are appropriate

☑ Department's Mission ☐ University's Mission ☐ University Research ☐ Patient Care
☐ Recruitment ☐ Reward & Recognition* ☐ Other*

Comments: [   ]   *=Comments required

10	01/26/2007	CEDAR RAPIDS PHOTO COPY	53.86	53.86
attach file Edit	Del	050-05-0311-23000-00000000-6210-000-00000-60-0000			53.86

Return to PCV summary

Line 9: OFFICEMAX CT*IN#705538 ✖

Order date: 01/19/2007

Itm cd.	Desc.	Qty.	Unit meas.	Unit cost
N177242	REFIL,G2RLRBLL,FNE2P	3.00	PK	$1.04
N177241	REFIL,G2RLRBLL,FNE2P	4.00	PK	$1.04
F5421013ASST	FOLDER,LTR,ASST,INTE	2.00	BX	$13.53
L3S56435C	DIVIDERS,5TAB,11X8.5	4.00	ST	$0.67
L311446	INDEX,LSR,5TAB,25ST/	1.00	BX	$58.10
E691737	WRISTREST,KDYBD,GEL,	2.00	EA	$12.57

Click "Approve" Button

Voucher editor: PCV# P0123456

Workflow approver history:

Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
1		Howard Johnson/ COUNSELING COORDINATOR	Required	Alternate	N	
0	Initiator	Jane Doe/ Secretary III	Required		Y	

This transaction has attachments (see below)
The card holder signifies that the expenses claimed on this Procurement Card Voucher are legitimate business expenses incurred on behalf of The University of Iowa.
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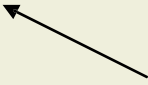
Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval

View change history for this PCV

APPROVE

DO NOT APPROVE

EXIT

You will be redirected to the UI Workflow System. Click Continue to approve and route the form to the next predefined approver or to Accounts Payable for processing. (See Alternate Routing section in the detailed WF approval document if form needs to be routed to other approvers or back to a previous person on the approval path).

Detailed Guide to Procurement Card Voucher Approval

1) Getting Started - Accessing the Form

There are three ways to access forms in ProTrav in order to approve: 1a) by email notification; 1b) through the Workflow Inbox; or 1c) directly through ProTrav. All are identical once you get to the specific form.

1a) Email Notification -.The email will be from UIowa Transactions with ProTrav referenced in the subject line.

From: Subject: Date:

Click on the link in the email.

You will be prompted to login to the HR Self Service page. Once you have logged in you will automatically be taken to the PCV summary panel. (Skip to Step 2)

1b) Workflow Inbox – Log into HR Self Service and your Workflow information will be listed on the main screen My Self Service

 A list of ProTrav Forms awaiting your approval will be displayed. Click on the form you wish to review/approve and you will be taken directly to that form. (Skip to Step 2)

1c) ProTrav - Login to the UI Self Service Page. Click "ProTrav (Pcard Vouchers & Travel)" under the Administration Heading.
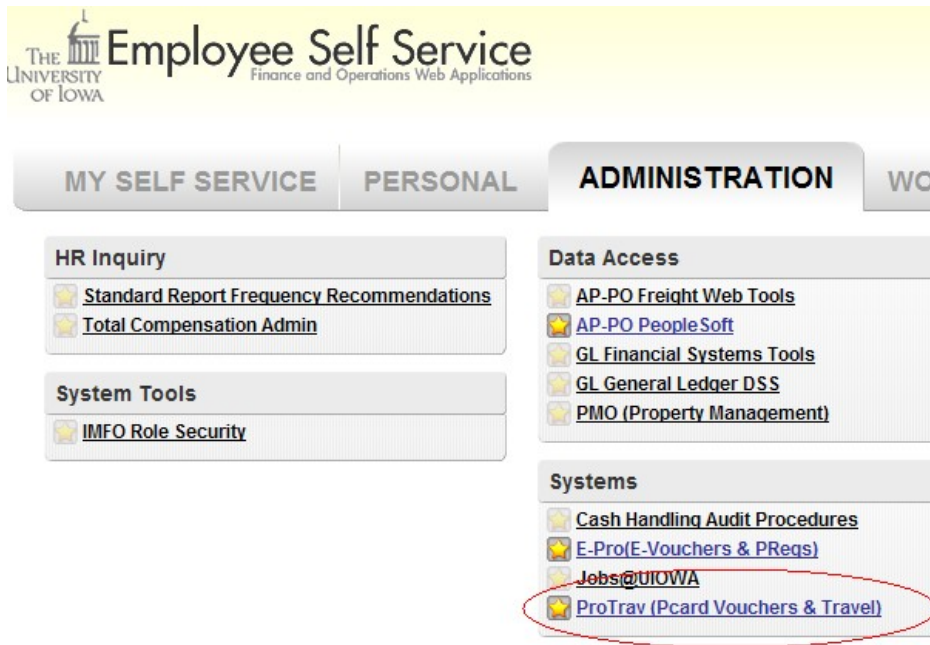
In ProTrav click on the PCard tab on the left, then click on Start Page (below left Pcard tab). Transactions that are awaiting your approval will be displayed under the heading Pcard Transactions in Workflow. Click on the transaction number to view the PCV summary panel.

