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

1) Quick Guide for Procurement Card Approvals 2

Detailed Instructions (listed in step order)

1) Getting Started - Accessing the Form 7

2) Reviewing Expenses 9

3) Editing Expenses 10

4) Approving Voucher as Cardholder 13

5) Approving the Voucher as Supervisor/Departmental Approver 16

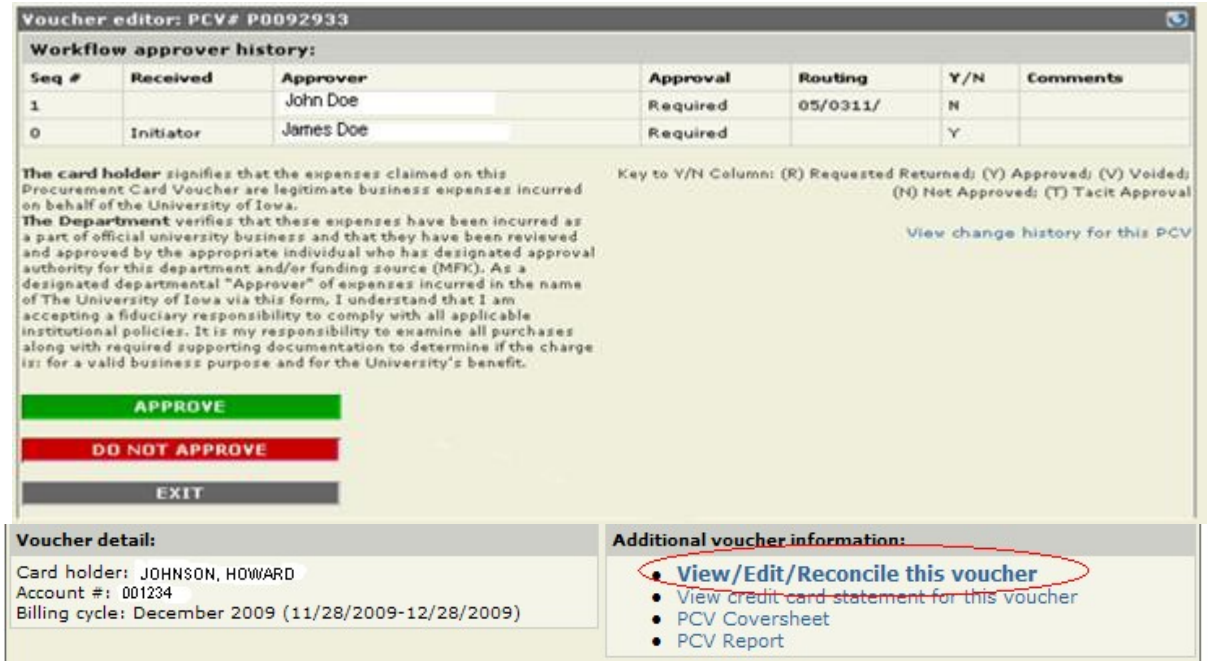
6) Ad-hoc/Alternate Routing for Approval 17

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).



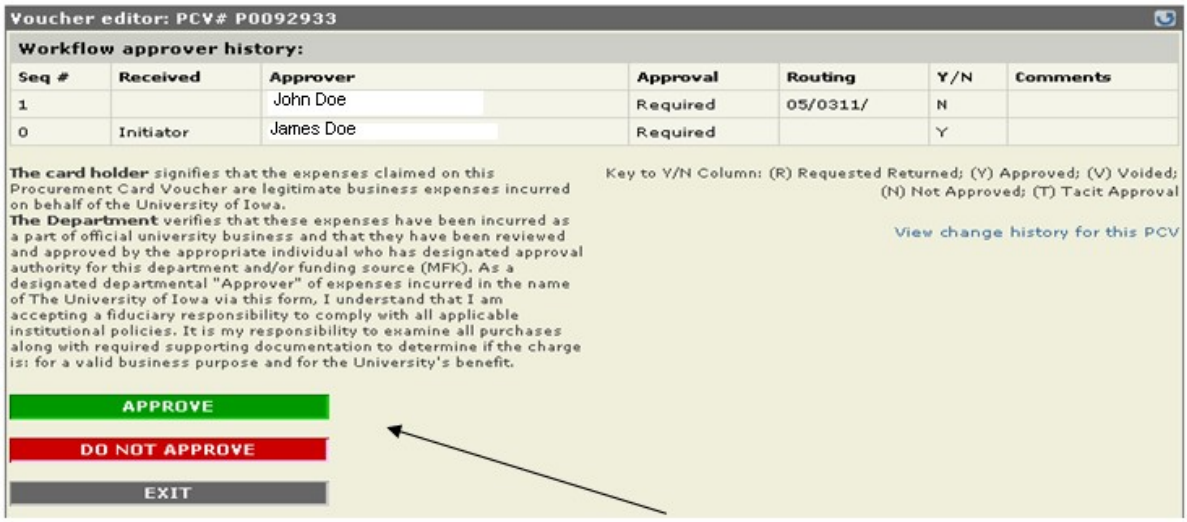
Review Transaction Details

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/ Business Justification:		Books purchased from Amazon.com for office use. Book 1 and 3 of 3 (2 billed separately)				

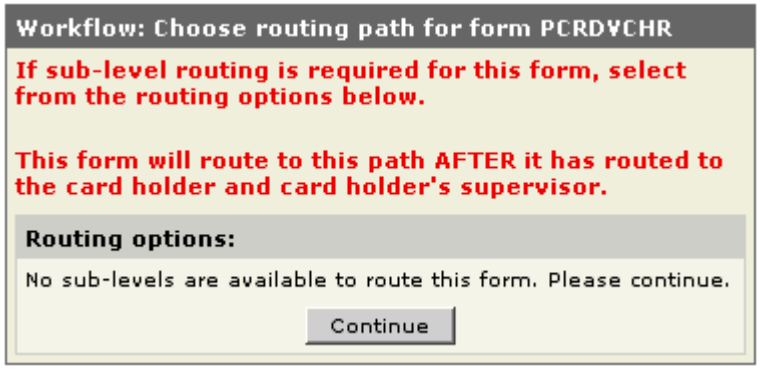
Return to PCV summary

Click "Return to PCV Summary" link

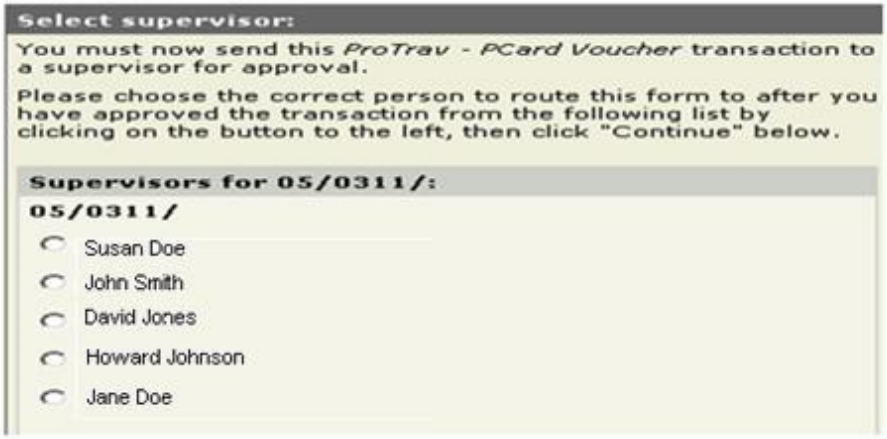
Click “Approve”



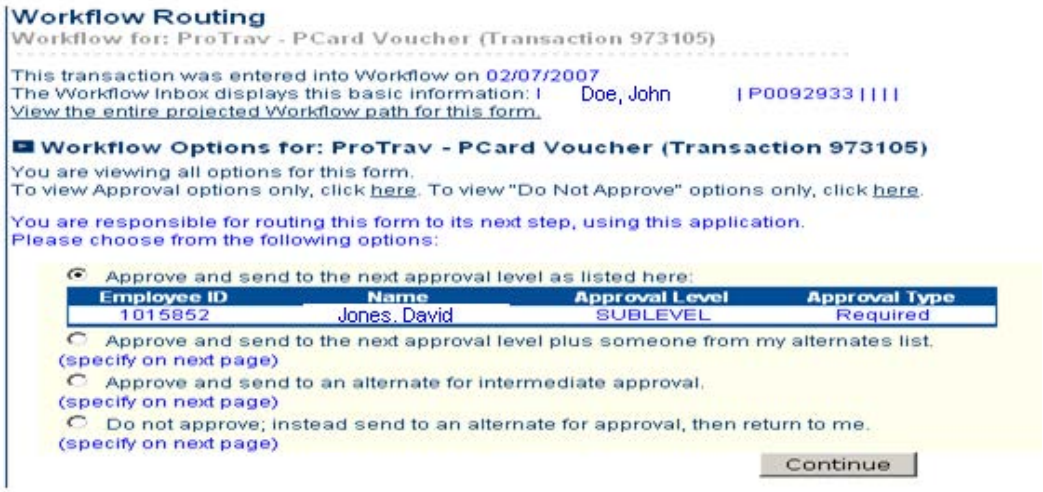
If prompted***, (Note: Not all users will see this screen!)*** select the appropriate sub department or higher level of routing and click Continue. If none of the headings listed apply to you and your voucher, just click Continue.



