Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

Processing Procurement Card Transactions

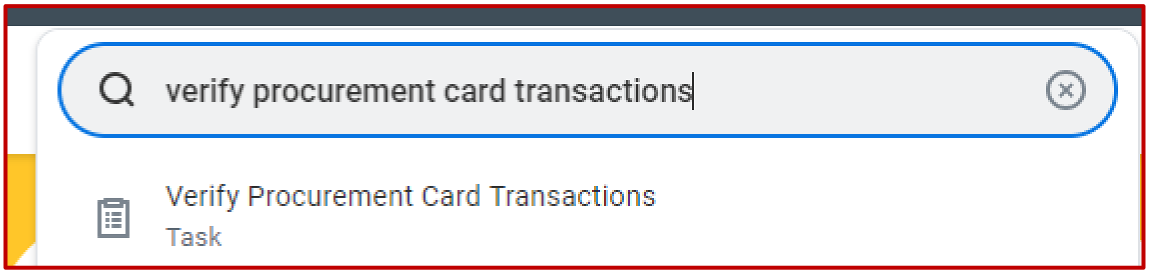
Overview

This guide provides detailed instructions on how to process Procurement Card (Pcard) transactions in Workday.

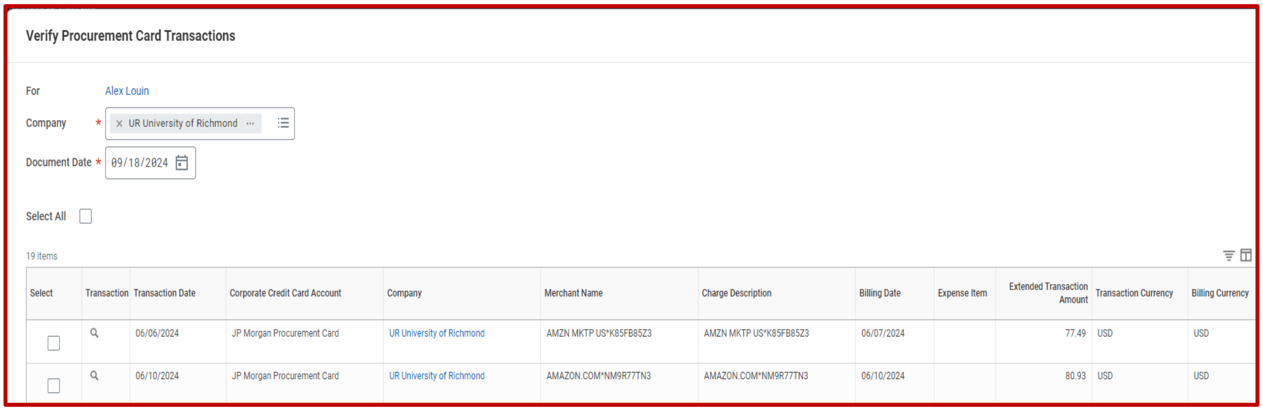
The Verify Procurement Card Transaction functionality is used to review, allocate, and process purchasing card transactions made on behalf of your department. The vendor posts transactions to your credit card account, and then they are transferred into Workday.

By the end of this guide, you will be able to process your Pcard transactions successfully.

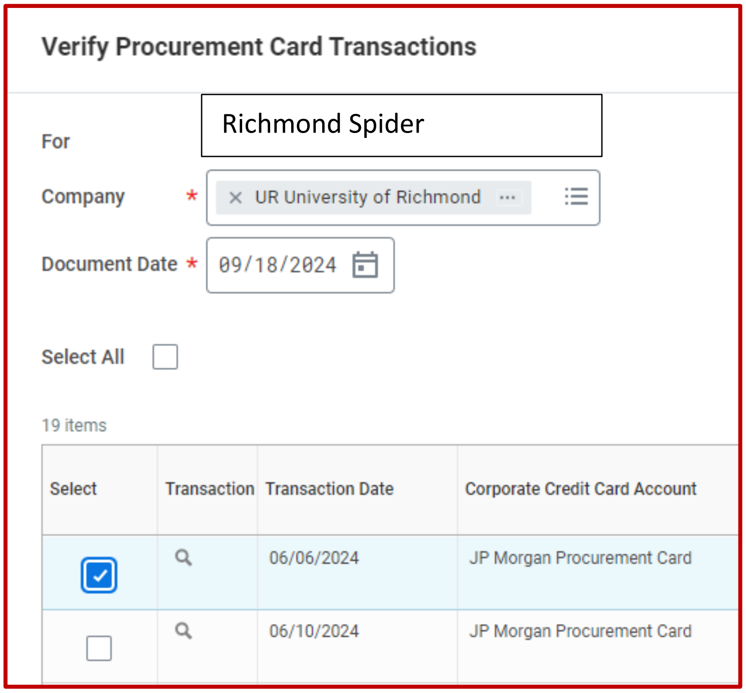
1. **Verify Procurement Card Transactions.** On the Workday homepage search bar, type *Verify Procurement Card Transactions*.



