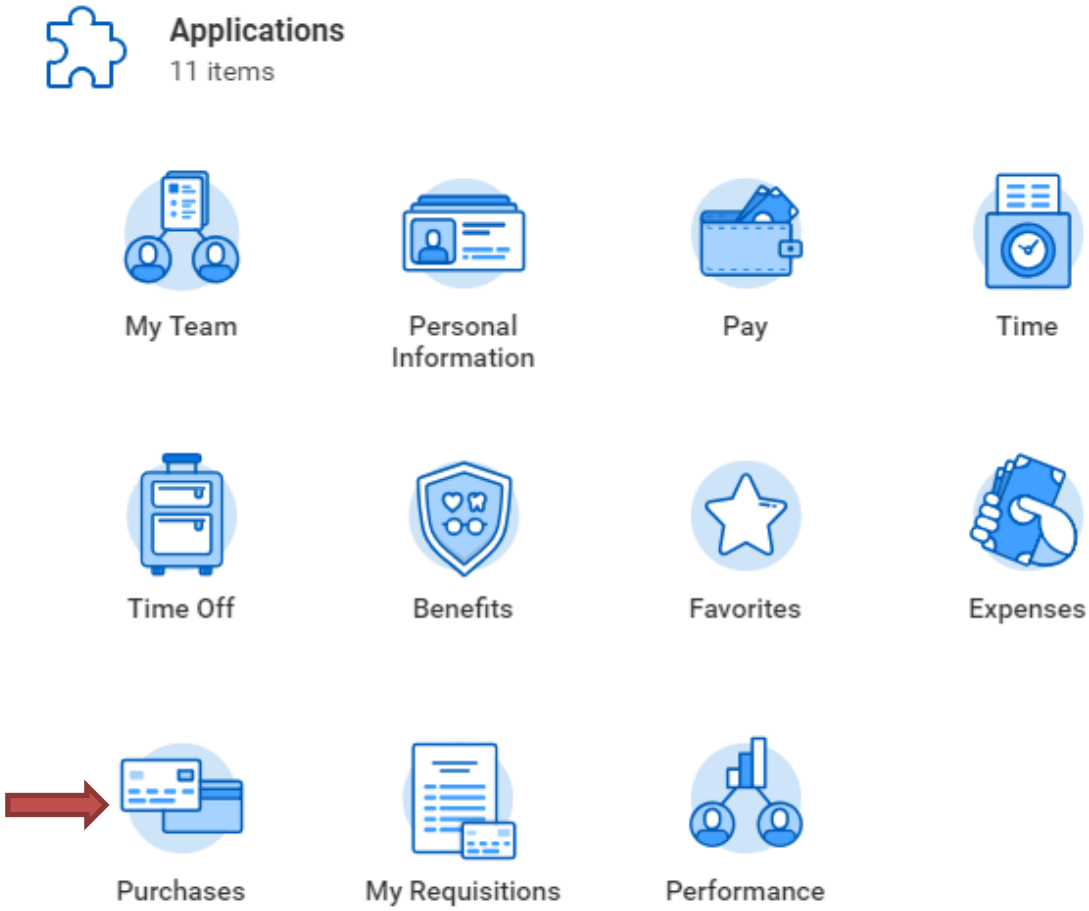
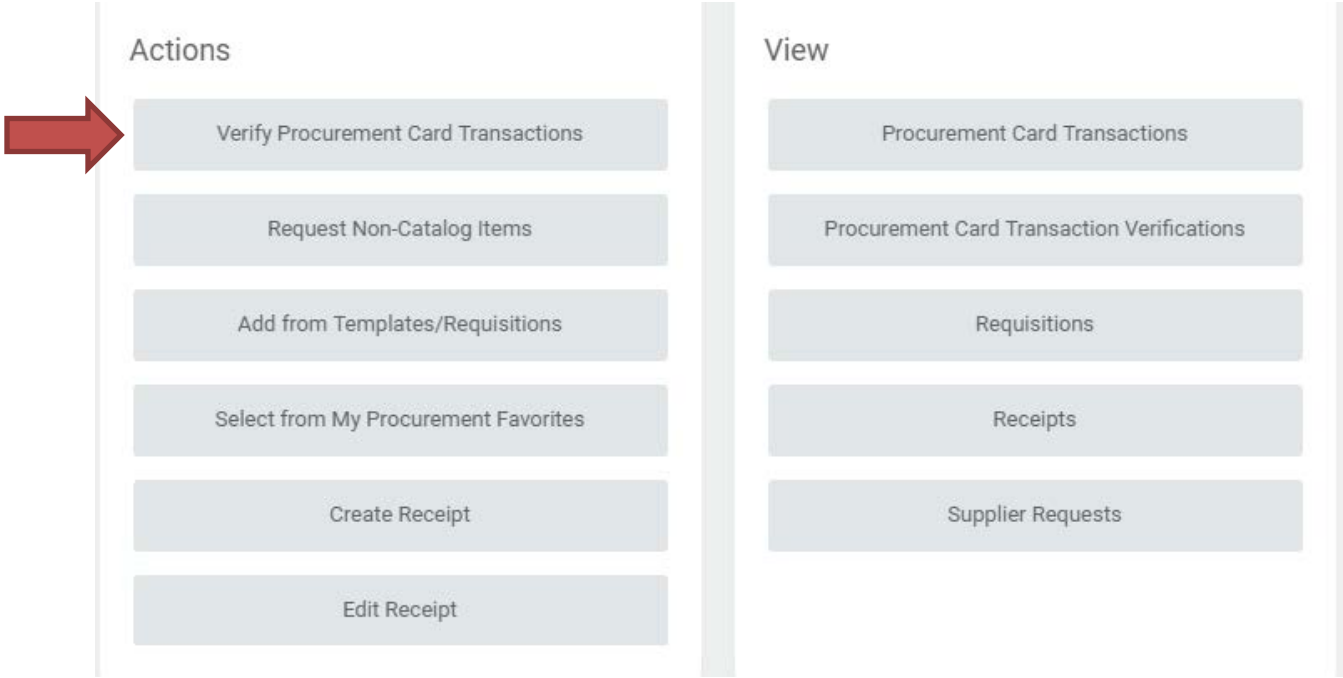
VERIFYING PROCUREMENT CARD TRANSACTIONS IN WORKDAY