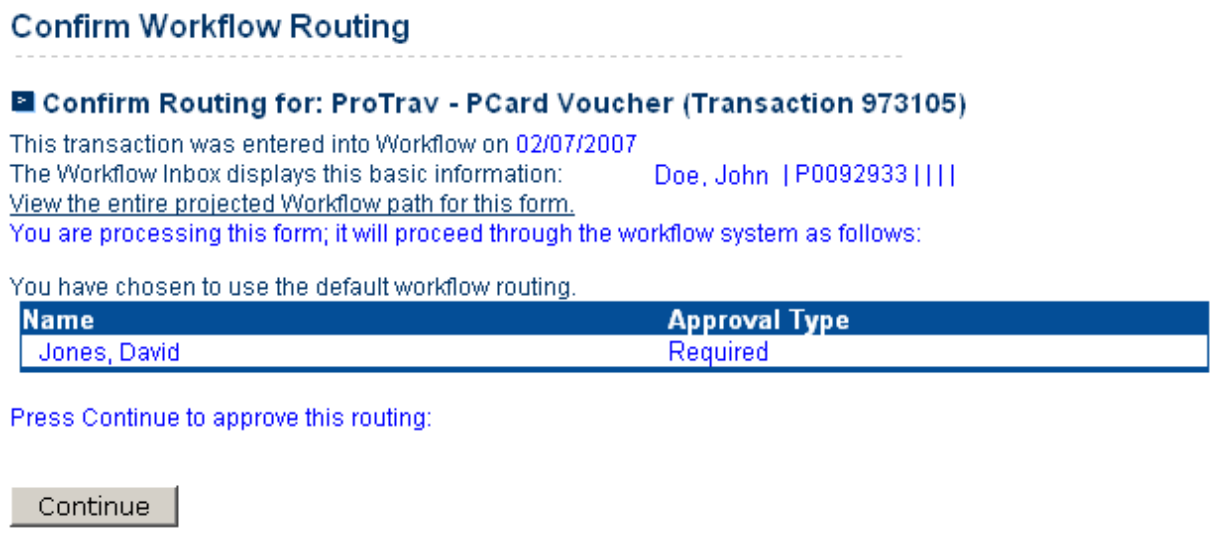
Select your supervisor from the supervisor list provided, click Continue. (See Approving as Cardholder/Search for Supervisor in detailed WF approval instructions document if your supervisor is not listed on the panel presented).



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.)



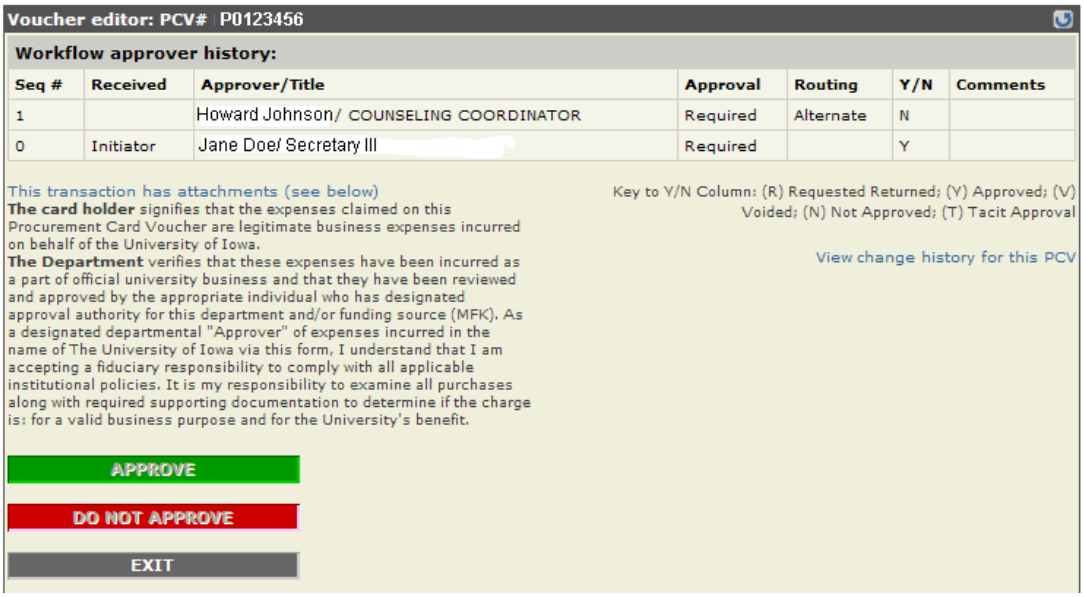
Confirmation of routing will be displayed.



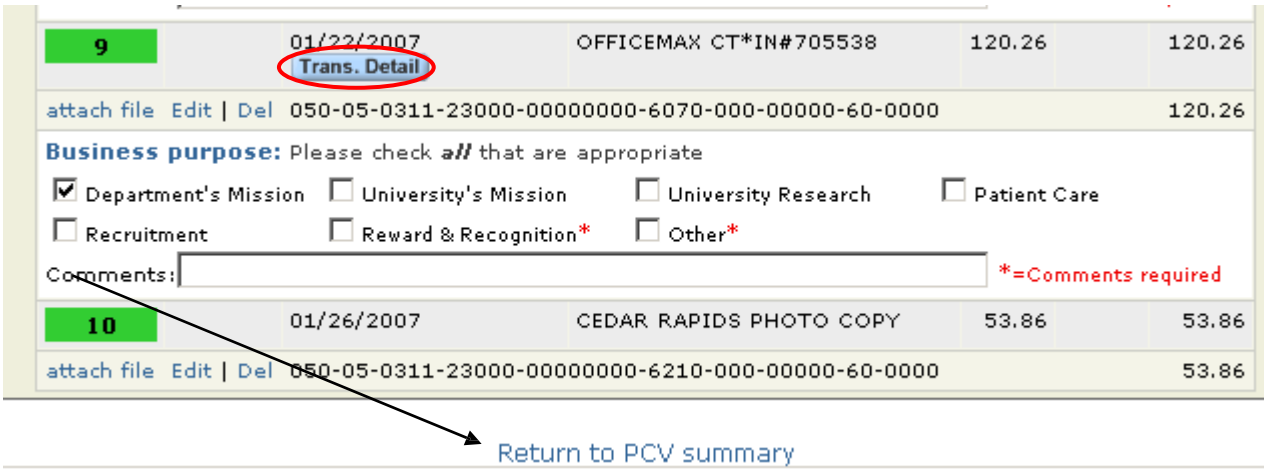
Finish routing notification will be displayed.

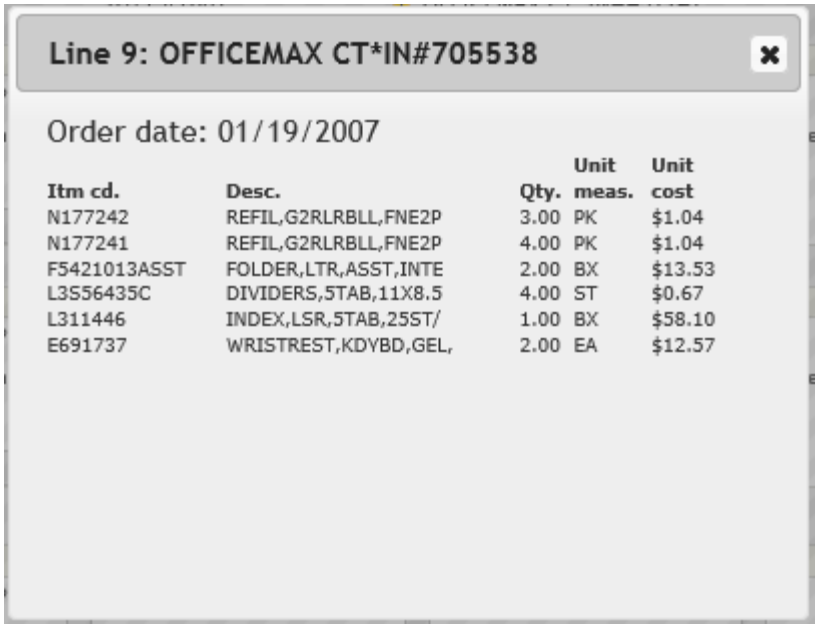
Supervisor/Departmental Approver

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).

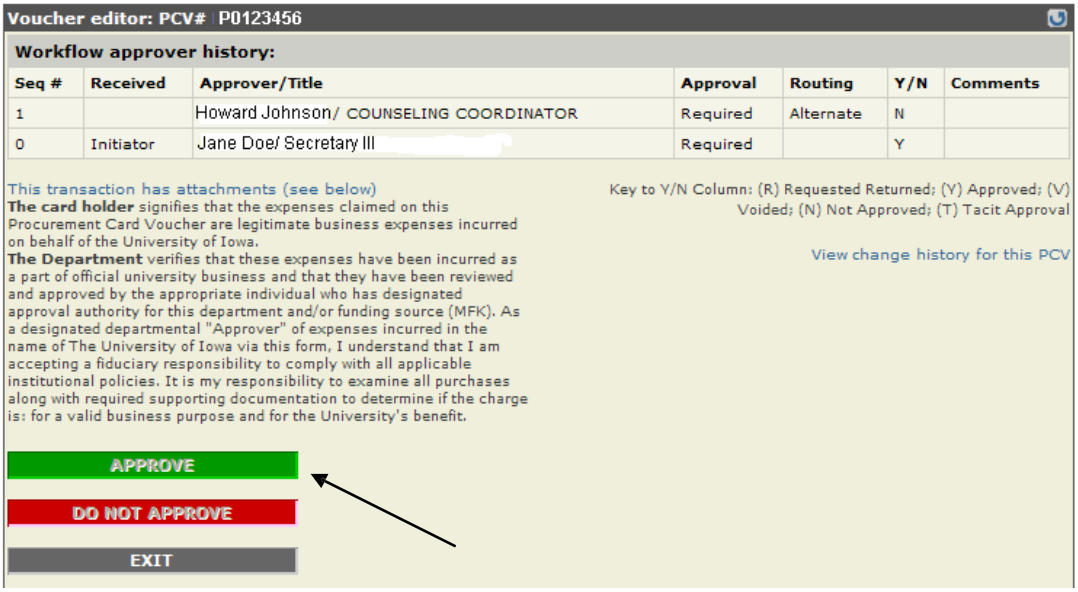


View Transaction Detail and then Click "Return to PCV Summary" link





Click "Approve" Button



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

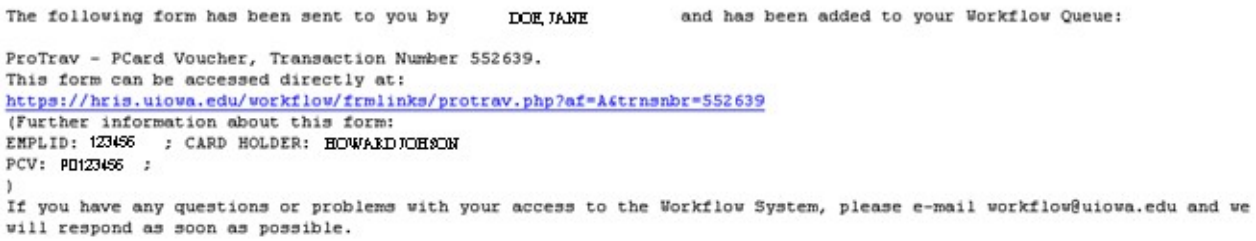
1) Getting Started - Accessing the Form

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.

