
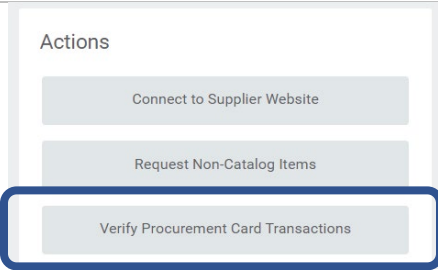
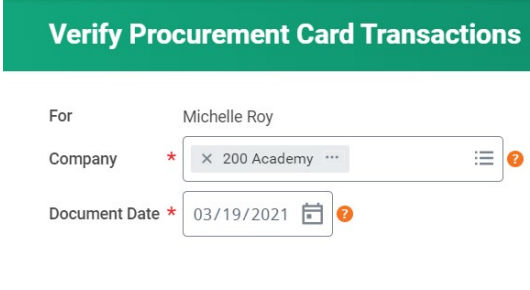


Viewing PCard Transactions in Workday (for cardholders)

<https://workday.miami.edu>

Cardholders can use this guide to view transactions that will automatically appear in Workday. To reconcile on behalf of another worker, view [Processing PCard Transactions for Another Worker in Workday](#).

View PCard Transaction in Workday Once a charge is made, within 3-5 business days, the transactions should appear in Workday. After two weeks, if a charge still does not appear in Workday, email Corporate Cards Services at pcard@miami.edu .	
1. From the Workday home page, click the Purchases icon.	 Purchases
2. From the <i>Actions</i> section click View Procurement Card Transactions .	
3. Scroll down to bottom of the page to view transactions (if any) or use the filters to search.	

Contact pcard.ap@miami.edu with any questions.