Please follow the steps below for verifying PCard transactions in Workday:

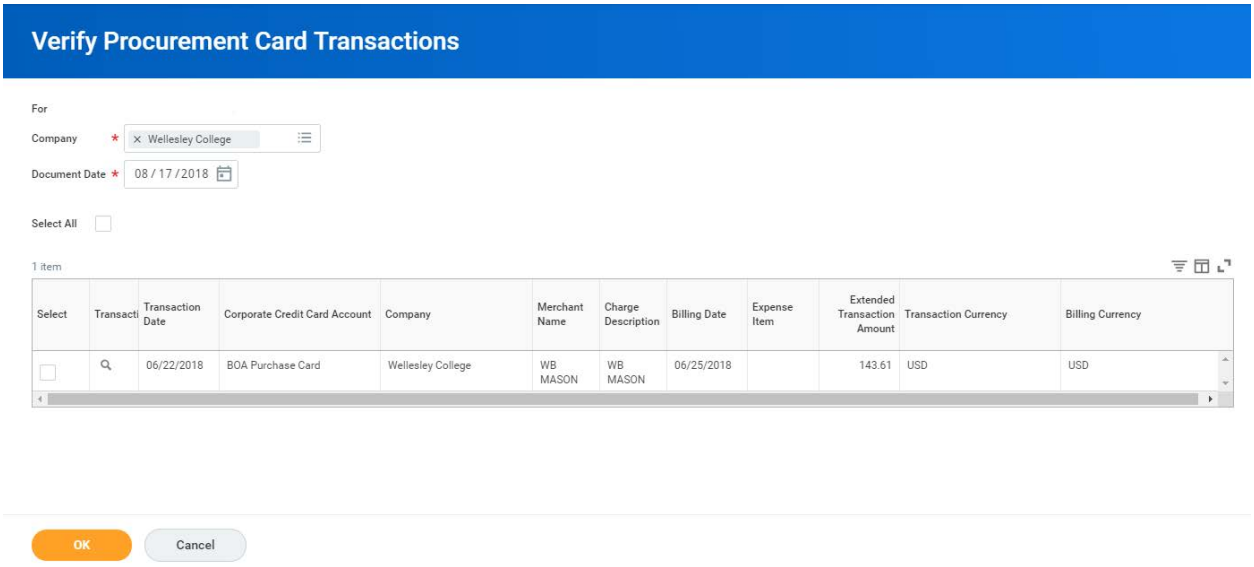
- Log into Workday
- On the homepage click “Purchases”.



