# Finding & Editing Draft Procurement Card Transactions
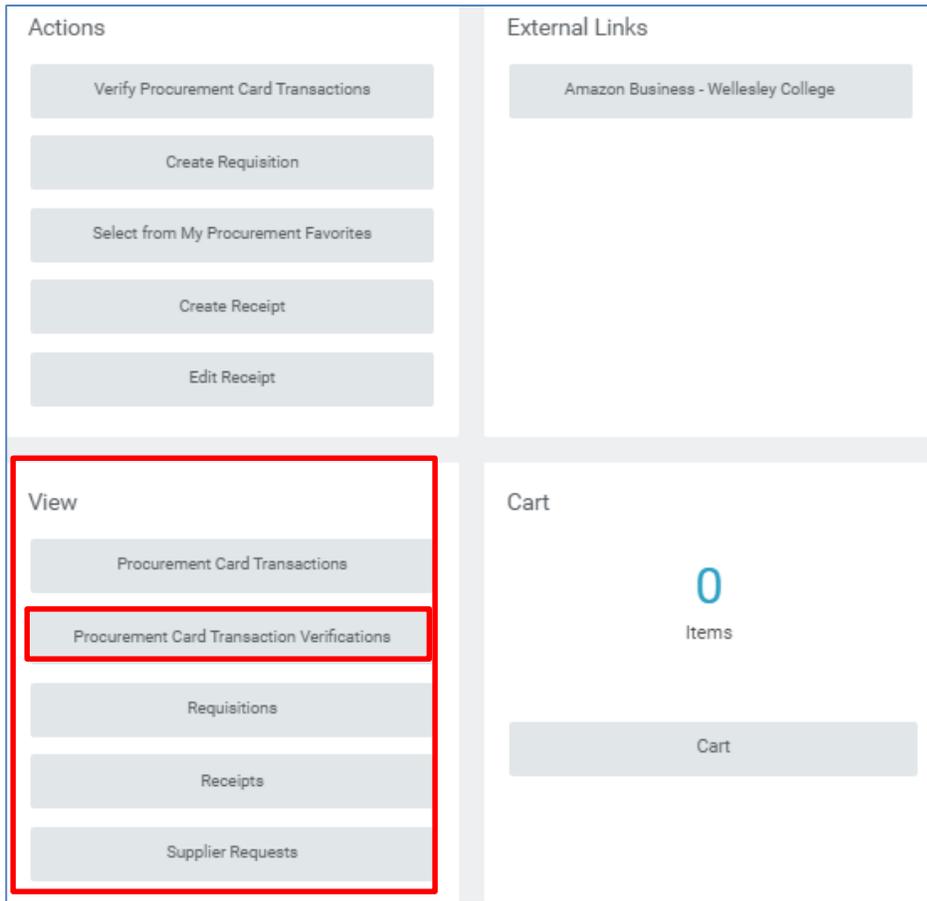
If the verification process for a transaction has been started, but not completed, the transaction will go into what is known as a "Draft" status. Transactions in "draft" status will no longer appear under Actions>Verify Procurement Card Transactions. "Draft" transactions will appear under the View>Procurement Card Transaction Verifications. Please follow the steps below to check if you have any transactions in draft and/or how to edit and submit them.

It is important to note that transactions in "Draft" status will not reflect in your budget until they are submitted to your Cost Center Manager for review and approval.

