Overview:

This document explains how employees as self with P-Cards can verify P-Card transactions in Workday.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

Considerations by Institution

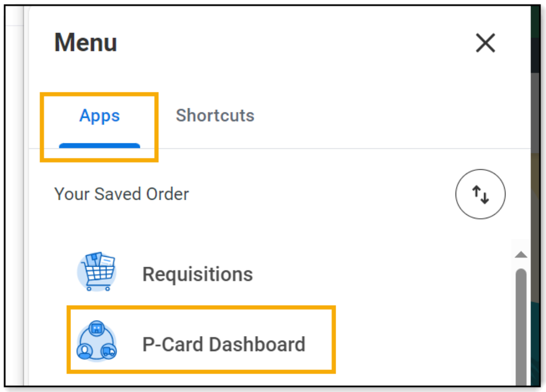
- None.

Icons Referred to in This Document

Prompt   Check Box   Required Field

P-Card Transaction Verification

1. Select **Menu**.
2. Select the **P-Card Dashboard** App.



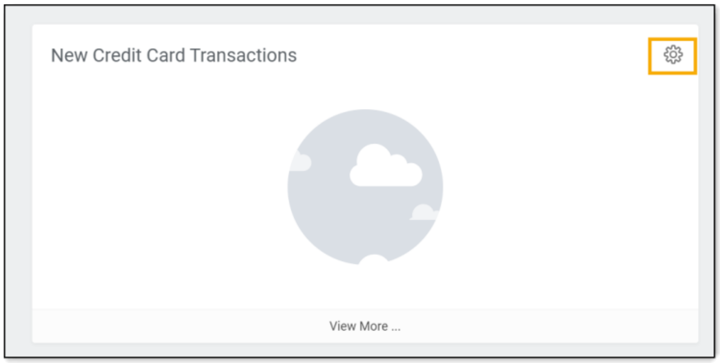
Note: If **P-Card Dashboard** does not display in your apps, follow the instructions below:

   1. Select **Menu.**
   2. Select **Add Apps** at the bottom of the screen.
   3. In the search bar, enter ***P-Card Dashboard.***
   4. Select the **plus sign** next to the App to add.
   5. Go back to the menu and it will now be in the menu.

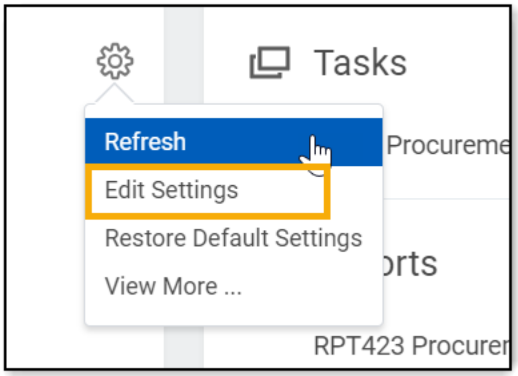
- This will only have to be done once.

3. The P-Card Dashboard displays.
4. If this is your first time using the P-Card Dashboard app, please follow the following steps so your dashboard is set up:

   a. Select the **Settings** icon.



b. Select **Edit Settings.**

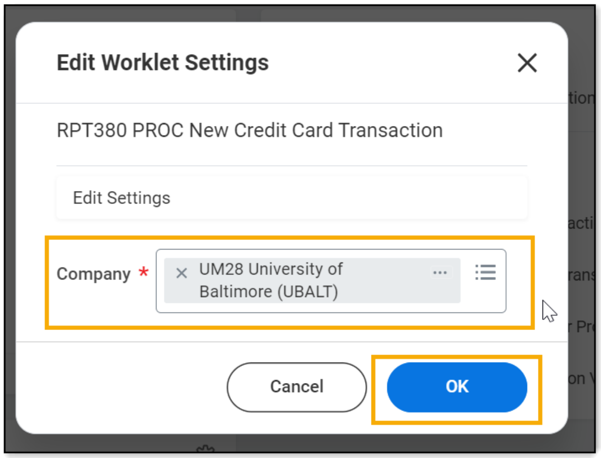


i.

