Reconciling PCards in Workday

**Topic/Function:** Verify Procurement Card Transactions

**Impacted Employees:**
- All Employees issued PCards
- Finance Admin Assistants

**Descriptions:**
Now that we are live, you will reconcile your PCards directly in Workday. PCard transactions beginning September 19 are loaded in the system and transactions will continue to be loaded daily. Employees are able to reconcile their charges for themselves or have their FIN Administrative Assistant reconcile on their behalf. Use the [Workday Support Job Aid](#) to help you find the FIN Admin Assistant for your department.

**Finding Procurement Card Transactions**
Your Procurement Card transactions are viewable in three different places in Workday:
1. **My Procurement Card Transactions** shows all transactions regardless of verification status
2. **My Procurement Card Transaction Verifications** displays current and past transactions where you have started the verification process

Finance Admin Assistants can use the following reports to find transactions for others:
1. **Find Procurement Card Transaction Verifications** displays current and past transaction where the verification has been started
2. **Verify Procurement Card Transactions for a Worker** initiates reconciliation for new transactions that aren’t associated with a verification process yet

**Reconciling your PCard**
1. Go to the Purchases Worklet or type **Verify Procurement Card Transactions** in the search field.
2. Select the transactions you would like to reconcile. You can choose to select all transactions, specific transactions, or reconcile them one-by-one.
   a. Managers will receive approval notifications based on your selection, so if you choose to reconcile one-by-one, they will receive separate approvals for each transaction. We recommend you batch the reconciling process.
3. Reconcile each line item you selected. Important fields include:
   a. **Spend Category** defines what the purchase is. For more information on Spend Categories, go to [WDTools](#).
   b. **Memo** should include the Business Purpose for the purchase
   c. **Unit, Cost Center, and Additional Worktags** define the account the purchase will be charged to. Use the [WAX tool](#) or Workday navigation to find your accounts.

If you have any questions, submit a [Workday Help Desk Ticket](#) or contact the Workday Help Desk at 775-784-6086.
4. Attach receipts to each line item or in the overall attachments section to attach all receipts at once.

Lost Transactions

When an employee or a FIN Admin Assistant, selects the transactions for verification, they will no longer show up as available for reconciliation in the Verify Procurement Card Transactions process. They will appear in the inbox of the person who initiated the verification.

If you or your FIN Admin Assistant cannot find transactions:

1. Run the Procurement Card Transaction Verifications report
2. Locate the transactions you are looking for and note the Status
3. If the Status is draft, click the magnifying glass to open the transaction
4. Go to Process History and see who initiated the process
5. The user who started the action will find the transactions in their Inbox. They should complete the verification or cancel it to open them back up for reconciliation.

Procurement Card Validation with Zero Dollar Amount (No Transactions)

Procurement card validations with zero dollar amounts occur when a user accesses the Verify Procurement Card Transaction and there are no transactions to verify. When the user clicks ok, this takes them to a screen that allows them to add credit card transactions. Users should not add transactions.

If you access the Verify Procurement Card Transaction screen and no transactions display, click Cancel to exit the transaction – do not click Ok. If you think there should be transactions available, use the Find Procurement Card Transaction report to see the status of any charges.

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