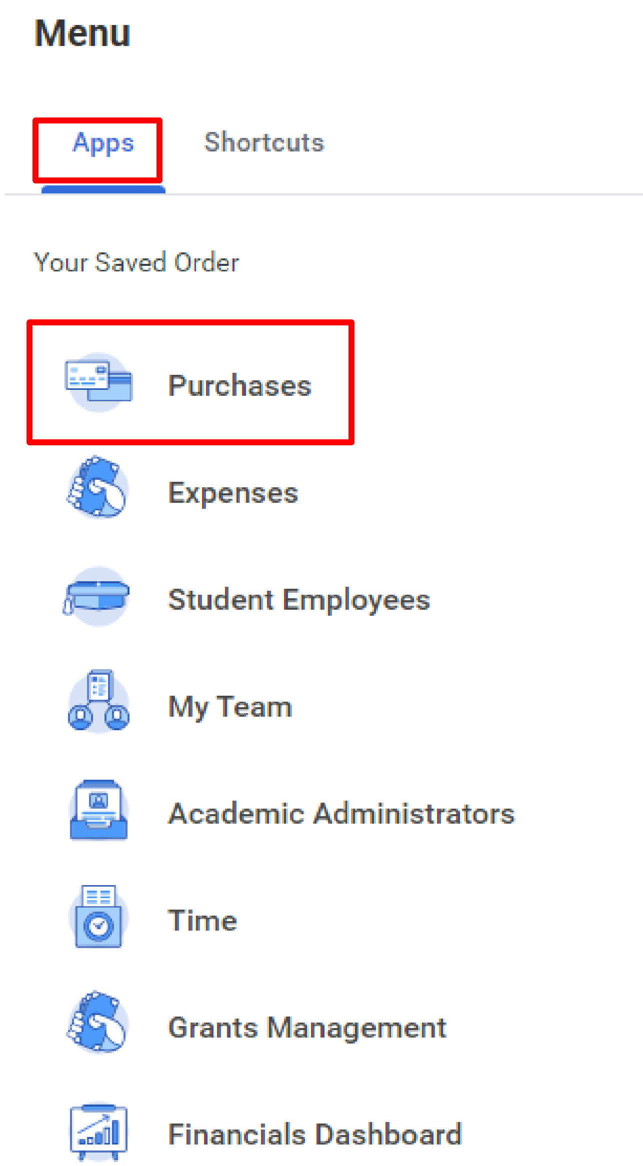
<u>Finding & Editing Draft Procurement Card Transactions</u>

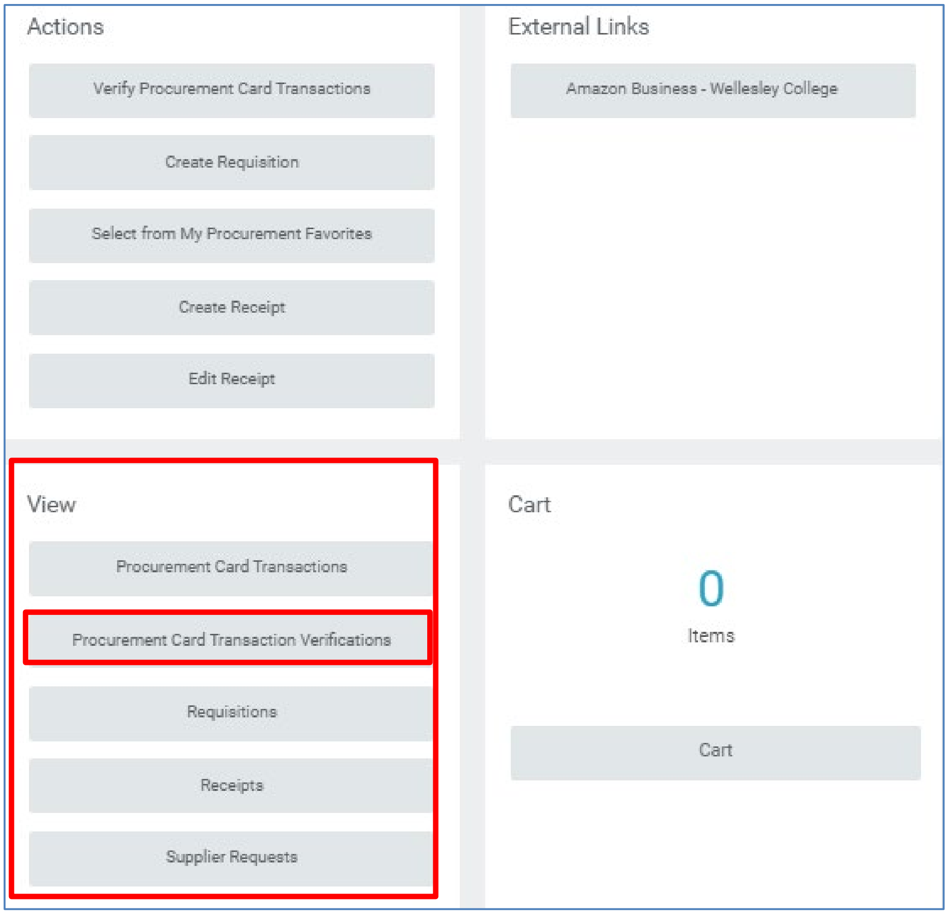
If the verification process for a transaction has been started, but not completed, the transaction will go into what is known as a "Draft" status. Transactions in "draft" status will no longer appear under Actions>Verify Procurement Card Transactions. "Draft" transactions will appear under the View>Procurement Card Transaction Verifications. Please follow the steps below to check if you have any transactions in draft and/or how to edit and submit them.

It is important to note that transactions in "Draft" status will not reflect in your budget until they are submitted to your Cost Center Manager for review and approval.