2) Reviewing Expenses

Expenses should be carefully reviewed prior to approval. Click on the "edit/reconcile this voucher" link to view all transactions.

Travel related expenses that did not meet UI business rules or needed additional justifications, are highlighted under the justifications for travel exceptions heading on the lower left of this page.

Cardholders—skip to Step 4 for approval instructions or to Step 3 for if editing is required.

Departmental Approvers -go to Step 5 for approval instructions, or to Step 3 if editing is required.

Voucher editor: PCV# P0160461

Workflow approver history:

Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
1		John Doe / ASSOCIATE PROFESSOR	Required	Alternate	N	
0	Initiator	Howard Johnson / ACCOUNT CLERK	Required		Y	

This transaction has attachments (see below)
The card holder signifies that the expenses claimed on this Procurement Card Voucher are legitimate business expenses incurred on behalf of the University of Iowa.
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Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval

View change history for this PCV

APPROVE

DO NOT APPROVE

EXIT

Approving - Procurement Card Vouchers

Workflow comments:

Save Comments

Voucher detail:

Card holder: Johnson, Howard
Account #: 007984
Billing cycle: December 2009 (11/28/2009-12/28/2009)

Additional voucher information:

- **View/Edit/Reconcile this voucher**
- View credit card statement for this voucher
- PCV Coversheet
- PCV Report

Attachments: Add/Edit | Show/hide thumbs

1 - DELTA AIR 0062317879640 (pdf)	410kb	
Comments: *only charged $307.19, but e ticket shows $326.40. do not know why.*		
2 - JOBTARGET LLC (pdf)	11kb	
3 - AIRPORT EXP/EXPRESS LIMO (pdf)	283kb	
Comments: *receipts for lin items 3, 4 & 5. will receive credit for one of these charges, as it was an overcharge.*		
6 - DELTA AIR 0062173589003 (pdf)	416kb	
7 - BROWARD TAXI (pdf)	434kb	

Accounting Summary:

240-17-3140-80000-53377700-6135-500-10000-10-0000 1 lines reconciled to this MFK	$53.50
243-17-3140-10000-53799610-6235-110-00000-21-6637 1 lines reconciled to this MFK	$150.00
510-17-3140-00000-11231300-6026-000-00000-20-6637 9 lines reconciled to this MFK	$1,818.44

Justifications for travel exceptions:

TEV: T0260985/ Howard Johnson

AIRPORT EXP/EXPRESS LIMO for $120.75
The Taxi/Shuttle on P0160461 line 4 expense exceeds the usual or customary charge for this expense. Additional information is required when a claim for this type of expense exceeds $65.00.
Justification provided: amount quoted and charged due to one passenger

Travel Summary:

(203715) Howard Johnson	Anaheim,CA *33rd Annual MidWinter ARO Meeting*	02/06/2010- 02/10/2010	$1,042.50
(203725) Howard Johnson	Fort Lauderdale,FL *collaboration with lab in Ft Lauderdale, FL*	12/09/2009- 12/11/2009	$775.94

3) Editing Expenses

To edit an expense, click on the edit/reconcile link.

Previous approvers will receive email notification of any changes made to the voucher.

Voucher detail:
Card holder: Johnson. Howard
Account #: 007984
Billing cycle: December 2009 (11/28/2009-12/28/2009)

Additional voucher information:
- **View/Edit/Reconcile this voucher**
- View credit card statement for this voucher
- PCV Coversheet
- PCV Report

Scroll to the line that you need to edit. You can review transaction and travel details, edit the MFK, change travel information or attach a receipt.

Transactions for P0092971   Start Reconciliation

Line	Action	Post Dt.	Vendor	Debit	Credit	Recon.
1	Travel	01/02/2007	MEACHAM TRAVEL SERVICE	35.00		35.00
attach file Edit | Del Travel		050-05-0311-23000-00000000-6026-000-00000-60-0000				35.00
2	Travel	01/02/2007 Air Detail	NWA AIR 0127618147936	399.57		399.57
attach file Edit | Del Travel		050-05-0311-23000-00000000-6026-000-00000-60-0000				399.57

