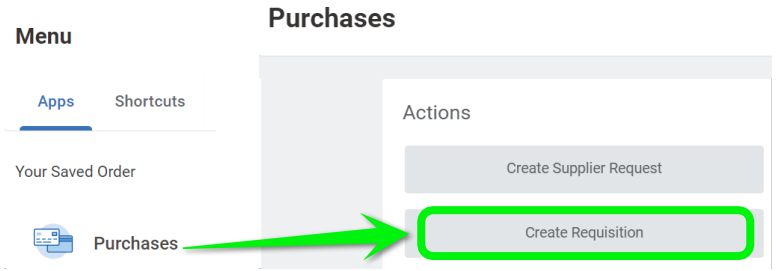
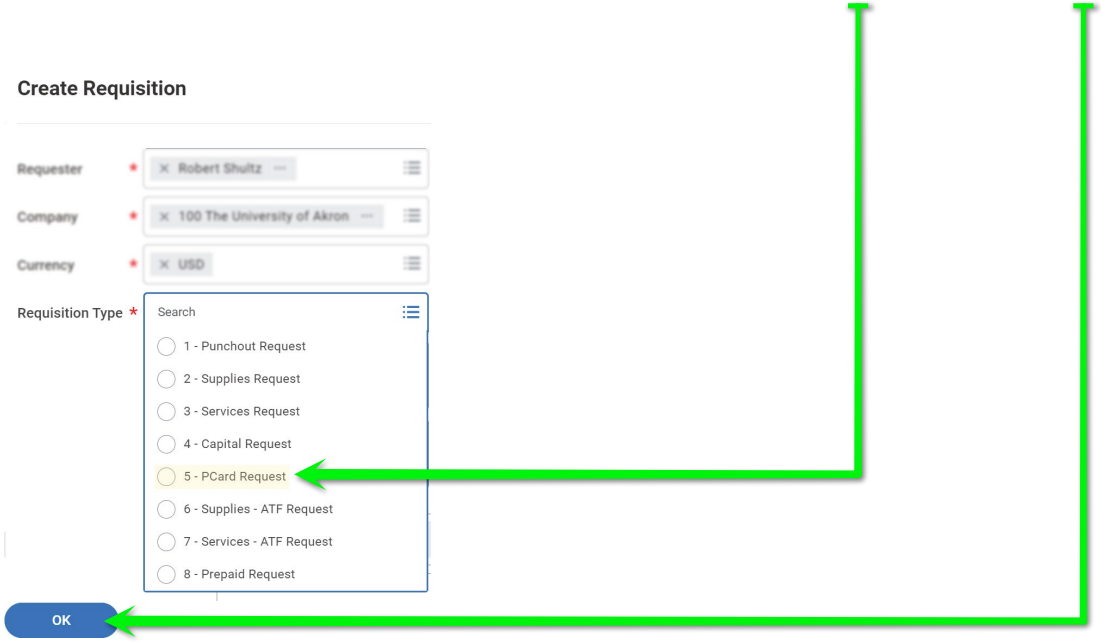
Create the Requisition

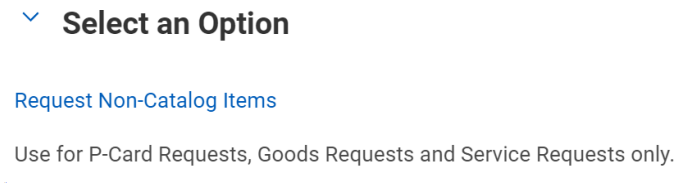
1. From your menu, select **Purchases** > **Create Requisition**.



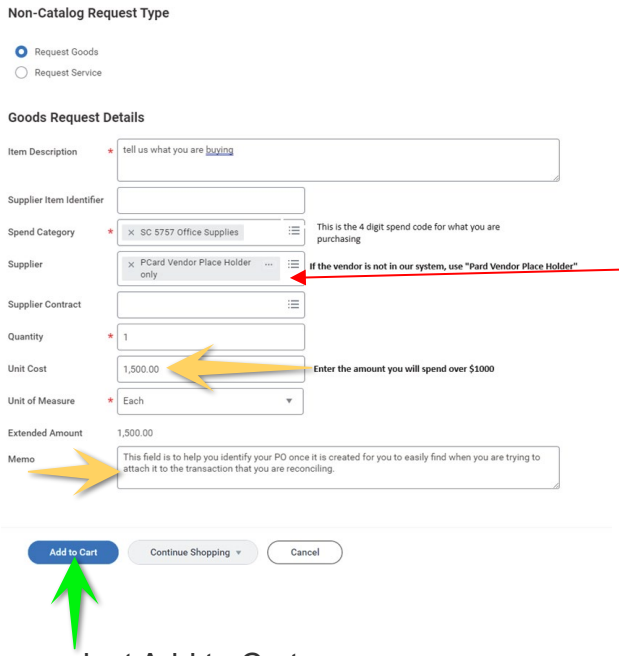
2. Fill in the information and select Requisition Type as **5. PCard**. Select **OK**.



