



Workday Finance, configured by a Chartered Accountant.

ABHAYJAISWAL.COM

■ WORKDAY FINANCE · STEP BY STEP

Update Credit Card Information

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■ Purpose

This guide provides step-by-step instructions for updating credit card information in Workday. This process minimizes transaction errors by ensuring accurate worker credit card information.

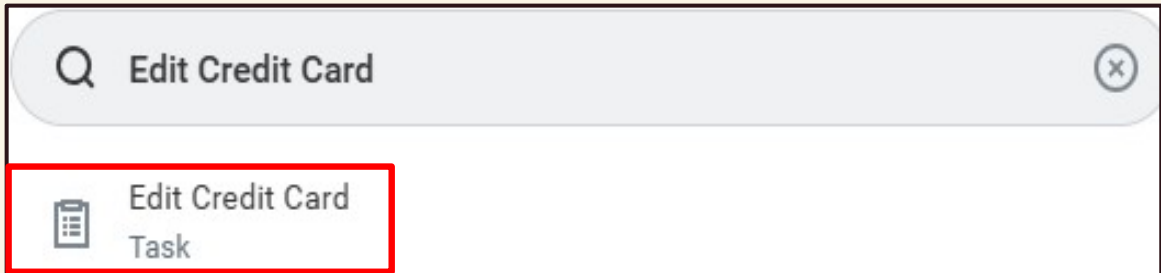
■ Prerequisites

To effectively *Update Credit Card Information*, ensure the following:

- You have the appropriate Workday Security role(s) (e.g. Credit Card Transaction Administrator)
- Configure *Set Up: Credit Card* domain in Common Financial Management Functional Area.
- Set up Worker Credit Cards

■ Edit Credit Card Information Task

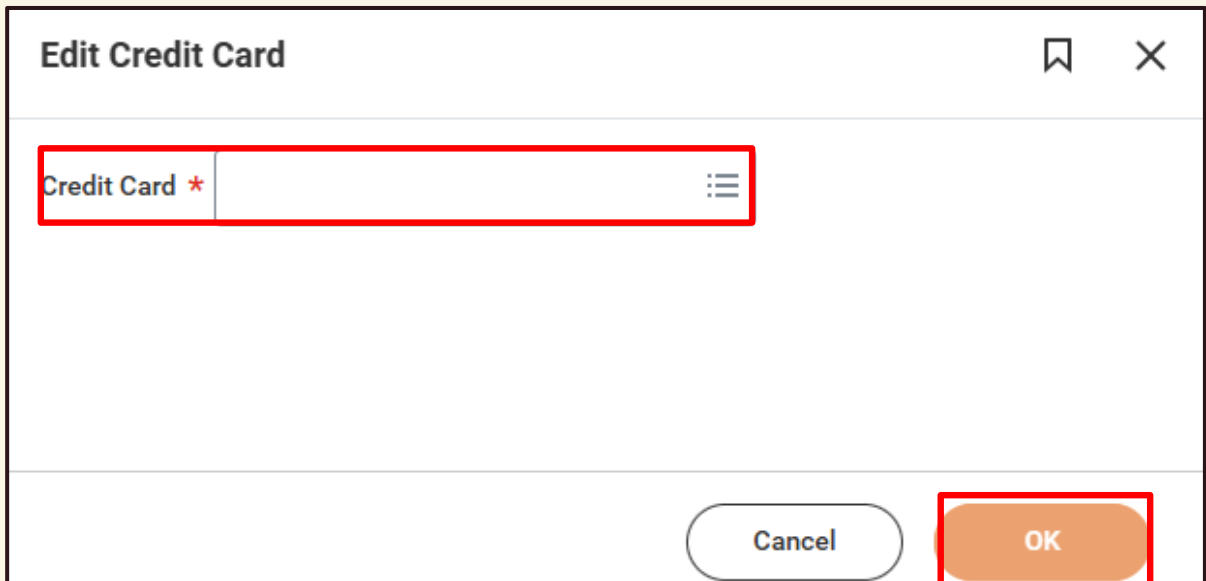
- Search for *Edit Credit Cards* and select the related task.



