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

TEAM CONTENT
PCARD PAID CHARGES
AGING REPORT

- Purchasing Central
  6/6/2019 4:08 PM

- Business Unit PO Statistics by Vendor
  6/30/2021 2:49 PM

- PCard Detail by Business Unit
  6/17/2021 10:31 AM

- PCard Paid Charges Aging Report
  6/30/2021 12:23 PM

- PCard Paid Charges Aging Report List
  4/5/2021 11:06 AM

- PO Detail Activity Summary
  8/4/2021 1:22 PM
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 ID

The 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 click "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 Instruction Guide.