3. Select Request Non-Catalog Items



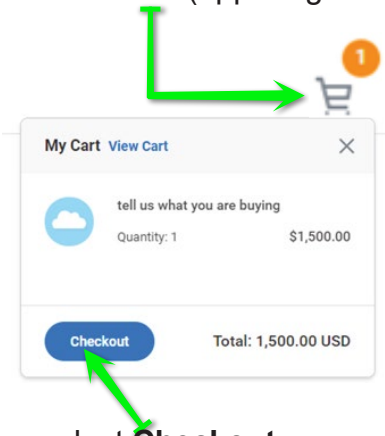
4. Complete the information requested for your PCard Purchase Request (Requisition).



If your vendor is not in our system, you can create a "Create Supplier" first or you can type in "PCard Vendor Place Holder only" in the supplier field and then place the vendor's name in the memo field.

Then select Add to Cart.

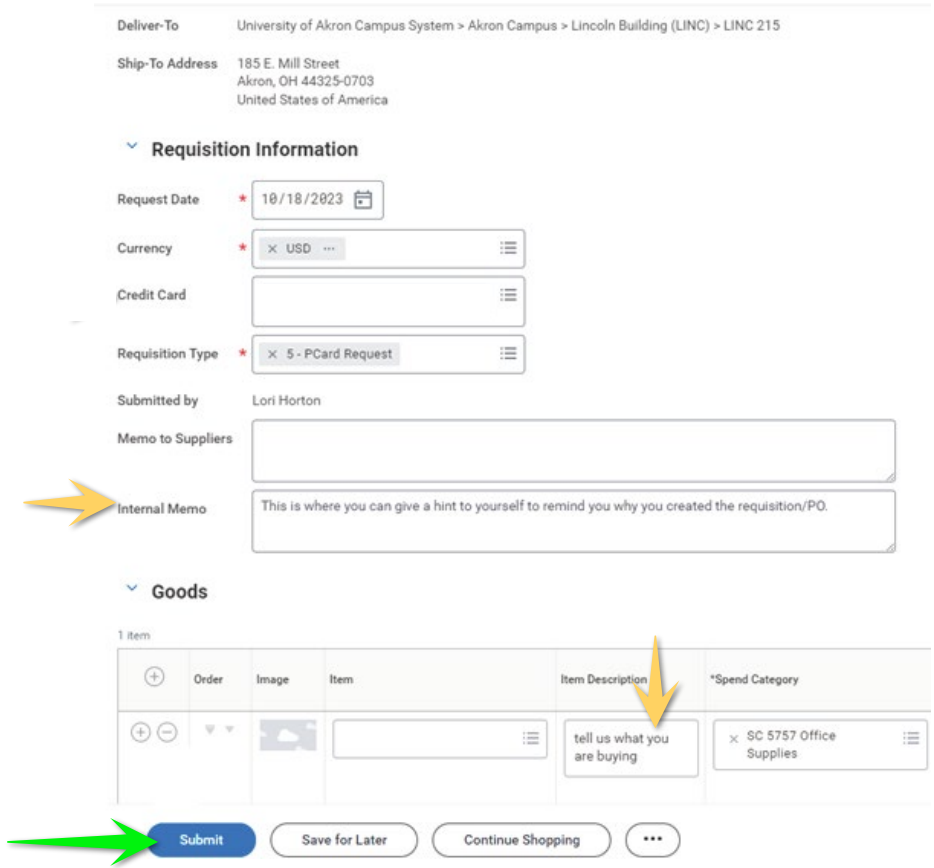
5. Select **Cart** (upper right corner) and…



then select **Checkout.**

Checkout

6. Complete this information including business purpose and correct Cost Center information. **Do not add your credit card information**. When ready, select **Submit**.



