

Step(s) to Reconcile Credit Card Transaction:

1. Login to Workday.
2. Enter “Find Credit Card Transactions (UW)” in the Workday search bar and click on the appropriate report.
3. Enter the following report criteria:
 - a. Company: UWMSN University of Wisconsin Madison
 - b. Transaction Date Start Date: Defaults to 07/13/2025
 - c. Transaction Date End Date: Defaults to current date
 - d. Transaction Load Start/End Dates: These are the dates the transactions are loaded into Workday. The earliest you will see is 07/01/2025. You should be able to adjust this date as transactions are cleared from your unit. The end date should be a date in the past (e.g., 30 days prior) to reduce the number or recent transactions in your search results.
 - e. Credit Card (search by cardholder): Allows you to enter a specific cardholder’s name. If you are running this report for your whole unit, I would leave this field blank.
 - f. Expense Payee: Only useful if credit card transactions have been assigned to another employee. I still find the cardholder search to be more useful.
 - g. Corporate Credit Card Billing Account: Allows you to choose a UW-Madison card type. Start by typing “UWMSN” in the field and then hitting enter. Select from UWMSN Purchase Card, UWMSN Dept Purchase Card, and/or UWMSN Shared Liability Card.
 - h. Amounts: Allows you to narrow your search by dollar amount, if desired. For the purposes of identifying unreconciled transactions, I would leave these fields blank.
 - i. Transaction/Expense Report Status: Allow you to narrow your search by transaction/expense report status (e.g., paid, pending, approved). For the purposes of identifying unreconciled transactions, I would leave these fields blank.
 - j. Transaction in error? This check box is for internal use only. Leave unchecked.

- k. Cost Center Hierarchy Level 5: Allows users to narrow results to a school/college/division.
 - l. Cost Center Hierarchy Level 7: Allows users to narrow results to a Cost Center (department).
4. Click OK to run the report.

Depending on the size of your unit or the transactional volume, it may take a minute or two to run the report. You can also opt to be notified later when it has completed.

After the report opens, you will need to do some additional filtering to identify those transactions that are pending reconciliation. Delete all rows with “Approved” or “In Progress” in Column R (Expense Report Status). These transactions have been added to expense reports and submitted. These are considered “reconciled”. You will now be left with transactions that have either NOT been added to an expense report or are on a “Draft” expense report that is pending submission.

You may use these report results to reach out to cardholders to encourage compliance with the policy requirement for reconciliation.