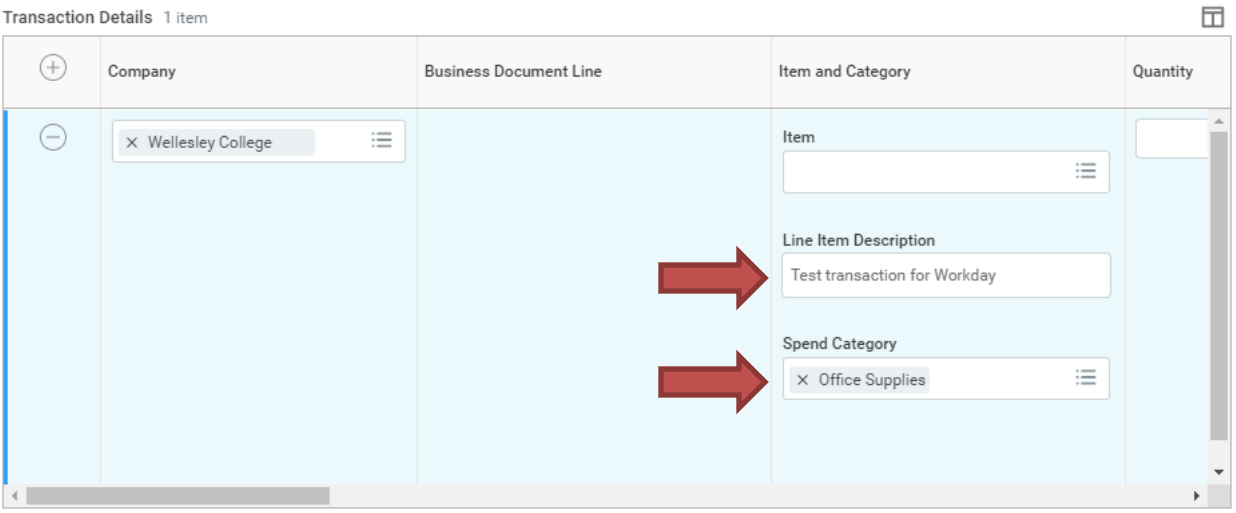
- Under “Actions” in the left-hand column, select “Verify Procurement Card Transactions”



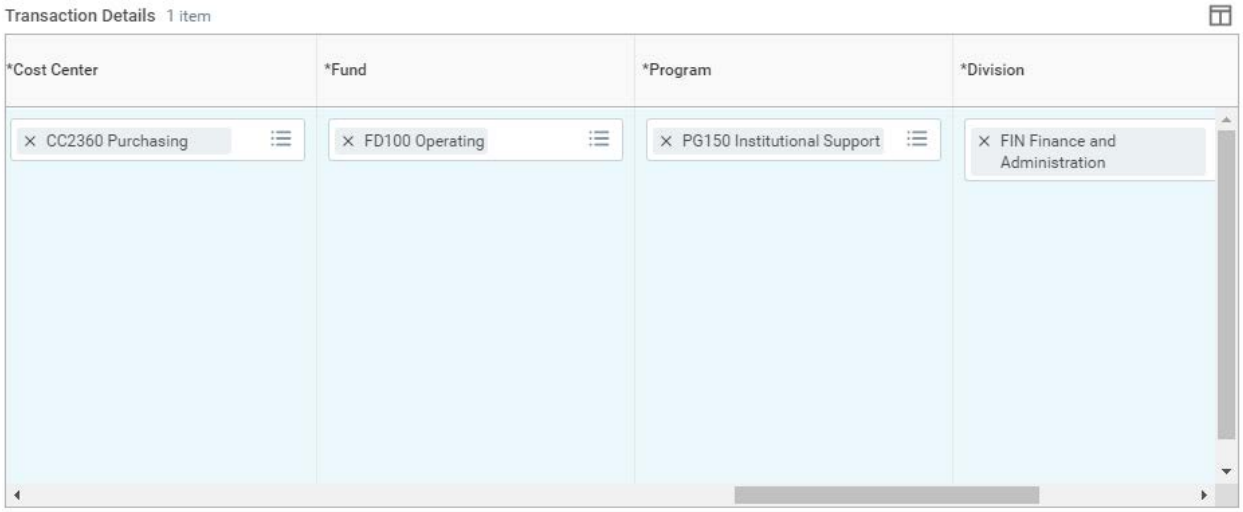
- The Company will default to "Wellesley College" and the document date will default to today's date. Select the transaction(s) you'd like to verify by clicking on the box(es) under the "Select" column. You may also choose to verify all charges at the same time by clicking the "Select All" box. Click OK to continue.