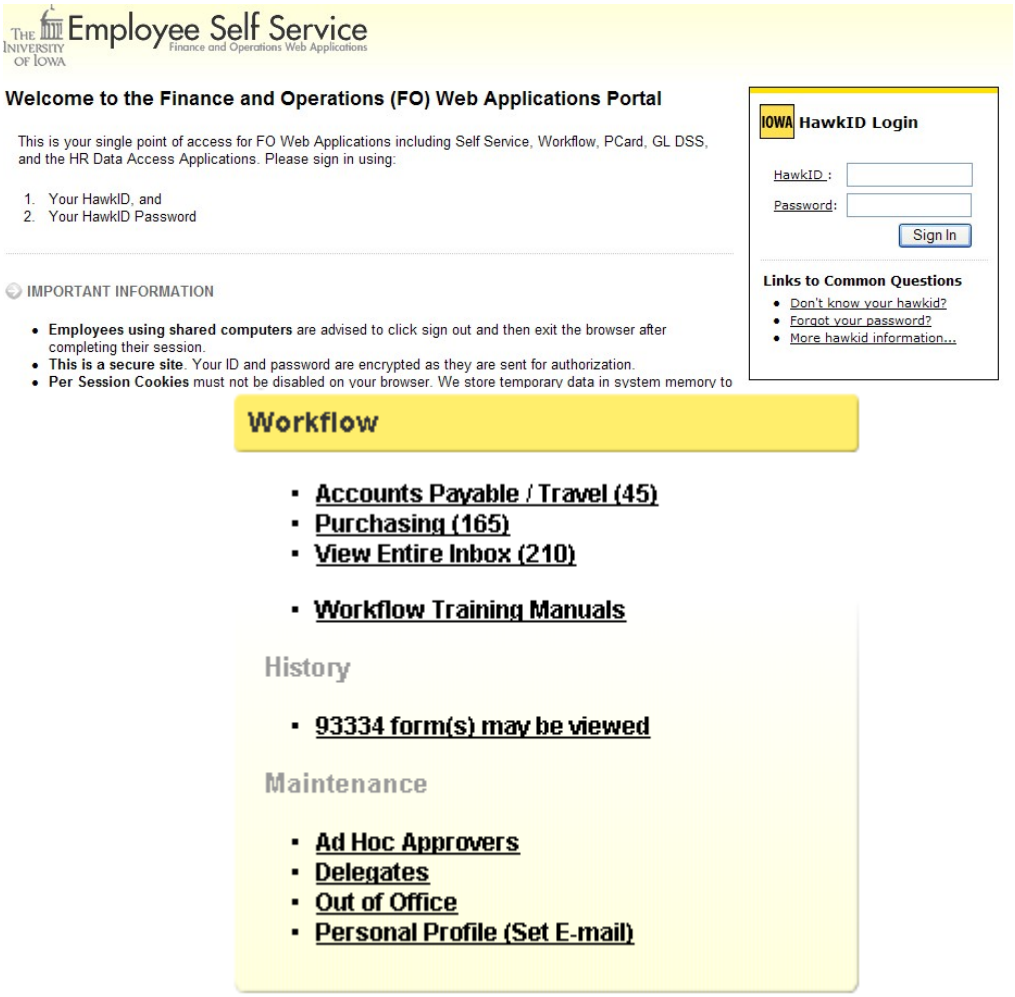
From: ↘ Subject: ↘ Date: ↘

Click on the link in the email.



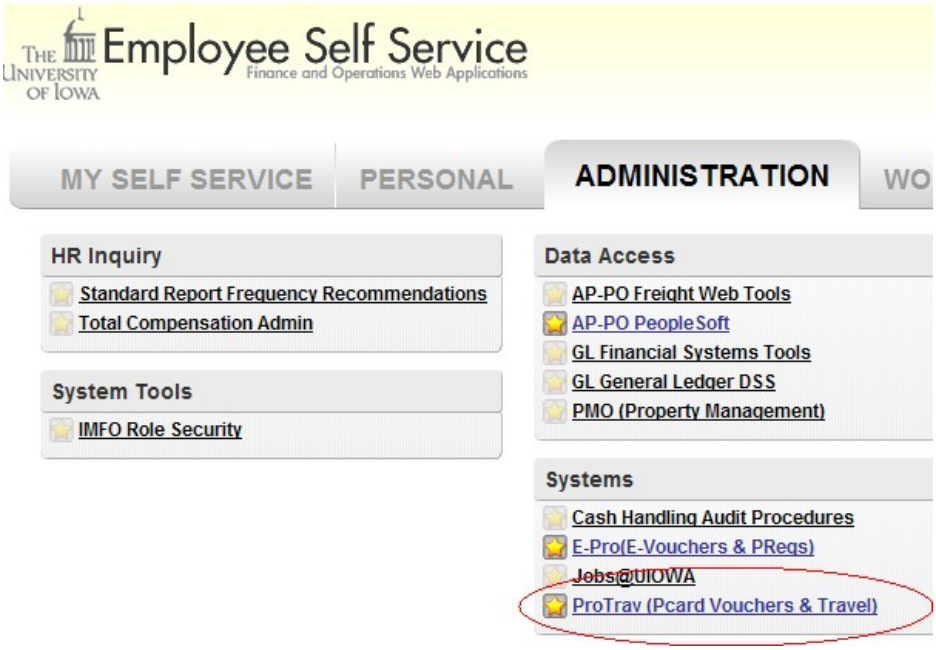
You will be prompted to login to the HR Self Service page. Once you have logged in you will automatically be taken to the PCV summary panel. (Skip to Step 2)

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

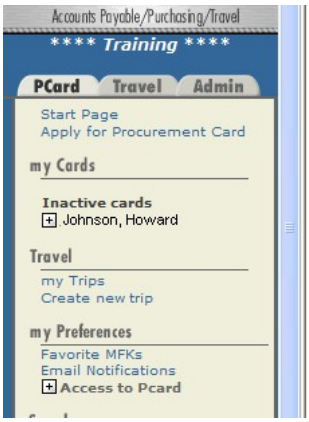


A list of ProTrav Forms awaiting your approval will be displayed. Click on the form you wish to review/approve and you will be taken directly to that form. (Skip to Step 2)

1c) ProTrav - Login to the UI Self Service Page. Click “ProTrav (Pcard Vouchers & Travel)” under the Administration Heading.