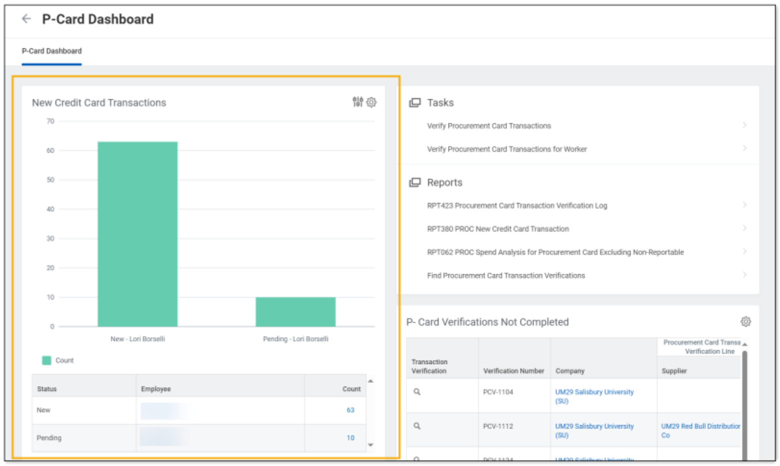
c. The Edit Worklet Settings pop-up displays.

d. Select the **Company Prompt** and select your institution.

e. Select **OK.**



f. The New Credit Card Transactions section will now display.

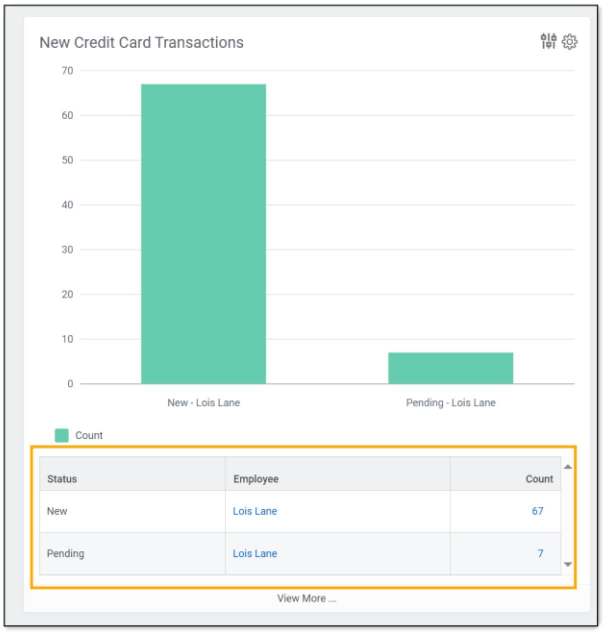


5. On the P-Card Dashboard under **New Credit Card Transactions**, there is a table with New and Pending Status.

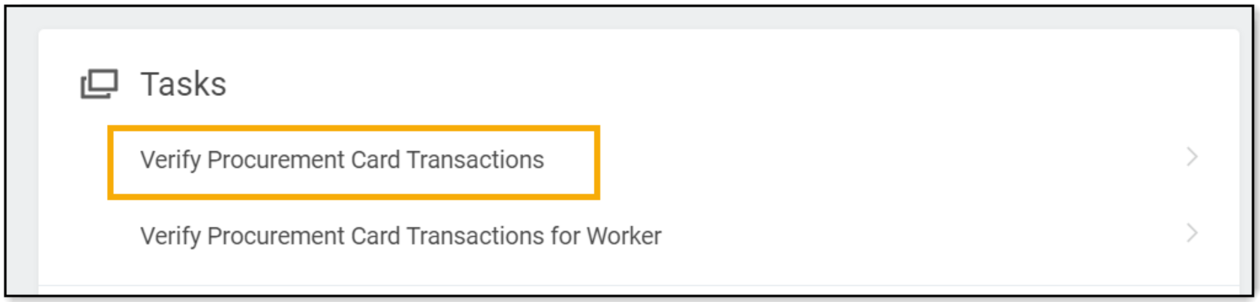
   Note: In the new credit card transaction widget on the P-Card Dashboard displays the number of credit card transactions to verify.

   a. **New Status** refers to the P-Card Transactions that have not been verified.

