**Finding & Editing Draft Procurement Card Transaction in Workday**

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 Verify Procurement Card Transactions. “Draft” transactions will appear under Find 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.

1. Log into your Workday account and type in the search bar My Procurement Card Transaction Verifications (I had to type in Find due to my role, but to verify you need to type in My)
2. Click on the top result (see below, yours will read My Procurement Card Transaction Verifications)

A screenshot of a computer

Description automatically generated

1. Complete the pop up box as follows then click OK:

A screenshot of a computer

Description automatically generated



\*Note: Type in your name or a portion of your name and push enter/return and your name will populate.

1. You will see your transactions:

A screenshot of a computer

Description automatically generated



1. 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. Yours should look a little different since you have a verification role in Workday and I don’t.

A screenshot of a computer

Description automatically generated



1. 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. I don’t have access to this ability in Workday so here is a screenshot I found online:



