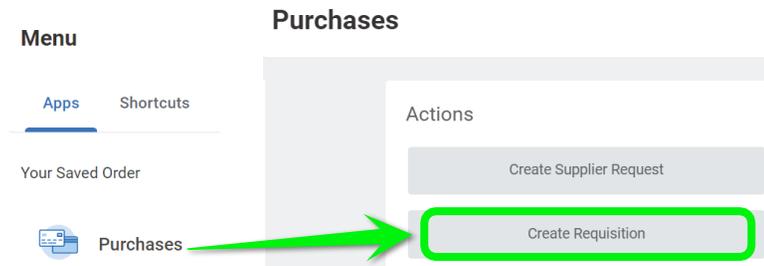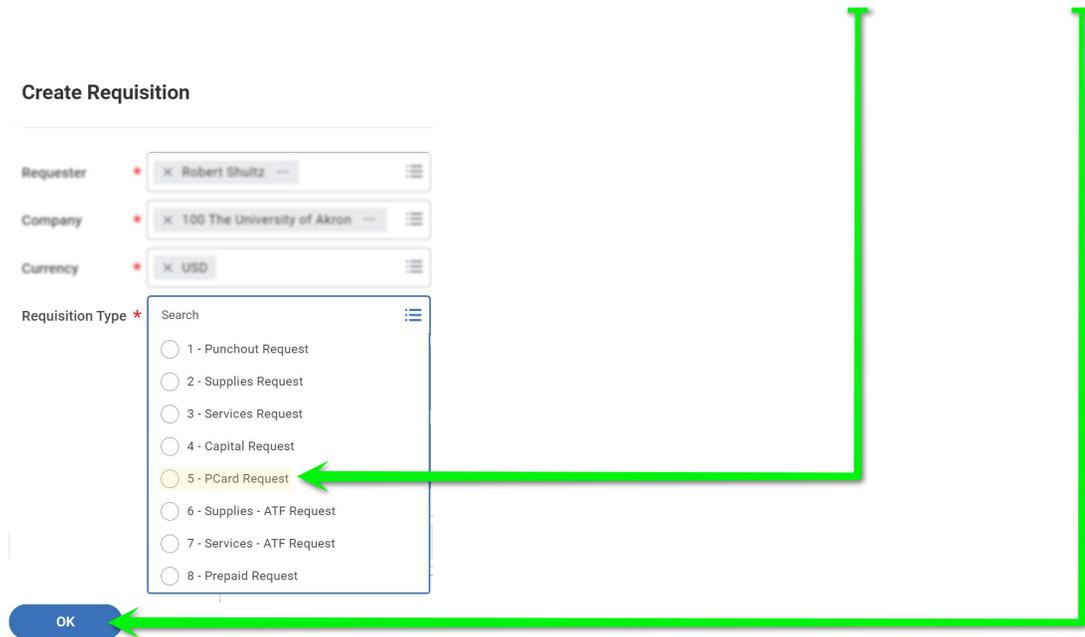## Create the Requisition

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

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

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3. Select Request Non-Catalog Items

⌄ **Select an Option**

Request Non-Catalog Items

Use for P-Card Requests, Goods Requests and Service Requests only.

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

Non-Catalog Request Type

◉ Request Goods
○ Request Service

Goods Request Details

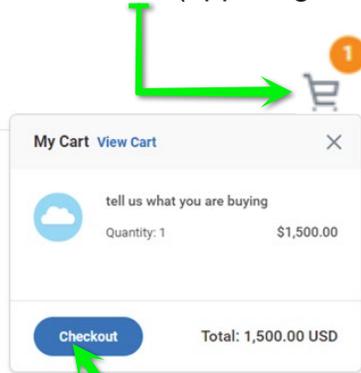| Field	Value	Note
Item Description	* tell us what you are buying	
Supplier Item Identifier		
Spend Category	* ✕ SC 5757 Office Supplies	This is the 4 digit spend code for what you are purchasing
Supplier	✕ PCard Vendor Place Holder only ...	If the vendor is not in our system, use "Pard Vendor Place Holder"
Supplier Contract		
Quantity	* 1	
Unit Cost	1,500.00	Enter the amount you will spend over $1000
Unit of Measure	* Each ▾	
Extended Amount	1,500.00	
Memo	This field is to help you identify your PO once it is created for you to easily find when you are trying to attach it to the transaction that you are reconciling.	

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.

[Add to Cart]   [Continue Shopping ▾]   (Cancel)

Then select Add to Cart.

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Checkout

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

then select **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.

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Reconciling Transactions Over $1,000

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

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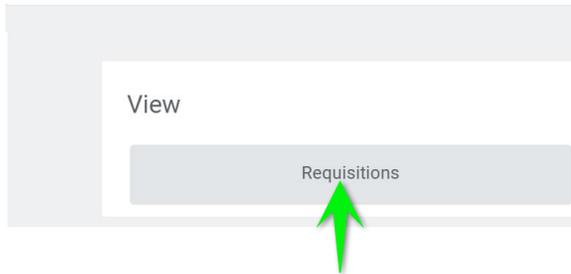
2. Select **OK** in the My Requisition dialog.

My Requisitions

Company	✕ 100 The University of Akron ⋯ ☰
Requisition	
Status	☰
Requisition Type	☰
Requesting Inventory Site	☰

Results in Requisitions Worklet ☐

[OK]   (Cancel)

3. Locate the requisition to reconcile.
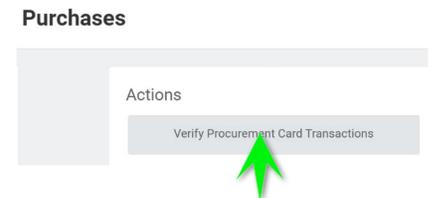
⌄ **Procurement Requisitions**

1 of 10 items

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders
REQ-10003301	5 - PCard Request		10/17/2023	6,000.00	USD	PCard Vendor Place Holder only	PO-10003043

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.

Purchases

Actions

Verify Procurement Card Transactions

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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.

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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.

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Add

1 item

PO 066912053909   1,757.60 USD
03/12/2024   ❗

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

Remaining Transaction Amount to Verify   0.00

Charge Description   PO 066912053909

Credit Card Transaction Amount   1,757.60

Supplier   ✕ PCard Vendor Place Holder only ⋯ ≡

Transaction Currency   USD

Purchase Order   ✕ PO-10006467 ⋯   ≡

Sales Tax Collected   ☐

Supplier Contract   (empty)

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			✕ A0660001 Mechanical Engineering ⋯
		Unit Cost ⭐: 1,757.60			
		Extended Amount: 1,757.60			
		Currency: USD			

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

Attachments

Drop files here

or

Select files

Submit   Save for Later   Close