FINDING PCARD TRANSACTION NUMBERS (TXN)

There are two methods to locate transaction numbers (TXN).
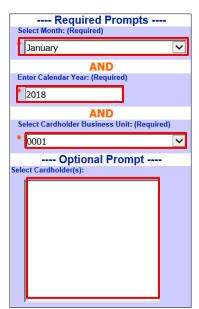
1. The PCard Paid Charges Aging Report

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.
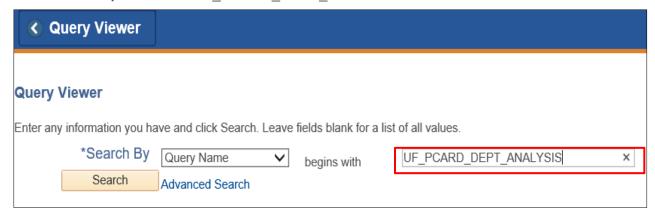5. Click **Finish**.

6. Locate the transaction, the TXN number is in the third column

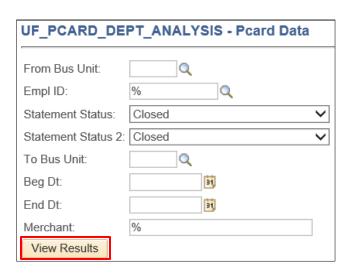| 1 | 01/05/19 | TXN04411541 | 01/08/19 | 01/09/19 | 1 day | FEDEX 31297482 | Shipping Mutli Charges | 05640767 | Valid | 01/09/19 | $9.81 |
| 2 | 01/05/19 | TXN04411541 | 01/08/19 | 01/09/19 | 1 day | FEDEX 31297482 | Shipping Mutli Charges | 05640767 | Valid | 01/09/19 | $54.44 |
| 3 | 01/05/19 | TXN04411541 | 01/08/19 | 01/09/19 | 1 day | FEDEX 31297482 | Shipping Mutli Charges | 05640767 | Valid | 01/09/19 | $14.99 |

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

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 ✕]

[Search] Advanced Search

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**.

UF_PCARD_DEPT_ANALYSIS - Pcard Data

From Bus Unit:	[ ] 🔍
Empl ID:	[%] 🔍
Statement Status:	[Closed ▼]
Statement Status 2:	[Closed ▼]
To Bus Unit:	[ ] 🔍
Beg Dt:	[ ] 📅
End Dt:	[ ] 📅
Merchant:	[%]

[View Results]

Note: The voucher number is in Column P.

FOR ADDITIONAL ASSISTANCE

Technical Issues	**Policies and Directives**
The UF Computing Help Desk	Procurement Services: Pcard Services
352-392-HELP	352-392-1331
helpdesk.ufl.edu	pcard@ufl.edu
	procurement.ufl.edu/uf-departments/procurement-cards-pcard