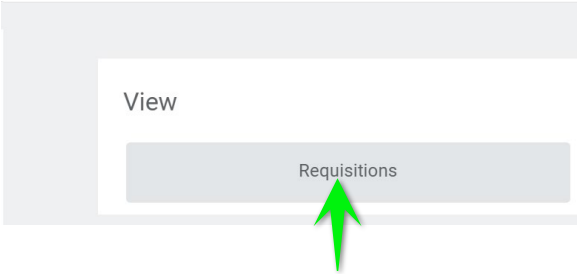
Note:

- Once **approved** by your Cost Center manager, Purchasing will receive the requisition and increase your PCard according to how much you requested.
- Purchasing will then “issue” a PO number for use when you are ready to review your transaction. It is not necessary to include that PO number.
- Because you will be attaching a PO order number to the transaction eventually, it is better to have separate Requisition requests for transactions over $1000 than to create a requisition with one lump sum for multiple transactions over $1000.

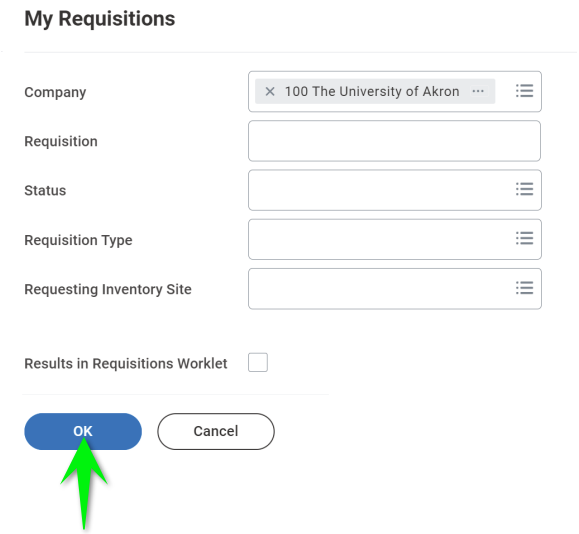
Reconciling Transactions Over $1,000

1. Go to your Menu > Purchases> View > **Requisitions**.

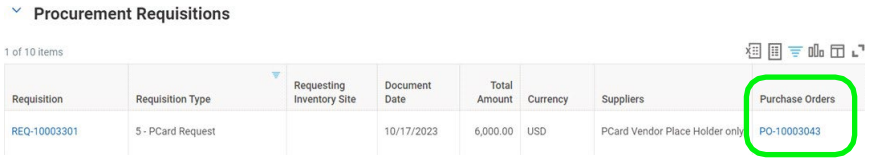
Purchases



2. Select **OK** in the My Requisition dialog.

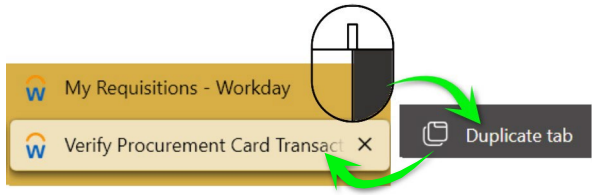


3. Locate the requisition to reconcile.

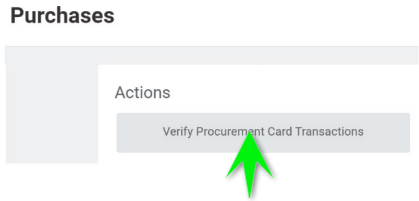


4. So that you can see your Requisition/PO numbers while verifying your Procurement Card Transactions in the next window:

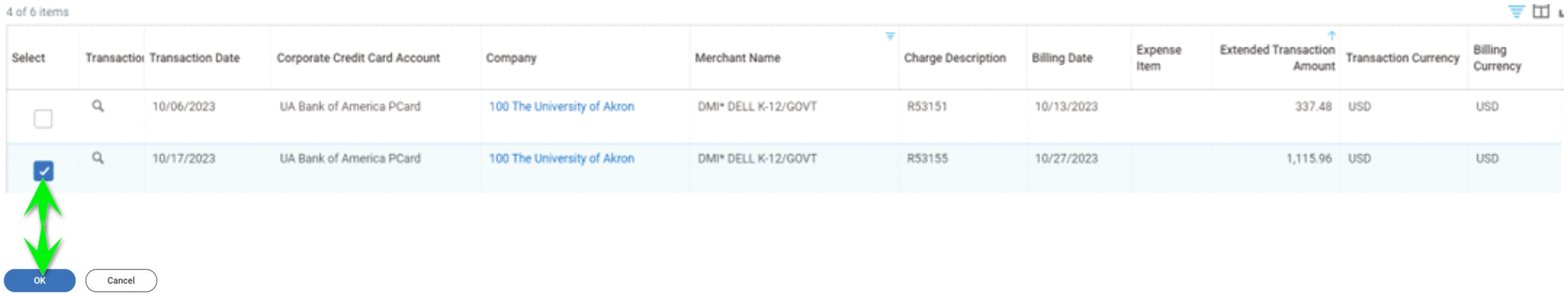
4.1. From the current **My Reqs** window, open Workday again in a second window. This second window will act as our **verification** screen. An easy way to duplicate a browser tab is to right-click the Workday tab and choose duplicate. from the menu.



