Create And Submit A PCard Only (non-travel) Expense Report

A PCard holder must complete an expense report for all PCard transactions. For example, commodities, subcriptions, fees, etc. Each user will see their PCard charges in their UF GO profile. When a PCardholder uses their card, the PCard transactions is processed by the merchant and then the bank. Once that occurs, the charge will then appear in UF GO.

- A PCard expense report can be composed of different expense types
- Each expense line can be allocated to a different Chartfield string
- Reconciliation can occur every day, best practice is for submission of the report to be every 7 to 14 days

Navigation

Access UF GO via **ONE.UF**, **myUFL**, or the **SAP Concur mobile app**

- **ONE.UF**: Log in to https://one.ufl.edu > Select **UF GO** under the Faculty/Staff section.
- **myUFL**: my.ufl.edu > My Self Service > **UF GO Travel and PCard**

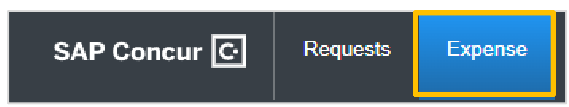
Logging In

1. Enter gatorlink@ufl.edu and click **Next**
2. Click **Sign in with University of Florida SSO**
3. Enter **UF gatorlink** and **password**

Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip.

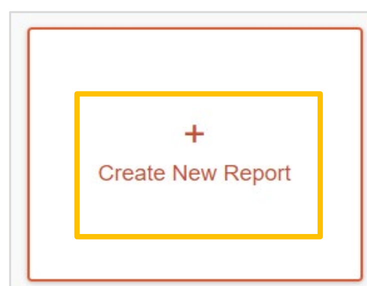
Create Expense Report

Tip! If you are a delegate preparing a report for a PCardholder, you must first act on their behalf in UF GO. Refer to the **Act as a Delegate User**.

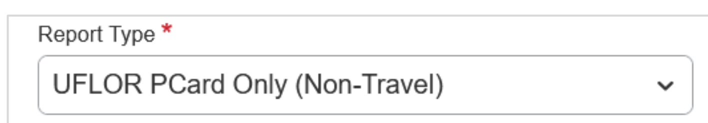


Steps

1. Click the **Expense** module
2. Click **Create New Report**
3. Select the Report Type **UFLOR PCard Only (Non-Travel)**
4. Enter a **Report Description**
   - Provide a description that will be easily recognizable to the PCard holder and approver. For example: "Purchases for the Week of XXX".
5. Complete relevant Chartfield information (red asterisk are required)
6. Click the **Create Report** button

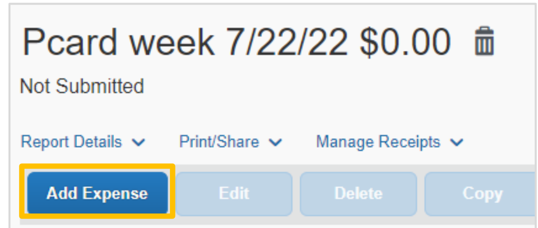


Note: Prior to entering expenses, upload your receipts. Refer to the ***Managing Receipts*** guide for more information.



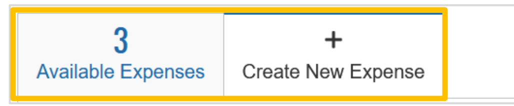
ADDING TRANSACTIONS TO AN EXPENSE REPORT

1. Click **Add Expense**
2. Select **Create New Expense** **OR** **Available Expenses** tab



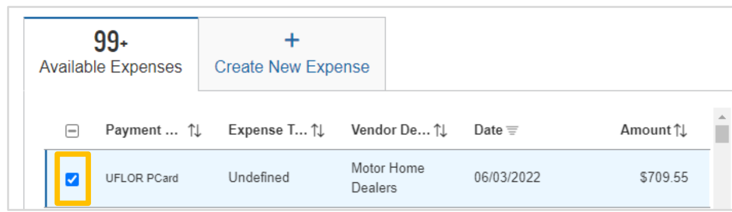
CREATE NEW EXPENSE

a. Click **Add Expense**
b. Select the **Create New Expense** Tab
c. Enter or Select **Expense Type**
d. Complete required fields

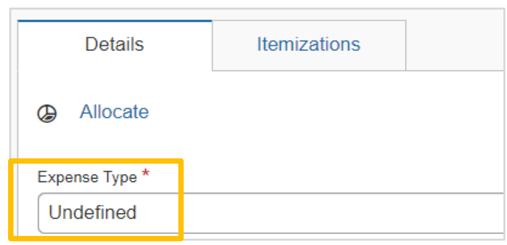


OR

ADD AVAILABLE EXPENSES



a. Click **Add Expense**
b. Select **Available Expenses** tab
c. Click the **check box** of the UFLOR PCard charge in **Available Expenses** to add to the expense report
d. Select the appropriate expense type if incorrect one is displayed
   - Undefined charges will need to be changed to an option from the drop-down menu
e. Complete required fields



3. Click **Add To Report/Add to Expense**

The selected expense(s) will now appear in the expense report.