This screen displays a listing of open credit card transactions that must be verified and updated with the correct cost center Worktags for your purchase.

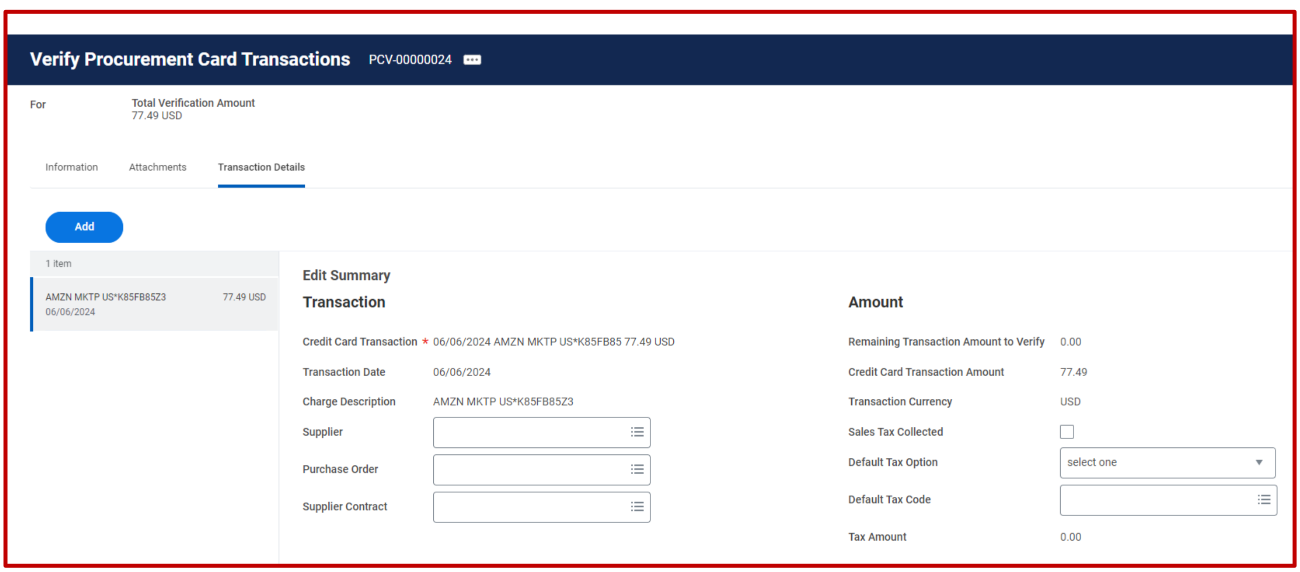


2. Click the box under the" Select" column to choose the charge(s) to verify and add to a report.



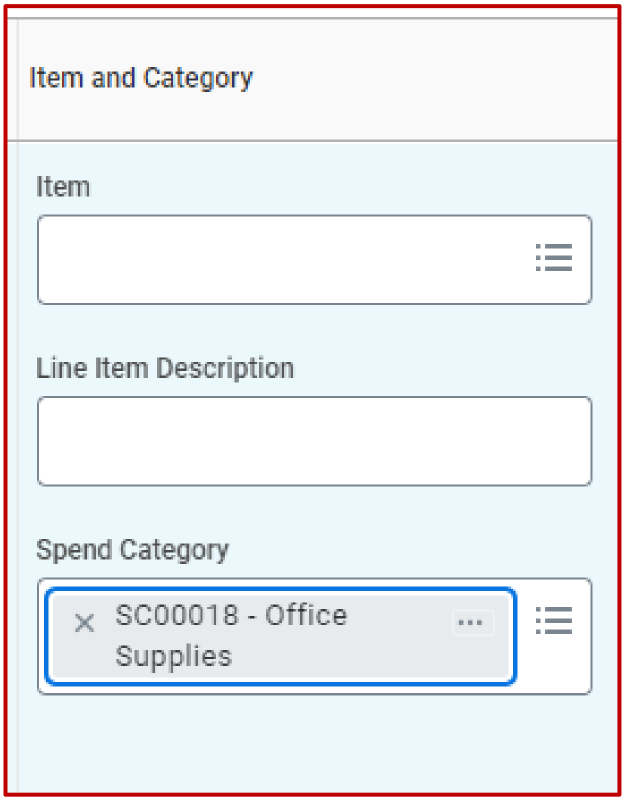
3. Select OK.

4. You will then begin building your Procurement Card report. The fields at the top will be auto-populated. Scroll down to the transaction detail section to begin entering the necessary information.



