I. Receive Notification of New Procurement Card Transaction

1. The cardholder will receive an email and Workday notification as each transaction is transmitted to Workday. This message will ask whether they wish to complete the verification on their own or have the PES complete on their behalf.
   a. If completing on their own, the email and Workday notification will contain a link to navigate to complete the task, by:
      i. Entering a business purpose for the transaction
      ii. Attaching receipts
      iii. Assigning Worktags
      iv. Assigning a Spend Category
b. If requesting the PES to complete on their behalf, they will reply to the email with the required information for PES to complete. This would include receipts and the business purpose at a minimum, but may also include funding Worktags.

2. The Procurement and Expense Specialist will also receive the procurement card transaction in their inbox as each transaction is transmitted to Workday:
   a. If a cardholder opts to complete on their own, the item will be removed from the PES' inbox. The PES will then review the transaction after the cardholder submits it.
   b. The PES will not take action on the inbox item until they receive direction from the cardholder to verify on their behalf.
2. Complete Verification of the Transaction

1. Navigate to your notifications from the Workday landing page

2. Select the blue hyperlink within the email or Workday notification to navigate to verify the transaction

3. The link will take you to a 'View Event' page. Use related actions from the Workday verification number (i.e. PCV-1000010) to change the verification. Workday automatically drafts a verification as transactions transmit to Workday. This is why a verification number already exists. As a cardholder, you are changing that existing verification to add the required information
   a. Hover over the verification number in the top of the screen to reveal the related actions icon
   b. Navigate to Procurement Card Transaction Verification
   c. Within that, select change
4. The message below will appear in a new screen once you select change. Select OK at the bottom of the screen. By changing the existing verification, you are changing the status of this verification to draft.

![Change Procurement Card Transaction Verification]

5. The next screen is where you will complete the verification. This screen contains three tabs.

![Change Procurement Card Transaction Verification]

6. The Information tab contains header information for the verification. No action is required on this tab. Note, the verification is in a draft status.
7. The **Attachments** tab is used to attach receipts or other supporting documentation
   
a. The receipt for the transaction must be attached and any other documentation may be included (packing slip, order confirmation, etc.)
   
b. Attachments may also be loaded in the **Transaction Details** tab, this is recommended as it involves fewer steps
   
c. Select the **Add** button to load documents from your desktop

![Image of attachments tab]

8. The **Transaction Details** tab contains information from the p-card transaction and is where additional information is entered to complete the verification
   
a. Information in the top half of the screen populates based on the transaction
   
b. The bottom half of the screen is where additional details are entered to verify the transaction

![Image of transaction details tab]
9. Scroll to the **Transaction Details** tab at the bottom of the screen, within this section:
   a. Enter a description of the purchase in the **Line Item Description** field
   b. The **Spend Category** classifies the type of good or service, select the appropriate category. (If a Spend Category is not entered, the transaction cannot be submitted)
   c. Scroll to the right to find the **Memo** field. This is where the business purpose is entered. The business purpose should state **why** the university is making this purchase (not what is being purchased).
   d. Continue scrolling to the right to enter a **Driver Worktag** (Grant, Project, Program, Gift)
      i. Additional Worktags will populate based on the Driver Worktag entered. Do not adjust or remove those Worktags
      ii. A transaction may be split across multiple Worktags (see section 4)
   e. All other information will automatically populate based on the transaction information provided by the bank
10. Scroll to the bottom of the screen to load attachments, if you have not already done so within the attachments tab. It is easier to load attachments here than in the attachments tab.

11. Once all required information is entered, select **Submit**

12. The details and process screen will appear.

13. Approval routing for Procurement Card Verifications is as follows:
   a. Routes to the Procurement and Expense Specialist for review
   b. If contains Grant Worktags, routes to the Grants Finance Specialist for review
   c. Routes to the Cost Center Manager(s) associated with the transaction(s) for approval

4. **Split a Transaction across Multiple Worktags** (optional)

   1. If one transaction is split across two Worktags:
   2. Scroll all the way to the right to find the ‘Splits’ section and select the ‘0’ button
3. You may split by quantity or amount, split by amount. A new window will appear:
   a. Add a second line by selecting the ‘+’ icon on the left side of the screen
   b. Distribute the lines by percentage or dollar value
   c. Enter the Worktags to be associated with each line
      i. Note: if Worktags were already entered for the first line, they will automatically populate but can be adjusted
   d. Select **Done** once complete