RETRIEVING PCard RECEIPTS IN MYUFL BY THE TXN NUMBER

NAVIGATION
Find the TXN number for your processed transaction on the PCard Paid Charges Aging Report.

1. Click the Navbar.
2. Click Main Menu.
3. Click Enterprise Reporting.
4. Click Access Reporting.
5. Click Financial Information.
6. Click Purchasing.

AGING REPORT PROMPTS PROCESS
8. Enter the month the transaction was made.
9. Enter the calendar year the transaction was made.
10. Enter the Business Unit for the cardholder.
11. Select the Cardholder’s Name from the list.
12. Click Finish.
13. Locate the transaction.

The TXN number is in the third column.

If you have access to run queries, TXNs can also be obtained from the UF_PCARD_DEPT_ANALYSIS query.

**PROCESS**

1. On the **Reconcile Statement Search** page, enter the TXN number in the **Transaction Number Field**.

2. On the **Statement Status** line, click the drop down and select **Closed** for closed pcards that have already been processed.

3. The charge corresponding to the TXN number will be shown, along with a Comment icon.

4. When there is a comment or **attachment**, the Comment icon will change to the image below.

5. Click the **Comment** icon to view and download the attachment.

**FOR ADDITIONAL ASSISTANCE**

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UF Computing Help Desk  392-HELP | Website