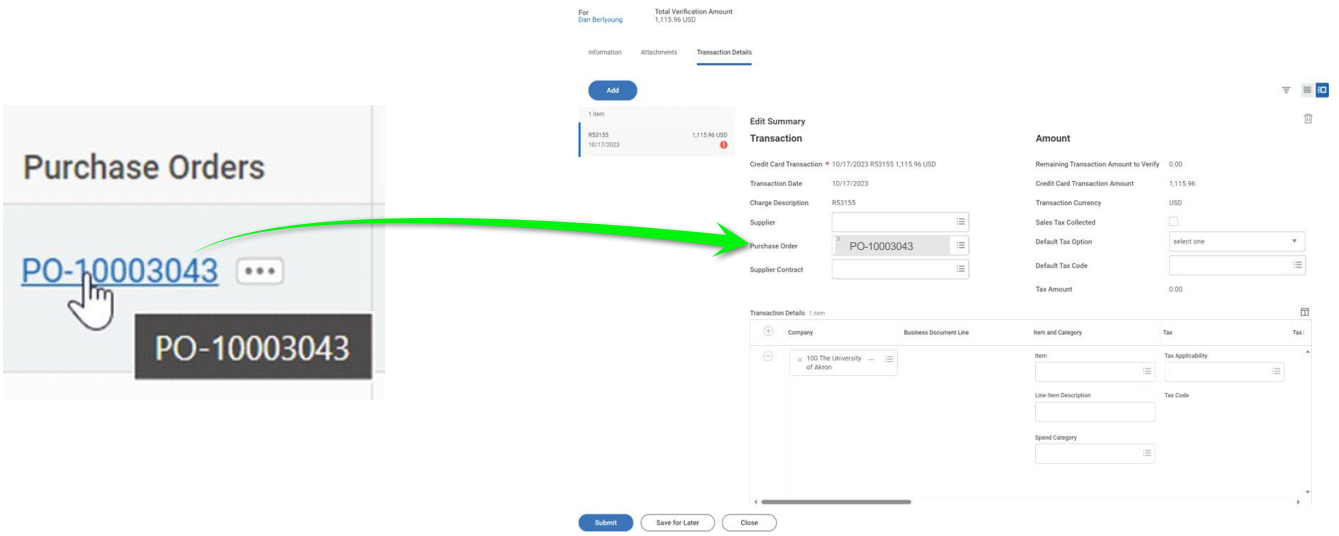
4.2. From this verification window Select Purchases > Actions > Verify Procurement Card Transactions Verifications.



