

Did You Know? Batching Transactions

Dear Cardholders and Transaction Approvers,

When reconciling your transactions, **please do not reconcile multiple transactions under one PCV#, also known as “batching”**. This practice can delay the review process and can be confusing for transaction approvers.

Reconciling each transaction individually helps to streamline the review process.

If you have reconciled multiple transactions under a single PCV# and it is returned for edits, please follow these steps to reconcile them separately:

1. Open the transaction you wish to edit
2. Click the trash can at the top right of the screen

The screenshot shows the 'Transaction Details' screen with three tabs: 'Information', 'Attachments', and 'Transaction Details'. The 'Transaction Details' tab is active. On the left, there is a list of 11 items with columns for transaction details and amounts. The main area displays an 'Edit Summary' for a transaction. A red arrow points to a trash can icon in the top right corner of the screen.

Transaction	Amount
Credit Card Transaction	40.47 USD
Transaction Date	08/22/2025
Charge Description	TFS*FISHERSCI ECOM FSE
Supplier	Thermo Fisher Scientific LLC
Purchase Order	
Supplier Contract	

Transaction	Amount
Credit Card Transaction	40.47 USD
Transaction Date	08/22/2025
Charge Description	TFS*FISHERSCI ECOM FSE
Supplier	Thermo Fisher Scientific LLC
Purchase Order	
Supplier Contract	

Buttons: Submit, Save for Later, Close

3. Remove all transactions except one, ensuring that only a single transaction remains in the PCV you are editing.

Add

1 item

TFS*FISHERSCI ECOM FSE156.56 USD
08/24/2025

Edit Summary

Transaction

Amount

Credit Card Transaction

★ 08/24/2025 TFS*FISHERSCI ECOM F 156.56 USD

Remaining Transaction Amount to Verify

0.00

Transaction Date

08/24/2025

Credit Card Transaction Amount

156.56

Charge Description

TFS*FISHERSCI ECOM FSE

Transaction Currency

USD

Supplier

X Thermo Fisher Scientific LLC

Sales Tax Collected

☐

Purchase Order

Default Tax Option

select one

Supplier Contract

Default Tax Code

Submit

Save for Later

Close

- Finish the reconciliation of the single transaction (enter spend category, worktag, and upload attachments) and submit it.
- The transactions that you removed will go back into “Purchases” -> “Verify Procurement Card Transactions”, where you can reconcile them individually.

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8 items

Select	Transaction	Transaction Date	Corporate Credit Card Account
<input checked="" type="checkbox"/>	Q	08/20/2025	CSN Procurement Card
<input type="checkbox"/>	Q	08/22/2025	CSN Procurement Card
<input type="checkbox"/>	Q	08/26/2025	CSN Procurement Card
<input type="checkbox"/>	Q	08/30/2025	CSN Procurement Card
<input type="checkbox"/>	Q	09/12/2025	CSN Procurement Card
<input type="checkbox"/>	Q	09/12/2025	CSN Procurement Card
<input type="checkbox"/>	Q	09/12/2025	CSN Procurement Card
<input type="checkbox"/>	Q	09/13/2025	CSN Procurement Card

OK

Cancel