

## How to Verify your JPMC P-Card Transactions in Workday

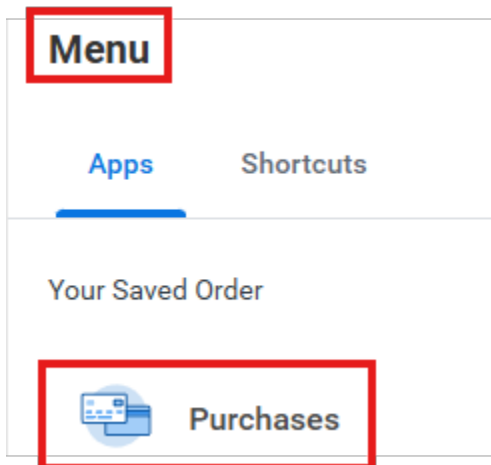
**Note:** Before you begin, please ensure you have the following items ready:

- **Your itemized invoice/receipt** and any required supporting documentation saved electronically on your computer.
- **All necessary Worktags** (TAG, Cost Center, Spend Category, and any additional Worktags) that will be assigned to your transaction.
- **Related purchase order number**, if applicable.

1. Login to Workday
2. From the Home Page select **Menu** at the top left corner of the screen.



3. Select **Purchases** \*Refer to the How to add Apps job aid\*



4. Under the **Actions** menu on the left side, select **Verify Procurement Card Transactions** to view and verify your pending transactions.

Verify Procurement Card Transactions

5. If you have transactions pending verification, they will appear in the list. Select the transaction you want to verify by checking the **Select** box, then click **OK**.

**Note:** it is not recommended to use the Select All box. Verify one transaction at a time to ensure accuracy. Only batch transactions if they are directly related (ex: *a charge and corresponding credit*).

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company
<input type="checkbox"/>	Q	11/18/2025	FAU JPMC	Florida Atlantic University
<input type="checkbox"/>	Q	11/18/2025	FAU JPMC	Florida Atlantic University
<input type="checkbox"/>	Q	11/19/2025	FAU JPMC	Florida Atlantic University
<input type="checkbox"/>	Q	11/20/2025	FAU JPMC	Florida Atlantic University
<input type="checkbox"/>	Q	11/21/2025	FAU JPMC	Florida Atlantic University
<input type="checkbox"/>	Q	11/21/2025	FAU JPMC	Florida Atlantic University
<input type="checkbox"/>	Q	11/21/2025	FAU JPMC	Florida Atlantic University
<input type="checkbox"/>	Q	11/21/2025	FAU JPMC	Florida Atlantic University

6. The **Verify Purchase Card Transaction** record will open. **Note** the business document prefix (ex: PRO-000001). Workday assigns these numbers automatically.

**Verify Procurement Card Transactions**

PRO-
 
 ...

For
 
 Total Verification Amount  
 699.00 USD

7. The transaction record will auto-populate with information from JPMC.

**Edit Summary**

**Transaction**

Credit Card Transaction \* 11/18/2025 [REDACTED] LLC 699.00 USD

Transaction Date 11/18/2025

Charge Description [REDACTED] LLC

Supplier

Purchase Order

Supplier Contract

## 8. PO vs. No PO

- a. If there is a PO for this order, please enter it into the Purchase Order box. This will populate all the information from the Purchase Order (TAG, spend category, etc.) You may need to adjust the amount on the line to match the transaction charge (if the amount of the invoice is less than the payline on the purchase order).

**Edit Summary**

**Transaction**

Credit Card Transaction \* 11/18/2025 [REDACTED] LLC 699.00 USD

Transaction Date 11/18/2025

Charge Description [REDACTED] LLC

Supplier

**Purchase Order**

Supplier Contract

- b. If there is no related Purchase Order, you will need to enter the information below:
- **Spend category**
  - **Description** – Line-item description
  - **Account Information** – TAG, Cost Center, and any additional Worktags
  - **Memo**

Item and Category			
Item			
Line Item Description			
Spend Category			

Memo	*SmartTag	*Fund	*Cost Center

9. Attachments:

- Itemized invoice and transaction receipt
- Related transaction documents (backup documents)

Attachments

Drop files here

or

Select files

10. After all required fields are completed, click **Submit**.

- If there are no errors, the transaction will route through the standard Workday approval process.
- PO-related transactions route only to the P-Card Manager for review/approval.
- The verified amount will liquidate the corresponding PO automatically.

11. If the verification is not PO-related, it will route to the Cost Center Manager, then continue through all approvals based on:

- TAG
- Cost Center
- Spend Category
- Fund Type

12. If an error appears:

- Click **Error** then **View All** to see full message

- Correct the issue as instructed
- Click **Submit** again