

## 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**

#### ---- Required Prompts ----

Select Month: (Required)

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8. Enter the month the transaction was made

**AND**

Enter Calendar Year: (Required)

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9. Enter the calendar year the transaction was made

**AND**

Select Cardholder Business Unit: (Required)

\*

10. Enter the BU for the cardholder

#### ---- Optional Prompt ----

Select Cardholder(s):

11. Select the cardholder's name from the list.

12. Click Finish

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.


\*Search By  begins with


[Advanced Search](#)


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


**UF\_PCARD\_DEPT\_ANALYSIS - Pcard Data**


From Bus Unit:  


Empl ID:  

Statement Status:  

Statement Status 2:  

To Bus Unit:  

Beg Dt:  

End Dt:  

Merchant:

The voucher number is in Column P.

**FOR ADDITIONAL ASSISTANCE**

**University PCard Services**  
392-1335 | [Website](#) | [pcard@ufl.edu](mailto:pcard@ufl.edu).

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