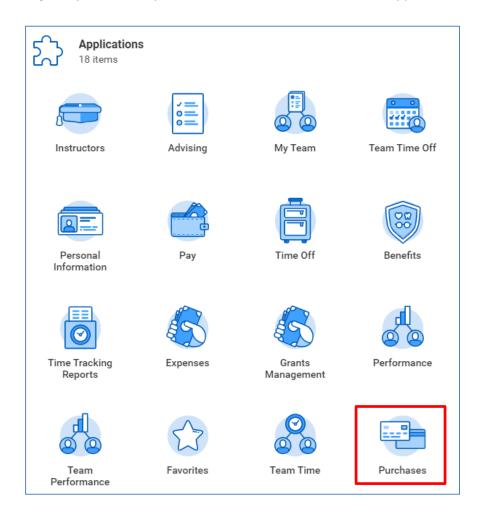
Finding & Editing Draft Procurement Card Transactions

If the verification process for a transaction has been started, but not completed, the transaction will go into what is known as a "Draft" status. Transactions in "draft" status will no longer appear under Actions>Verify Procurement Card Transactions. "Draft" transactions will appear under the View>Procurement Card Transaction Verifications. Please follow the steps below to check if you have any transactions in draft and/or how to edit and submit them.

It is important to note that transactions in "Draft" status will not reflect in your budget until they are submitted to your Cost Center Manager for review and approval.



1. Log into your Workday account and Click on the "Purchases" Application.

2. In the "View" Box, select "Procurement Card Transaction Verification" (second option down)

Actions	External Links
Verify Procurement Card Transactions	Amazon Business - Wellesley College
Create Requisition	
Select from My Procurement Favorites	
Create Receipt	
Edit Receipt	
View	Cart
Procurement Card Transactions	0
Procurement Card Transaction Verifications	Items
Requisitions	
Receipts	Cart
Supplier Requests	

3. Locate the transaction(s) you have in Draft status by looking under the "status" column.

items						×	<u>≖</u> ⊪ ⊡ ,
Procurei Card Transac Verificat	Verification Number	Company	Verification Date	Status	Verification Amount	Currency	Nurr Transa
٩	PC-0043320	Wellesley College	01/09/2020	Approved	22.45	USD	
Q	PC-0043321	Wellesley College	01/09/2020	Draft	330.00	USD	
Q	PC-0037119	Wellesley College	09/10/2019	Approved	213.29	USD	
Q	PC-0037127	Wellesley College	09/10/2019	Approved	129.47	USD	
Q	PC-0035445	Wellesley College	07/12/2019	Approved	4,247.80	USD	

4. Once you have located the draft transaction, hover your mouse to the right of the magnifier, and an orange "twinkie" will appear. Click on the "twinkie." A sub-menu will then appear.

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	Actions	Procurement Card Transaction Verification		
My F	Procurement Card Tran >	PC-0043321		
5 items	Favorite >	Status	Draft	
Procure		For		
Card Transac		Company	Wellesley College	
Verificat		Currency	USD	
٩		Date	01/09/2020	
Q		Total Amount	330.00	

5. On the sub-menu, under "Actions", hover your mouse over "Procurement Card Transaction", and click "edit". Clicking "edit" will bring you into the "edit mode" and you will be able to complete the verification and submit it.

View Proc	curement Card	Transaction Ve	erification	
PC-0043321	Actions			
			0 0 0 0 0 0 0	×
Information	Actions Procurement Card Tran. Favorite	Procurement Edit ication Cancel)43321	Card Transaction	^
		Status For	Draft	
3 items		Company	Wellesley College	
AMERICAN CONFE 09/06/2019		Currency Date	USD 01/09/2020	
AMERICAN CONFE		Total Amount	330.00	
09/16/2019		Credit Card Transactions Charge Description	3 AMERICAN CONFERENCE FOR I	¥