RECONCILING AND/OR APPROVING PCARD TRANSACTIONS

Approve or verify a cardholder's PCard statements in myUFL with the following steps:

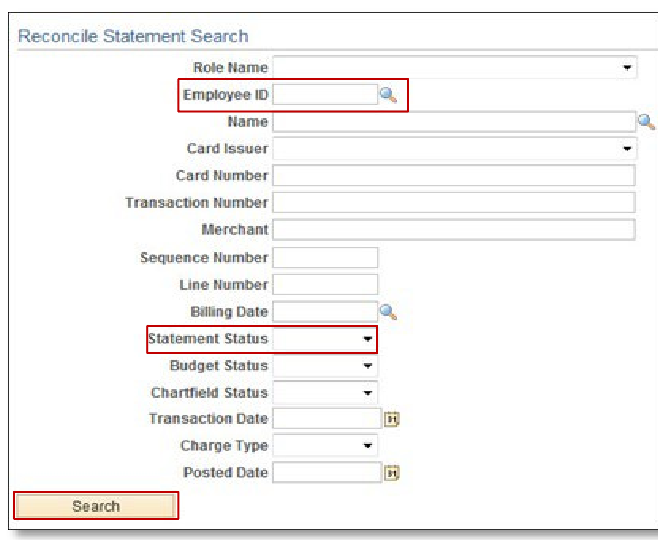
1. Navigate to the **Reconciliation Statements Search** page.
2. Leave the **Role Name** dropdown blank.
3. Search for charges by **Employee ID** and **Statement Status**.
4. **Clear All** transaction checkboxes already checked.
5. Select one or more transactions to verify or approve.
6. Search for the **Category ID** per transaction.
7. Complete the **ChartField** string for each transaction.
8. Enter a **Description** for each transaction.
9. Attach documentation via OnBase. See the [Attaching PCard Documentation in OnBase Instruction Guide].
10. Update the **status** of each transaction from **Staged** to **Verify** or **Approved**.
11. **Save**.

NAVIGATION

1. Click the **Navbar**
2. Click **Main Menu**
3. Click **Financials**
4. Click **Purchasing**
5. Click **Procurement Cards**
6. Click **Reconcile**
7. Click **Reconcile Statement**

