

## Attaching Images to PCard Transactions

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### OVERVIEW

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. Update the **status** of each transaction from **Staged** to **Verify** or **Approved**
10. Attach supporting documentation.
11. **Save**

### STEPS

1. Click **Main Menu**
2. Click **Purchasing**
3. Click **Procurement Cards**
4. Click **Reconcile**
5. Click **Reconcile Statement**
6. Enter the cardholder's **UFID**.

*Note:* Use the UF\_PCARD\_TRANSACTION\_SEARCH query to find all transactions you have pending. To run queries the UF\_FI\_QUERY\_VIEWER role is required.

7. If you do not know the cardholder's UFID, click the **Employee ID (Alt+5) look up icon** to search for the cardholder.
  - Click the **Look Up** button to view your cardholders.
  - Click a name to select a cardholder from the list.
8. 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**.
9. Click the **Search** button (*Note: Clicking the Search button with no UFID and Statement Status selected will result in a long wait time for results.*)

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Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant   Exact Match

Sequence Number

Line Number

Billing Date  To

Statement Status

Budget Status

Chartfield Status

Transaction Date  To

Charge Type

Posted Date  To

Rows Per Page

Auto Save When Scrolling Through Chunks


10. 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.
11. Click the **Clear All** link to uncheck any transaction checkboxes already clicked to prevent accidental approval.
12. Select the transaction you would like to process by clicking the **checkbox** by it.
13. Search for **Category ID**
14. Click the **Look up Category (Alt+5)** button.
  - a. Enter a keyword into the **Description** field with which to search.
    - i. 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.

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Updated: September 28, 2017

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

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15. Complete **ChartFields**
16. 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 new ChartField information to [pcard@ufl.edu](mailto:pcard@ufl.edu).

Reconcile Statement

Procurement Card Transactions

Empl ID 83185890 Name Ward-Harrison, Jodi L  
Card Number \*\*\*\*\*5890 Card Provider MBNA

Bank Statement Personalize | Find | View All |   First 

Transaction	Billing	Trans Date	Merchant	Transaction Amount	Description	Category	Chartfield Status	*Status	Red
1		05/23/2017	MR. PAPER TIER1	32.29			Valid	Staged	No
2		05/23/2017	OEC BUSINESS INTERIORS	420.00			Valid	Staged	No
3		05/23/2017	MR. PAPER TIER1	148.89			Valid	Staged	No
4		05/24/2017	CUSTOMINK LLC	1,237.00			Valid	Staged	No
5		05/25/2017	LINKEDIN-325 7165554	24.95			Valid	Staged	No
6		05/25/2017	AmazonPrime Membership	49.00			Valid	Staged	No
7		05/26/2017	MR. PAPER TIER1	262.04			Valid	Staged	No
8		05/26/2017	CUSTOMINK LLC	31.88			Valid	Staged	No
9		05/27/2017	AMAZON.COM AMZN COM/BILL	53.37			Valid	Staged	No

Select All  Clear All

17. 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.
18. Click the built-in ChartFields **scrollbar** to view the rest of the ChartFields.

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19. For entering a grants project, please use the following values:
  - o For **PC Bus Unit**, always enter "**GRANT**"
  - o For **Project**, enter the Project ID number
  - o For **Activity**, always enter "**1**"
20. Click the **OK** button when the ChartFields are completed.
21. Click the **Billing** tab.
22. Enter a description of the item(s) purchased in the **Description** field.
  - a. This is a required field with a 60-character limit. The description must identify 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.
23. Attach supporting documentation
  - a. Save an image of the documentation to be attached to the transaction.
  - b. Click on the **Comments** icon.

Reconcile Statement

### Procurement Card Transactions

Empl ID 98653214      Name Grimes, Rick  
Card Number \*\*\*\*\*7970      Card Provider MBNA

Bank Statement      Personalize | Find | View All | [Print] | [Refresh]      First 1-9 of 15 Last

Transaction | Billing | [Filter]

	Trans Date	Merchant	*Status	Transaction Amount	Currency		Chartfield Status	Redistrib	V	
1	<input checked="" type="checkbox"/>	03/11/2015	DKC DIGI KEY CORP	Staged	143.22	USD	[Comments] [Attach]	Valid	No	N
2	<input type="checkbox"/>	03/11/2015	CST THE COMPOSITE STORE	Staged	426.95	USD	[Comments] [Attach]	Valid	No	N
3	<input type="checkbox"/>	03/11/2015	MCMASTER-CARR	Staged	132.93	USD	[Comments] [Attach]	Valid	No	N
4	<input type="checkbox"/>	03/12/2015	AMAZON MKTPLACE PMTS	Staged	222.20	USD	[Comments] [Attach]	Valid	No	N
5	<input type="checkbox"/>	03/12/2015	AMAZON MKTPLACE PMTS	Staged	679.96	USD	[Comments] [Attach]	Valid	No	N
6	<input type="checkbox"/>	03/12/2015	MCMASTER-CARR	Staged	143.83	USD	[Comments] [Attach]	Valid	No	N
7	<input type="checkbox"/>	03/13/2015	UF DOCE CONFERENCE	Staged	300.00	USD	[Comments] [Attach]	Valid	No	N
8	<input type="checkbox"/>	03/14/2015	DKC DIGI KEY CORP	Staged	580.51	USD	[Comments] [Attach]	Valid	No	N
9	<input type="checkbox"/>	03/16/2015	LOWES #00418	Staged	29.44	USD	[Comments] [Attach]	Valid	No	N

