

PCard

RETRIEVING PCARD RECEIPTS IN MYUFL BY THE TXN NUMBER

NAVIGATION

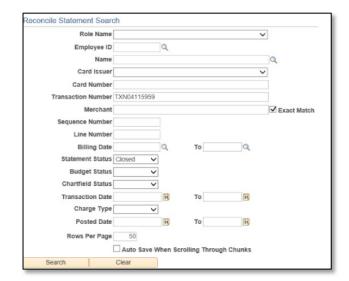
Find the TXN number for your processed transaction on the PCard Paid Charges Aging Report.

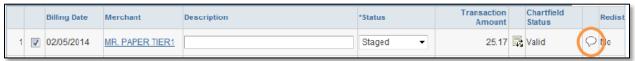
- 1. Click the Navbar
- 2. Click Main Menu
- 3. Click Enterprise Reporting
- 4. Click Access Reporting
- 5. Click Financial Information
- 6. Click Purchasing
- 7. Click PCard Paid Charges Aging Report

PROCESS

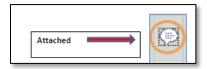
- On the Reconcile Statement Search page, enter the TXN number in the Transaction Number Field.
- 2. On the **Statement Status** line, click the drop down and select **Closed** for closed poards that have already been processed.
- 3. The charge corresponding to the TXN number will be shown, along with a Comment icon.







4. When there is a comment or attachment, the Comment icon will change to the image below.



5. Click the Comment icon to view and download the attachment.

FOR ADDITIONAL ASSISTANCE

University PCard Services
392-1331 | Website | pcard@ufl.edu.

UF Computing Help Desk 392-HELP | Website

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