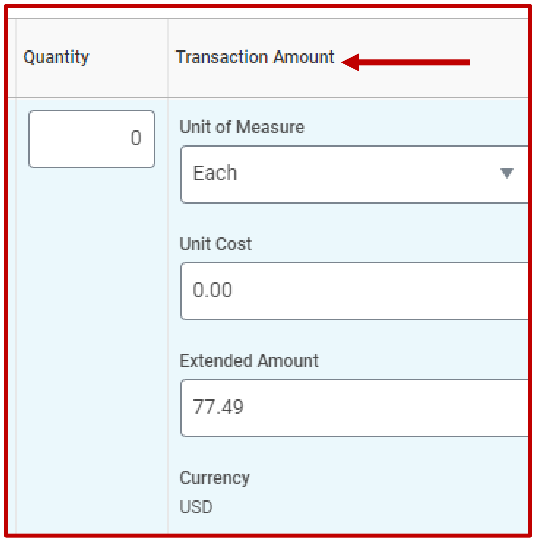
5. Enter a brief business description in the Line Item description box.

6. Select the prompted icon to add the correct Spend Category in the Item and Category column. Type a word related to the commodity and select from search results.



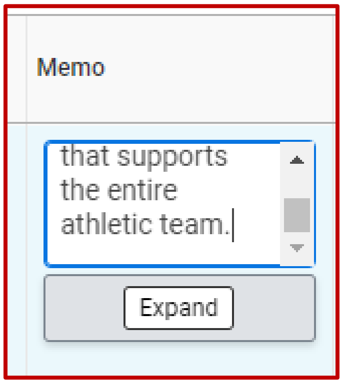
7. Scroll over to the right to see more fields.

8. Enter Unit of Measure under "Transaction Amount" where applicable.

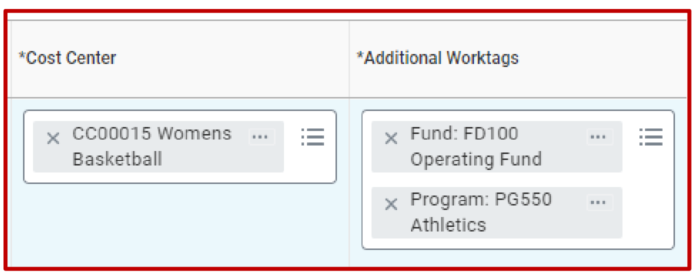


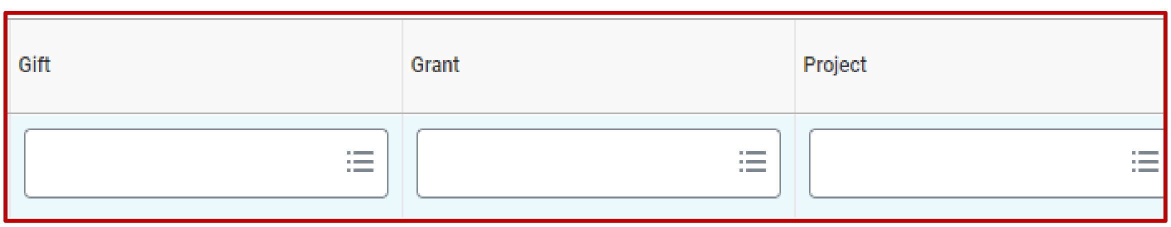
9. Continue scrolling over to the right for more fields.

