How to Verify and Approve PCard Charges

1. If you are the **Verifier**, before you begin you should have a signed, itemized receipt/invoice scanned in, ready to be uploaded.

2. In **my.ufl.edu**, go to **Main Menu > Financials > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**

3. Enter **Employee ID** of PCard Holder. If unsure of employee ID, enter PCard holders **Name** and use magnifying glass 🔍 to search.

4. Select **Statement Status** needed:
   a. For new, unprocessed charges, select **"Staged"**
   b. For charges that have been verified and are awaiting approval, select **"Verified"**
   c. If you need to view or add additional documentation to items that have already been approved, select the **"Closed"** Statement Status.

5. Click the **Search** button
   a. Note: If you are an Approver, you can click the Search button with no UFID or select Statement Status and it will pull up all your assigned cardholders. However, there could be a long wait time for results.

IFAS Extension Administration
Business Services
(352) 392-1788

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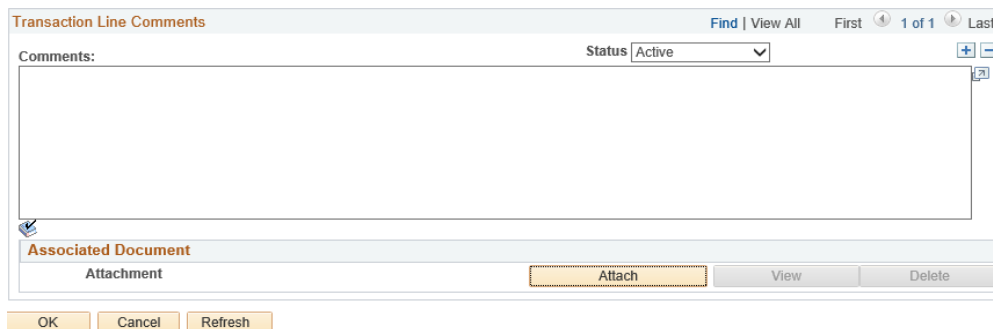
6. Click **View All** and Select Transactions

    a. Click the **View All** link to view all the transactions pending. myUFL will initially only display 9 rows.

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

    c. Select the transaction you would like to process by clicking the checkbox by it.
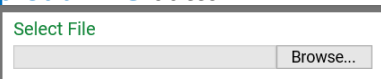
7. Add a **Comment**

    a. Click the **comments** button 💬

    b. Add comment(s) regarding the transaction. Business purpose, program expense related to, pending refund, etc.

    c. Click **OK** to return.

8. Upload **Back-Up Documentation**

    a. Click the paperclip 📎₊

        i. If you get an **error**, please contact your IT department, as some settings will need to be adjusted.

    b. At the top left of the page, click on the **Upload File** button ⬆

    c. **Browse** to attach the appropriate file(s)

    d. Click the **Import** button [Import]

    e. Once "**Imported Successfully**" Exit the window.

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9. Complete **Chartfields**

   a. Click the **Distribution** button 🖳 to complete the Chartfields for this transaction.

      i. 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.

      ii. If the defaulting Chartfield information needs to be changed, email caitlynlee@ufl.edu with your name, UFID and correct chartfield.

   b. If entering a **grants chartfield**, please use the following values, in this order:

      i. For **PC Bus Unit**, always enter **"GRANT"**

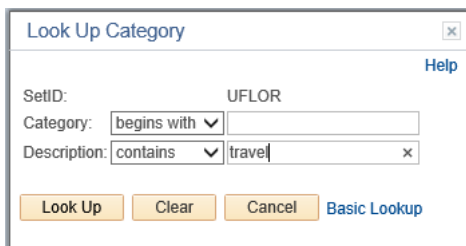   ii. For **Project**, enter the **Project ID** number

      iii. For **Activity**, always enter **"1"**

   c. To change the **Account Code**

      i. Click the magnifying glass 🔍 to search

      ii. Change the Description dropdown box from **"begins with" to "contains"**

      iii. Enter a keyword in the Description field (For example: enter **"travel"**)

      iv. Click the Account code to select

      ** 799900 auto-populates; Do NOT use it**

      799900 🚫

   d. Click the **OK** button when the Chartfields are completed.

10. Search for **Category ID**

   a. Click the magnifying glass 🔍 to search

   b. Change the Description dropdown box from **"begins with" to "contains"**

   c. Enter a keyword in the Description field (For example: enter **"travel"**)

   d. Click the Category ID to select

11. Enter a **Description**
    a. Click the **Billing tab** and enter a description of the item(s) purchased in the **Description field**.
        i. This is a required field with a 60-character limit. The description must describe the items purchased. "Supplies" or "Supplies for XYZ Program" is not a sufficient description and it cannot be the same as the account code description. 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.
        ii. If the description box is not filled out, then your charge will be reversed to staged.
    b. Click on the **Transaction tab** to return.

12. **Update Status**
    a. Click the **Status list** for each transaction
    b. Click the **Verified** list item; If you are the **approver** select the **Approved** list item.
    c. You may also verify or approve multiple transactions at once by:
        i. Checking the box for each transaction you would like to verify/approve
        ii. Click the verify or approve button at the bottom of the page
    d. Hit **Save**

13. **PCard Approvers**
    a. If you are an **Approver**, you do not have to physically do these steps. You are approving that the verifier has completed the appropriate steps listed above and all required information has been completed.

For additional help, please contact the Extension Administration Business Services:
Phone: 352-392-1788.

University PCard Services:
Phone: 352-392-1331
Email: pcard@ufl.edu

Website: https://procurement.ufl.edu/uf-departments/procurement-cards-pcards/