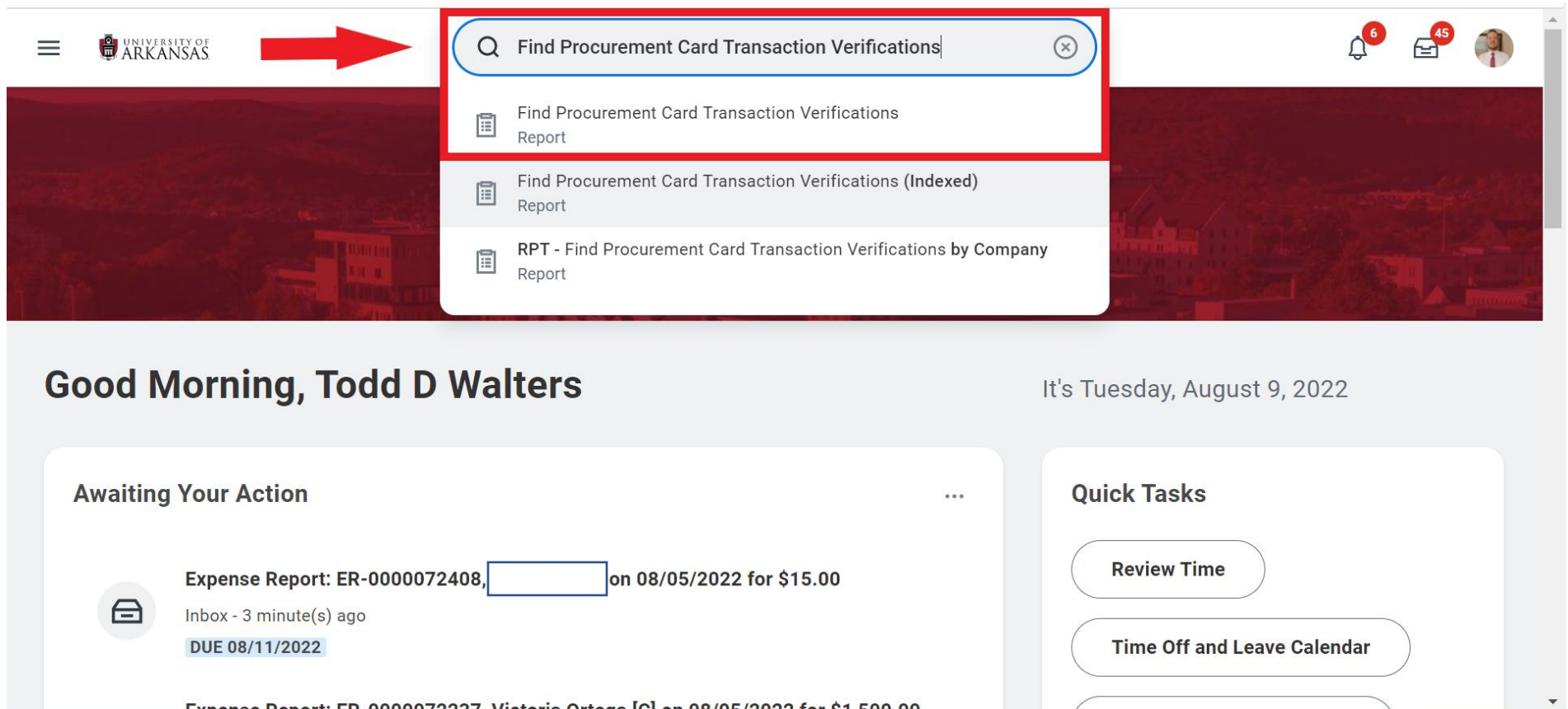


How to Complete Verifications in Draft Status

1. Type “Find Procurement Card Transaction Verifications” into the Workday search bar.



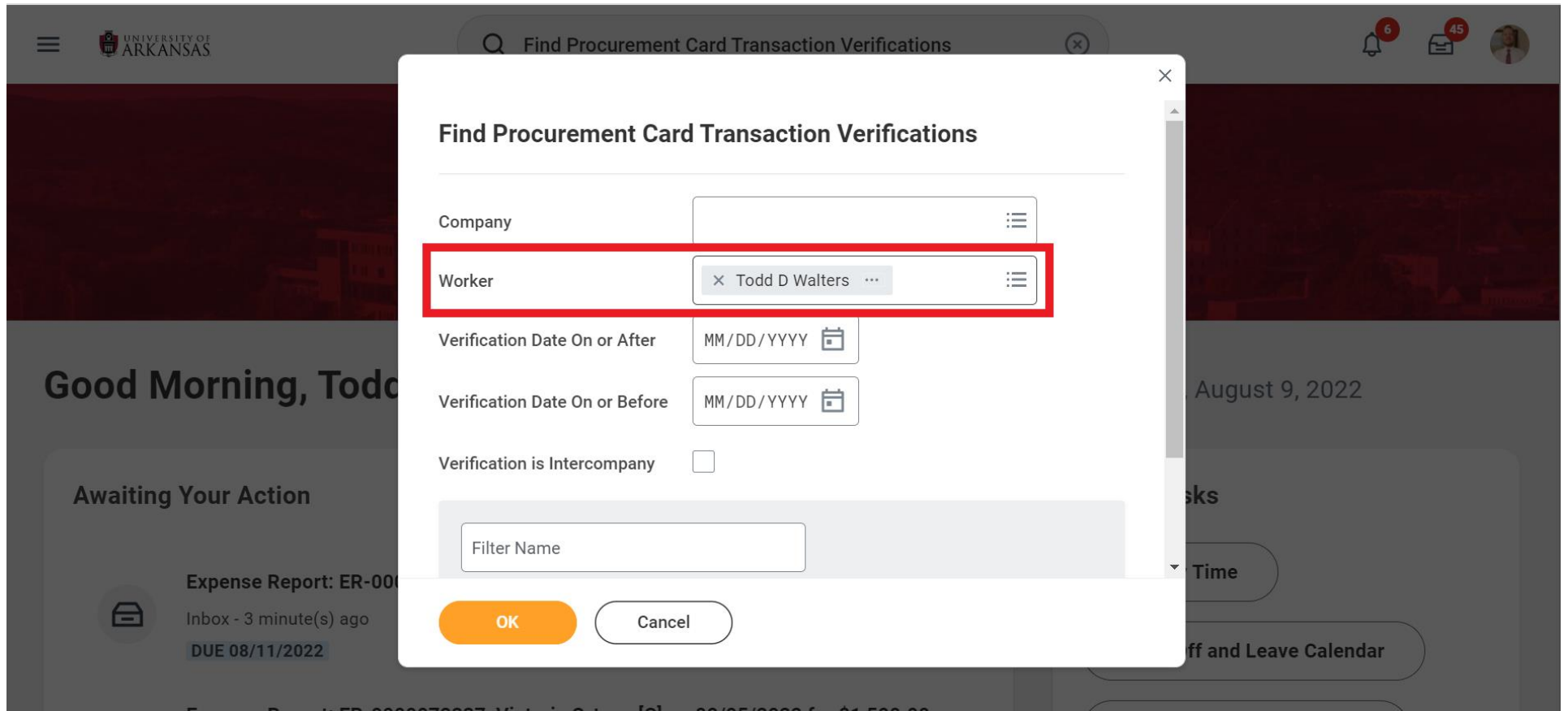
The screenshot displays the Workday user interface. At the top left, the University of Arkansas logo is visible. A red arrow points to the search bar, which contains the text "Find Procurement Card Transaction Verifications". A dropdown menu is open below the search bar, listing three search results:

- Find Procurement Card Transaction Verifications Report
- Find Procurement Card Transaction Verifications (Indexed) Report
- RPT - Find Procurement Card Transaction Verifications by Company Report

Below the search bar, the user's name "Good Morning, Todd D Walters" and the date "It's Tuesday, August 9, 2022" are displayed. The "Awaiting Your Action" section shows an expense report entry: "Expense Report: ER-0000072408, [redacted] on 08/05/2022 for \$15.00". The "Quick Tasks" section includes buttons for "Review Time" and "Time Off and Leave Calendar".

How to Complete Verifications in Draft Status

2. Enter the Worker name. Click "OK".



The screenshot displays a web interface for the University of Arkansas. A modal window titled "Find Procurement Card Transaction Verifications" is open. The modal contains the following fields and options:

- Company:** An empty dropdown menu.
- Worker:** A dropdown menu with "Todd D Walters" selected. This field is highlighted with a red rectangular box.
- Verification Date On or After:** A date input field with the placeholder "MM/DD/YYYY" and a calendar icon.
- Verification Date On or Before:** A date input field with the placeholder "MM/DD/YYYY" and a calendar icon.