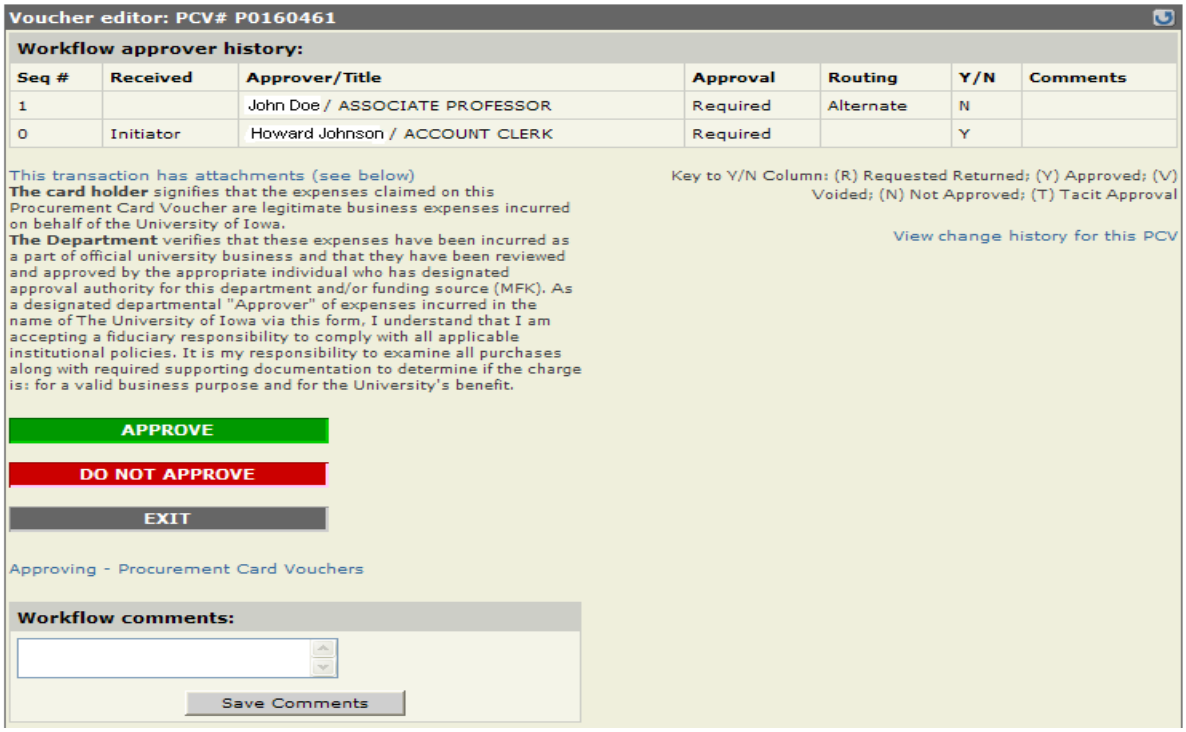


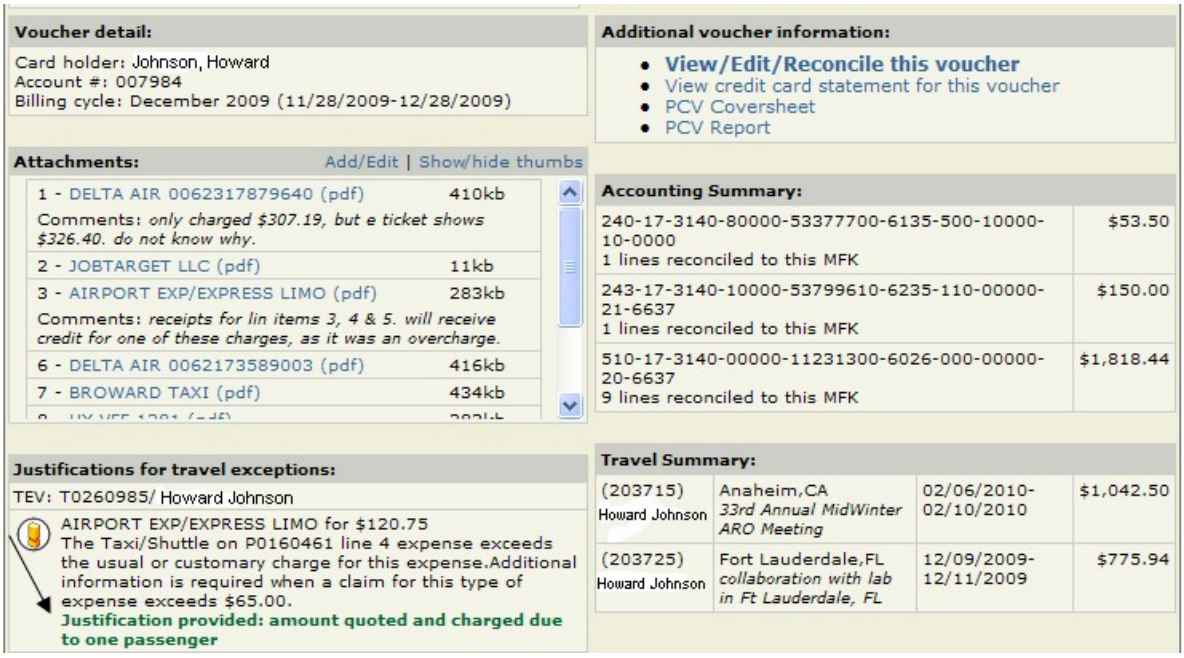
In ProTrav click on the PCard tab on the left, then click on Start Page (below left Pcard tab). Transactions that are awaiting your approval will be displayed under the heading Pcard Transactions in Workflow. Click on the transaction number to view the PCV summary panel.



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.



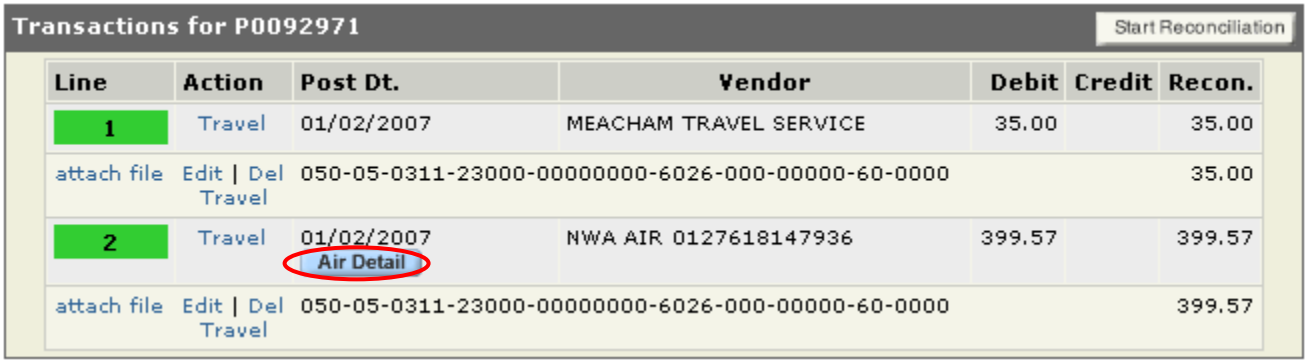


3) Editing Expenses

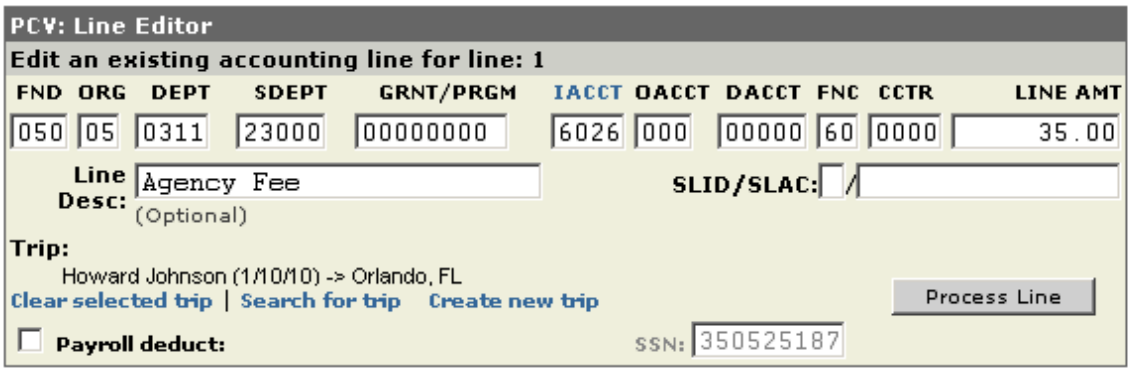
To edit an expense, click on the edit/reconcile link.

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

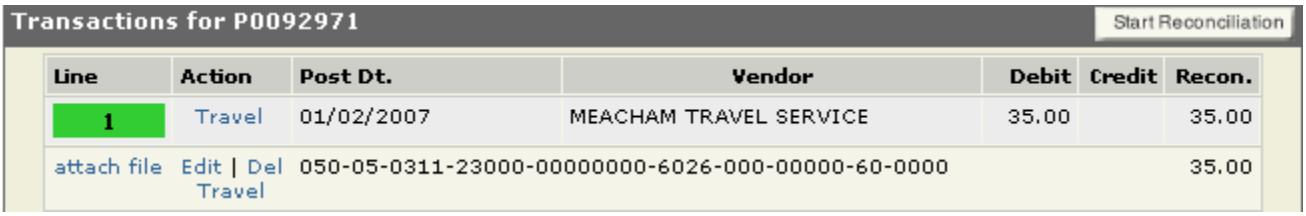
Scroll to the line that you need to edit. You can review transaction and travel details, edit the MFK, change travel information or attach a receipt.



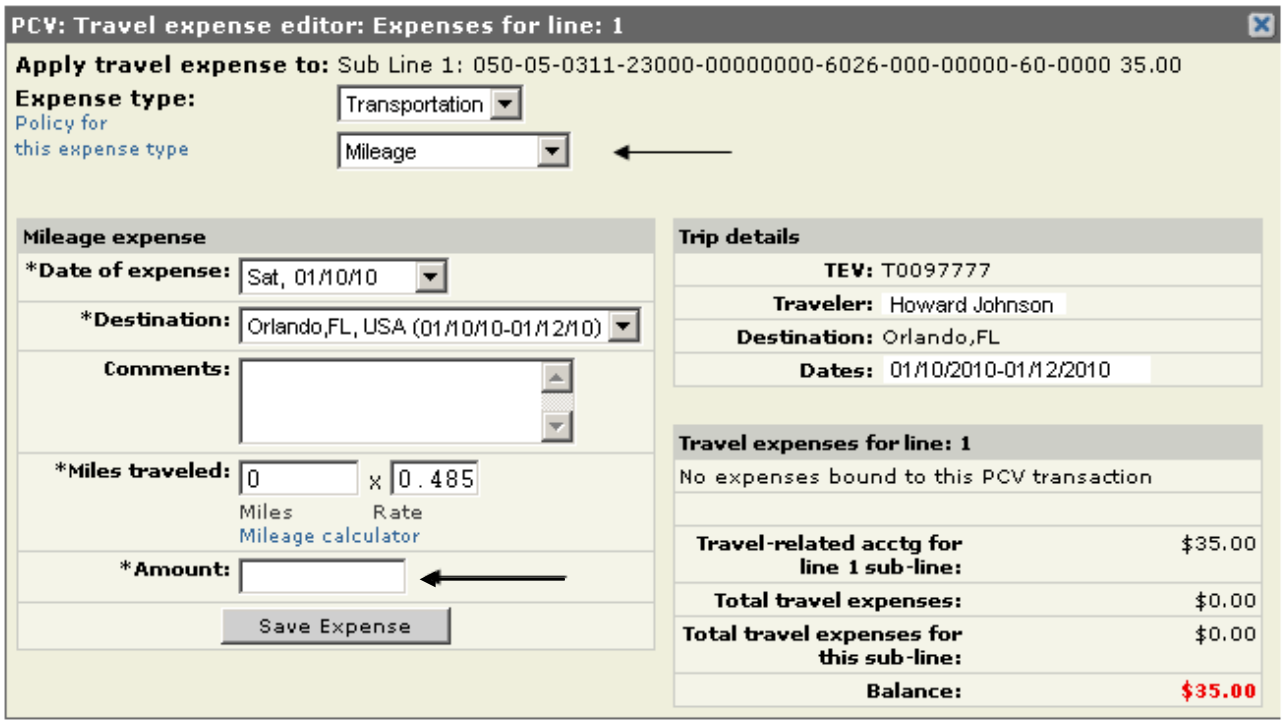
Click on the word edit next to the line to bring up the Line Editor. You can make changes to the MFK, line description, trip information, or change the amount on this line prior to adding additional lines. Click "Process Line" to save the changes.