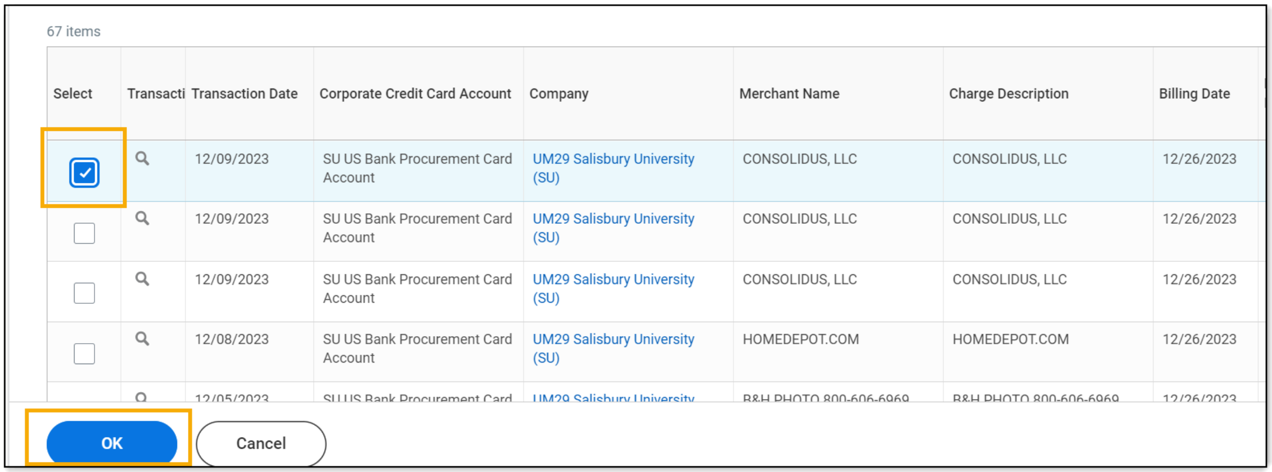
   b. **Pending Status** refers to the P-Card Transactions sent out for approval but not yet approved.



6. Select **Verify Procurement Card Transactions** under the **Tasks** menu.



7. The Verify Procurement Card Transactions page displays.
8. Select the **Check Box** next to the **transaction(s)** you wish to verify in the table.
   Note: Check with your PCPA to confirm if your institution will allow multiple transactions under one P-Card Verification "Bundling".
9. Select **OK**



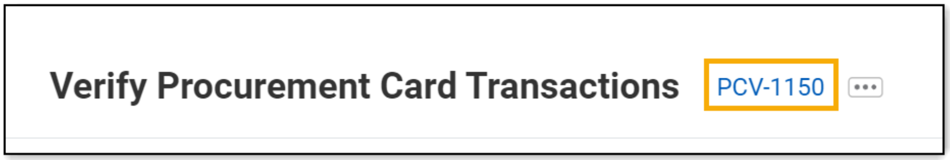
67 items

Select	Transacti	Transaction Date	Corporate Credit Card Account	Company	Merchant Name	Charge Description	Billing Date
☑		12/09/2023	SU US Bank Procurement Card Account	UM29 Salisbury University (SU)	CONSOLIDUS, LLC	CONSOLIDUS, LLC	12/26/2023
☐		12/09/2023	SU US Bank Procurement Card Account	UM29 Salisbury University (SU)	CONSOLIDUS, LLC	CONSOLIDUS, LLC	12/26/2023
☐		12/09/2023	SU US Bank Procurement Card Account	UM29 Salisbury University (SU)	CONSOLIDUS, LLC	CONSOLIDUS, LLC	12/26/2023
☐		12/08/2023	SU US Bank Procurement Card Account	UM29 Salisbury University (SU)	HOMEDEPOT.COM	HOMEDEPOT.COM	12/26/2023
		12/05/2023	SU US Bank Procurement Card	UM29 Salisbury University	B&H PHOTO 800-606-6969	B&H PHOTO 800-606-6969	12/26/2023

OK Cancel

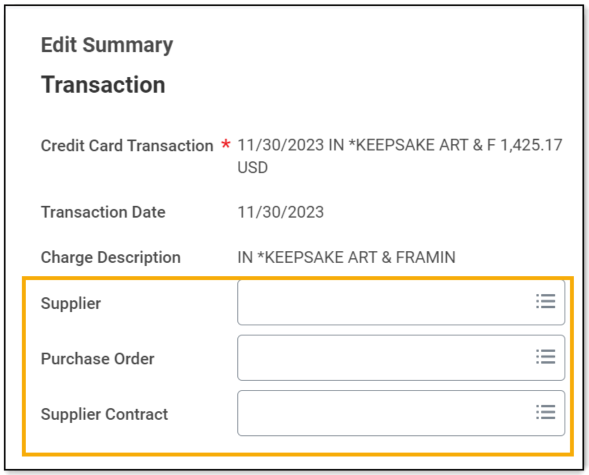
. **Note:** DO NOT use the Select All checkbox located above the table.