- Verification is Intercompany:** A checkbox that is currently unchecked.
- Filter Name:** A text input field.
- Buttons:** An orange "OK" button and a white "Cancel" button.

The background of the page shows a navigation menu, a search bar with the text "Find Procurement Card Transaction Verifications", and a user profile icon. A notification banner at the top left reads "Good Morning, Todd" and "Awaiting Your Action". An email notification in the bottom left corner says "Expense Report: ER-001" and "Inbox - 3 minute(s) ago DUE 08/11/2022".


How to Complete Verifications in Draft Status

3. **Locate the draft verification and click on the Action items (three little dots). Click on “Procurement Card Transaction”, and then “Edit”. From there the verification can be completed from where the user left off.**

NOTE: Clicking on Cancel will cancel the verification and bring the charges out to completely start over. If you do not want to do that, be sure to click “Edit”.

Worker Verification is Intercompany No

58 items Turn off the new tables view

| Procurement Card Transaction Verification | Verification Number | Company | Verification Date | Status | Worker | Verification Amount | Currency | Number of Transactions | Ver Int |
|--|---------------------|---------|-------------------|--------|--------|---------------------|----------|------------------------|---------|
|  | | | | | | 235.86 | USD | 3 | No |
| | | | | | | 175.07 | USD | 1 | No |
| | | | | | | 1,324.82 | USD | 1 | No |
| | | | | | | 802.62 | USD | 1 | No |

Procurement Card Transaction Verification

6077

Actions

- Procurement Card Tran... **Edit**
- Budget Date >
- Favorite >
- Cancel

Status: Draft

For:

Company: University of Arkansas, Fayetteville

Currency: USD

< 1 2 >