Line 2: NWA AIR 0127618147936   ✖

Passenger: HOUSEL/KAREN L
Booked through: MEACHAM TRAVEL

Leg	Origin	Dest.
1	(CID) CEDAR RAPIDS/IOWA CITY	(DTW) DETROIT WAYNE CO
	Depart: 03/10/2007 00:00	Arrive: 00:00
	Srvc: Economy/Coach Discounted	Carrier: Northwest Airlines
2	(DTW) DETROIT WAYNE CO	(MCO) ORLANDO INT'L
	Srvc: Economy/Coach Discounted	Carrier: Northwest Airlines
3	(MCO) ORLANDO INT'L	(DTW) DETROIT WAYNE CO
	Srvc: Economy/Coach Discounted	Carrier: Northwest Airlines
4	(DTW) DETROIT WAYNE CO	(CID) CEDAR RAPIDS/IOWA CITY
	Srvc: Economy/Coach Discounted	Carrier: Northwest Airlines

Click on the word edit next to the line to bring up the Line Editor. You can make changes to the MFK, line description, trip information, or change the amount on this line prior to adding additional lines. Click "Process Line" to save the changes.

To change travel expense details, click on the "travel" link next to the line. The orange color coding of this line indicates that you need to provide further travel information for this expense.

The travel expense editor will be opened. Define the expense type and complete the additional information requested in the box that appears on the lower left of the expense editor panel; Click "save expense". Once all expenses are defined and saved the balance should be zero.

In this example the expense type is defined as Transportation with a subtype of Travel agency fees. The system will default in the destination; enter a dollar amount for this expense type and click save expense.

The expense will move to the right side and the balance will be zero if the total expense has been identified and saved. If your balance is not zero; you will have further expenses to define.

Once all expenses are defined and balanced the line number(s) will turn green as shown below. If you have additional changes continue as you did above. When you are finished reviewing and/or editing expenses, click on return to PCV summary.

Return to PCV summary

4) Approving Voucher as Cardholder

The cardholder is required to approve his/her own procurement card. The voucher will automatically be routed to the cardholder when it is submitted to workflow. From the PCV summary panel the cardholder will review and/or edit charges as described in steps 2 and 3, and then click on the "Approve" button.

Various routing options may be presented depending upon how your department has set up their approval paths.

4a) Sublevel Routing –Your department *may* require you to select a specific path based upon sub departments, dollar thresholds, etc. Choose the option that is most appropriate for you and/or your form and click "Continue". If none of the options apply, simply click continue.

4b) Supervisor Routing – If your department has not set up "sublevels", you will be taken directly to a supervisors list; or you will be taken to this list after selecting the appropriate "sublevel" path. Select

your supervisor from the list and click "Continue". If your supervisor is not listed, select Not Listed and click Continue (skip to Search for Supervisor).

If you are the cardholder *and* you created the PCV, the next ProTrav panel will ask whether the form needs to be routed to additional approvers or only to your supervisor. Select the appropriate option and click "Continue". (If additional routing is required, see Alternate Routing for further instruction). When you click "Continue" confirmation of routing will be displayed.

If you did not create the PCV and it was routed to you by someone else, after you select your supervisor from the supervisor listing you will be redirected to the UI Workflow System where you will select from several routing options. Typically you will simply approve and send to the approver listed. If your department requires higher level(s) of approval in addition to the supervisor the form will automatically route to them in addition to the supervisor. ***You do NOT have to add them on to the routing path**.* However, if someone in addition to the supervisor and other designated departmental approvers need to review or approve your PCV, select from the other options listed.

The routing option you have selected will be displayed for confirmation. Click "continue" to confirm and route.

Workflow:

Your transaction has been routed to the person (JONES, DAVID ALAN) for approval. No additional steps are required by you.

4c) Search for Supervisor --If the correct supervisor was not listed on the supervisor panel and you selected "not listed" you will be given the opportunity to Search for your supervisor. Provide the Employee ID, or first **and** last name of your supervisor; click "continue". *Note if you provide only last name you will be required to select from a listing of all university employees with that last name.*

Search for supervisor:

You are submitting your *ProTrav - PCard Voucher* form into UI Workflow for supervisory approval.

You have indicated that your supervisor did not appear on the list defined by your department's workflow administrator. Please enter information about your supervisor below to initiate a search:

Search employees

Employee ID:	
Last name:	
First name:	

[Reset] [Continue]

Once you define your supervisor, you will be asked whether the form needs to be routed to anyone in addition to your supervisor and other predefined departmental approvers. (See Supervisor Routing section for additional information about this step.

The form and electronic attachments have been routed to the supervisor.

5) Approving the Voucher as Supervisor/Departmental Approver

Once you have reviewed and made any necessary corrections to charges on the Pcard voucher, return to the PCV summary panel where you will approve the voucher and add any comments related to the voucher. If you wish to make comments related to your approval or denial of the voucher, enter them in the workflow comments box and click Save Comments. Click the "Approve" button to route the voucher to the next approver in the workflow path or to the Accounts Payable Office if you are the final approver.