Select All       Clear All      [Stage]      [Verify]      [Approve]

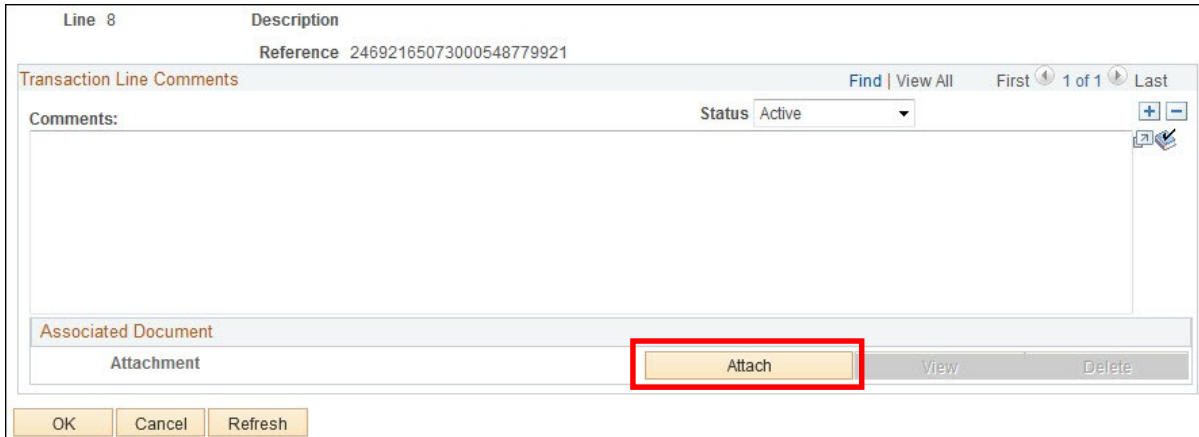
Search      Purchase Details      Split Line      Distribution Template

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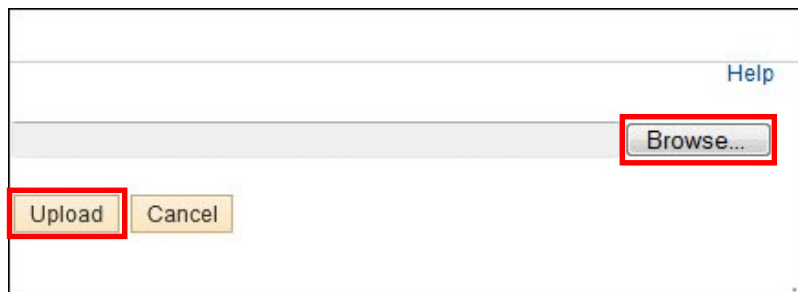
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## Approving or Verifying a PCard Transaction

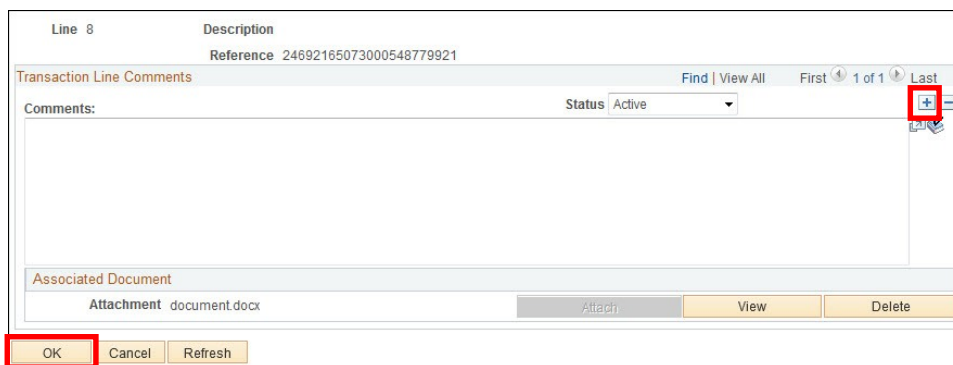
c. Click the **Attach** button:



d. Click the **Browse** button and select the document to be attached. Then click the **Upload** button.



e. Once the document is uploaded, click **OK**. *Note: Under **Associated Document** you can see the document which is being attached. To add additional documents click the plus sign located in the upper right corner.*



24. Click the **Transaction** tab to return.

### Approving or Verifying a PCard Transaction

*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 Purchasing Toolkit, at <http://www.hr.ufl.edu/training/myUFL/toolkits/purchasing.asp> in the PCard section.

25. Update Status
26. Click the **Status** list for each transaction.
27. Click the **Verified** list item.
  - a. Verifiers can process transactions 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.
28. 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
  - c. **Save**

For additional help, please contact University PCard Services at 392-1331 or go to <http://purchasing.ufl.edu/departments/pcard/default.asp>, or e-mail [pcard@ufl.edu](mailto:pcard@ufl.edu). You may also call the UF Help Desk at 392-HELP.