

# Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

## Processing Procurement Card Transactions

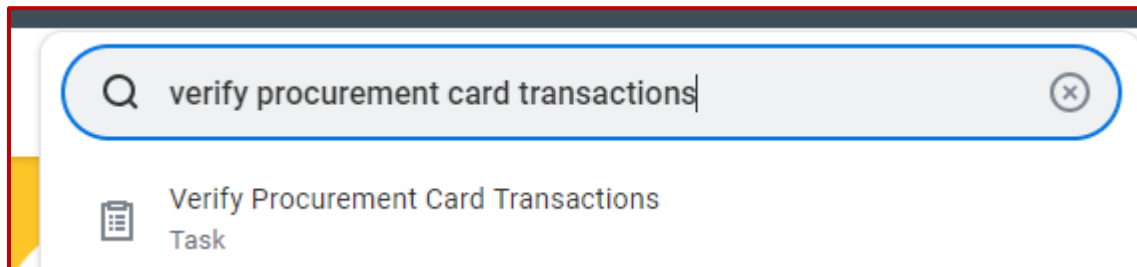
### Overview

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

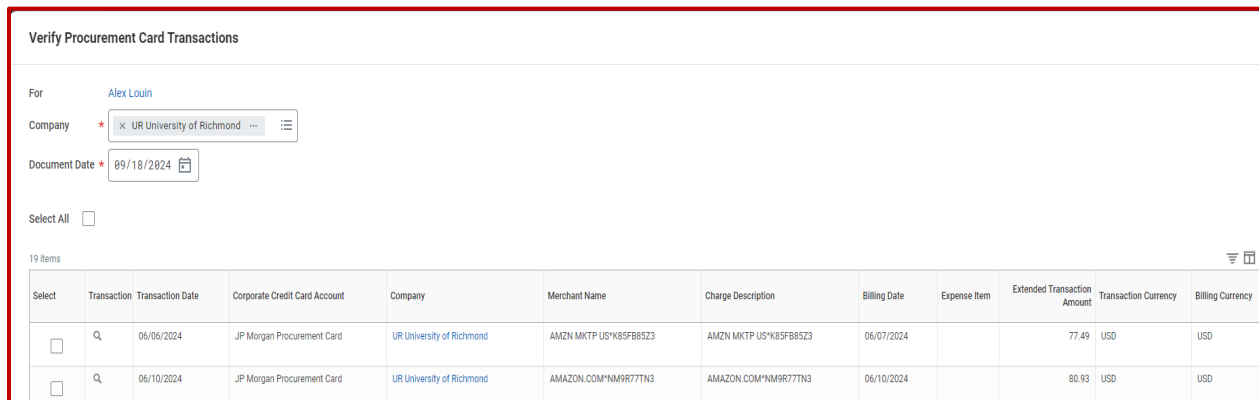
The Verify Procurement Card Transaction functionality is used to review, allocate, and process purchasing card transactions made on behalf of your department. The vendor posts transactions to your credit card account, and then they are transferred into Workday.

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.



The screenshot shows the 'Verify Procurement Card Transactions' screen. It includes filters for 'For' (Alex Louin), 'Company' (UR University of Richmond), and 'Document Date' (09/18/2024). Below the filters, there is a table with 19 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	06/06/2024	JP Morgan Procurement Card	UR University of Richmond	AMZN MKTP US*Y85F86523	AMZN MKTP US*Y85F86523	06/07/2024		77.49	USD	USD
<input type="checkbox"/>	Q	06/10/2024	JP Morgan Procurement Card	UR University of Richmond	AMAZON.COM*NM9R77T3	AMAZON.COM*NM9R77T3	06/10/2024		80.93	USD	USD

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

### Verify Procurement Card Transactions

For

Company \*  ...

Document Date \*

Select All

19 items

Select	Transaction	Transaction Date	Corporate Credit Card Account
<input checked="" type="checkbox"/>		06/06/2024	JP Morgan Procurement Card
<input type="checkbox"/>		06/10/2024	JP Morgan Procurement Card

- Select OK.

- 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.

### Verify Procurement Card Transactions

PCV-00000024

For Total Verification Amount 77.49 USD

Information Attachments Transaction Details

[Add](#)

1 item

AMZN MKTP US*K85FB8523 06/06/2024	77.49 USD
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**Edit Summary**

**Transaction**

Credit Card Transaction \* 06/06/2024 AMZN MKTP US\*K85FB85 77.49 USD

Transaction Date 06/06/2024

Charge Description AMZN MKTP US\*K85FB8523

Supplier

Purchase Order

Supplier Contract

**Amount**

Remaining Transaction Amount to Verify 0.00

Credit Card Transaction Amount 77.49

Transaction Currency USD

Sales Tax Collected

Default Tax Option

Default Tax Code

Tax Amount 0.00

- 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.

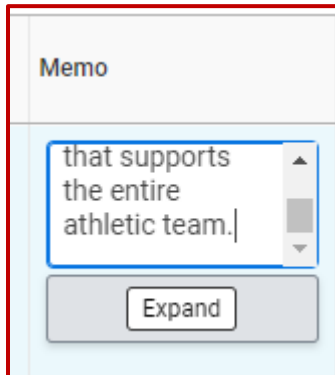
The screenshot shows a form titled "Item and Category". It has three main sections: "Item" with an empty text box and a menu icon; "Line Item Description" with an empty text box; and "Spend Category" with a dropdown menu. The dropdown menu is open, showing "SC00018 - Office Supplies" with a close icon (X) on the left and a menu icon on the right. The entire form is enclosed in a red border.