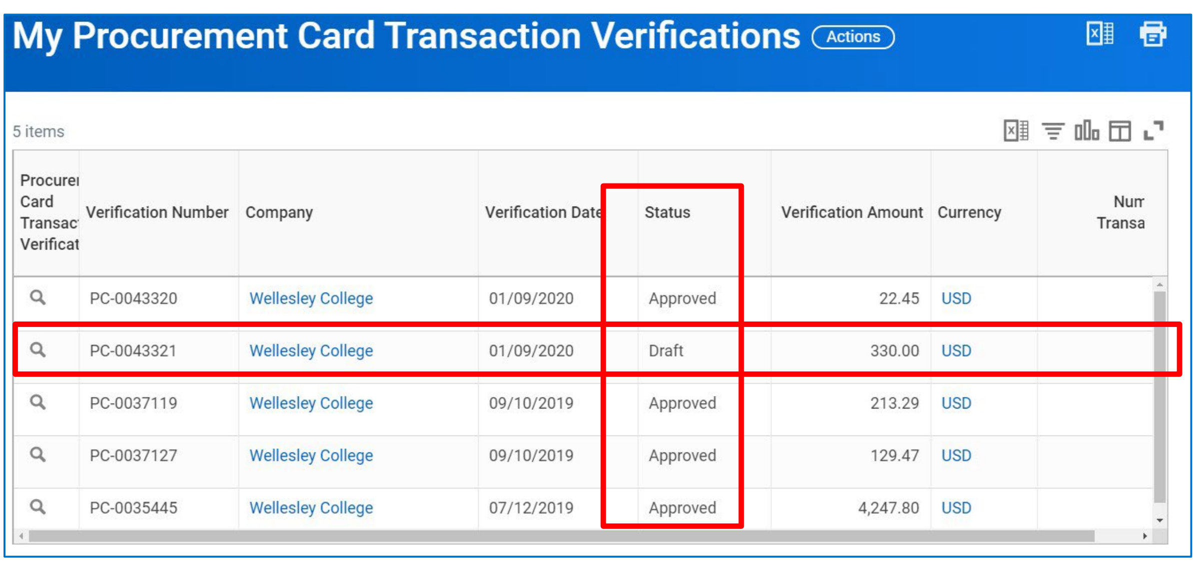
1. Log into your Workday account and Click on the "Purchases" Application.



2. In the “View” Box, select “Procurement Card Transaction Verification” (second option down)

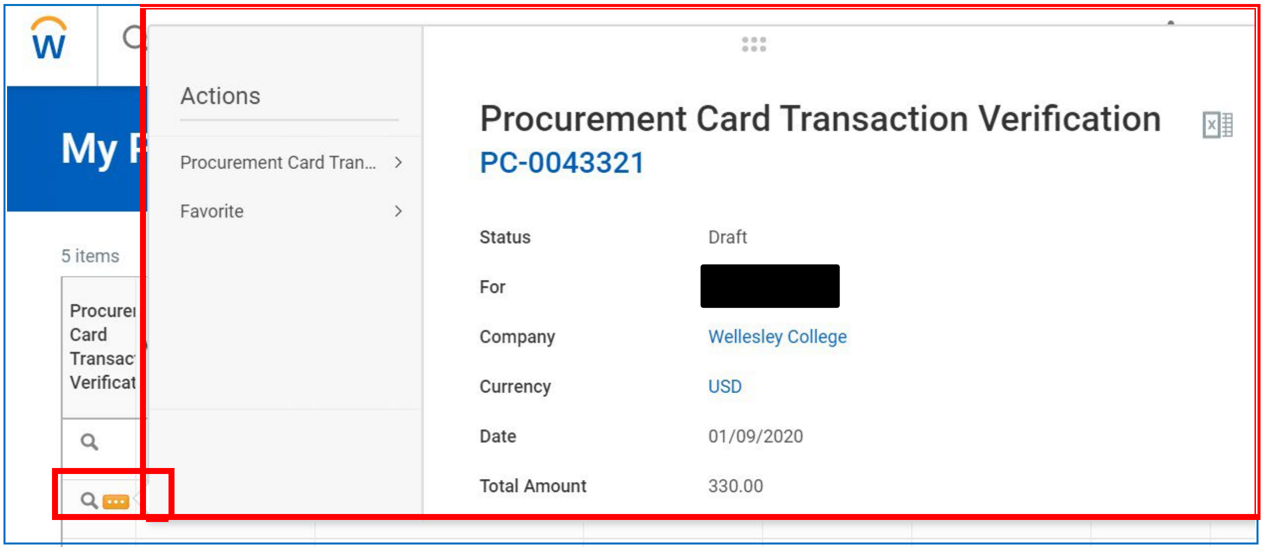


3. Locate the transaction(s) you have in Draft status by looking under the “status” column.



Procurei Card Transac Verificat	Verification Number	Company	Verification Date	Status	Verification Amount	Currency	Nur Transa
	PC-0043320	Wellesley College	01/09/2020	Approved	22.45	USD	
	PC-0043321	Wellesley College	01/09/2020	Draft	330.00	USD	
	PC-0037119	Wellesley College	09/10/2019	Approved	213.29	USD	
	PC-0037127	Wellesley College	09/10/2019	Approved	129.47	USD	
	PC-0035445	Wellesley College	07/12/2019	Approved	4,247.80	USD	

4. Once you have located the draft transaction, hover your mouse to the right of the magnifier, and an orange "twinkie" will appear. Click on the "twinkie." A sub-menu will then appear.



5. On the sub-menu, under "Actions", hover your mouse over "Procurement Card Transaction", and click "edit". Clicking "edit" will bring you into the "edit mode" and you will be able to complete the verification and submit it.