To see p-card verifications on your own p-card:

1. Type all or part of "My Procurement Card Transaction Verifications" into the search bar in Workday

Search Results - W	orkday × +		
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IOWA STATE UNIVERSITY	Q procurement card	Ĵ	e (
Search I	My Procurement Card Transaction Verifications - Report My Procurement Card Transactions - Report		
Categories	Verify Procurement Card Transactions - Task		
Common	Tasks and Reports		
Assets	Procurement		
Banking	Extract Company Procurement/Inventory Options		
Expenses			

 After selecting the "My Procurement Card Transaction Notifications" report, a list of your p-card transactions will populate, and you'll be able to see the status of those transactions, such as "New," "Draft," "In Progress," and "Approved." Use the magnifying glass to review more information about individual transactions.

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My P	rocuremen	t Card Transact	tion Verificatio	NS Actions				×	3
2 items							X Ⅲ 〒	•••••••••••••••••••••••••••••••••••••••	.7
Procureme Card Transactio Verification	Verification Number	Company	Verification Date	Status	Verification Amount	Currency	Number of Trans	sactions	
Q	PCV-1024'5	Iowa State University	08/23/2019	Draft	52.11	USD		1	•
Q	PCV-10211	Iowa State University	08/16/2019	Draft	151.03	USD		1	-
4								- F	

3. Since the first transaction above is still in "Draft" status, it will need further editing before it can be submitted and sent on to the Treasurer or Advisor. Hover over the area with the magnifying class in the first column until you see the orange rectangle, and then click it.



Campus Organizations Accounting 1580J Memorial Union

(515)294-1633 coa@iastate.edu 4. This will bring up an actions menu, through which you can hover over "Procurement Card Transaction" and then select "Edit." Once you have entered the editing screen, then you can continue working on your p-card verification. Please note that you can only edit a verification that is in "new" or "draft" status.

-	2 items			
	Procureme Card Transactio Verification	Verification Number	Con	ıpany
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	Q	Actions		Procurement
	4	Procurement Card Tran		Edit
	- 1	Favorite	>	Cancel
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				For Clair Womack	Total Verification Amount 52.11 USD
Information Attachments	Transaction Det	ails			
Add					⊽ ≣
1 item		Edit Summary			Ē
WAL-MART #749	52.11 USD	Transaction			
		Credit Card Transaction 🔸	08/20/2019 WAL-MART #749 52.11 USE)	
		Transaction Date	08/20/2019		
		Charge Description	WAI -MART #749		
		Supplier	:=		
		Purchase Order	:=		
		Supplier Contract	:=		
		Amount			