

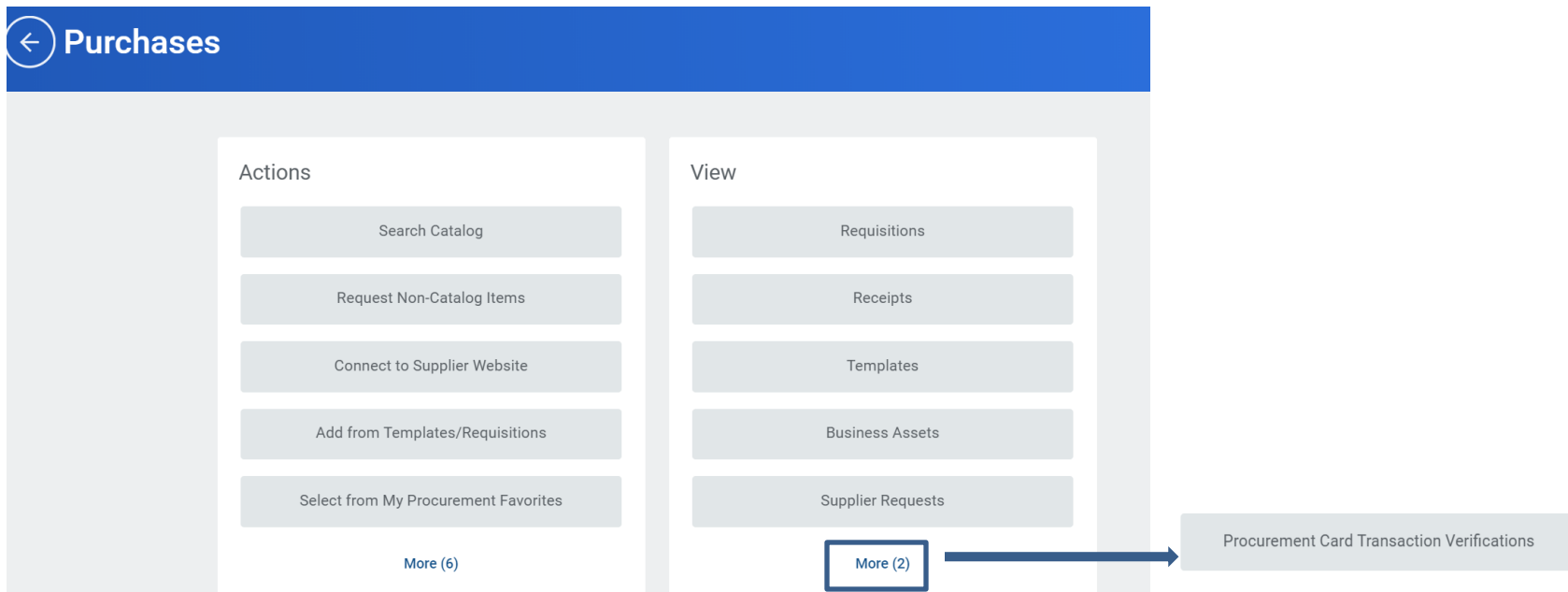
STEPS IN WORKDAY

1. Log in to your Workday account.



Purchases

2. Go to Purchase Application.
3. Under the View section, click the More and select the Procurement Card Transaction Verification button.



The screenshot shows the 'Purchases' application interface. At the top is a blue header bar with a back arrow and the word 'Purchases'. Below this, the interface is divided into two main sections: 'Actions' and 'View'. The 'Actions' section contains five buttons: 'Search Catalog', 'Request Non-Catalog Items', 'Connect to Supplier Website', 'Add from Templates/Requisitions', and 'Select from My Procurement Favorites'. Below these buttons is a 'More (6)' link. The 'View' section contains five buttons: 'Requisitions', 'Receipts', 'Templates', 'Business Assets', and 'Supplier Requests'. Below these buttons is a 'More (2)' button, which is highlighted with a blue border. An arrow points from this 'More (2)' button to a separate box labeled 'Procurement Card Transaction Verifications'.

- From the My Procurement Card Transaction Verifications, select the status column and filter for Draft status.

My Procurement Card Transaction Verifications

Actions

25 of 753 items

Procurement Card Transaction Verification	Verification Number	Company	Verification Date	Status	Verification Amount	Currency	Number of Transactions
	PC-005699	Rhode Island School of Design	08/05/2019	Draft	97.08	USD	1
	PC-005705	Rhode Island School of Design	08/05/2019	Draft	96.52	USD	1
	PC-005709	Rhode Island School of Design	08/05/2019	Draft	67.70	USD	1
	PC-005710	Rhode Island School of Design	08/05/2019	Draft	16.50	USD	1
	PC-005711	Rhode Island School of Design	08/05/2019	Draft	13.97	USD	1

- Go the hour glass next to the Procurement Card transaction you want to Edit. Select the for additional actions and select the Edit option and then complete making your changes.

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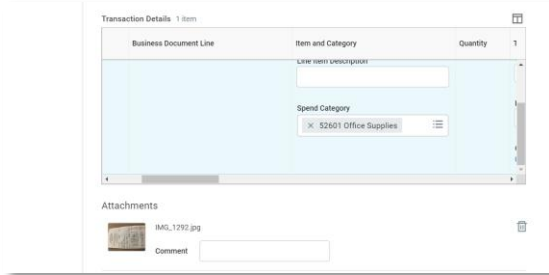
Procurement Card Transaction Verification

Edit

How to find a Draft Status Procurement Card Verification Transaction

Procurement

6. Fill in the transaction details for this charge. Enter the Supplier*, Spend Category and attach the itemized receipt. Then click submit.



The screenshot shows the 'Transaction Details' form for a single item. It includes a table with columns for 'Business Document Line', 'Item and Category', and 'Quantity'. The 'Item and Category' section has a 'Line Item Description' field and a 'Spend Category' dropdown menu currently set to '52601 Office Supplies'. Below the table is an 'Attachments' section with a file icon and the filename 'IMG_1292.jpg'. At the bottom, there is a 'Comment' text area.

Note: The Create Supplier task is used to add suppliers for PCard, Requisitions/Purchase Orders, and Supplier Invoice Request transactions. All T&E Card transaction suppliers are added directly by the Procurement Services team. Please email epro@risd.edu for any hotel, car rental company, airline, and/or travel city you need added.