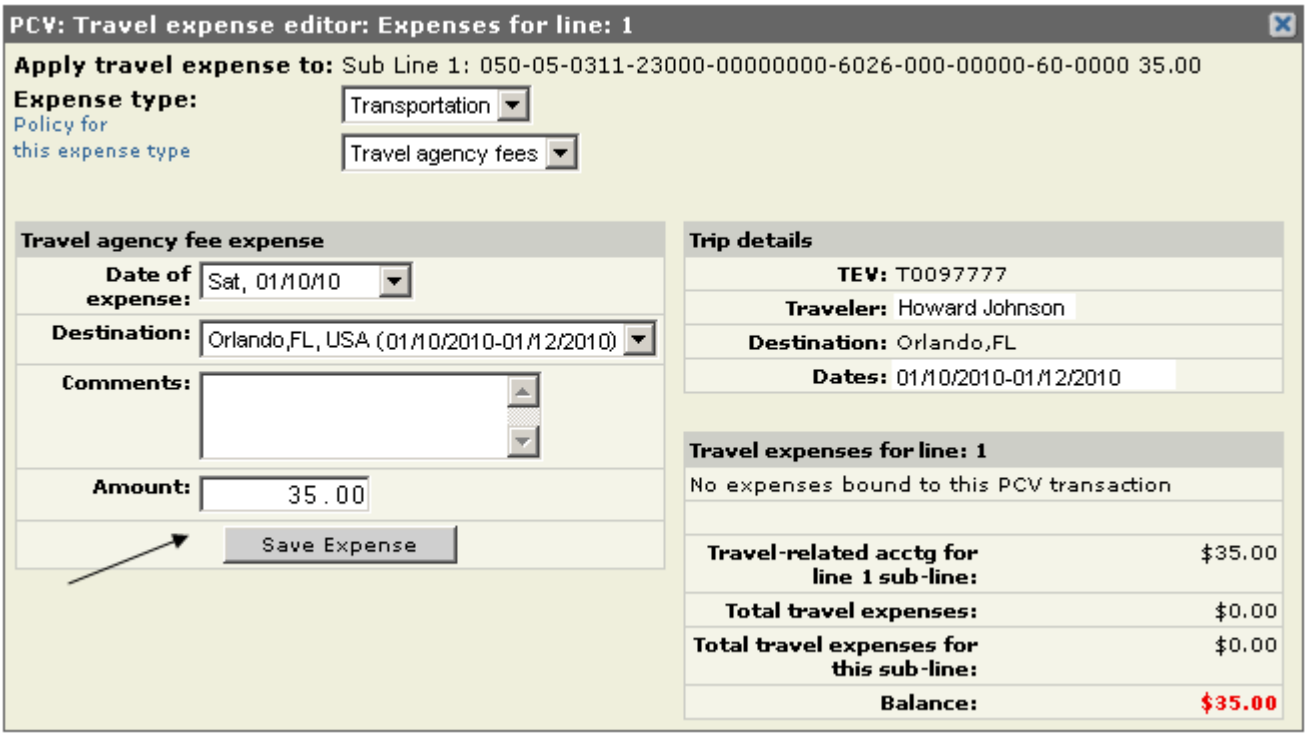
To change travel expense details, click on the "travel" link next to the line. The orange color coding of this line indicates that you need to provide further travel information for this expense.



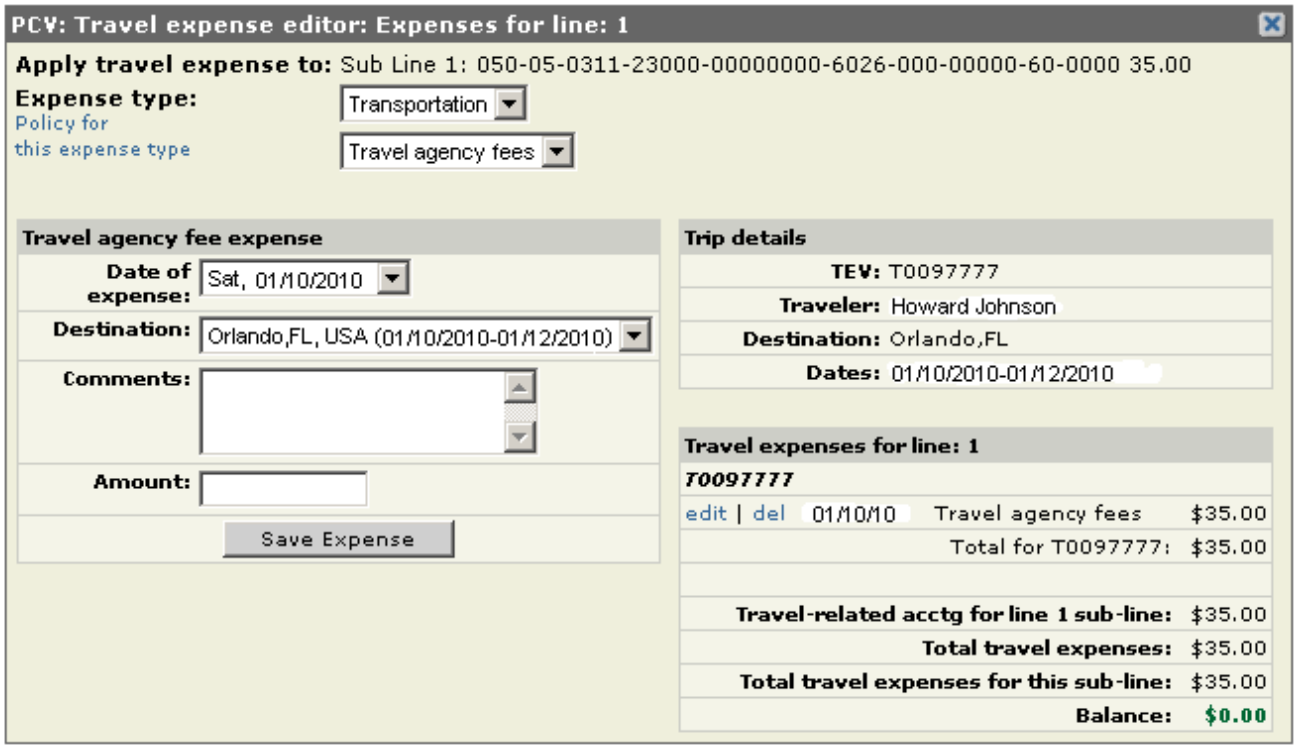
The travel expense editor will be opened. Define the expense type and complete the additional information requested in the box that appears on the lower left of the expense editor panel; Click "save expense". Once all expenses are defined and saved the balance should be zero.



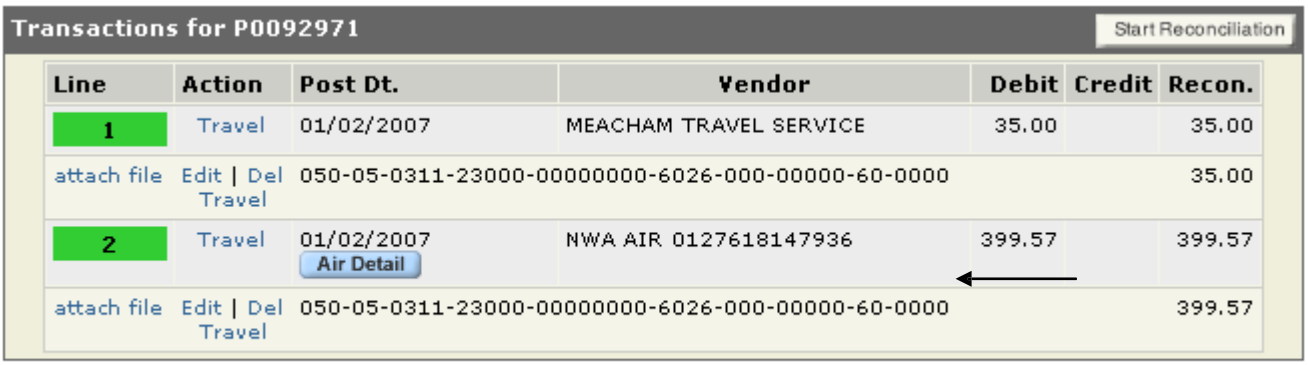
In this example the expense type is defined as Transportation with a subtype of Travel agency fees. The system will default in the destination; enter a dollar amount for this expense type and click save expense.



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.



