**Paid Charges Aging Report**

The PCard Paid Charges Aging Report is a historical report of charges by cardholder, by month.

The Aging Report is a helpful tool for internal control.  There is a certification statement at the bottom of the report where Cardholders and Reconcilers/Approvers sign to certify that the charges are for legitimate UF business.  It is a best business practice to have cardholders sign the report each month.

The report can also be used to find vouchers in error.

A "PCard Paid Charges Aging Report" is generated in myUFL via Enterprise Reporting.

The report is found using the following navigation:

myUFL >Main Menu >Enterprise Analytics >Access Enterprise Analytics a new window will open

>Team content > Financial Information >Purchasing >PCard Paid Charges Aging Report

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| TEAM CONTENT |  |
| FINANCIAL INFORMATION |  |
| PURCHASING |  |
| PCARD PAID CHARGES AGING REPORT |  |

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| Select the month of the report to be viewed by using the drop-down window Type in the calendar Year  Use the drop-down window to locate the four-digit Department IDThe box below will populate with all cardholders who have ever had a card in that BU Select the cardholder(s) and then* Use the "Select All" option at the lower right of the window to select all cardholders
* Select one cardholder by clicking on the cardholder's name
* Select more than one cardholder by holding down the Control key and clicking on individual names
 | At the bottom of the page lick "**Finish**" |

A separate report will return for each cardholder selected.



The approver and the cardholder should sign the Certification statement.

Review the report for line items/vouchers in the Budget Status "Error" and take appropriate action.

For information on correcting budget errors see HR’s [*Correcting Voucher Budget Errors*](https://www.google.com/url?client=internal-element-cse&cx=014080162503224819692:afbeo7xiquu&q=http://training.hr.ufl.edu/instructionguides/paying_vendors/correcting_voucher_budget_errors.pdf&sa=U&ved=2ahUKEwi6hKezhu7xAhUGhOAKHVvuDAMQFjAAegQICRAB&usg=AOvVaw1oUFMikq_6m_PGkxcWee-J)

Instruction Guide.