

To Verify: 3rd Party Payment Processed Transactions

If the 3rd Party Payment Processor (3rd PPP) name is listed alone:

- in the “Merchant Name” and “Supplier” Fields - of the Credit Card Transaction Details...
- Enter the 3rd Party Payment Processor’s name in the Supplier Field - of the transaction header, and...

The screenshot displays the 'Credit Card Transaction' details for a transaction on 12/08/2023 with a value of 200.00 USD. The 'Merchant Name' is 'PAYPAL' and the 'Supplier' is 'PayPal Incorporated', both highlighted with yellow boxes. The 'Supplier' field is also underlined in red. Other fields include Employee (Melissa P Alles), Status (Pending), Merchant Location (4029357733, CA, 840), Credit Card Network (Visa), and Merchant Country (840).

Field	Value
Employee	Melissa P Alles
Merchant Name	PAYPAL
Supplier	PayPal Incorporated
Status	Pending
Merchant Location	4029357733, CA, 840
Credit Card Network	Visa
Merchant Country	840
Credit Card Merchant Name	PAYPAL
Purchase Order	(empty)
Sales Tax Collected	
Supplier Reference Number	(empty)

- Enter the End Supplier name in “Line item Description” and “Memo” fields (see below).

The screenshot shows the 'Transaction Details' for a single item. The 'Company' is 'Washington State University'. The 'Line Item Description' is 'Fork in the Road - Catering' and the 'Memo' is 'Fork in the Road Catering for student recruitment event.', both highlighted with yellow boxes. The 'Spend Category' is 'SC00047 Catered Meals and Banquets'.

Company	Business Document Line	Item and Category	Memo
Washington State University		Item Line Item Description Spend Category	Fork in the Road Catering for student recruitment event.

If the 3rd Party Payment Processor (3rd PPP) abbreviation/name is listed in combination with the End Supplier's Name:

- in the “Merchant Name” and “Supplier” Fields – of the Credit Card Transaction Details...
- **Enter the End Supplier's name** in the Supplier Field – of the transaction header (if available in Workday***)

The screenshot displays the 'Credit Card Transaction' details in Workday. The left sidebar shows the 'Supplier' field with a dropdown menu open, highlighting 'Boothroyd Dewhurst Inc'. The main transaction details pane shows the 'Merchant Name' field with the value 'IN *BOOTHROYD DEWHURST, I' and the 'Supplier' field with the value '(empty)'. The 'Credit Card Merchant Name' field also shows 'IN *BOOTHROYD DEWHURST, I'. Other fields include 'Employee: Melissa P Alles', 'Status: Pending', and 'Credit Card Network: Visa'.

- Complete the “Line item Description” and “Memo” fields as you usually do when verifying

The screenshot shows the 'Transaction Details' for a single item. The table has columns for 'Company', 'Business Document Line', 'Item and Category', and 'Memo'. The 'Company' field shows 'Washington State University'. The 'Item and Category' section includes 'Item', 'Line Item Description', and 'Spend Category' fields. The 'Memo' field contains the text 'Invoice #123456789 Describe what was purchased'. The 'Line Item Description' field contains the text 'Describe Item'. The 'Memo' field is highlighted in yellow, and the 'Line Item Description' field is also highlighted in yellow.

***** If End Supplier's name is not available** in Workday - complete verification as instructed when 3rd PPP name is listed alone *******