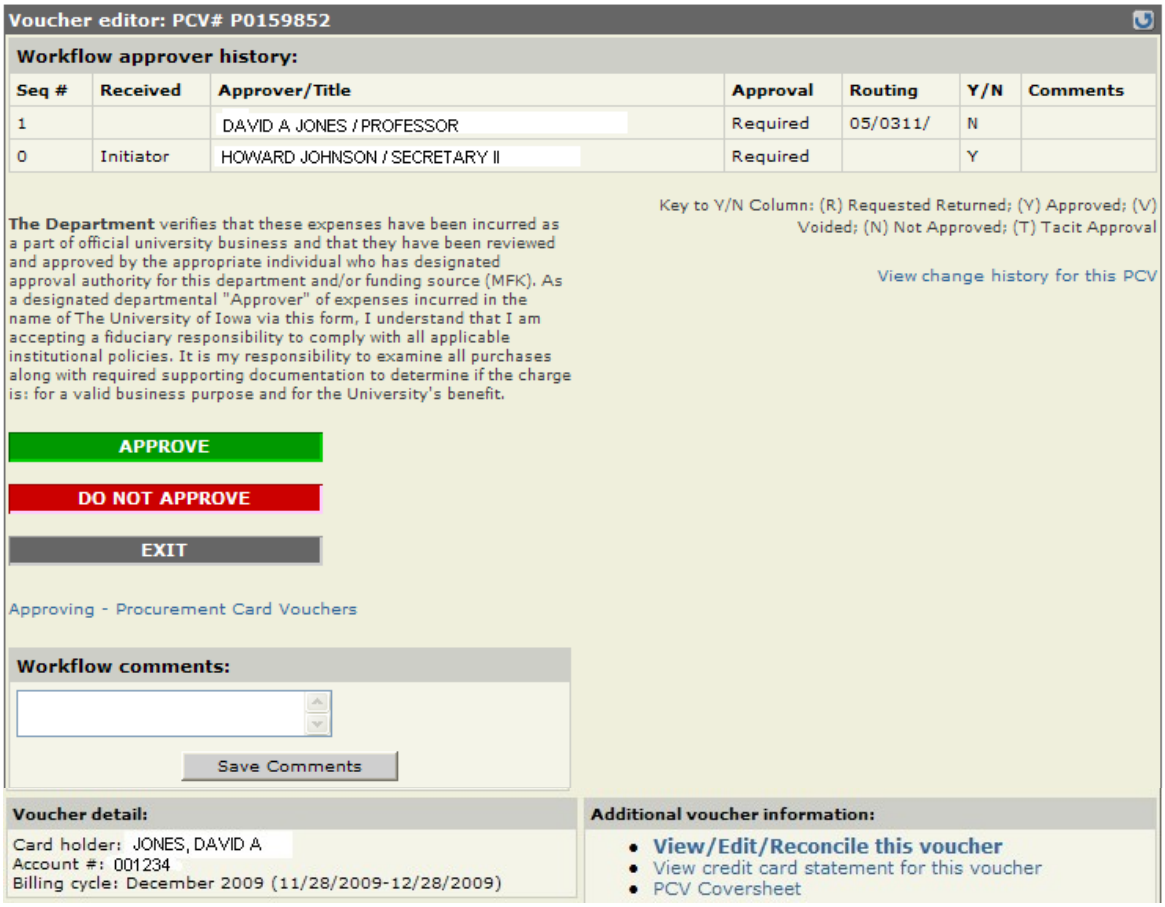
Once all expenses are defined and balanced the line number(s) will turn green as shown below. If you have additional changes continue as you did above. When you are finished reviewing and/or editing expenses, click on return to PCV summary.



Return to PCV summary

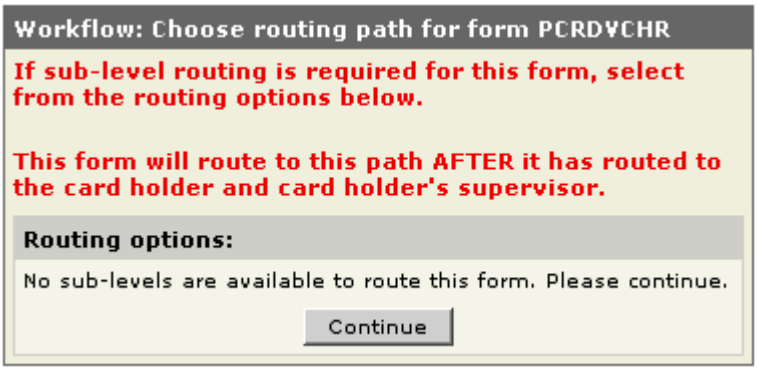
4) Approving Voucher as Cardholder

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.



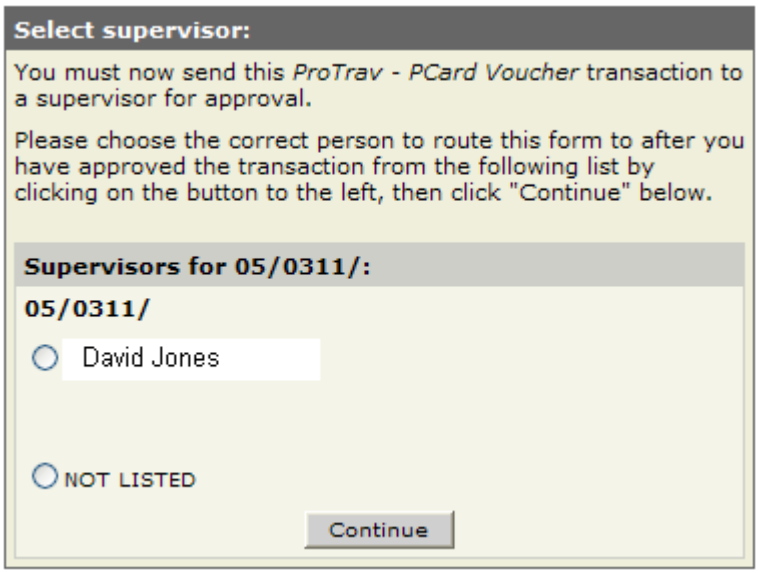
Various routing options may be presented depending upon how your department has set up their approval paths.

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.

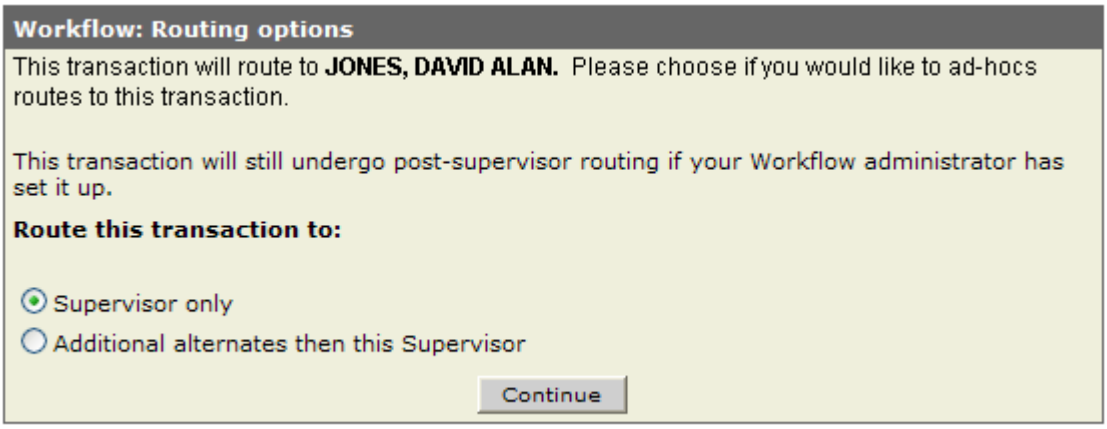


4b) Supervisor Routing – If your department has not set up "sublevels", you will be taken directly to a supervisors list; or you will be taken to this list after selecting the appropriate "sublevel" path. Select

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).



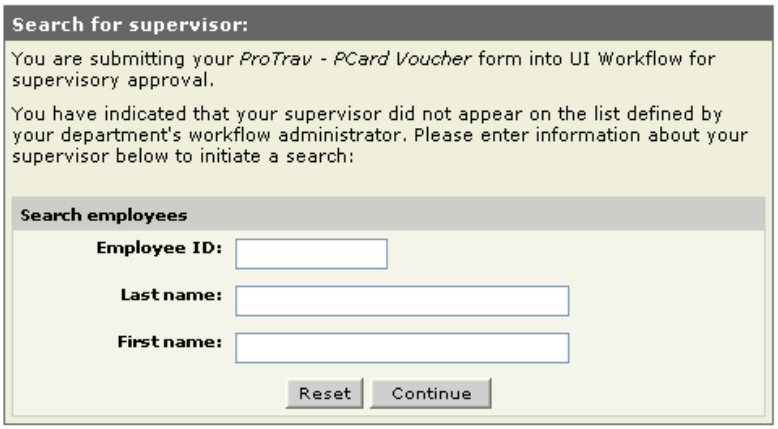
If you are the cardholder *and* you created the PCV, the next ProTrav panel will ask whether the form needs to be routed to additional approvers or only to your supervisor. Select the appropriate option and click “Continue”. (If additional routing is required, see Alternate Routing for further instruction).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

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*.

