

## 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**

PCard# UFLOR -	TXN04080815
PCard# UFLOR -	TXN04085109
PCard# UFLOR -	TXN04085691

### PROCESS

1. 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 pcards that have already been processed.
3. The charge corresponding to the TXN number will be shown, along with a Comment icon.

	Billing Date	Merchant	Description	*Status	Transaction Amount	Chartfield Status	Redist
1	<input checked="" type="checkbox"/> 02/05/2014	MR. PAPER TIER1		Staged	25.17	Valid	 No

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](mailto:pcard@ufl.edu).

**UF Computing Help Desk**  
392-HELP | [Website](#)