Search bar: Edit Credit Card

Search result: Edit Credit Card Task

- Search by Credit Card Name or Worker. If unknown, run the *Find Credit Cards* report.
- Click *OK*.



Dialog title: Edit Credit Card

Field: Credit Card *

Buttons: Cancel, OK



- Edit the necessary information.
- Click *OK*.

Edit Credit Card
01/25/2019

Account Information

Credit Card

American Express - Charles Lewis - GMS UK Amex Account (Corp) -

Credit Card Description

Charles Lewis Amex

Corporate Credit Card Billing Account

*
x
GMS UK Amex Account (Corp)

Credit Card Category

*
x
~Worker~ Credit Card

Credit Card Network

American Express

Masked, Scrubbed, or Tokenized Credit Card Number

Cardholder

*
x
Charles Lewis

Cardholder Embossed Name

Charles Lewis

Alternate Account Identifier

Has Transactions

☐

Reassignment Enabled

☒

Account Status

Account Status

*
x
Canceled

Expiration Date

*
01/25/2019

Cancel Date

*
01/25/2016

Monthly Limit

0

Transaction Limit

0

Billing Currency

x
GBP

Cash Access Allowed

☐

Usage

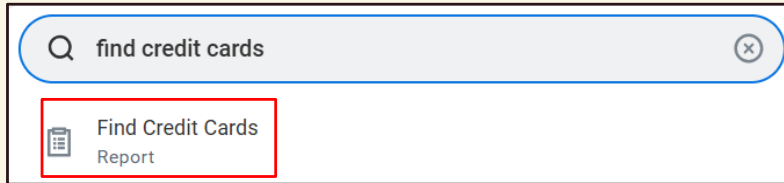
Expenses

OK

Cancel

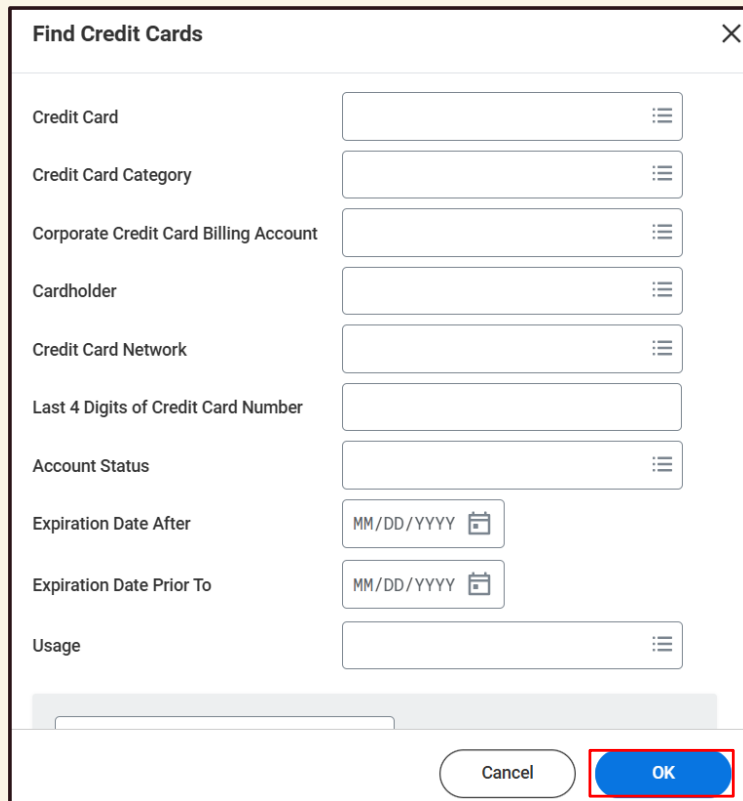
■ Find Credit Cards

- Search *Find Credit Cards* and select the related report.



A search bar with the text "find credit cards" and a magnifying glass icon on the left and a close icon on the right. Below the search bar, a dropdown menu is open, showing a red-bordered box around the option "Find Credit Cards Report" which includes a small report icon.

