This quick reference guide (QRG) supports employees who hold Procurement Credit Cards and need to reconcile transactions in Workday.

To reconcile procurement card transactions, complete the following steps:

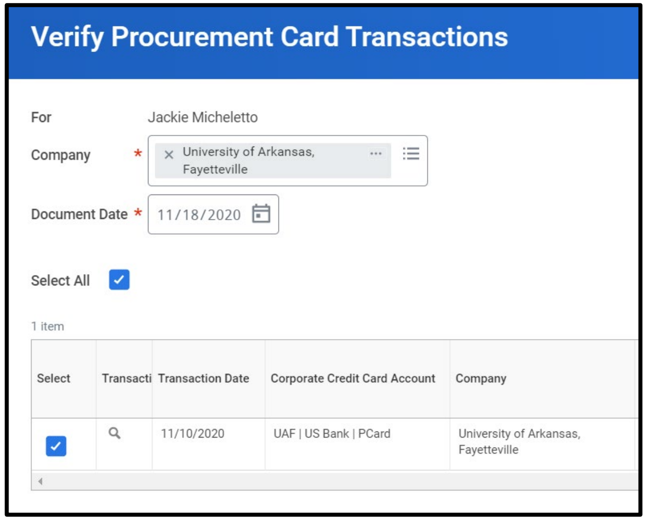
VERIFYING PROCUREMENT CARD TRANSACTIONS

From the Workday Home page:

1. Type '**Verify Procurement Card Transactions'** and select the task.

The *Verify Procurement Card Transactions* screen displays.

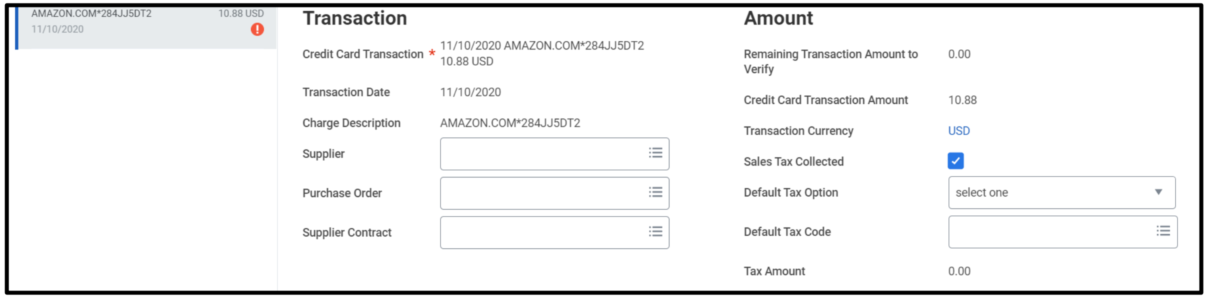
2. Enter in **Company**, if not defaulted.
3. Select **Document Date**. Current date is default.
4. Click **OK**. Unverified Charges will be displayed.



Note: If you are an administrative staff verifying Procurement Card Transactions for another worker, use **Verify Procurement Card Transactions for Worker.**

5. Select at least one Transaction.
6. Click **OK**.

7. Details for the transaction will be displayed.

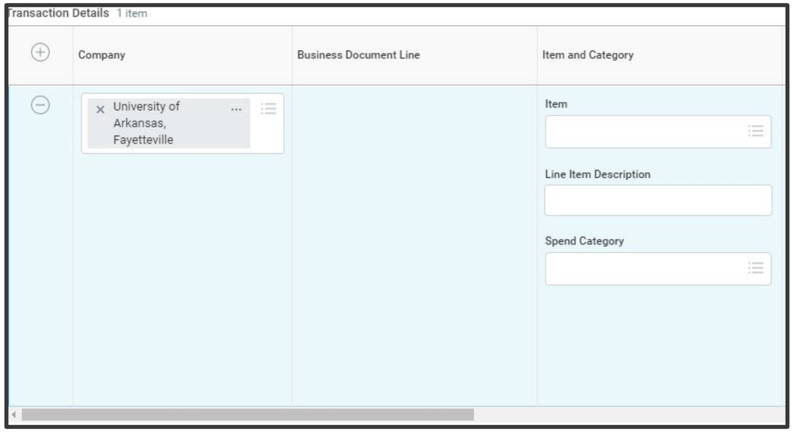


In the **Amount** section, complete the following information:

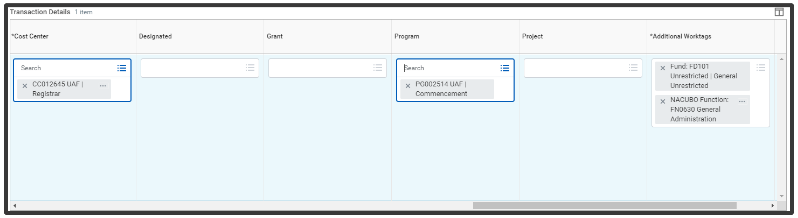
7. If the Merchant charged sales tax on the receipt, check 'Sales Tax Collected' as your Tax option.
8. If the Merchant did not charge sales tax **AND** the item is taxable **AND** the merchant is an out of state supplier, select 'Calculate Self-Assessed Tax' as your Tax option from the **Default Tax Option** dropdown.
9. If you select 'Calculate Self-Assessed Tax', you must then select a Default Tax Code. This code is for the **city** for which the goods or services were delivered.

Under Transaction Details

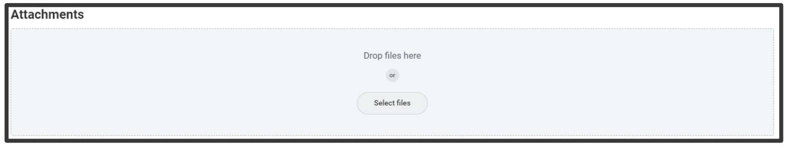
10. Confirm the correct **Company** defaulted.
11. Leave the **Item** field blank, as this will default the spend category.
12. Enter **Line Item Description** for the item. This field appears on reports.
13. Select an appropriate **Spend Category**.



13. Scrolling across to the right, enter a driver worktag – **Designated**, **Grant**, **Program**, **Project** or **Cost Center**. The related worktags will default.
14. Update **Additional Worktags**, if necessary.



15. Add **Attachments**, as required.



16. Click **Submit** to verify the charge.

NEXT STEPS

The process for verifying a procurement card transaction complete.

By clicking **Details and Process**, you can view the actions taken thus far in the process. Any changes made to the allocation are tracked in the **Process History** table.

An approver receives a Workday Inbox task to approve, deny or send back. An approver must provide a reason, if sending the request back.

Note: If you begin the process of verifying a charge, but do not complete it and hit 'Save for Later', you will no longer see the charge using the 'Verify Procurement Card Transactions' task. Instead, you will utilize the 'Find Procurement Card Verification' task. Refer to the QRG with that title for more information.