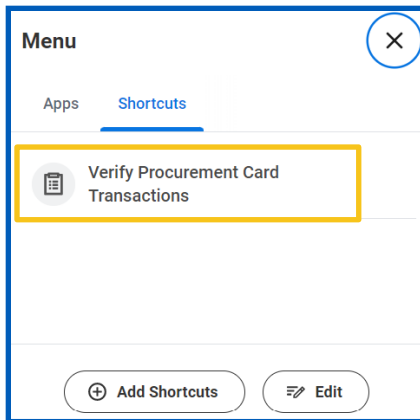


Verify and Approve P-Card Transactions

When a purchase card transaction is made, it will have to be reconciled in Workday. Your manager will then approve the transactions.

Verify Purchase Card Transactions

1. Select **Verify Procurement Card Transactions** from your **Shortcuts** (you may have to add it to your shortcuts if you haven't already done so).



2. **Company** and **Document Date** will populate automatically. Update if applicable. Purchase card transactions available to be verified will display.

The screenshot shows the 'Verify Procurement Card Transactions' interface. At the top, there are filters for 'For' (Chetan Patel), 'Company' (LEDBO BWC Terminal Holdings LLC), and 'Document Date' (05/04/2023). Below the filters is a table with 3 items. The table has the following columns: Select, Transaction, Transaction Date, Corporate Credit Card Account, Company, Merchant Name, Charge Description, Billing Date, Expense Item, Extended Transaction Amount, Transaction Currency, and Billing Currency.

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company	Merchant Name	Charge Description	Billing Date	Expense Item	Extended Transaction Amount	Transaction Currency	Billing Currency
<input type="checkbox"/>	Q	04/30/2023	AMEX Procurement Card	LEDBO BWC Terminal Holdings LLC	WAL-MART SUPERCENTER 3585	WAL-MART SUPERCENTER SPRING TX	05/29/2023		5.22	USD	USD
<input type="checkbox"/>	Q	04/30/2023	AMEX Procurement Card	LEDBO BWC Terminal Holdings LLC	WAL-MART SUPERCENTER 3585	WAL-MART SUPERCENTER SPRING TX	05/29/2023		24.78	USD	USD
<input type="checkbox"/>	Q	04/30/2023	AMEX Procurement Card	LEDBO BWC Terminal Holdings LLC	HEB #705	HEB #705 000000000 SPRING TX	05/29/2023		7.96	USD	USD

3. Check the checkbox next to each purchase card transaction to verify.

Verify and Approve P-Card Transactions

When a purchase card transaction is made, it will have to be reconciled in Workday. Your manager will then approve the transactions.

4. Click the **OK** button.

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company	Merchant Name
<input checked="" type="checkbox"/>	Q	04/30/2023	AMEX Procurement Card	LE080 BWC Terminal Holdings LLC	WAL-MART SUPERCENTER 3585
<input checked="" type="checkbox"/>	Q	04/30/2023	AMEX Procurement Card	LE080 BWC Terminal Holdings LLC	WAL-MART SUPERCENTER 3585
<input checked="" type="checkbox"/>	Q	04/30/2023	AMEX Procurement Card	LE080 BWC Terminal Holdings LLC	HEB #705

OK Cancel

5. Select the **Supplier** (if the Supplier is set up in Workday.)
 6. Select the **Spend Category**.
 7. Make sure **Non-Taxable** is selected. (Tax would have been included in the original purchase).

3 Items

Sort By

H-E-B #705 00000000 SPRING TX 7.96 USD

WALMART SUPERCENTER SPRING... 24.78 USD

WALMART SUPERCENTER SPRING... 5.22 USD

Edit Summary

Transaction

Credit Card Transaction • 04/30/2023 H-E-B #705 00000000 7.96 USD

Transaction Date 04/30/2023

Charge Description H-E-B #705 00000000 SPRING TX

Supplier **H-E-B**

Purchase Order

Supplier Contract

Amount

Remaining Transaction Amount to Verify 0.00

Credit Card Transaction Amount 7.96

Transaction Currency USD

Sales Tax Collected

Default Tax Option select one

Default Tax Code

Tax Amount 0.00

Transaction Details

Company	Business Document Line	Item and Category	Tax	Tax Recoverability
LE080 BWC Terminal Holdings LLC		Item	Tax Applicability USA Non Taxable Purchases	
	Line Item Description		Tax Code	
	Pens			
	Spend Category			
	Office Supplies			

