Attaching Images to PCard Transactions

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 Financials
3. Click Purchasing
4. Click Procurement Cards
5. Click Reconcile
6. Click Reconcile Statement
7. 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.

8. 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.

9. 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.

10. 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.)
11. 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.

12. Click the **Clear All** link to uncheck any transaction checkboxes already clicked to prevent accidental approval.

13. Select the transaction you would like to process by clicking the **checkbox** by it.

14. Search for **Category ID**

15. 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.
16. Complete **ChartFields**

17. 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).

18. 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.

19. Click the built-in ChartFields **scrollbar** to view the rest of the ChartFields.
20. 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**"

21. Click the **OK** button when the ChartFields are completed.

22. Click the **Billing** tab.

23. 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.

24. Attach supporting documentation
   a. Save an image of the documentation to be attached to the transaction.
   b. Click on the **Comments** icon.
c. Click the “Attach” button:

![Attach button](image)


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

![Browse button](image)


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.

![Associated Document](image)


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

26. Update Status

27. Click the Status list for each transaction.

28. 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.

29. 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. You may also call the UF Help Desk at 392-HELP.