HOW TO CHECK THE STATUS OF A PCARD APPLICATION

OVERVIEW:

This guide reviews the process to check the status of an electronic PCard Application in myUFL.

TO CHECK THE STATUS OF AN APPLICATION:

1. Sign in to myUFL
2. Navigate to **Main Menu** > **My Self-Service** > **UF GO PCard Application**
3. The form will default to **Find an Existing Value**

4. Enter the criteria you wish to search by. You can search by one or multiple fields.
   a. **Empl ID**, **Name**, or **Last Name** are helpful to find a specific person's application

b. **Department** will pull up all applications for a department (enter the 8-digit department ID or the first 4 digits for all department IDs in the business unit)

c. **Application Status** can narrow down a search but may also exclude the application you are searching for if the application has changed status

    i. <u>Approved</u>: approved by the PCard Team

    ii. <u>Denied</u>: denied by the UF GO Financial Approver or PCard Team

   iii. <u>Dept Approved</u>: approved by the UF GO Financial Approver

   iv. <u>Initial</u>: created and saved, but not submitted

    v. <u>Processed Manually</u>: not in use at this time

   vi. <u>Processed via File</u>: not in use at this time

  vii. <u>Submitted for Approval</u>: submitted but not yet approved by the UF GO Financial Approver

d. Once you have entered your search criteria, click **Search**

5. If there is a single application that meets your search criteria, the application will load automatically. If there are multiple applications that meet your criteria, you will see a list of Search Results.
    a. The **Application Status** column will tell you the status of each application
    b. Click on an application to review it in more detail

6. The Application Status also appears on the application itself
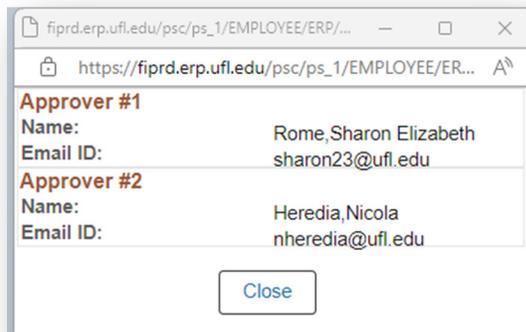
7. If the Application Status is Submitted for Approval, you can check which Department Approvers have access to approve it under the **Dept Approval** section at the bottom of the screen
   a. Click **Multiple Approvers**

Dept Approval

EMPLID= 12345678   SEQNUM=1:Pending

Department Approval

Pending
  🕐 Multiple Approvers
     UF PCard Dept Approvers
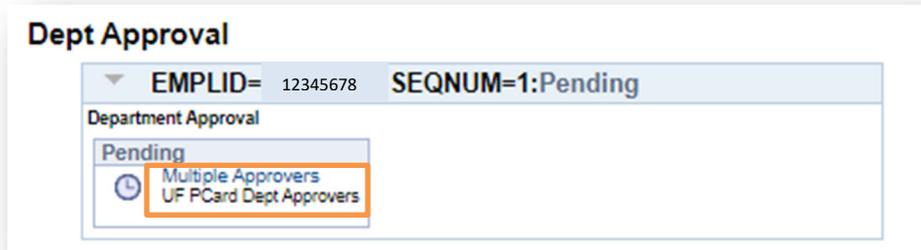
   b. A pop-up will show the UF GO Financial Approvers associated with the Department ID entered on the application. Only one of the listed approvers needs to approve, but either is able to approve unless the application is for that approver or was submitted by that approver, in which case the other approver would have to approve.
      i. The Primary Approver is listed as Approver #2
      ii. The Secondary Approver is listed as Approver #1

fiprd.erp.ufl.edu/psc/ps_1/EMPLOYEE/ERP/...   —   □   ×

🔒 https://fiprd.erp.ufl.edu/psc/ps_1/EMPLOYEE/ER...   Aᐢ

Approver #1
Name: Rome,Sharon Elizabeth
Email ID: sharon23@ufl.edu
Approver #2
Name: Heredia,Nicola
Email ID: nheredia@ufl.edu

[Close]

8. If the Application Status is Dept Approved:
   a. The **Dept Approval** will show **Approved**

Dept Approval

EMPLID= 12345678 , SEQNUM=1:Approved

Department Approval

Approved
  ✔ Heredia,Nicola
     UF PCard Dept Approvers
     08/13/24 - 9:53 AM

b. The **PCard Team Approval** will show **Pending**

i. Please give the PCard Team at least a week to review and approve an application, although it can take up to two weeks when volume is high.

ii. If you have any questions, please send a message using the [PCard and Travel Contact Form](#).

9. If the Application Status is Approved, the PCard Team has approved the application and ordered the card. The cardholder will be sent a welcome email and should receive their card in 7-14 days from the Approved date.

10. If the Application Status is Denied, the Dept and PCard Team Approvals will indicate who denied the application and the Workflow Comments should provide an explanation for why the application was denied.

FOR ADDITIONAL ASSISTANCE

Technical Issues	**Travel Policies and Directives**	**PCard Policies & Questions**
The UF Computing Help Desk	Travel Office	PCard Team
352-392-HELP	352-294-1114	352-392-1331
[helpdesk.ufl.edu](#)	[Contact Form](#)	[Contact Form](#)