1. Log into your Workday account and Click on the "Purchases" Application.
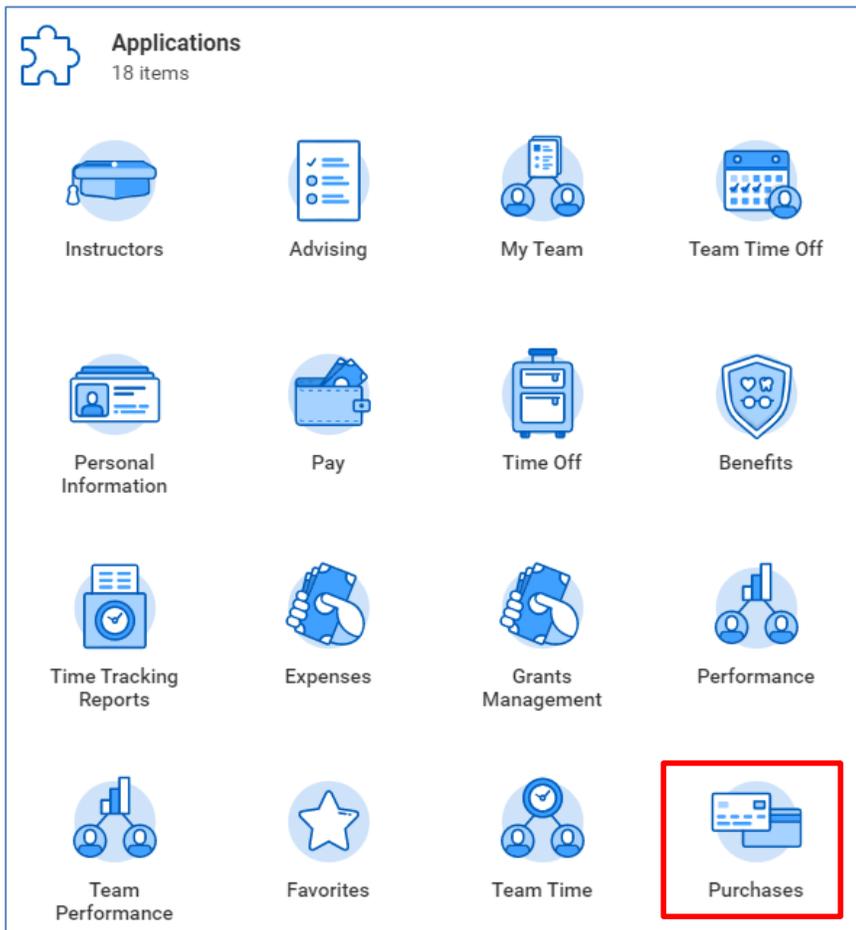
2. In the "View" Box, select "Procurement Card Transaction Verification" (second option down)
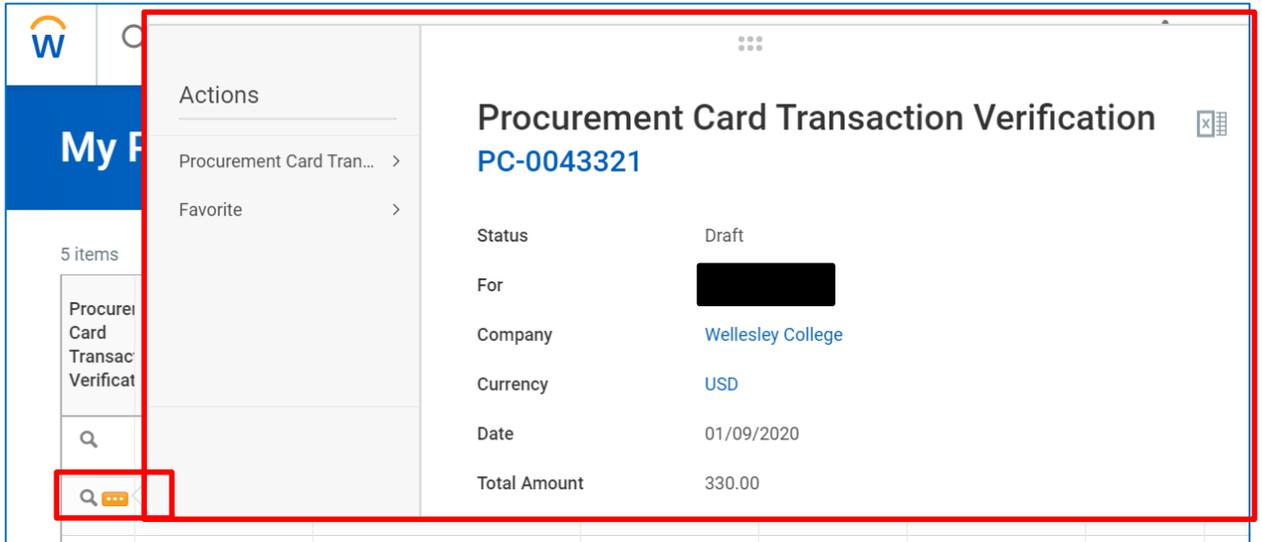

3. Locate the transaction(s) you have in Draft status by looking under the "status" column.

4. Once you have located the draft transaction, hover your mouse to the right of the magnifier, and an orange "twinkie" will appear. Click on the "twinkie." A sub-menu will then appear.

5. On the sub-menu, under "Actions", hover your mouse over "Procurement Card Transaction", and click "edit". Clicking "edit" will bring you into the "edit mode" and you will be able to complete the verification and submit it.