Once you click Approve you will be taken to the UI workflow system.

Final Approver—If you are the final approver in your department's workflow path, click "Continue" to route the form to the Accounts Payable Office. If the electronic attachment option has not been used send the cover page and receipts to the Accounts Payable Office, 202 PCO.

If someone else needs to see the form, or if you need to route it back to the cardholder or initiator, you would select "approve and Send to an alternate for approval" or "Do not approve……" ; click continue. (Skip to Step 6 to see how to add additional approvers)

6) Ad-hoc/Alternate Routing for Approval

If you choose to send your form to an alternate in addition to predefined approvers in the approval process, your alternates list will be displayed. If you are the initiator of the form, this list will be displayed within ProTrav as shown below. Select the appropriate person from the list, identify the level of approval (view, permitted or required) and click "Continue".

Select Alternates for Workflow Routing

SELECT ALTERNATE APPROVERS FOR: PROTRAV - PCARD VOUCHER (TRANSACTION 2217130)

This transaction was entered into Workflow on 04/20/2010
The Workflow Inbox displays this basic information: JOHNSON, HOWARD | P0159852
View the entire projected Workflow path for this form.

You have selected to route this form to individuals outside the workflow path. *Please select the specific individua* boxes to the left of their names.

Add New Workflow Alternate

NAME	EMAIL	TYPE OF APPROVAL REQUESTED
☐ DOE, SUSAN ELIZABETH	✉	○ View ○ Permitted ● Required
☐ DOE, JAMES RICHARD	✉	○ View ○ Permitted ● Required

If the individual you need is not listed, click on the "Add New Workflow Alternate…." link and search for the correct individual as described in the Search for supervisor section. Once you enter the individuals name in the search panel, you will be returned to the alternate list where the new person will now be displayed.

"Alternates" for Ad Hoc Approval
Search for Alternate

Please select the Employee to add to your Ad Hoc Approval List

Employee ID: [   ]

Last Name: [   ]

First Name: [   ]

Reset   Continue

"Alternates" for Ad Hoc Approval
Add Alternate

You are selecting 1129262 / DOE, DAISY   to your Ad Hoc Authorization List:

Click to store this employee on your ad hoc list:

[Process Request]

Select that individual; indicate the approval type and click "continue". Routing confirmation will be displayed.

Confirm Workflow Routing

CONFIRM ROUTING FOR: PROTRAV - PCARD VOUCHER (TRANSACTION 2217130)

This transaction was entered into Workflow on 04/20/2010
The Workflow Inbox displays this basic information: JOHNSON, HOWARD| P0159852
View the entire projected Workflow path for this form.
You are processing this form; it will proceed through the workflow system as follows:

You have chosen to override the default workflow routing and send this transaction to individuals from your alternates list.

Name		Approval Type
DOE, DAISY	(SELECTED AS AD-HOC APPROVER)	Required

Press Continue to approve this routing:

[Continue]

Finish routing notification will be displayed.

Finish Workflow Routing

You have approved this form; it will proceed through the workflow system.

To return to the approval list, please click here.

7) Do Not Approve

The Do Not Approve function for procurement card vouchers allows the approver to ad-hoc someone else onto the path and then route the voucher back to them for approval.

Voucher editor: PCV# P0159852

Workflow approver history:

Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
1		DAVID A JONES / PROFESSOR	Required	05/0311/	N	
0	Initiator	HOWARD JOHNSON / SECRETARY II	Required		Y	

The Department verifies that these expenses have been incurred as a part of official university business and that they have been reviewed and approved by the appropriate individual who has designated approval authority for this department and/or funding source (MFK). As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases along with required supporting documentation to determine if the charge is: for a valid business purpose and for the University's benefit.

Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval

View change history for this PCV

APPROVE

DO NOT APPROVE

EXIT

Approving - Procurement Card Vouchers

Workflow comments:

Save Comments

The confirmation page will be shown indicating that you do not approve the form and route to an alternate for approval and then the form will be returned for your approval. To view the approval options from this panel click on the link shown below.

Workflow Routing
Workflow for: ProTrav - PCard Voucher (Transaction 2217130)

This transaction was entered into Workflow on 04/20/2010
The Workflow Inbox displays this basic information: JOHNSON, HOWARD | P0159852
View the entire projected Workflow path for this form.

WORKFLOW OPTIONS FOR: PROTRAV - PCARD VOUCHER (TRANSACTION 2217130)

You are viewing "Do Not Approve" options for this form. To view Approval options, click here.

This form has completed its routing and will be marked as approved through workflow unless you choose a different option below.

⭘ Do not approve; instead send to an alternate for approval, then return to me.
(specify on next page)

Continue