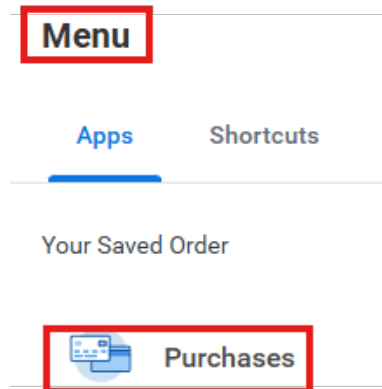
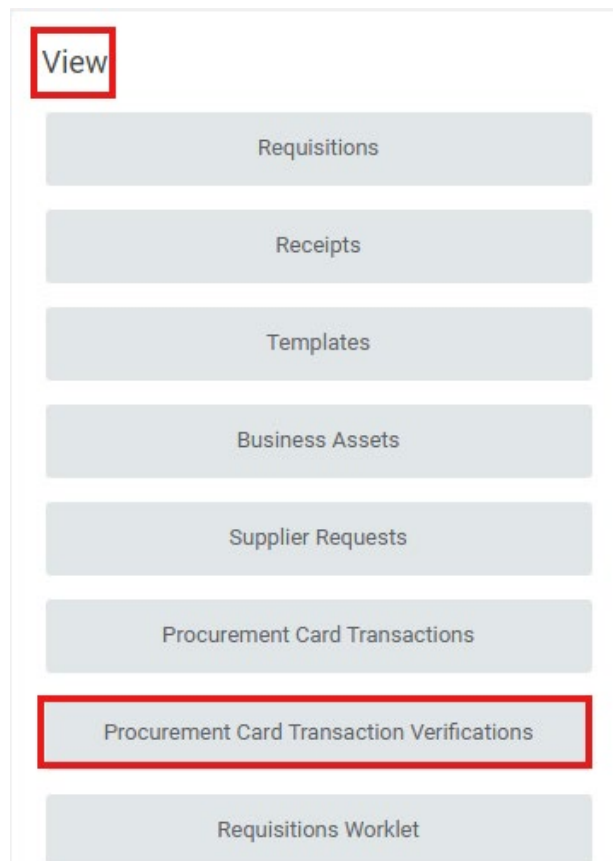


How To Find and Edit P-Card Verifications In Workday

1. Login to Workday
2. Go to **Menu** and select **Purchases** App *Refer to the How to add Apps in workday job aid*



3. There should be two columns – **Action** and **View**. Under **View**, select **Procurement Card Transaction Verifications**



4. You can filter it based on verification date or status, then select **Ok**

My Procurement Card Transaction Verifications 🔖 ✕

Verification Date On or After

Verification Date On or Before

Verification Status

Cancel OK

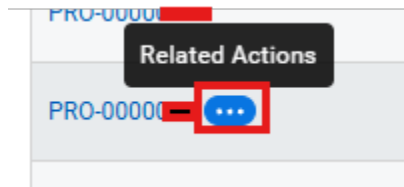
5. If you have any pending transactions, they will appear in a list.

My Procurement Card Transaction Verifications 9/9 10/1

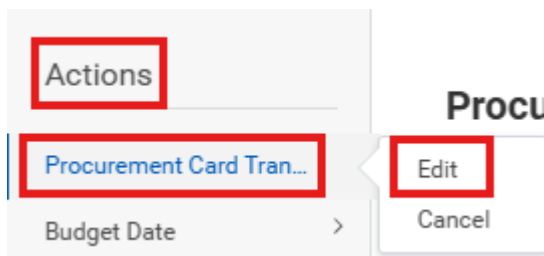
15 items

Procurement Card Transaction Verification	Verification Number	Company	Verification Date	Status	Verification Amount	Currency
PRO-000000	PRO-000000	Florida Atlantic University	12/02/2025	Draft	1,080.00	USD
PRO-000000	PRO-000000	Florida Atlantic University	11/12/2025	Approved	10,809.31	USD
PRO-000000	PRO-000000	Florida Atlantic University	11/12/2025	Approved	4,246.57	USD

6. To select a transaction, hover over the Procurement Card Transaction Verification Number (ex: PRO-000000) and select the three dots



7. Under **Actions**, hover over to **Procurement Card Transaction Verification** and select **Edit**



8. You will be brought back to the transaction verification screen where you can make edits and/or attach invoices/documents. Finally, **Submit** when completed

1 item

11/18/2025

1,080.00 USD

!

Edit Summary

Transaction

Credit Card Transaction * 11/18/2025

Transaction Date 11/18/2025

Charge Description

Supplier

Purchase Order

Supplier Contract

Transaction Details 1 item

	Company	Business Document Li
<div></div>	<div>× Florida Atlantic University</div>	

Submit

Save for Later

Close