Instruction Guide

UF Office of Human Resource Services
Training and Organizational Development
UNIVERSITY *of* FLORIDA

**Adding ChartFields to
Multiple PCard Statements**

OVERVIEW

When verifying or approving PCard transactions, you may enter ChartFields for several transactions at once using the **Distribution Template** link at the bottom of the Reconcile Statements page in myUFL.

- Click the checkbox for the transactions to be processed
- Click the Distribution Template link at the bottom of the page
- Enter ChartFields needed and click OK
- The system will apply the ChartField string to the transactions selected
- Click the Save button

Note: The ChartFields entered in the template itself will not be saved. However, you may use Speedcharts. Click here for an instruction guide on Speedcharts.
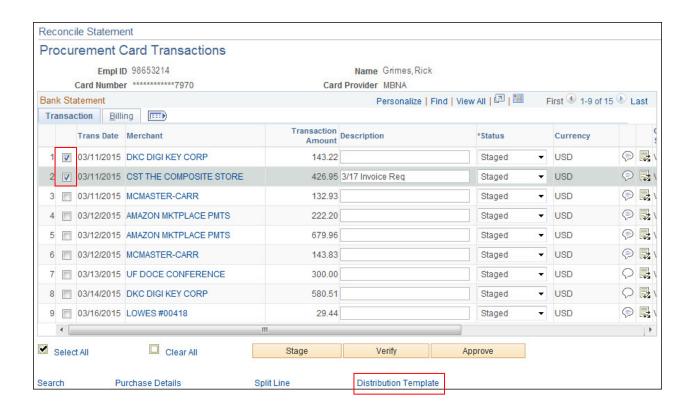
STEPS

1. Navigate to the Reconcile Statements page in myUFL

   - Click **Main Menu**
   - Click **Purchasing**
   - Click **Procurement Cards**
   - Click **Reconcile**
   - Click **Reconcile Statement**

2. Search for the Cardholder's Statements

   - Begin by clicking the **Look up Employee ID (Alt+5)** button to search for the cardholder
     o Click the **Look Up** button to view your cardholders
     o Click a name to select a cardholder from the list
   - Click the **Search** button to retrieve transactions for this cardholder

3. Select the Transactions to Modify

   - Before using the Distribution Template, **check the checkbox** of each transaction to which you would like to modify with the template
   - Click the **Distribution Template** link

4. Using the Distribution Template

- ChartFields entered here will be applied to all of the transactions you have checked
  - Enter "UFLOR" into the **GL Unit** field
  - Complete the ChartFields. For example, click the **Look up Account (Alt+5)** button to search **Account Codes**:
    - Click the **Description** list
    - Click the "contains" list item
    - For example, enter "lubricant" in the **Description** field to search for engine oil
    - Click the **Look Up** button
    - Click the MOTOR FUELS AND LUBRICANTS link
  - For example, enter "101" into the **Fund Code** field
  - For example, enter "62010700" into the **Dept** field
  - For example, enter "1100" into the **Program Code** field
  - For example, enter "CRRNT" into the **Bud Ref** field
  - Click the OK button
- The **ChartField strings** in the Distribution Template are applied to all of the transactions that you have checked
- Click the **Save** button

For additional help, please contact University PCard Services at
392-1331, visit the PCard Website, or e-mail pcard@ufl.edu or call the UF Help Desk at 392-HELP.