10. The Verify Procurement Card Transaction page for the transaction(s) selected displays.

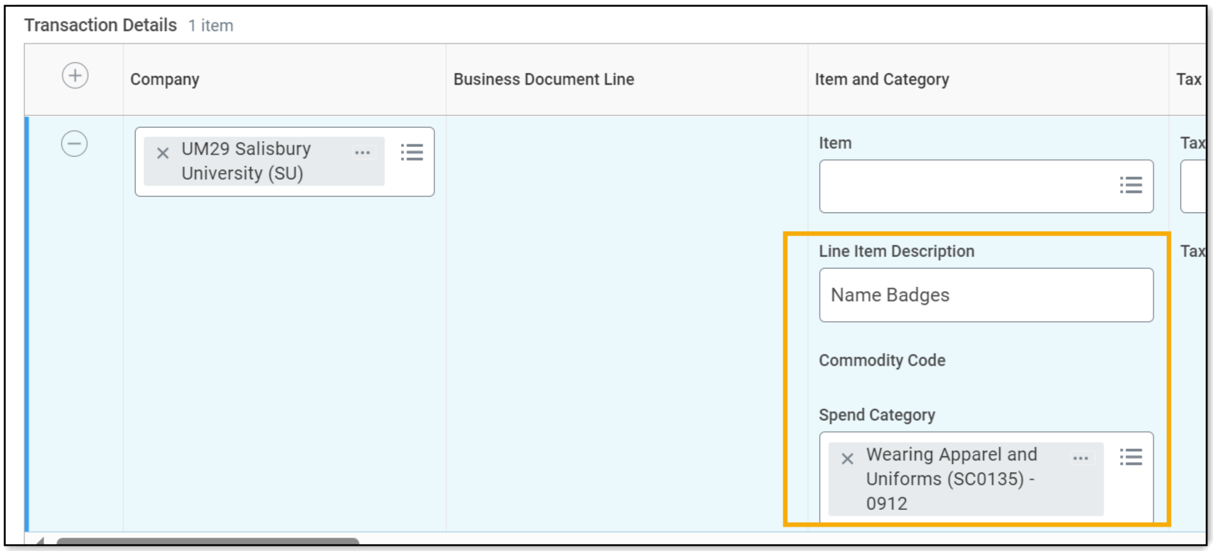


Note: The PCV number is located at the top of the page.

11. (Optional) Use of Supplier, Purchase Order, and Supplier Contract fields may vary by institution. Contact your Procurement Dept. for advisement.

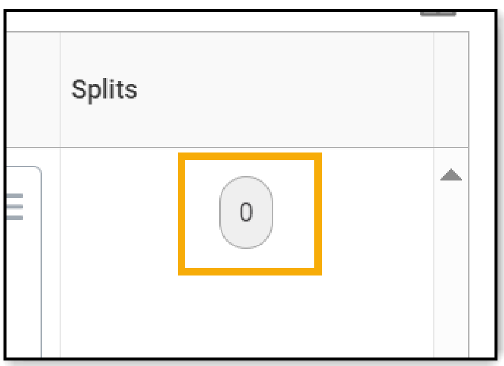


12. Enter the **Line Item Description** in the **Transaction Details** table.
13. Select the **Spend Category Prompt** and select the relevant **Spend Category**.

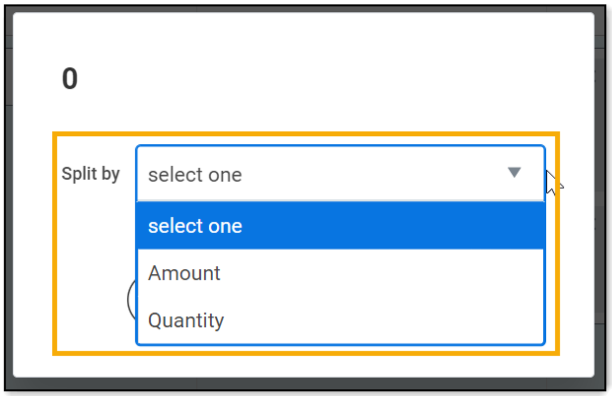


Notes:

