

STEPS IN WORKDAY

1. Log in to your Workday account.



2. Go to Notification icon
3. Find the notification called "New Procurement Card Transactions".

Verify Procurement Card Transac...

4. Select the Verify Procurement Card transactions button.
5. Select the transaction you want to verify and hit OK button.

Select	Transacti	Transaction Date	Corporate Credit Card Account	Company	Merchant Name	Charge Description	Billing Date	Et It
<input checked="" type="checkbox"/>	Q	10/23/2019	RISD JP Morgan Chase Procurement Card	Rhode Island School of Design	BESTBUYCOM805651821599	BESTBUYCOM805651821599	10/24/2019	

6. Fill in the transaction details for this charge. Enter the Supplier*, Purchase Order number (if applicable), Spend Category and attach the itemized receipt. Then click submit.

Transaction Details 1 Item

Business Document Line	Item and Category	Quantity
	Line item description	1

Spend Category: X 52601 Office Supplies

Attachments: IMG_1292.jpg

Comment: [Text Field]

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.