**Viewing PCard Transactions in Workday** *(for cardholders)*

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](https://workday.miami.edu).

---

**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.

2. From the **Actions** 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](mailto:pcard.ap@miami.edu) with any questions.