The Memo field is where you will enter your detailed business justification and any important pertinent information: Who? What? When? Where? & Why?



10. **Cost Center, Gift, Grant, or Project.** If a Gift, Grant, or Project is selected, the cost center and additional Worktags will update with the appropriate values.
11. **Additional Worktags**. These fields are pre-populated; edit only if instructed by the Office of the Controller.

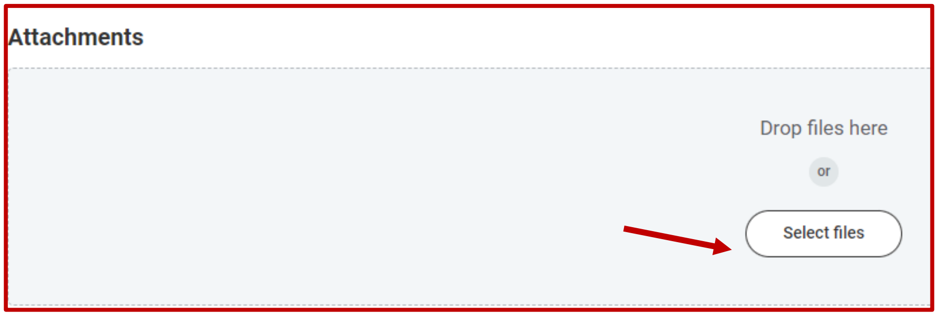




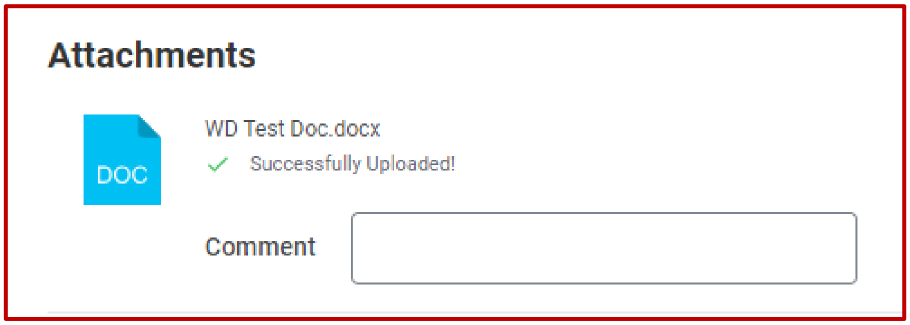
Note: The charging instructions will default with the Cost Center from the requester's default organization assignment.

12. **Attachments.** The next section below is where you will add your attachment, receipt, or backup information.

13. Click "select files" and add your attachment.



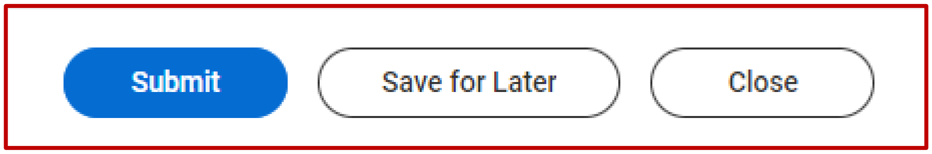
14. Once your attachment is added, you will see "Successfully Uploaded!"



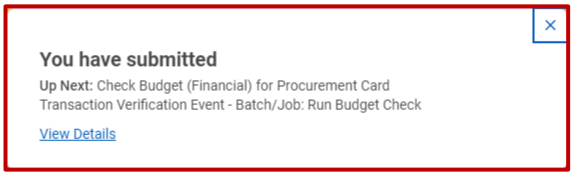
15. If you have any additional information that you would like to add, please enter it in the comment box.

16. If you have multiple transactions, be sure to scroll back up to the list of selected transactions, select the next transaction and repeat the review and allocation process.

17. When all lines have been reviewed and allocated, click **Submit**. You will receive a pop-up box letting you know that your report has been submitted.



18. To view routing or approval flow, click "View Details."



Need more help? [Get in touch with support.]