

How to Review PCard Images/Back Up Documentation

1. In **my.ufl.edu**, go to **Main Menu > Financials > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**
2. Enter the **Employee ID** of PCard Holder. If unsure of employee ID, enter PCard holders **Name** and use magnifying glass  to search. If you have the **Transaction Number**, go to step 7.
3. When viewing an already approved (Closed) PCard charge, change **Statement Status** to **"Closed"** using the drop-down arrow.
4. Hit **Search**
5. To view the most recent transactions, click **Last** arrow on upper right of screen.
6. Use **Merchant** and **Transaction Amount** to verify this is the correct transaction.
7. Enter **Transaction Number**. This is available on the Transaction Detail from the Monthly Reports.
8. When viewing an already approved (Closed) PCard charge, change **Statement Status** to **"Closed"** using the drop-down arrow.
9. Hit **Search**.
10. To review **documents**, click on the **paperclip** icon  and you will be directed to OnBase to view the uploaded documents.
11. To review **comments**, click on the **comments** icon. 
12. To review **chartfield**, click on the **distribution** icon. 

Bank Statement												
Personalize Find View All   First 42-50 of 50 Last												
Transaction	Billing											
	Trans Date	Merchant	*Status	Transaction Amount	Currency				Category	Chartfield Status	Redistrib	
42	<input type="checkbox"/>	05/05/2017	GROWERS SOLUTION LLC	Closed	25.46 USD					60000000	Valid	Yes
43	<input type="checkbox"/>	05/08/2017	GEORGIA 4-H FOUNDATION	Closed	309.75 USD						Valid	No
44	<input type="checkbox"/>	05/24/2017	AMERICAN SOCIETY FOR HORT	Closed	280.00 USD					80141902	Valid	Yes
45	<input type="checkbox"/>	06/08/2017	WM SUPERCENTER #706	Closed	34.92 USD						Valid	Yes
46	<input type="checkbox"/>	07/18/2017	WALMART.COM	Closed	17.90 USD					60000000	Valid	Yes
47	<input type="checkbox"/>	08/07/2017	STAPLES 00118992	Closed	14.99 USD					44120000	Valid	Yes
48	<input type="checkbox"/>	08/10/2017	STAPLES DIRECT	Closed	4.00 USD					44120000	Valid	Yes
49	<input type="checkbox"/>	08/11/2017	STAPLES DIRECT	Closed	-4.00 USD					44120000	Valid	Yes
50	<input type="checkbox"/>	08/11/2017	STAPLES DIRECT	Closed	-4.00 USD					44120000	Valid	Yes