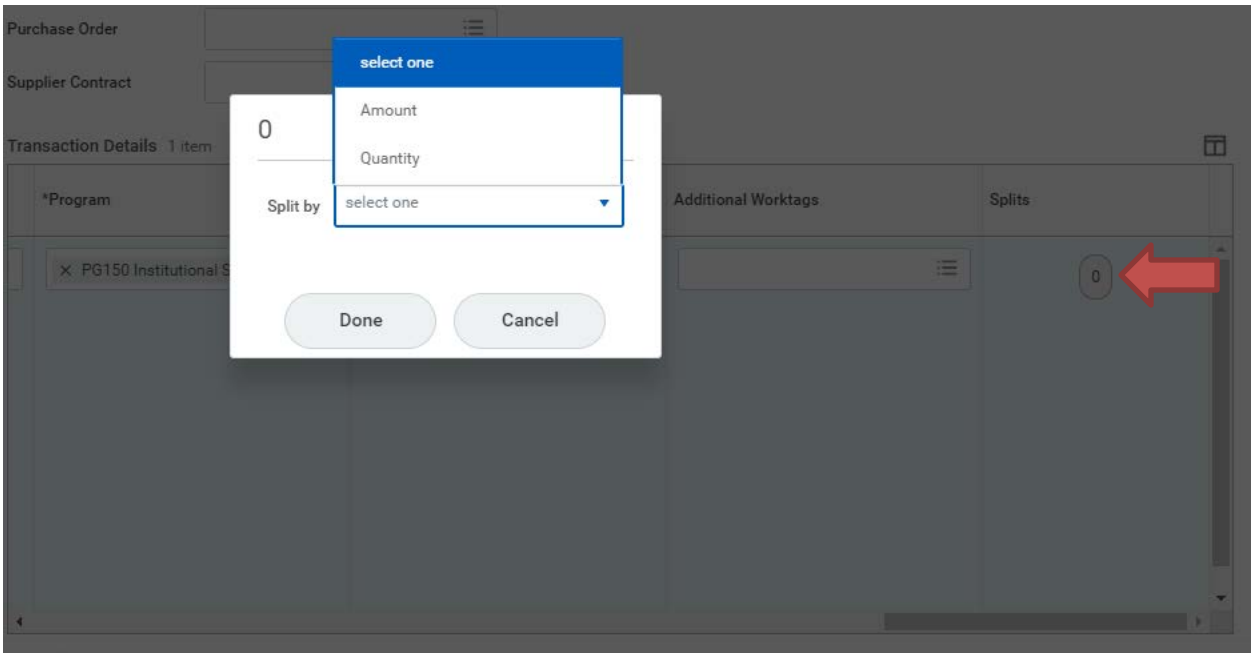
- Enter your business purpose in the "Line Item Description" field.
- Select the correct "Spend Category" (this was previously the "Account" in Banner) from the drop-down list.