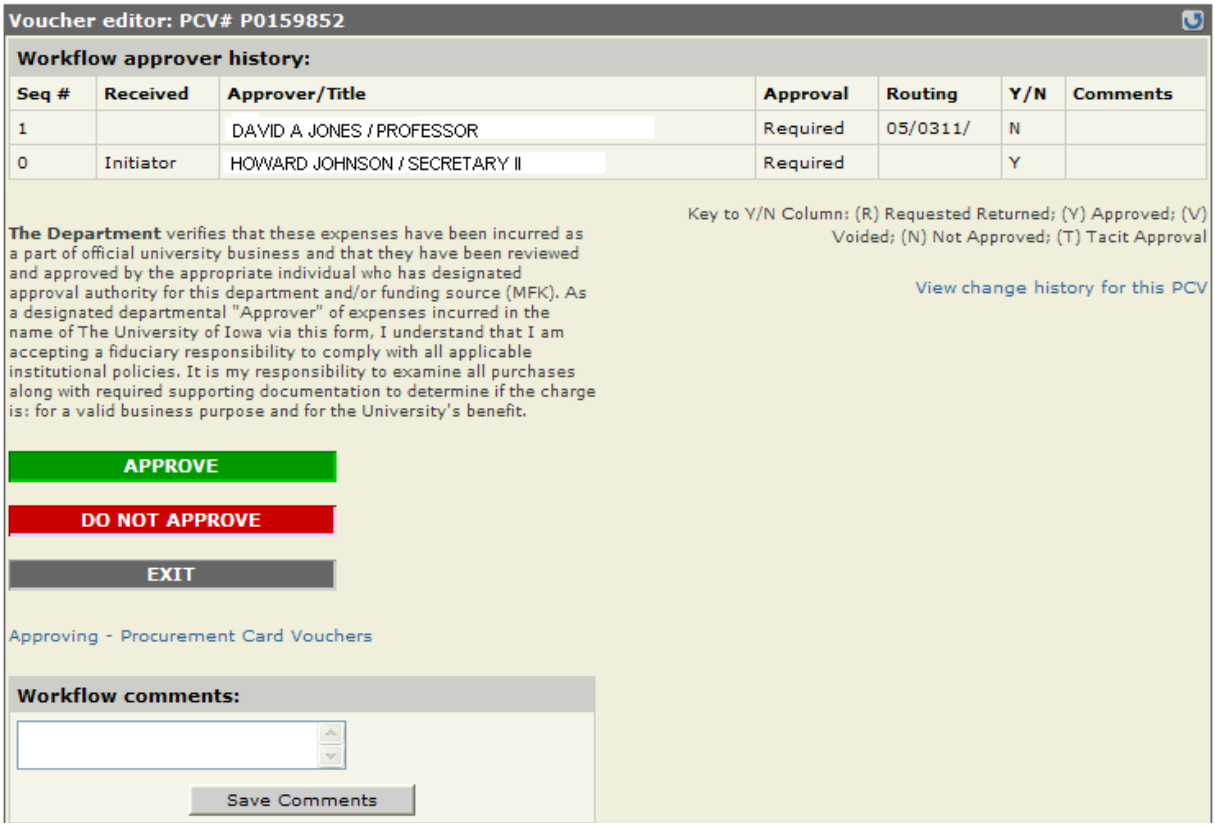


Once you define your supervisor, you will be asked whether the form needs to be routed to anyone in addition to your supervisor and other predefined departmental approvers. (See Supervisor Routing section for additional information about this step.

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

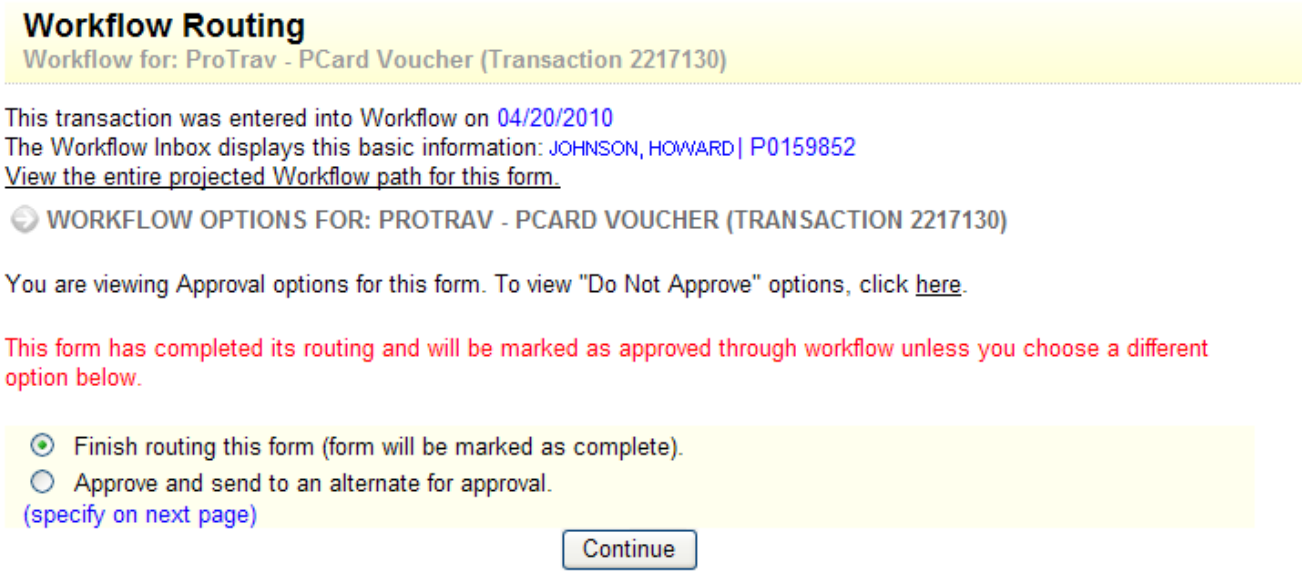
5) Approving the Voucher as Supervisor/Departmental Approver

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.

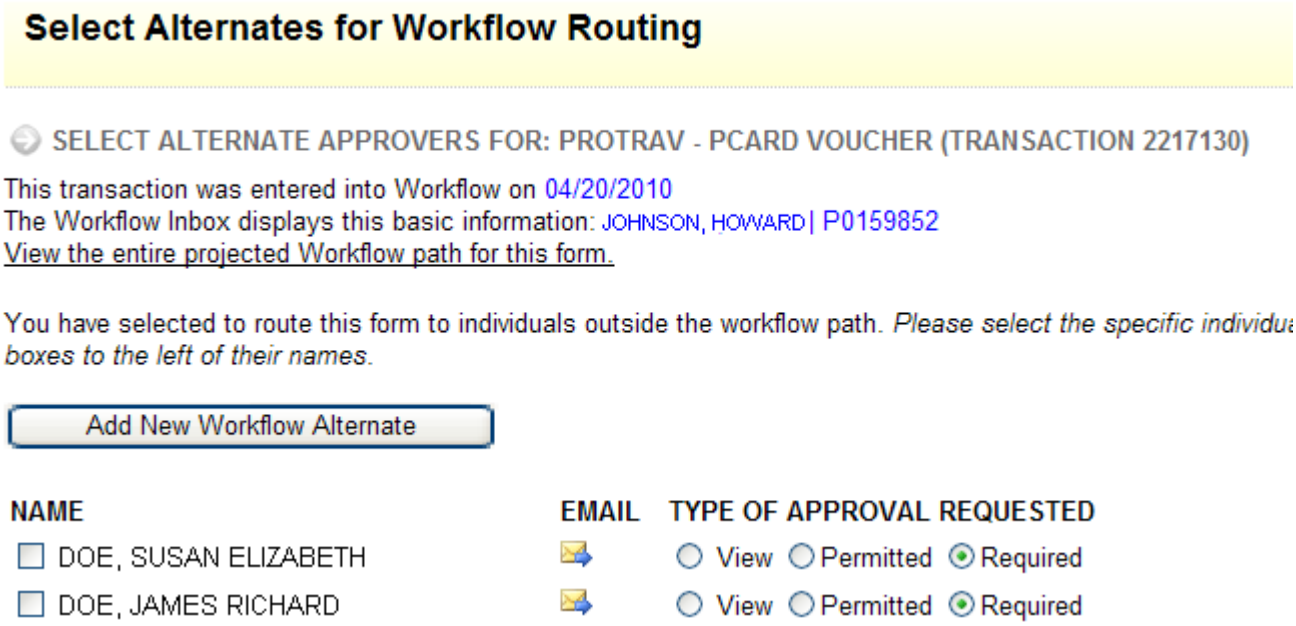
Final Approver—If you are the final approver in your department's workflow path, click "Continue" to route the form to the Accounts Payable Office. If the electronic attachment option has not been used send the cover page and receipts to the Accounts Payable Office, 202 PCO.



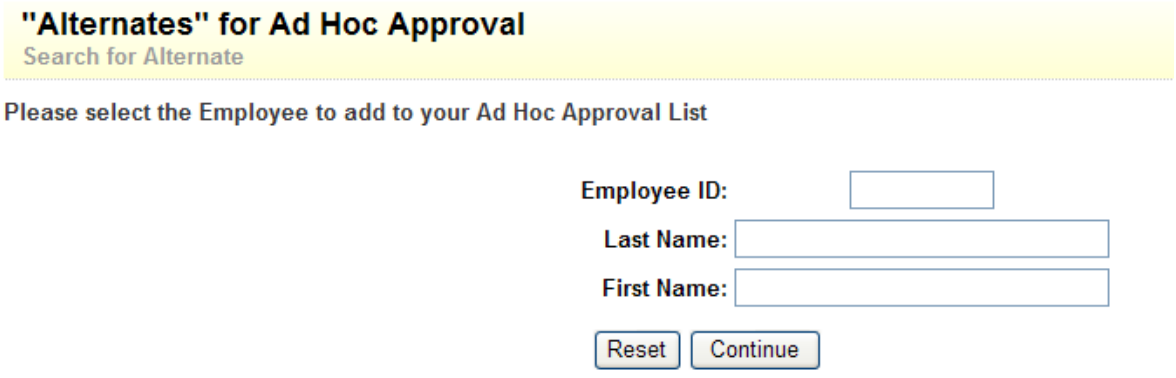
If someone else needs to see the form, or if you need to route it back to the cardholder or initiator, you would select "approve and Send to an alternate for approval" or "Do not approve……" ; click continue. (Skip to Step 6 to see how to add additional approvers)

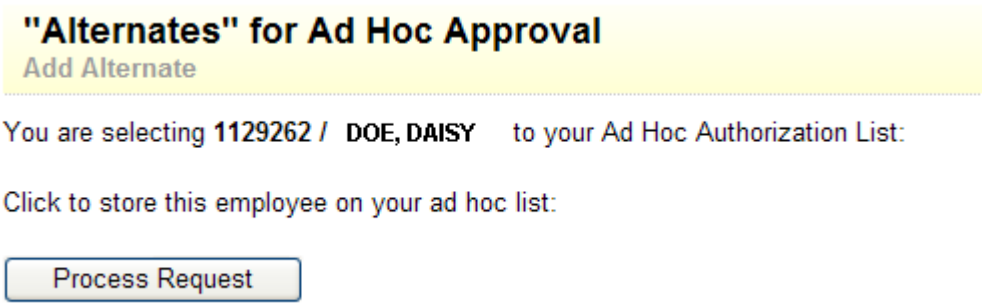
6) Ad-hoc/Alternate Routing for Approval

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".

