

## Adding ChartFields to Multiple PCard Statements

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### **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
  - Click the **Look Up** button to view your cardholders
  - 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

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Reconcile Statement

### Procurement Card Transactions

Empl ID 98653214 Name Grimes, Rick  
Card Number \*\*\*\*\*7970 Card Provider MBNA

Bank Statement Personalize | Find | View All | First 1-9 of 15 Last

Transaction	Trans Date	Merchant	Transaction Amount	Description	*Status	Currency
<input checked="" type="checkbox"/>	03/11/2015	DKC DIGI KEY CORP	143.22		Staged	USD
<input checked="" type="checkbox"/>	03/11/2015	CST THE COMPOSITE STORE	426.95	3/17 Invoice Req	Staged	USD
<input type="checkbox"/>	03/11/2015	MCMaster-CARR	132.93		Staged	USD
<input type="checkbox"/>	03/12/2015	AMAZON MKTPLACE PMTS	222.20		Staged	USD
<input type="checkbox"/>	03/12/2015	AMAZON MKTPLACE PMTS	679.96		Staged	USD
<input type="checkbox"/>	03/12/2015	MCMaster-CARR	143.83		Staged	USD
<input type="checkbox"/>	03/13/2015	UF DOCE CONFERENCE	300.00		Staged	USD
<input type="checkbox"/>	03/14/2015	DKC DIGI KEY CORP	580.51		Staged	USD
<input type="checkbox"/>	03/16/2015	LOWES #00418	29.44		Staged	USD

Select All  Clear All

Search Purchase Details Split Line Distribution Template

#### 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](mailto:pcard@ufl.edu) or call the UF Help Desk at 392-HELP.