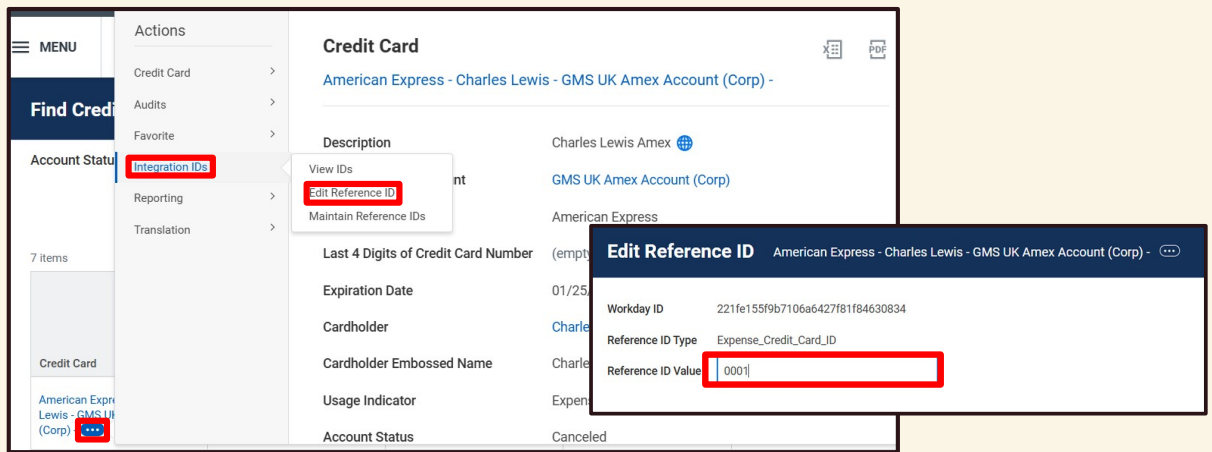
- Populate relevant fields or leave it wide open.
- Click *OK*.



A dialog box titled "Find Credit Cards" with a close button (X) in the top right corner. The dialog contains several input fields with dropdown menus: "Credit Card", "Credit Card Category", "Corporate Credit Card Billing Account", "Cardholder", "Credit Card Network", "Last 4 Digits of Credit Card Number", "Account Status", "Expiration Date After" (with a date picker), "Expiration Date Prior To" (with a date picker), and "Usage". At the bottom right, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border.

■ Update Credit Card Reference ID

- Find Credit Cards, Related Action → Integration IDs → Edit Reference ID.
- Update the Reference ID Value.



The screenshot illustrates the process of updating a credit card reference ID in Workday Finance. It shows the 'Credit Card' section for 'American Express - Charles Lewis - GMS UK Amex Account (Corp)'. The 'Integration IDs' menu is open, and the 'Edit Reference ID' option is selected. A modal window titled 'Edit Reference ID' is displayed, showing the 'Reference ID Value' field with the value '0001' highlighted by a red box.

Find Credit Cards

Account Status

Integration IDs

Edit Reference ID

American Express - Charles Lewis - GMS UK Amex Account (Corp)

Description

Charles Lewis Amex

GMS UK Amex Account (Corp)

American Express

Last 4 Digits of Credit Card Number (empty)

Expiration Date 01/25

Cardholder Charles

Cardholder Embossed Name Charles

Usage Indicator Expense

Account Status Canceled

Edit Reference ID

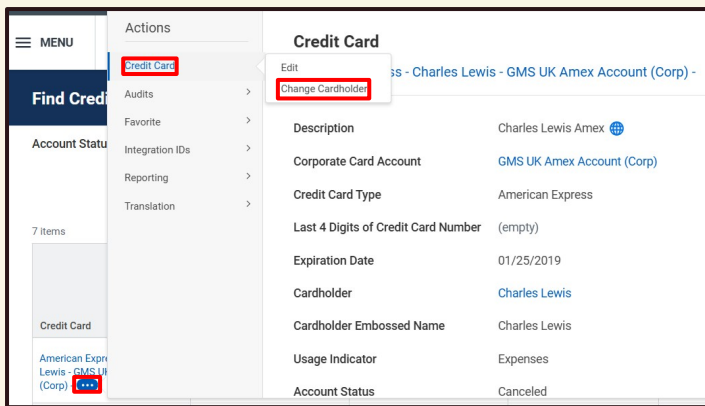
Workday ID 221fe155f9b7106a6427f81f84630834

Reference ID Type Expense_Credit_Card_ID

Reference ID Value 0001

■ Update Cardholder

- Find Credit Cards, Related Action → Credit Card → Change Cardholder
- Edit *New Cardholder*.