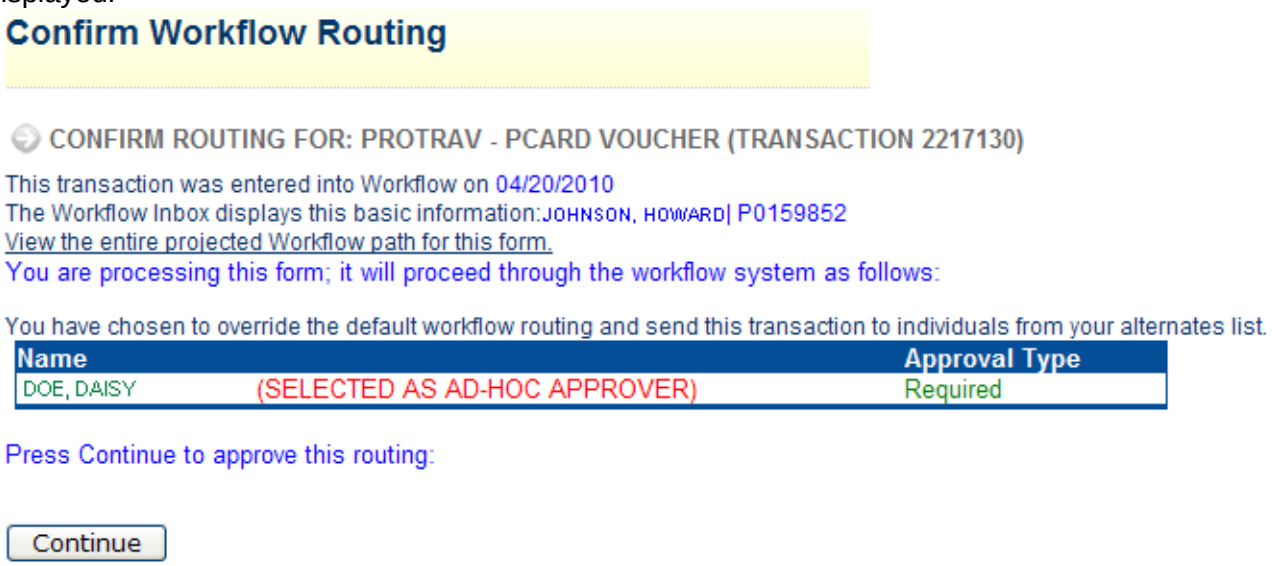


If the individual you need is not listed, click on the "Add New Workflow Alternate…." link and search for the correct individual as described in the Search for supervisor section. Once you enter the individuals name in the search panel, you will be returned to the alternate list where the new person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

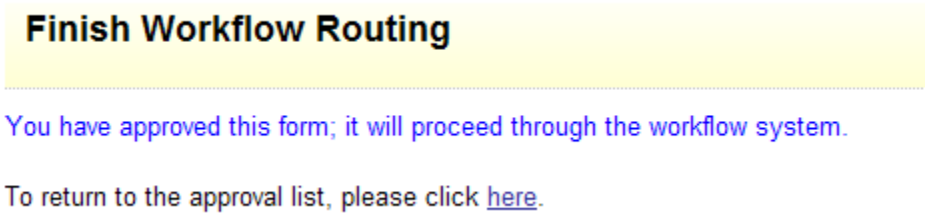




Select that individual; indicate the approval type and click “continue”. Routing confirmation will be displayed.

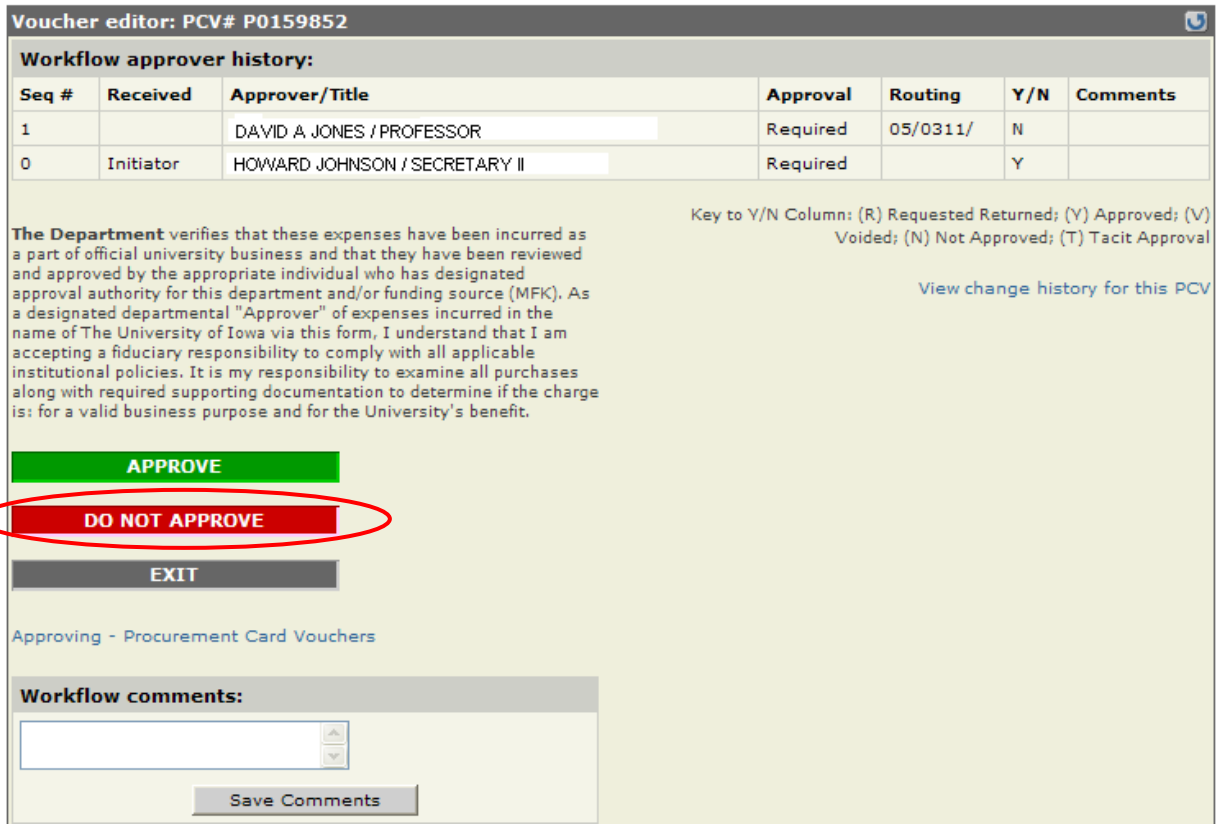
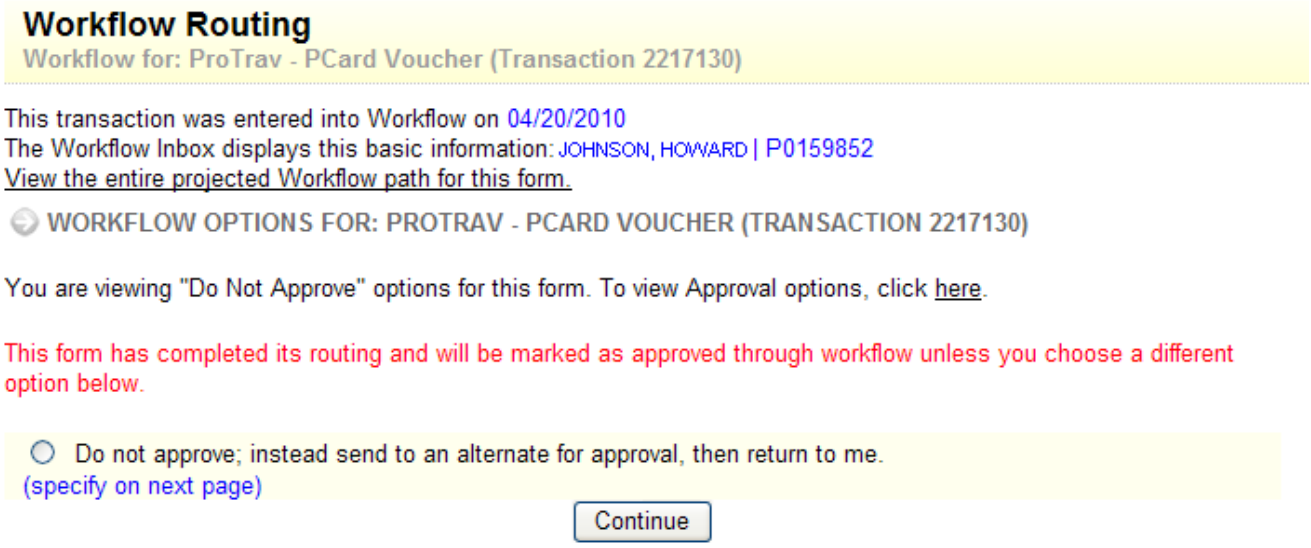


Finish routing notification will be displayed.



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 |
Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval
View change history for this PCV
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.
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.