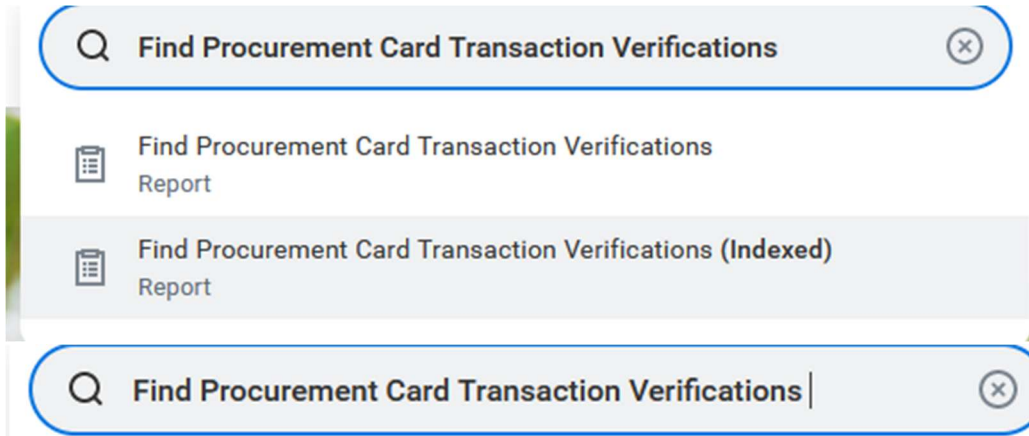


How To Find Procard Transactions In Workday

This is a walkthrough of how to find Procard transactions once the verification process has begun and a Workday PC# has been assigned. For new transactions, use the “**Verify Procurement Card Transactions**” task. If you’re verifying new transactions on behalf of someone else, use “**Verify Procurement Card Transactions for Worker**”.

1. Type Find Procurement Card Transaction Verifications in the Workday search bar.



***TIP** – Add this report to your shortcuts menu for quicker access.

2. Enter the company, UW1861, and your name as Worker. As a PDES enter the name of the cardholder you’re verifying for. Click OK.

Find Procurement Card Transaction Verifications

Company

Worker

Verification Date On or After

Verification Date On or Before

Verification is Intercompany

Filter Name

Manage Filters

1 Saved Filters ▾

3. A list of all of the Procard transactions will appear.

Company UW1861 University of Washington Verification is Intercompany No

Worker Hanerfeld, Josh

11 items

Procurement Card Transaction Verification	Verification Number	Company	Verification Date	Status	Worker
Q	PC-00004009	UW1861 University of Washington	07/27/2023	In Progress	Hanerfeld, Josh

4. To edit a transaction, click the related actions button (twinkie) by the magnifying glass, hover your cursor over Procurement Card Trans, and select Edit.

Procurement Card Transaction

42588

Status Draft

For Hanerfeld, Josh

Company UW1861 University of Washington

Currency USD

Date 10/17/2023

Total Amount 51.16

Credit Card Transactions 1

New Procard Transaction

New Procard transactions won't show up in the "Find Procurement Card Transactions" list until verification has started. To start verification on a new transaction, users will need to find the transaction using the "Verify Procurement Card Transactions" task. If they're verifying new transactions on behalf of someone else, they'll need to use "Verify Procurement Card Transactions for Worker".