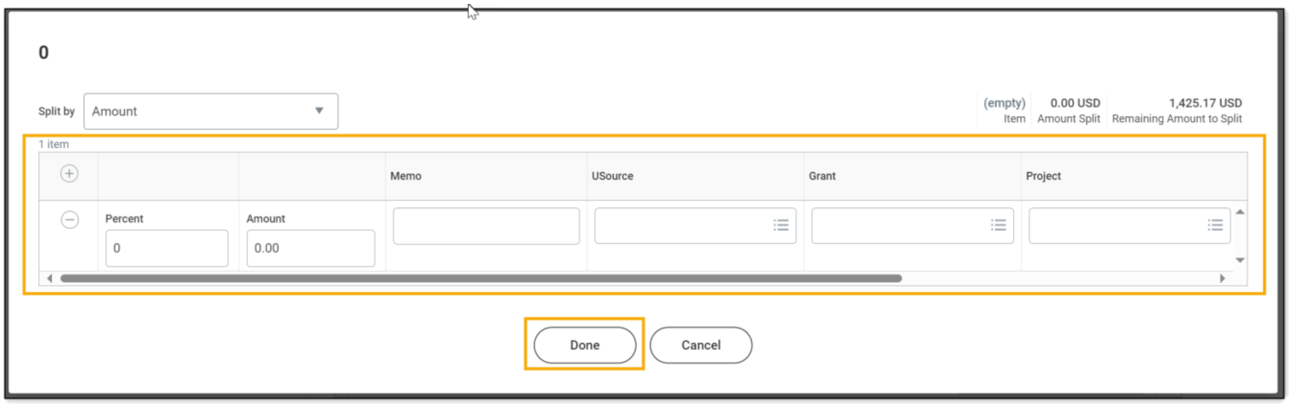
- (Optional) Select the Split button at the right end of the table to split the transaction between multiple funding sources. Follow the instructions listed below on how to split the transaction.
    1. Select the Splits Button



2. Select the Split by down arrow, and select to split if by Amount or Quantity.



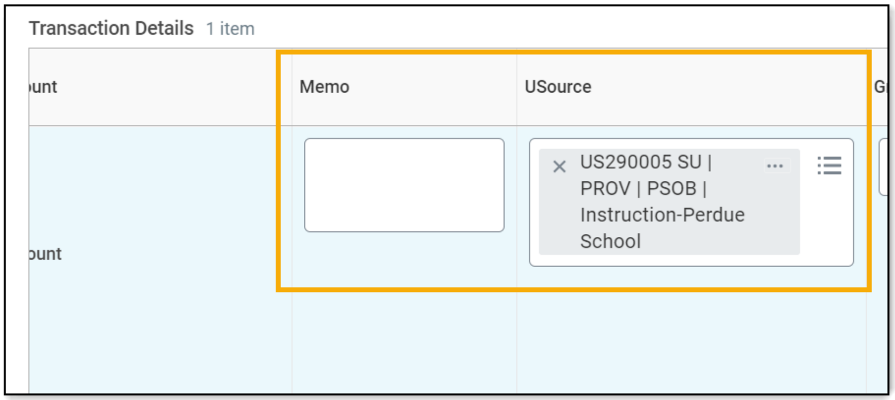
3. Enter in the Percent, Amount, and a Driver Worktag (USource, Grant, Project, or Gift)
4. Select Done.



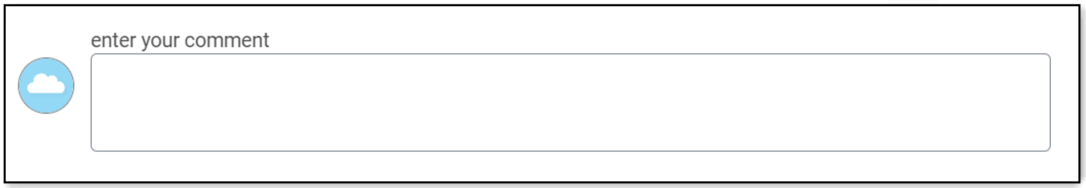
14. Scrolling to the right of the table, enter one of the following **Driver Worktags: USource, Grant, Project**, or **Gift.**

    Note: USource is the equivalent to department code.

15. (Optional) Enter a **Memo.** This will show up on the log.



16. Choose **Select Files** under the **Attachments** section to upload the receipt and/or packing slip related to the transaction(s).
17. (Optional) Enter a comment. This comment is for internal communication use only.



18. Select **Submit.**

Note: The verification is sent out for approval.