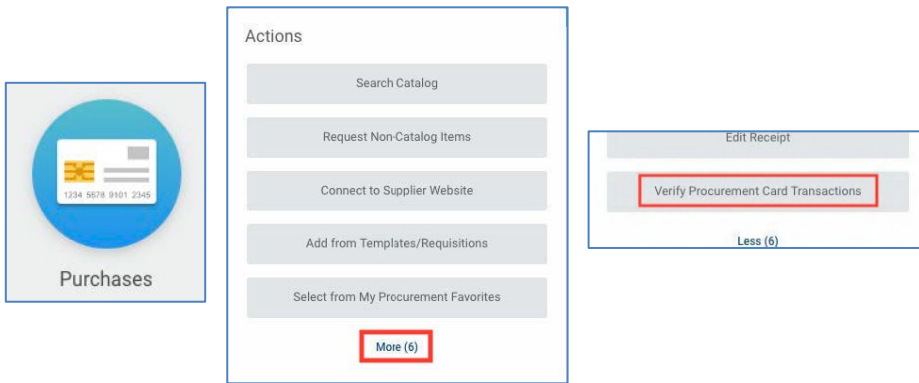



Verifying Purchasing Card Transactions

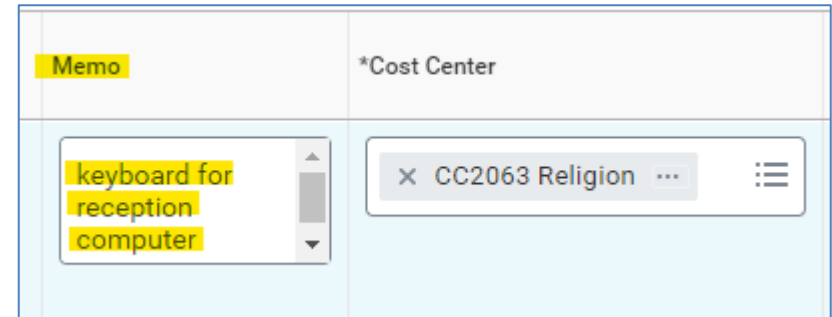
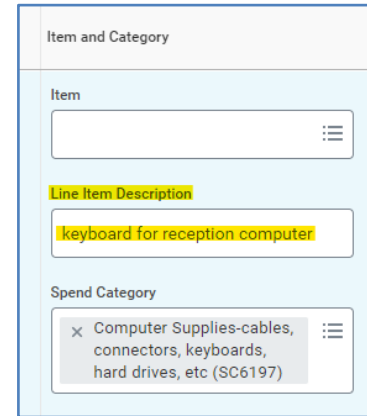
1. Click the **Purchases** worklet, then **More (6)** in the **Actions** column, then **Verify Procurement Card Transactions** (see instructions on Page 2 for adding the Purchases worklet to your home screen).



2. Click on the box(es) under **Select** for the transaction(s) you want to reconcile, then click **OK**.

 If you click on a "New" transaction and don't Submit it, it becomes a Draft, and disappears from the list in **Verify P-Card Transactions**. See instructions to the right for resolving transactions that have become Drafts.

3. Attach your receipt(s) using the **Attachments** tab.
4. Click on the **Transaction Details** tab and scroll down to see details of your purchase(s).
5. In the Transaction Details table, scroll to the right to the **Item and Category** fields. Select a **Spend Category** that corresponds to your order. You can type in this field to search for a word or phrase that most closely matches the expense type.
6. You must enter details in either the **Line Item Description** or the **Memo** box of the expenditure.



7. Scroll further right to confirm accounting information fields: **Cost Center, Fund, Function, Additional Worktag** (for grant, award, gift, project).
8. Click **Submit**



Find/Edit Draft Transactions and Correct Verified Transactions

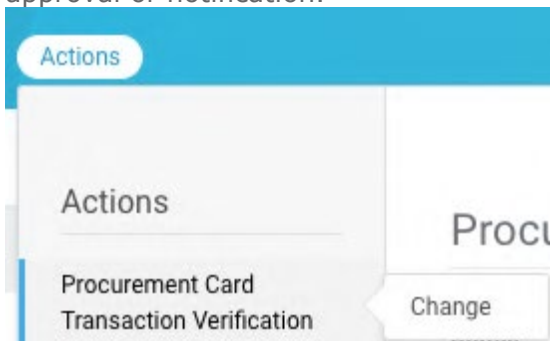
In the event that you need to find transactions in draft status in order to finalize and submit or if you need to correct a previously submitted/approved transaction, follow the steps below.

1. Click the **Purchases** worklet, then in the **View** column, click **More (2)**, then **Procurement Card Transaction Verifications**.
2. Hover over the magnifying glass on the transaction you wish to update or complete and click the ... button. 🔍...



If you click on the column header Status, you can sort or filter on the transactions according to its status (Draft, Approved, or In Progress). In fact, you can sort or filter on any of the columns in the same manner.

3. Under **Actions**, hover over **Procurement Card Transaction Verification**, then click **Change** (for transactions that are approved/completed) or **Edit** (for Draft transactions). This will enable you to update the transaction, which will then route for approval or notification.



If you click **Change** for an approved/completed transaction, the transaction will go back into Draft status, and **must** be submitted again.

Reporting on Transactions

You can generate a report of any new transactions by clicking the **Purchases** worklet, then in the View column, click **More (2)**, then **Procurement Card Transactions**. Under Status, select **New** from the dropdown list and click **OK**.

Note: You can not change transactions from this report.

My Procurement Card Transactions

Transaction Date Start Date

Transaction Date End Date


Status

Adding the Purchases Worklet to your Home Screen

1. Click the Settings gear button in the upper right corner of the home screen. The **Configure Worklets** screen will appear.
2. Under **Optional Worklets**, click the + button.
3. Type "Purchases" in the empty text box and press Enter/Return on your keyboard. You should see Purchases populate the box. You can ignore the Alert.
4. Click **OK** at the bottom of the screen.
5. Click **Done**. The **Purchases** worklet will now appear on the home screen.

Optional Worklets

Select the optional worklets you would like to include on your Home page.

 Errors and Alerts Found

4 items 📶 📄 🗑️

+	-	▼	*Worklet
+	-	▼	X Purchases
+	-	▲	Time Off and Leave
+	-	▲	Current Benefit Elections
+	-	▲▲	Favorites