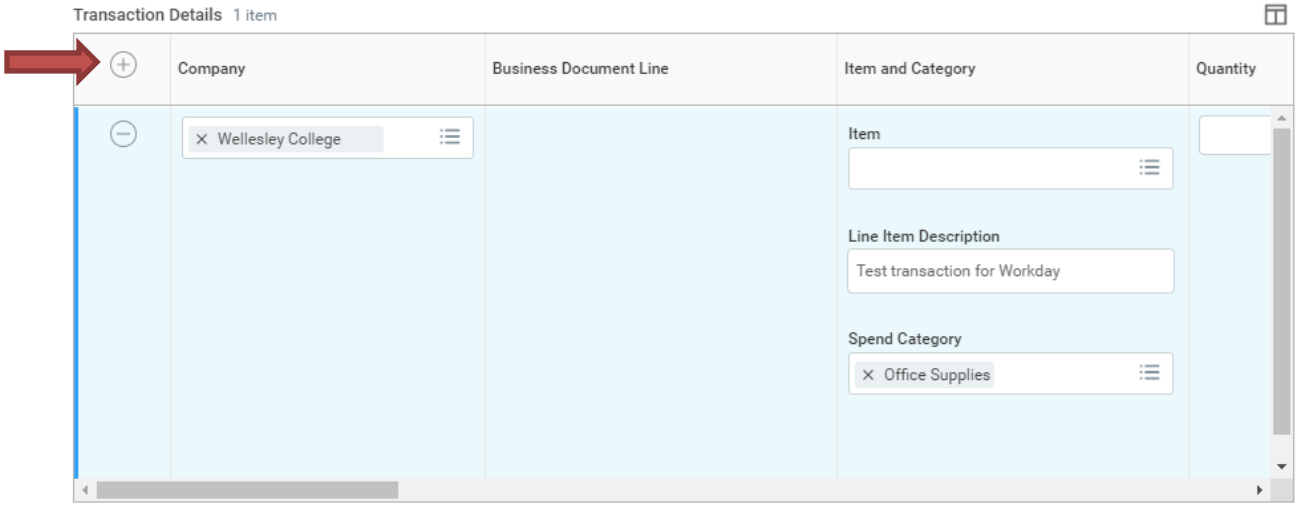
- Your default Cost Center (this was previously the "Org" in Banner), Fund, Program, and Division automatically populate. At this point you can enter a Gift, Grant, or Worktag. You can also select a different cost center.
    - Note: If you are reallocating to a different Cost Center other than your default, please select the new Cost Center <u>first</u> and the rest of the fields will auto-populate.



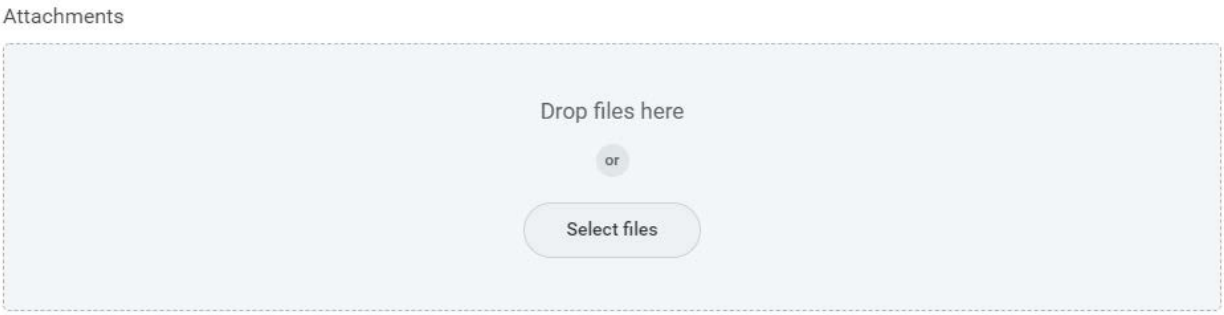
- There is also the ability to split a charge by amount or by quantity. Scroll to the far right of the transaction detail information and click on "Splits". Select if you want the transaction to be split by amount or by quantity.
    - If you split a transaction by amount, you can select the percentage you want it to be split by



- You can also split your charges between different cost centers by clicking the "+" in the upper left hand corner of the "Transaction Details" box.



- You need to attach your receipts by selecting or dropping a file from your computer.
    - Note: Receipts need to be uploaded per transaction; they cannot be loaded in bulk at a header level for Procurement Card transactions.
    - **ATTENTION:** For all **Grant-related** purchases, your Cost Center Manager and the Grant Manager will be reviewing your receipts prior to approving your transactions.



- After reviewing that all the entered information is correct and accurate, click “Submit”.
- Your verification will be routed to your cost center manager(s) for review and approval. You can view who the verification is awaiting action from by clicking “Process” in the “Up Next” window.