# 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**.
7. Click **PCard Paid Charges Aging Report**.

## 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**.

---- **Required Prompts** ----

**Select Month: (Required)**

\* January

**AND**

**Enter Calendar Year: (Required)**

\* 2018

**AND**

**Select Cardholder Business Unit: (Required)**

\* 0001

---- **Optional Prompt** ----

**Select Cardholder(s):**

Burnias, Tripp

Gardnell, Julia

Mackey, Angela

Cancel | < Back | Next > | Finish

13. 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 |

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.

| | | Billing Date | Merchant | Description | *Status | Transaction Amount | Chartfield Status | Redist |
|---|---|---|---|---|---|---|---|---|
| 1 | ✓ | 02/05/2014 | MR. PAPER TIER1 | | Staged ▼ | 25.17 | Valid | ○ No |

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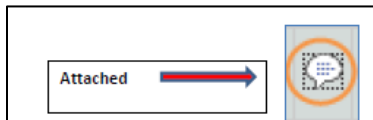


5. Click the **Comment** icon to view and download the attachment.

## FOR ADDITIONAL ASSISTANCE

**University PCard Services**
392-1335| Website | pcard@ufl.edu.

**UF Computing Help Desk**
392-HELP | Website