5. Select your credit card transaction over $1000 (we are using a different transaction for this demo). Select **OK**.



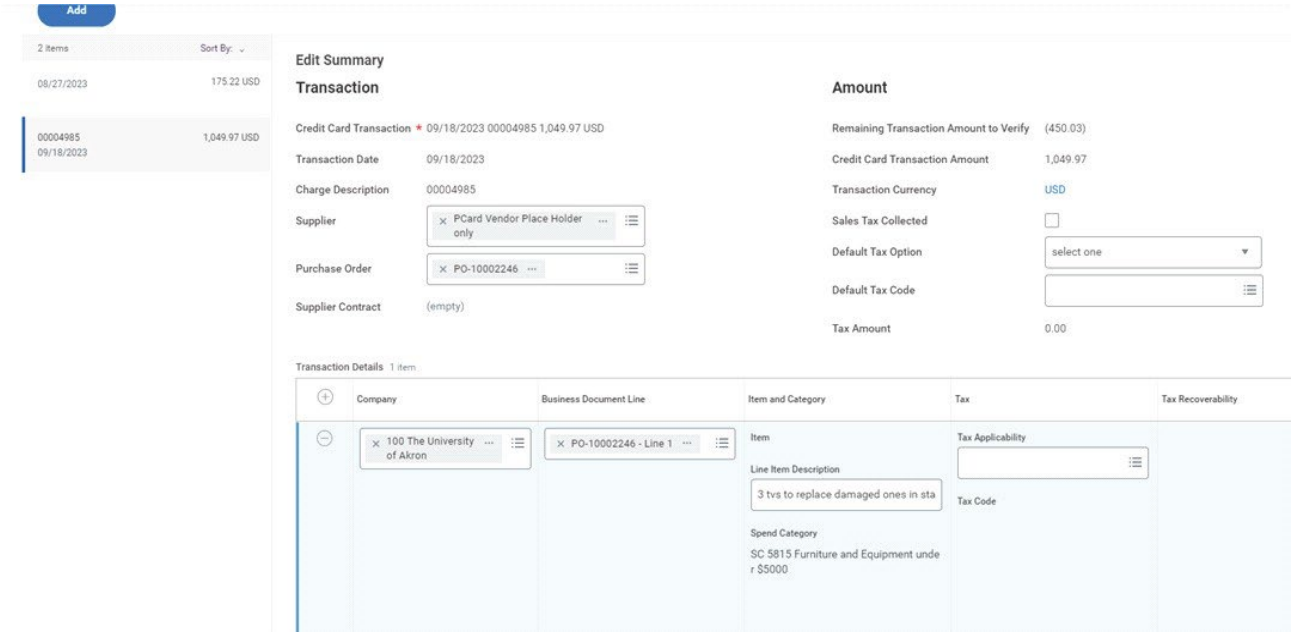
6. The **verification** screen appears. We need the P.O. number from the other window (My Reqs). Paste (or type) the P.O. number from the **My Reqs** window into the Purchase Order field.



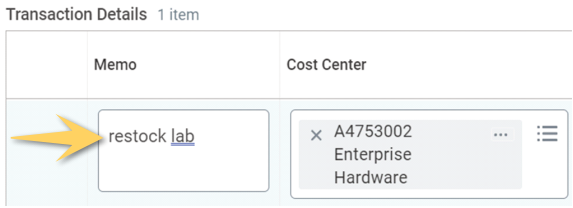
7. This will fill in the information previously submitted in your requisition and save you some time filling it out again.