8. Scan the receipt and add as an **Attachment**.

Attachments

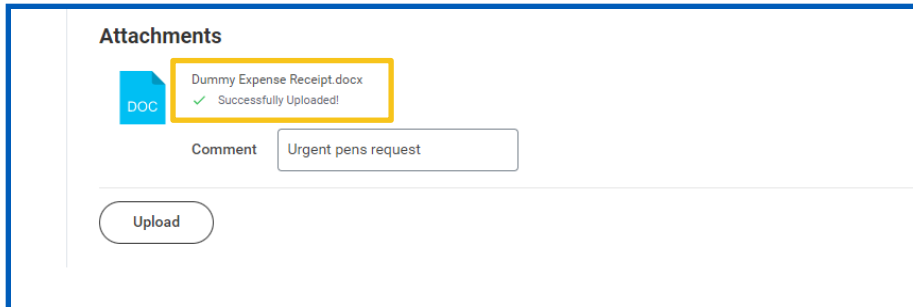
Drop files here

Select files

Once the receipt is attached it will display like below:

Verify and Approve P-Card Transactions

When a purchase card transaction is made, it will have to be reconciled in Workday. Your manager will then approve the transactions.



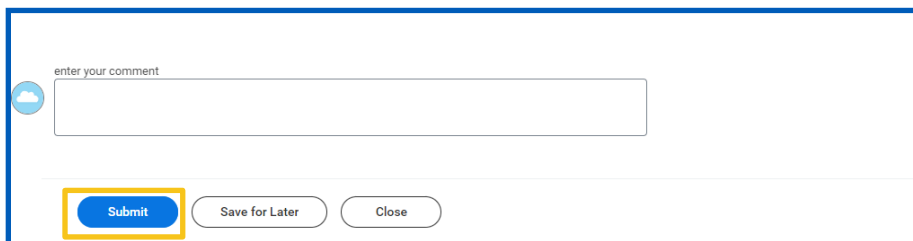
Attachments

DOC Dummy Expense Receipt.docx
✓ Successfully Uploaded!

Comment Urgent pens request

Upload

9. Click the **Submit** button.



enter your comment

Submit Save for Later Close

This will now be routed to the manager for approval.

Approve Purchase Card Transactions

When a purchase card transaction is made, it will have to be reconciled in Workday. Once reconciled and submitted, your manager will need to approve it in Workday.

1. Click the Inbox icon.



2. On the Actions tab of your Workday Inbox, click the Purchase Card Transaction Verification that you want to review and approve.

Verify and Approve P-Card Transactions

When a purchase card transaction is made, it will have to be reconciled in Workday. Your manager will then approve the transactions.

The screenshot shows a list of actions in Workday. The third item is highlighted with a yellow border:

- Requisition: 80REQ-10000018, Requester: [redacted], Date: 05/31/2023, Amount: \$1,700.25 (4 day(s) ago - Due 06/02/2023)
- Requisition: 80REQ-10000017, Requester: Urbanowich, Date: 05/31/2023, Amount: \$6,247.07 (4 day(s) ago - Due 06/02/2023)
- Procurement Card Transaction Verification: 10000007, [redacted] on 05/04/2023 for \$37.96 (1 month(s) ago - Due 05/06/2023; Effective 05/04/2023)**
- Benefit Change - Job Change : [redacted] on 02/06/2023 (2 month(s) ago - Effective 02/06/2023)
- Time Entr: [redacted] - 4 hours from 02/06/2023 to 02/12/2023 for 100724 Cority - HSSE System (3 month(s) ago - Due 03/01/2023; Effective 02/12/2023)

3. Review the details of the transaction.

The screenshot shows the 'Approve Procurement Card Transaction Verification' page. It displays the following information:

- Title:** Approve Procurement Card Transaction Verification
- Transaction:** Procurement Card Transaction Verification: 10000007, [redacted] on 05/04/2023 for \$37.96
- Effective Date:** 05/04/2023
- Total Verification Amount:** 37.96 USD
- Transaction Details:**
 - View Summary Transaction:** Credit Card Transaction * 04/30/2023 H-E-B #705 000000000 7.96 USD
 - Transaction Date:** 04/30/2023
 - Charge Description:** H-E-B #705 000000000 SPRING TX
 - Supplier:** H-E-B
 - Purchase Order:** (empty)
 - Supplier Contract:** (empty)

Verify and Approve P-Card Transactions

When a purchase card transaction is made, it will have to be reconciled in Workday. Your manager will then approve the transactions.

4. Review the attachment.
 5. Enter a **Comment** (if applicable).
- To approve the transaction, click the **Approve** button.

OR

To send back, click the **Send Back** button.

If you choose to send back the transaction,

6. Select the person who initiated this in the **To** field.
7. Enter a **Reason** you are sending this back.

Verify and Approve P-Card Transactions

When a purchase card transaction is made, it will have to be reconciled in Workday. Your manager will then approve the transactions.

8. Click the **Submit** button.

Send Back

To * Search

× — Revise
Procurement Card Transaction
Verification

Reason *

Submit Cancel

This will be routed back to the person who initiated for correction.