

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.

← Purchases

Actions

- Search Catalog
- Request Non-Catalog Items
- Connect to Supplier Website
- Add from Templates/Requisitions
- Select from My Procurement Favorites

More (6)

View

- Requisitions
- Receipts
- Templates
- Business Assets
- Supplier Requests

More (2)

Procurement Card Transaction Verifications

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

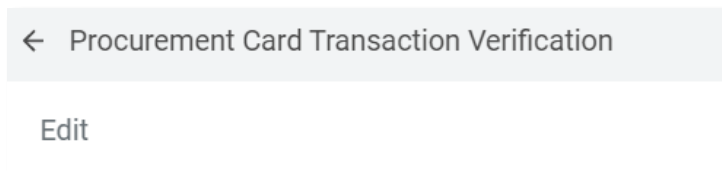
My Procurement Card Transaction Verifications Actions

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

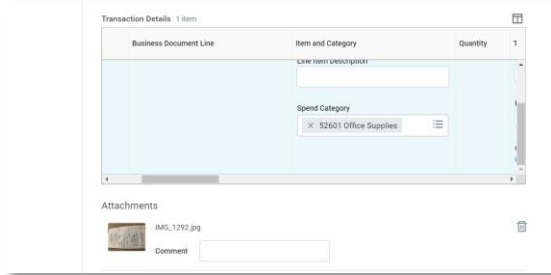
5. Go the magnifying glass next to the Procurement Card transaction you want to Edit. Select the changes.

for additional actions and select the Edit option and then complete making your



How to find a Draft Status Procurement Card Verification Transaction

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 a 'Transaction Details' form for '1 item'. It features a table with columns for 'Business Document Line', 'Item and Category', and 'Quantity'. The 'Item and Category' field is currently empty. Below the table, there is a 'Spend Category' dropdown menu with the selected option being '52601 Office Supplies'. At the bottom of the form, there is an 'Attachments' section with a small image icon and a 'Comment' text box.

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.