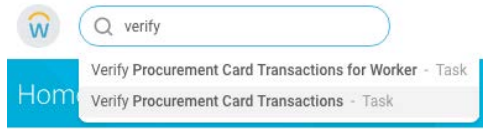



## Verifying Purchasing Card Transactions

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**.

 If you need to look back at a P-Card charge you have verified, type "My Procurement Card Verifications" in the Workday search box.

## Changing P-Card Transactions After Verification

Mc i a UmbYYX hc a U\_Y U W Ub [ Y hc U D! 7 UfX hfUbgUW]cb j Yf]Z]W]h]cb UzhYf]hg VYYb Uddfcj YX": cf Yl Ua d Yz mci a Um \ Uj Y gY Y V W X Ub ]b V f f Y V W V g h W b h Y f c f g d Y b X W h Y [ c f m'

1. Type "A m DfcW fYa Ybh 7 UfX hfUbgUW]cb j Yf]Z]W]h]cbg" ]b h Y gY UfW Vcl "
2. < c j Yf c j Yf h Y a U [ b ] Z m [ [ Ugg c b h Y hfUbgUW]cb mci b Y Y X hc Y X ] h U b X W ] W h Y Vi h c b "
3. 7 ] W **Actions** z h Y b W ] W DfcW fYa Ybh 7 UfX hfUbgUW]cb j Yf]Z]W]h]cb z h Y b W ] W 7 \ Ub [ Y "

