Student P-Card holders at times will need to review the status of P-Card Verifications that are in process, or have been completed. You may want to do this to:

1. See whether or not the transaction is fully approved (and who still needs to approve)
2. Find a previous transaction in order to reference it on an in-progress transaction for refunds or to refer to a deposit made
3. To review past transactions and gather information about them for your organization.

The Workday Report “My Procurement Card Transaction Verifications” will let you see all of the P-Card Verifications that are related to your P-Card. Start Typing in the report name in Workday to begin:

When you see the report name, click on it, and that is all you should need to run the report.

From there, you can see the P-Card Verification Number (PCV#), the Verification Date (when the transaction populated in Workday), and the Status (In Progress, Draft, Approved...) and the Transaction Amount. Click the magnifying glass to see more about any transaction.

Once you are reviewing the individual transaction details, you can see the details entered for the P-Card Verification, the Attachments, and the Process History which will show any comments made along the way, and who is currently working on the transaction if it is still in progress.