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. **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**.
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.)*
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.
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 ChartField information to pcard@ufl.edu.
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.

19. For entering a grants project, please use the following values:
   a. 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. Enter a Description.

22. 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.

23. Enter a description of the item(s) purchased in the Description field.

24. 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.

25. Update Status

26. Click the Status list for each transaction.

27. 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.

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