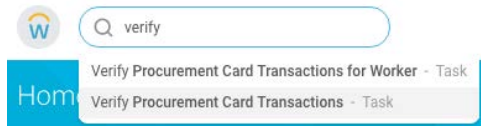


Transactions without a purchase order (for purchases up to \$1,000)

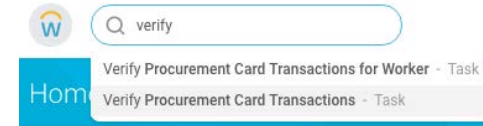
1. Type "Verify procurement card transactions" in the Workday search box and click on the result that is listed.



2. Click on **Select** for the transaction you want to reconcile, then click **OK**.
3. Under **Procurement Card Transaction** header, attach your receipt.
4. Click on the arrow next to the **Transaction Details** header to see details of your purchase.
5. Scroll to the right to the **Item and Category** field. Select a **Spend Category** that corresponds to your order. *Spend Category was referred to as Account Code in Banner.*
6. Scroll further right to confirm accounting information fields: **Cost Center, Fund, Function, Additional Worktag** (for grant, award, gift, project).
7. Click **Submit**.

Transactions with a purchase order (for purchases more than \$1,000)

1. Type "Verify procurement card transactions" in the Workday search box and click on the result that is listed.



2. Click on **Select** for the transaction you want to reconcile, then click **OK**.
3. Select the appropriate purchase order number in the **Purchase Order** field.
4. Attach your receipt.
5. Click on the arrow next to the **Transaction Details** header to see details of your purchase.
6. Scroll to the right to **Item and Category** field. Select a **Spend Category** that corresponds to your order. *Spend Category was referred to as Account Code in Banner.*
7. Scroll further right to confirm accounting information: **Cost Center, Fund, Function, Additional Worktag** (for grant, award, gift, project).
8. Click **Submit**.