Actions

- Credit Card
- Audits
- Favorite
- Integration IDs
- Reporting
- Translation

Credit Card

Edit - Charles Lewis - GMS UK Amex Account (Corp) -

Change Cardholder

Description Charles Lewis Amex

Corporate Card Account GMS UK Amex Account (Corp)

Credit Card Type American Express

Last 4 Digits of Credit Card Number (empty)

Expiration Date 01/25/2019

Cardholder Charles Lewis

Cardholder Embossed Name Charles Lewis

Usage Indicator Expenses

Account Status Canceled

Change Cardholder for Credit Card

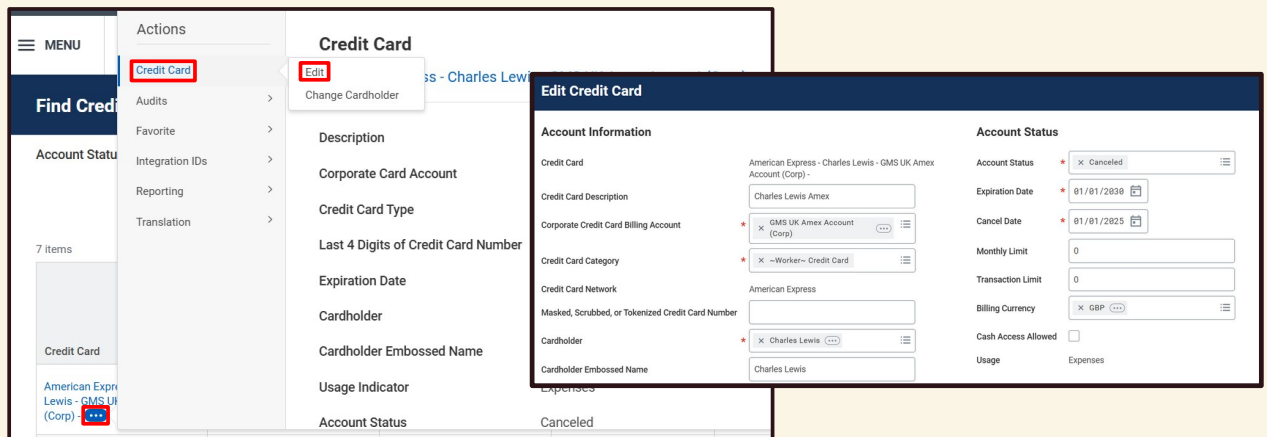
Cardholder Information

Current Cardholder Charles Lewis

New Cardholder * Search

■ Edit Credit Card Information from Find Credit Cards Report

- Find Credit Cards, Related Action → Credit Card → Edit
- Edit Information.



The screenshot shows the Workday Finance interface. On the left, the 'Find Credit Cards' report is open, and the 'Credit Card' action is selected. The main area displays the 'Edit Credit Card' form. The form is divided into two main sections: 'Account Information' and 'Account Status'.

