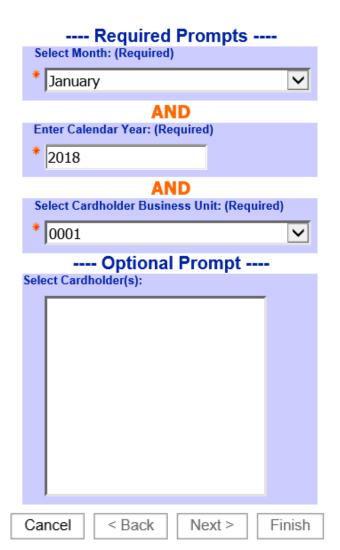
FINDING PCARD TRANSACTION NUMBERS (TXN)

There are two methods to locate transaction numbers (TXN).

- 1. The PCard Paid Charges Aging Report
- 2. The Dept Analysis query PCard Paid Charges Aging Report

NAVIGATION - 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



- 8. Enter the month the transaction was made
- 9. Enter the calendar year the transaction was made
- 10. Enter the BU for the cardholder
- 11. Select the cardholder's name from the list.

12. Click Finish

Page 1 of 3

PCard

13. Locate the transaction, the TXN number is in the third column

1	01/05/19	TXN04411541	01/08/19	01/09/19	1 day	FEDEX 31297482	Shipping Mutli Charges	05640767	Valid	01/09/19	\$9.81
2	01/05/19	TXN04411541	01/08/19	01/09/19	1 day	FEDEX 31297482	Shipping Mutli Charges	05640767	Valid	01/09/19	\$54.44
3	01/05/19	TXN04411541	01/08/19	01/09/19	1 day	FEDEX 31297482	Shipping Mutli Charges	05640767	Valid	01/09/19	\$14.99

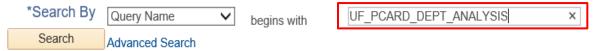
NAVIGATION - UF_PCARD_DEPT_ANALYSIS QUERY

- 1. Click the Navbar
- 2. Click Main Menu
- 3. Click Financials
- 4. Click Reporting Tools
- 5. Click Query Viewer
- 6. In the "Search By" field enter UF_PCARD_DEPT_ANALYSIS then click Search



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.



Updated: June 26, 2020

Page 2 of 3

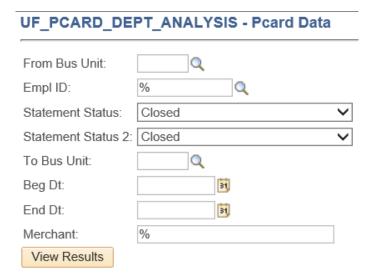




PCard

7. Enter the requested search criteria:

- A. Cardholder's four-digit Business Unit
- B. Enter the cardholder's **UFID**. If you do not know their UFID enter % to get all cardholders in that department
- C. Statement Status' are always "Closed"
- D. Enter the cardholder's four-digit Business Unit again
- E. Specify a date range of when the charge was made
- F. Enter the Merchant name or % for all TXNs
- G. Click View Results



The voucher number is in Column P.

FOR ADDITIONAL ASSISTANCE

University PCard Services
392-1335 | Website | pcard@ufl.edu.

UF Computing Help Desk 392-HELP | Website

Updated: June 26, 2020

Page 3 of 3