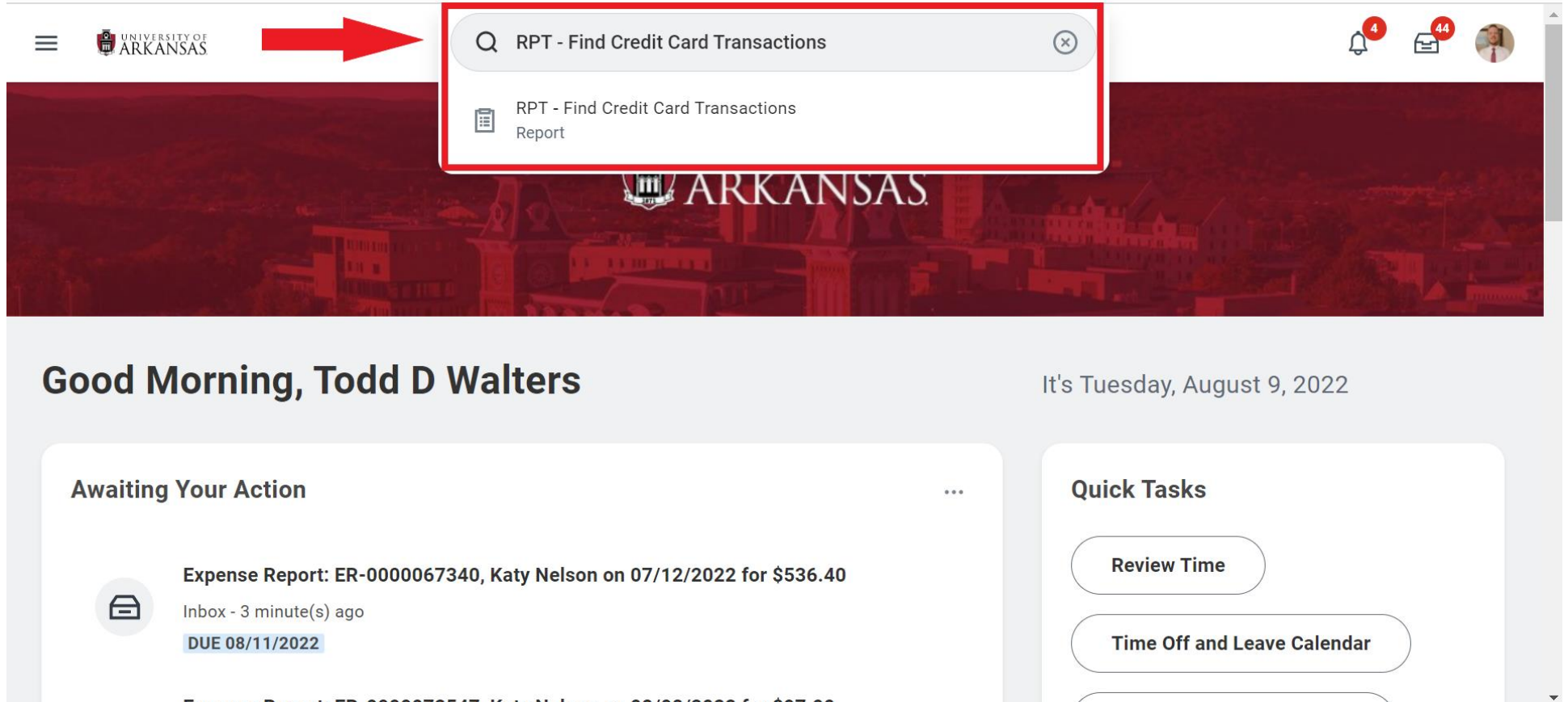


How to Find Non-Verified & Draft Credit Card Transactions

1. Type “RPT – Find Credit Card Transactions” into the Workday search bar.



The screenshot displays the Workday user interface for Todd D Walters on Tuesday, August 9, 2022. The search bar at the top contains the text "RPT - Find Credit Card Transactions", which is highlighted with a red box. A red arrow points to the search bar. Below the search bar, a dropdown menu is visible, showing the search results: "RPT - Find Credit Card Transactions Report".

Good Morning, Todd D Walters It's Tuesday, August 9, 2022

Awaiting Your Action

- Expense Report: ER-0000067340, Katy Nelson on 07/12/2022 for \$536.40
Inbox - 3 minute(s) ago
DUE 08/11/2022

Quick Tasks

- Review Time
- Time Off and Leave Calendar

2. Enter the Company, Transaction Date Start Date, and Transaction Date End Date.

RPT - Find Credit Card Transactions

Instructions You can now identify only Transactions without a business document or in draft business document by checking the prompt. You do not need to additionally prompt for the business document status of when using this prompt.

Company	* <input type="text" value="University of Arkansas, Fayetteville"/>
Transaction Date Start Date	<input type="text" value="07/16/2022"/>
Transaction Date End Date	<input type="text" value="08/15/2022"/>
Billing Date Start Date	<input type="text" value="MM/DD/YYYY"/>
Billing Date End Date	<input type="text" value="MM/DD/YYYY"/>

3. Enter Expense Payee (Cardholder), select the Corporate Credit Card Billing Account, and place a check mark into the "Business Document Empty or in Draft" field. Click "OK".

The screenshot shows a web application interface with a modal form titled "RPT - Find Credit Card Transactions". The form contains the following fields:

- Expense Payee:** A dropdown menu with the selected value "Employee: Todd D Walters".
- Expense Payee's Cost Center:** An empty text input field.
- Expense Payee's Cost Center Hierarchy Level 5:** An empty text input field.
- Last 4 Digits of Credit Card Number:** An empty text input field.
- Corporate Credit Card Billing Account:** A dropdown menu with the selected value "UAF | Bank of America | PCARD".
- Transaction Status:** An empty text input field.
- Business Document Empty or in Draft:** A checkbox that is checked.
- Business Document Status:** An empty text input field.


At the bottom of the modal, there are two buttons: "OK" (orange) and "Cancel" (white with a grey border).

4. **Any transactions with a Business Document Status of “Draft” or if the field is blank, those charges still need to be verified and submitted for approval.**

Posted Date: The date the credit card transaction was posted to the corporate account.
Billing Date: Billing date provided by the credit card vendor.

1864 items

Turn off the new tables view



Credit Card Transaction	Merchant Name	Credit Card	Transaction Date	Aging Days based on Transaction Date	Business Document	Business Document Status	Expense Payee
07/20/2022 OFFICE DEPOT #1079 329.24 USD	OFFICE DEPOT #1079	[REDACTED]	07/20/2022	20			Employee: [REDACTED]
07/20/2022 KUM&GO 0416 BENTONVI 12.49 USD	KUM&GO 0416 BENTONVI	[REDACTED]	07/20/2022	20	PC-00166077	Draft	Employee: [REDACTED]
07/20/2022 SAMS CLUB #4969 188.29 USD	SAMS CLUB #4969	[REDACTED]	07/20/2022	20	PC-00166077	Draft	Employee: [REDACTED]
07/20/2022 PINNACLE CAR SERVICE 72.00 USD	PINNACLE CAR SERVICES	[REDACTED]	07/20/2022	20			Employee: [REDACTED]