7. Scroll over to the right to see more fields.
8. Enter Unit of Measure under "Transaction Amount" where applicable.

The screenshot shows a transaction entry form with a red border. It has two columns: "Quantity" and "Transaction Amount". The "Quantity" field contains the number "0". The "Transaction Amount" field is highlighted with a red arrow. Below the "Transaction Amount" field, there are several sub-fields: "Unit of Measure" (set to "Each"), "Unit Cost" (set to "0.00"), "Extended Amount" (set to "77.49"), and "Currency" (set to "USD").

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?

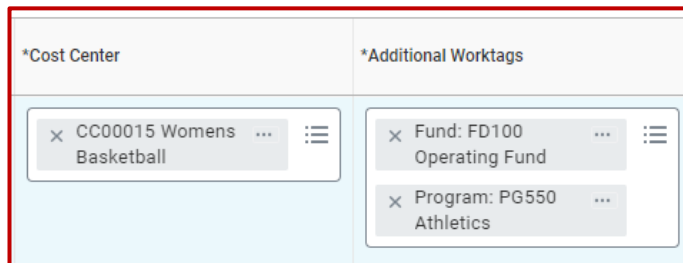


Memo

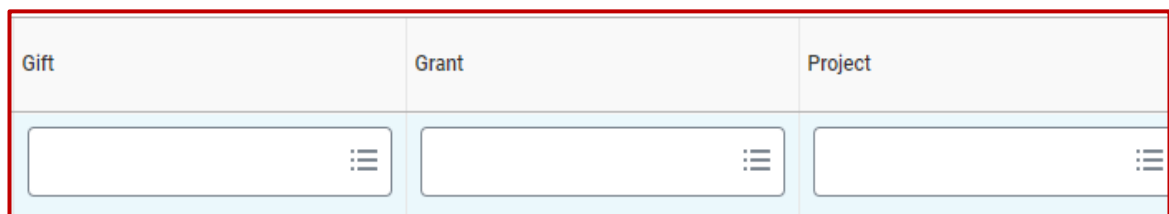
that supports the entire athletic team.

Expand

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.



*Cost Center	*Additional Worktags
× CC00015 Womens Basketball	× Fund: FD100 Operating Fund
	× Program: PG550 Athletics

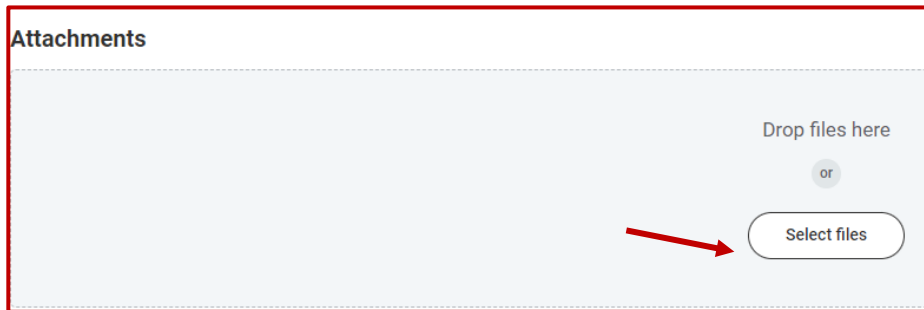


Gift	Grant	Project

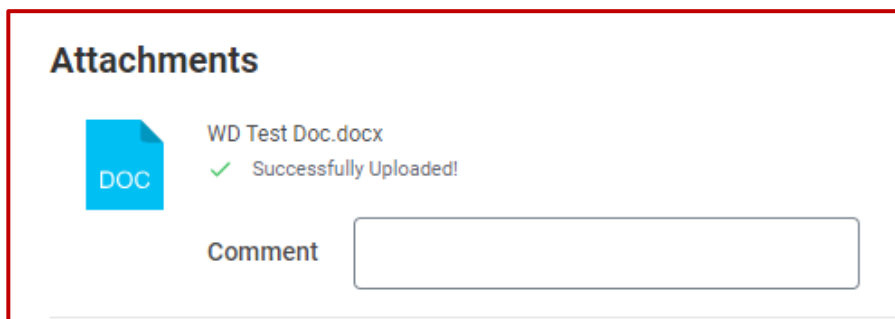
Note: The charging instructions will default with the Cost Center from the requester's default organization assignment.

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.



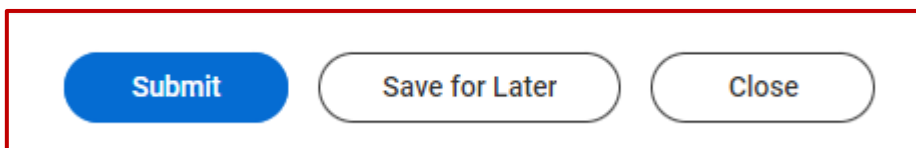
14. Once your attachment is added, you will see "Successfully Uploaded!"



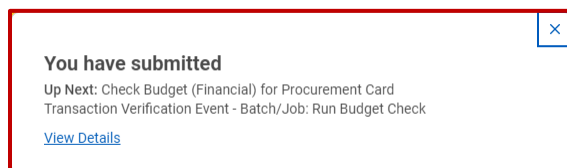
15. If you have any additional information that you would like to add, please enter it in the comment box.

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.](#)**