# Corporate Cards - Search for a Draft Document

Use this guide to Pull Transactions out of Draft Status (PCard and Travel Card) in Workday

http://workday.miami.edu

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## Search for Draft Transaction (PCard)

1. Log in to Workday

2. In the Search bar type in the PC number and click on the magnifying glass icon.

   **TIP:** The PC number will be listed in the automated alert

   **TIP:** If there is no return, click **More Categories**, and then **Procurement**

3. The Verification Report should appear on the screen, click on the report to open.

4. Click the Related Actions button next to the PC number and under **Actions**, select one of the options:
   - a. **Edit** - Review and add needed information before Submitting
   - b. **Cancel** - the transaction will return to new status queue

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## Search for Draft Transaction (Travel Card)

1. Log in to Workday

2. In the Search bar type in the ER number and click on the magnifying glass icon.

   **TIP:** The ER number will be listed in the automated alert.

   **TIP:** If there is no return, click **More Categories**, and then **Expenses**

3. The Expense Report should appear on the screen, click on the report to open.

4. Click the Related Actions button next to the ER number and under **Actions**, select one of the options:
   - a. **Edit** - review and add needed information before Submitting
   - b. **Cancel** - the transaction will return to new status queue

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For assistance, contact Corporate Card Services:

PCard Program - pcard.ap@miami.edu

Travel Card Program- travelcard.ap@miami.edu