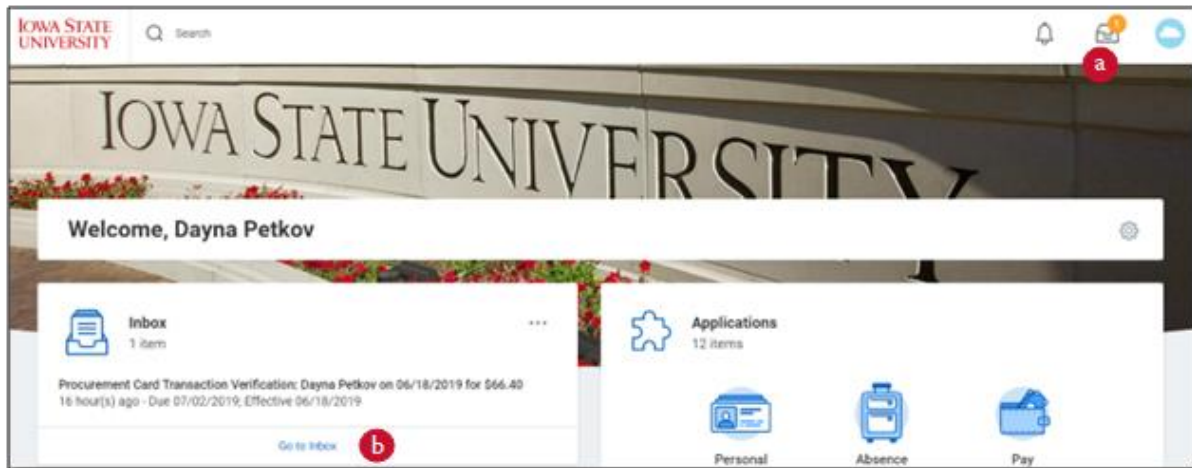


Campus Organizations Accounting- Verifying Procurement Card Transactions

P-card transactions will populate in the cardholder's Workday inbox. The cardholder will receive an email from Workday that they have an item to process. The time a cardholder has to process a transaction only begins when the transaction populates in the cardholder's inbox. When that occurs, log into Workday and:

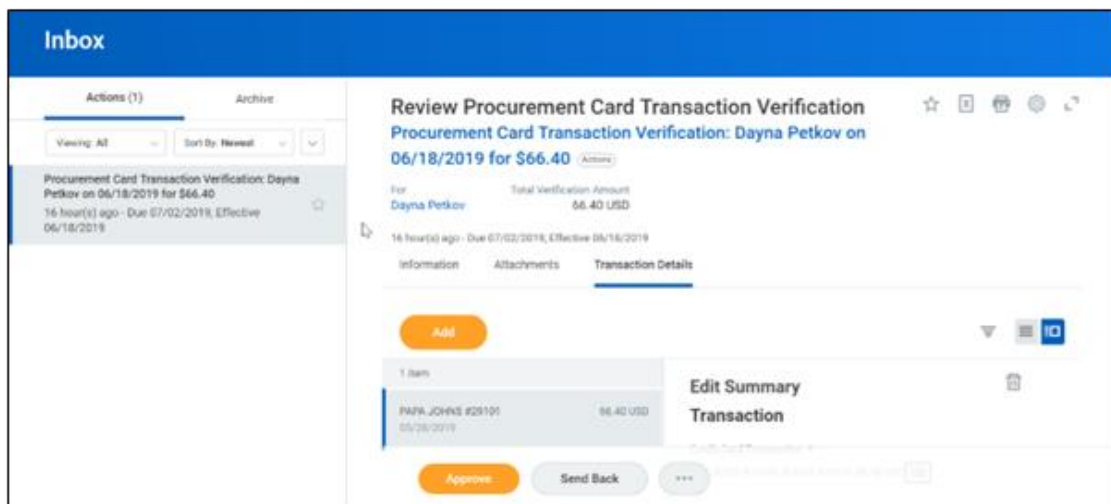
- a. Select the inbox icon on the top-right corner or
- b. Access your inbox from the center of the landing page



Once within your inbox, select the item labeled '**Procurement Card Transaction Verification**' to begin verifying the transaction

The 'Review Procurement Card Transaction Verification' screen contains three tabs:

- The **Information** tab contains summary details for the verification, this does not require action
- The **Transaction Details** tab is where information is entered to verify the transaction, and also has space to attach documentation
- The **Attachments** tab can be used to upload receipts and supporting documentation, although this may also occur within the **Transaction Details** tab



Campus Organizations Accounting- Verifying Procurement Card Transactions

Enter information in the **Transaction Details** tab:

The Transaction Details box in the middle of the screen is where most information is entered (you will likely need to scroll horizontally within the box):

- **Line item description:** a brief description of the purchase (such as “pizza” or “office supplies”)
- **Spend Category:** should auto populate, but will always be **SC10863**
- **Memo:** a purpose for the purchase (such as “pizza for September’s meeting”)
- **Program:** This is where you enter your organization’s PG#, which should be written on the card sleeve you received when you picked up your p-card. Will be entered as the letters PG followed by 6 digits without spaces.
- Any fields not mentioned specifically above should not be interacted with! Some fields will auto-populate based on the PG# entered, and should not be deleted or changed.

Attach documentation

Below the Transaction Details box, please attach your itemized receipt or invoice. If your transaction requires additional documentation (custom items or prizes), you can attach multiple documents here.

Company	Quantity	Transaction Amount	Item Identifiers	Converted Amount
Iowa State University	0	Unit of Measure select one Unit Cost 0.00 Extended Amount 18.18 Currency USD		Currency Rate 1 Converted Amount 18.18 Currency USD

Attachments

Drop files here
or
Select files

When all information has been entered, select the orange **Approve** button. Transactions go through several approvals before they are fully approved and are posted to the club’s account (Organization treasurer, organization advisor, and the COA office staff). Any person who receives the transaction to approve may send the transaction back to you for clarification or correction. You will receive the transaction back in your Workday inbox if that occurs. Please look at the comments at the bottom of the transaction verification screen to see the reason the transaction was sent back, make any corrections, and resubmit.