

Managing Procurement: Resolving Draft P-Card Transaction Verifications

When workers begin the task Verify Procurement Card Transactions, only transactions that are in a New status will be available to select. Any verifications that are in a Draft, In Progress, or Verified status will not appear in the selection list. This quick reference guide (QRG) outlines the process to identify and resolve Procurement Card Verifications that were left in Draft status.

IDENTIFY DRAFT VERIFICATIONS

1. Run the report My Procurement Card Transaction Verifications.
2. Click on the Status column heading to filter. Select the status of Draft and then click Filter. This will give you a list of the verifications in Draft status.

18 of 1833 items

Procurement Card Transaction Verification	Verification Number	Verification Date	Status	Verification Amount	Currency
Q	PC-00379356	06/06/2024			SD
Q	PC-00369360	05/08/2024			SD
Q	PC-00341611	02/21/2024			SD
Q	PC-00340857	02/18/2024			SD
Q	PC-00320509	12/02/2023			SD
Q	PC-00295046	09/18/2023			SD
Q	PC-00262031	06/09/2023			SD

Filter Condition *
is

Value *
x Draft

Filter

EDIT OR CANCEL DRAFT VERIFICATIONS

1. Click on the Related Actions (...) button for the Verification. Hover over the Procurement Card Transaction Verification action and select **Edit** or **Cancel**. To complete the verification for the transaction, you can Edit the draft verification to finish submitting, or you can Cancel the draft verification and start the Verify Procurement Card Transactions task over.

Procurement Card Transaction Verification	Verification Number	Verification Date	Status	Verific
Q				
Q				
Q				
Q				

Actions

Procurement Card Tran... >

Budget Date >

Favorite >

Procurement Card Transaction Verification

Edit 79356

Cancel

Status Draft