FINDING PCard TRANSACTION NUMBERS (TXN)

There are two methods to locate transaction numbers (TXN).

1. The PCard Paid Charges Aging Report
2. The Dept Analysis query PCard Paid Charges Aging Report

NAVIGATION – PCard PAID CHARGES AGING REPORT:

1. Click NavBar
2. Click Main Menu
3. Click Enterprise Reporting
4. Click Access Reporting
5. Click Financial Information
6. Click Purchasing
7. Click PCard Paid Charges Aging Report

PCard Paid Charges Aging Report:

1. Enter the month the transaction was made.
2. Enter the calendar year the transaction was made.
3. Enter the BU for the cardholder.
4. Select the cardholder’s name from the list.
5. Click Finish.
6. Locate the transaction, the TXN number is in the third column

<table>
<thead>
<tr>
<th>Date</th>
<th>TXN</th>
<th>Business Unit</th>
<th>Card Type</th>
<th>Business Unit</th>
<th>Card Type</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/19</td>
<td>TXN04411541</td>
<td>01/08/19</td>
<td>FEDEX</td>
<td>31297482</td>
<td>Shipping Multi Charges</td>
<td>056-40767</td>
<td>Valid</td>
</tr>
<tr>
<td>01/08/19</td>
<td>TXN04411541</td>
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**NAVIGATION: UF_PCARD_DEPT_ANALYSIS QUERY**

1. Click the **Navbar**
2. Click **Main Menu**
3. Click **Financials**
4. Click **Reporting Tools**
5. Click **Query Viewer**
6. In the “Search By” field enter UF_PCARD_DEPT_ANALYSIS then click Search

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with: UF_PCARD_DEPT_ANALYSIS*

7. Enter the requested search criteria:
   a. Cardholder’s four-digit **Business Unit**.
   b. Enter the cardholder’s **UFID**. If you do not know their UFID, enter % to get all cardholders in that department.
   c. Note: Statement Statuses are always “closed.”
   d. Enter the cardholder’s four-digit **Business Unit** again.
   e. Specify a **date range** of when the charge was made.
   f. Enter the **Merchant** name or % for all TXNs.
   g. Click **View Results**.
Note: The voucher number is in Column P.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
Procurement Services: Pcard Services
352-392-1331
pcard@ufl.edu
procurement.ufl.edu/uf-departments/procurement-cards-pcard