Account Information:

- Credit Card: American Express - Charles Lewis - GMS UK Amex Account (Corp)
- Credit Card Description: Charles Lewis Amex
- Corporate Credit Card Billing Account: X GMS UK Amex Account (Corp)
- Credit Card Category: X ~Worker~ Credit Card
- Credit Card Network: American Express
- Masked, Scrubbed, or Tokenized Credit Card Number: [Empty]
- Cardholder: X Charles Lewis
- Cardholder Embossed Name: Charles Lewis
- Usage Indicator: [Empty]
- Account Status: Canceled

Account Status:

- Account Status: X Canceled
- Expiration Date: 01/01/2030
- Cancel Date: 01/01/2025
- Monthly Limit: 0
- Transaction Limit: 0
- Billing Currency: X GBP
- Cash Access Allowed: [Unchecked]
- Usage: Expenses

■ Duplicate Credit Cards - Cancel Duplicate Card

- Find Credit Cards, Related Action → Credit Card → Edit
- Open the card that should be canceled.
 - Change the Account Status to 'Canceled'.
 - Edit the Reference ID.
 - Change the Cardholder to an administrator user (i.e. Lisa Smith)

Edit Credit Card

Account Information

Credit Card American Express - Charles Lewis - GMS UK Amex Account (Corp) -

Credit Card Description Charles Lewis Amex

Corporate Credit Card Billing Account * X GMS UK Amex Account (Corp) ...

Credit Card Category * X ~Worker~ Credit Card ...

Credit Card Network American Express

Masked, Scrubbed, or Tokenized Credit Card Number

Cardholder * X Charles Lewis ...

Cardholder Embossed Name Charles Lewis

Alternate Account Identifier

Has Transactions ☐

Reassignment Enabled ☒

Account Status

Account Status * X Canceled ...

Expiration Date * 01/25/2019

Cancel Date * 01/25/2016

Monthly Limit 0

Transaction Limit 0

Billing Currency X GBP ...

Cash Access Allowed ☐

Usage Expenses

OK Cancel

Account Status

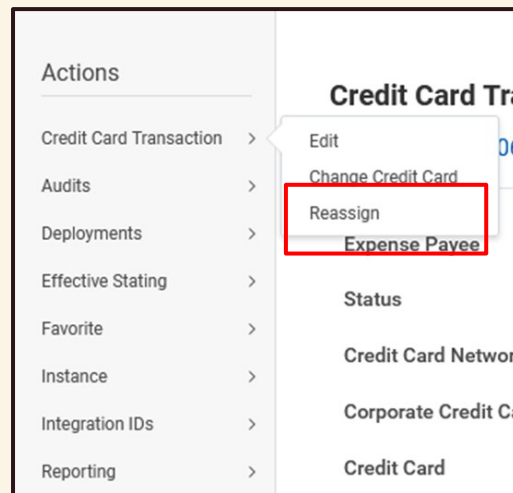
Account Status * X Canceled ...

Expiration Date * 01/25/2019

Cancel Date * 01/25/2016

■ Duplicate Credit Cards - Transfer Transactions to New Worker

- Find Credit Card Transactions, Related Action → Credit Card Transaction → Reassign
- Enter new worker's name in the New *Expense Payee* field.



Credit Card Transaction	Credit Card	Credit Card Category	Billing Date	Posted Date	Transaction Date	Status
03/07/2023 28068840102018539883 63.54 USD	Visa - Peyton Smith - VISA	~Worker~ Credit Card	03/20/2023	03/08/2023	03/07/2023	New
03/07/2023 79606635 8.48 USD		~Worker~ Credit Card	03/20/2023	03/08/2023	03/07/2023	New

Reassign Expense Credit Card Transactions

Reassign Transactions to Assignee

Credit Card Transactions 1 item

Transaction	Merchant	Amount	Currency	Date	Description	Traveler	Current Expense Payee	*New Expense Payee
Q		8.48	USD	03/07/2023	79606635		Employee: Peyton Smith (8883)	X Employee: Danny Fox (8126) ...

■ Common Errors and Resolutions

Issue	Description	Resolution
Cardholder Information Update	Users may encounter difficulties when trying to update the cardholder information.	Create a new expense credit card under the desired cardholder's name, move existing transactions to new card, then update original cardholder information.

■ Best Practices

- Verify Data Accuracy. Confirm all cardholder names and account numbers match records before making changes.
- Perform updates immediately upon issue arising or worker termination to prevent mismatch.
- Periodically run the *Find Credit Cards* report to ensure all active cards are assigned to the correct worker.



Thank You

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Workday Finance, configured by a Chartered Accountant.

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