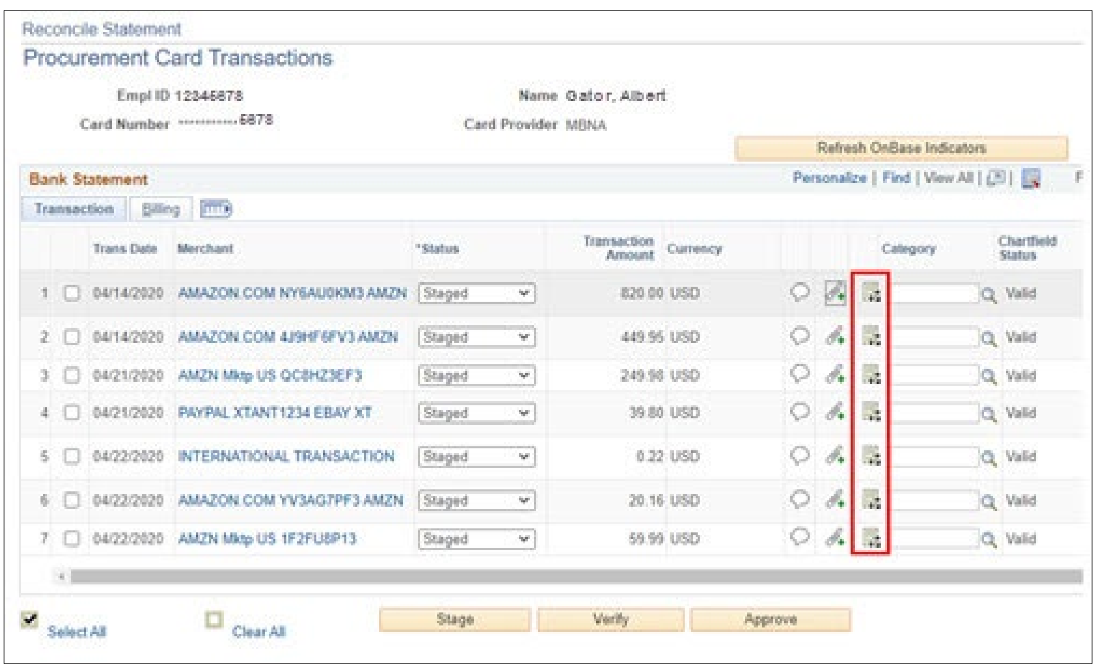
PROCESS

1. Enter the cardholder's **UFID**.
2. If you do not know the cardholder's UFID, click the **Employee ID look up** icon to search for the cardholder.
3. Click the **Look Up** button to view your cardholders.
4. Click a **name** to select a cardholder from the list.
5. Select the **Statement Status** needed:
   a. For new, unprocessed charges, select **Staged**.
   b. For charges that have been verified and are awaiting approval, select **Verified**.
6. Click the **Search** button.



Note: Clicking the Search button with no UFID and Statement Status selected may result in a long wait time for results.

7. Click **View All** and Select Transaction.
    a. Click the **View All** link to view all the transactions pending. MyUFL will initially only display 9 rows.
8. Click the **Clear All** link to uncheck any transaction checkboxes already clicked to prevent accidental approval.
9. Select the transaction you would like to process by clicking the **checkbox** by it.
10. Search for **Category ID**.
11. Click the **Look up Category (Alt+5)** button.
    a. Enter a keyword into the **Description** field with which to search. For example, enter **"travel."**
    b. Change the **dropdown** from “begins with” to “contains.”
    c. Click the **Look Up** button.
    d. Click the **Category ID** to select.
12. Complete the **ChartFields**.
13. Click the **Distribution** button  to complete the ChartFields for this transaction.
    a. Some ChartFields may populate by default from the information which was provided on the cardholder's PCard Application. The ChartFields for each transaction can be changed as needed.
    b. If the defaulting ChartField information needs to be changed, e-mail the cardholder's name, UFID, and ChartField information to pcard@ufl.edu.



14. For example, click the **Look up Account (Alt+5)** button.
    a. Click the **Description** dropdown.
        i. Click the "**contains**" list item.
    b. Enter a keyword into the **Description** field with which to search.
        i. For example, enter **"travel"**.
        ii. Click the **Look Up** button.
        iii. Click the **IN STATE TRAVEL** link to select it.
15. Click the built-in ChartFields **scrollbar** to view the rest of the ChartFields.
16. For entering a grants project, please use the following values:
    a. For **PC Bus Unit**, always enter **"GRANT"**
    b. For **Project**, enter the Project ID number
    c. For **Activity**, always enter **"1"**
17. Click the **OK** button when the ChartFields are completed.
18. Enter a **Description.**
19. Click the **Billing** tab.
    a. This is a required field with a 60-character limit. The description must describe the items purchased in as much detail as possible. "Supplies" is not a sufficient description. It must not be the same description as the account code. For transactions with multiple items, list the items. The item costing the most should be listed first, followed by other items, until the list is complete, or you run out of room. Use the Comments link at the bottom of the Reconcile Statement page to provide additional information related to transactions.
20. Enter a description of the item(s) purchased in the **Description** field.
21. Click the **Transaction** tab to return.
    a. Note: To move the **Description** field to the front tab, please see "Viewing Your Description Field – How to Customize the Reconcile Statements Page" instruction guide and UPK simulation, found on the Procurement Toolkit.
22. Add supporting documentation – For instructions see the Attaching Documentation to PCard Transactions Via OnBase Instruction Guide.
23. Update Status.
24. Click the **Status** list for each transaction.
25. Click the **Verified** list item.
    a. Verifiers can process the transaction but cannot commit funds. Verifiers who are also Approvers (but not on their own PCards) can change the status to Approved. No additional action is required.

   b. When the status is changed to **Approve**, the system will instantly budget check. Check the columns **ChartField Status** and **Voucher Error** for the status of each transaction's voucher.

26. You may also approve or verify multiple transactions at once by:
    a. Checking the box for each transaction to select
    b. Clicking the **Verify** or **Approve** button at the bottom of the page
27. Click **Save**.

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