ALLOCATE EXPENSES

You can split expenses to different funding sources. Refer to the **[Allocate Expenses to More than One Chartfield guide](#)**. If all expenses will be charged to the ChartField string in the Report Header, no additional action is needed.

MISSING RECEIPTS

If a user is missing a receipt, follow the **Missing Receipt Declaration** instruction guide to account for it.

SUBMIT REPORT

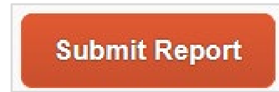
Reminder! If you are a delegate and prepared this report on behalf of another user, once you click **Submit**, they will receive an overnight notification to log into UF GO to review and submit the travel expense report.

Once all expenses are entered, upon the submission of the expense report, the system may flag issues. Red alerts will need to be cleared prior to submission while yellow are typically informational.

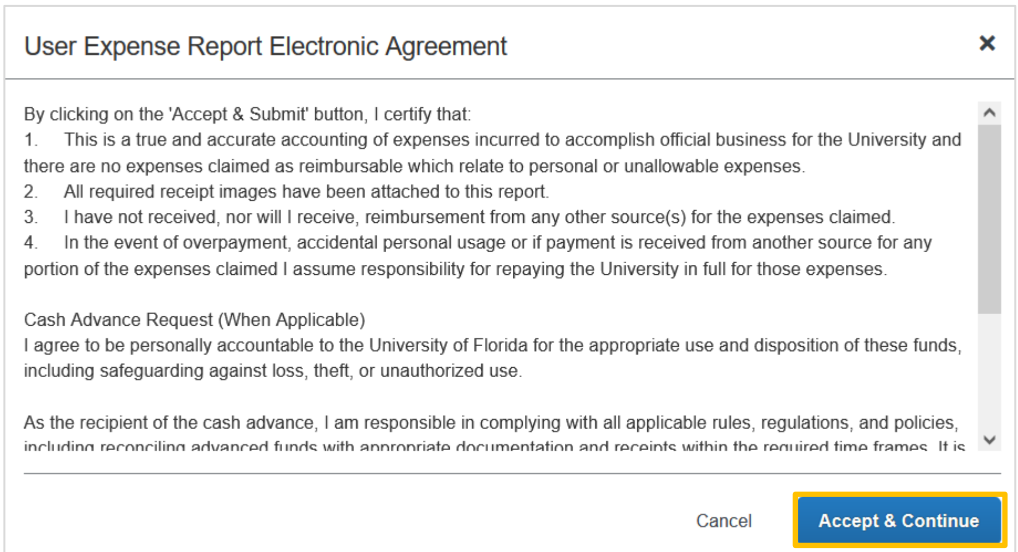
Alerts

	Red alert: Requires action, it indicates an item needs to be resolved before request can be submitted. Click on the alert to learn what needs to be fixed.
	Yellow alert: Informational, indicates the request has an exception or provides additional information. It is a good idea to review but will not prevent submission of the request.

Steps

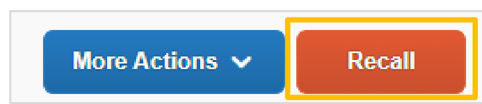


1. Click **Submit Report**
2. Review the User Electronic Agreement and click **Accept & Continue**
3. Review the Report Totals pop-up
4. Click **Submit Report**



The report is submitted and the approval workflow process initiated. The status of the report can be viewed on the **Manage Expenses** page.

Recall



If an expense report needs to be modified after it has been submitted into approval workflow, the **Recall** button allows for a user to pull it from workflow.

The **Recall** button becomes available once the external validation step is complete as part of the approval workflow.

For Additional Assistance

Technical Issues	Travel Policies and Directives	PCard Policies & Questions
The UF Computing Help Desk	Travel Office	PCard Team
352-392-HELP	352-392-1241	352-392-1331
helpdesk.ufl.edu	travel@ufl.edu	pcard@ufl.edu