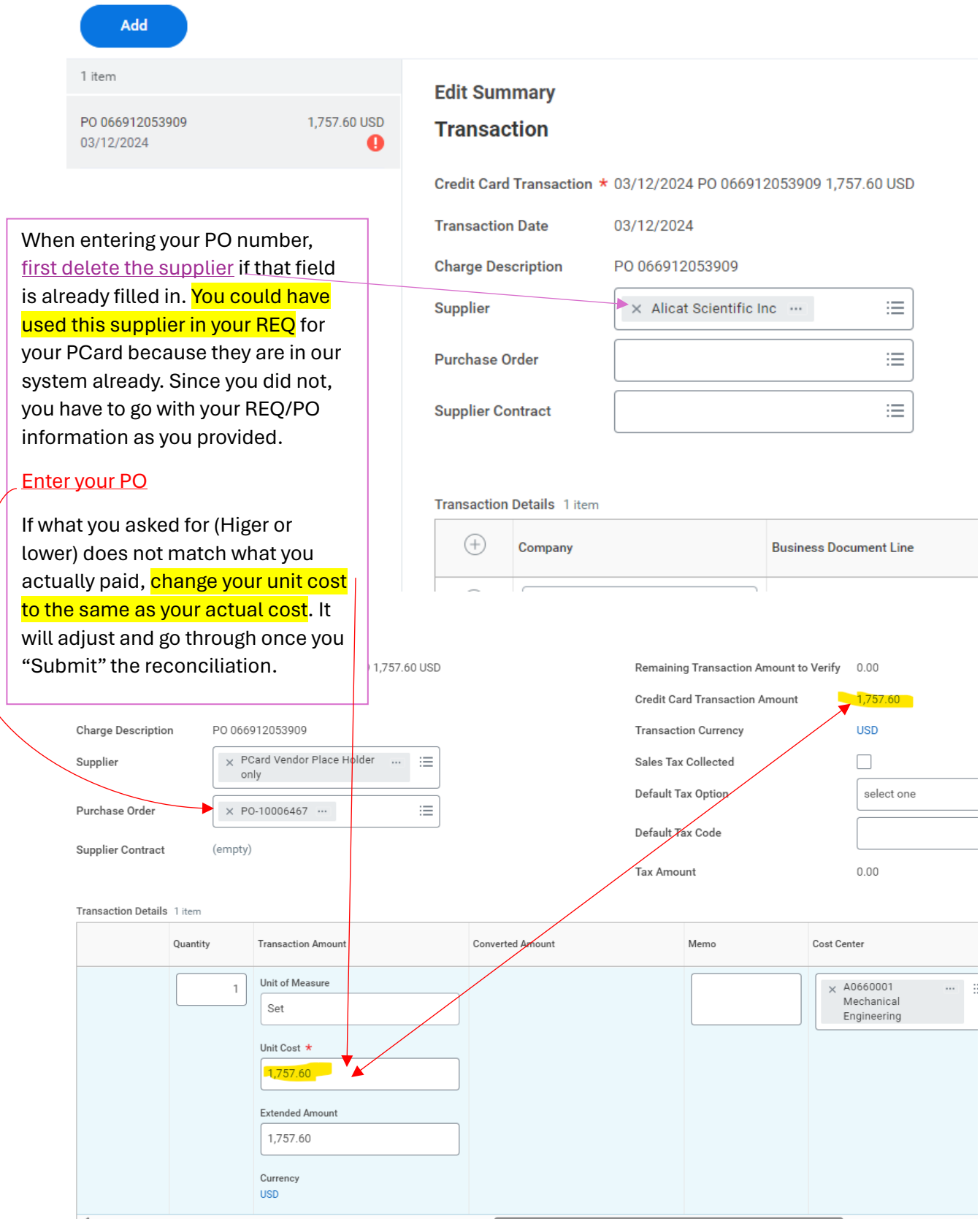
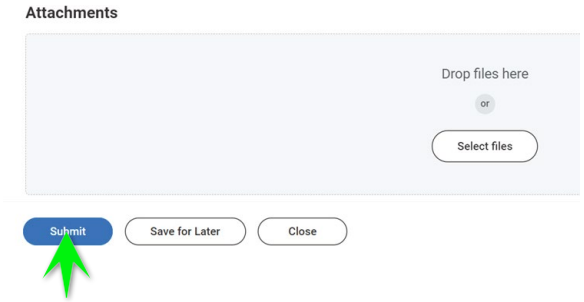
7.1. PLEASE NOTE: The amount paid in your transaction is probably not the same as the amount requested in your purchase order.

7.2. Please be sure to change the amount paid under “transaction details” to the actual amount paid, or you will get an error.



8. **Scroll right** to review and verify that the information is correct. In the **Memo** field, next to Cost Center, please add your Vendor’s name if it is not under the supplier box on top and your business purpose for the purchase.




Add
1 item
PO 066912053909
03/12/2024
1,757.60 USD
Edit Summary
Transaction
Credit Card Transaction * 03/12/2024 PO 066912053909 1,757.60 USD
Transaction Date 03/12/2024
Charge Description PO 066912053909
Supplier Alicat Scientific Inc
Purchase Order
Supplier Contract
Transaction Details 1 item
Company
Business Document Line
When entering your PO number, first delete the supplier if that field is already filled in. You could have used this supplier in your REQ for your PCard because they are in our system already. Since you did not, you have to go with your REQ/PO information as you provided.
Enter your PO
If what you asked for (Higer or lower) does not match what you actually paid, change your unit cost to the same as your actual cost. It will adjust and go through once you "Submit" the reconciliation.
1,757.60 USD
Charge Description PO 066912053909
Supplier PCard Vendor Place Holder only
Purchase Order PO-10006467
Supplier Contract (empty)
Remaining Transaction Amount to Verify 0.00
Credit Card Transaction Amount 1,757.60
Transaction Currency USD
Sales Tax Collected
Default Tax Option select one
Default Tax Code
Tax Amount 0.00
Transaction Details 1 item
Quantity
Transaction Amount
Converted Amount
Memo
Cost Center
1
Unit of Measure
Set
Unit Cost *
1,757.60
Extended Amount
1,757.60
Currency
USD
A0660001 Mechanical Engineering

9. Finally, add your receipt, and click **Submit**.