

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.

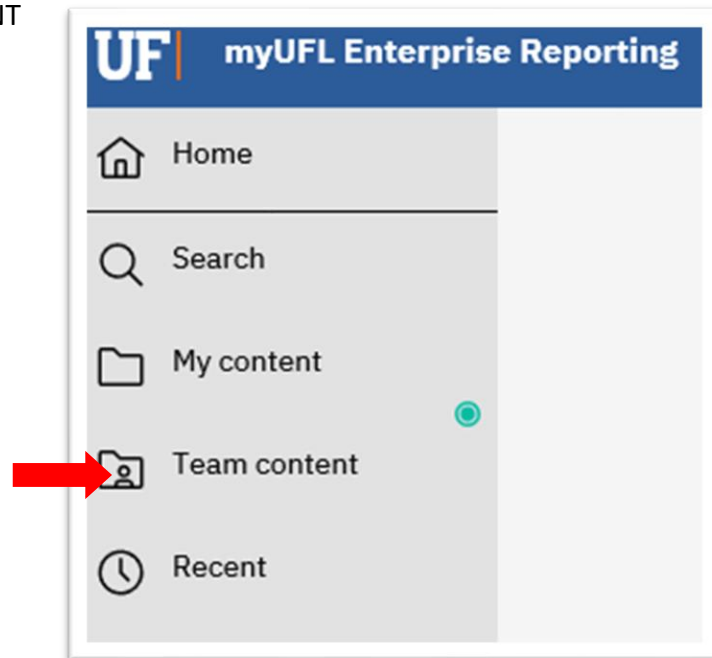
The report can also be used to find vouchers in error.

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](#)

TEAM CONTENT



FINANCIAL INFORMATION

A screenshot of a file explorer interface. At the top, it says "Team content" with a folder icon, a plus sign, a filter icon, and a sort icon. Below this, there is a list of folders, each with a folder icon, a title, and a date/time stamp. A red arrow points to the "Financial Information" folder.

Folder Name	Date/Time
Campus General Reports	6/1/2021 8:57 AM
Data Packages and Modules	5/18/2021 10:12 AM
Faculty Budget Information	4/3/2020 7:47 PM
Financial Information	7/1/2021 2:19 PM
Getting Started Guides	3/6/2019 3:23 PM
Human Resources Information	4/21/2021 1:31 PM

PURCHASING

A screenshot of a file explorer interface. At the top, it says "Financial Information" with a left arrow, a folder icon, a right arrow, a plus sign, a filter icon, and a sort icon. Below this, there is a list of folders, each with a folder icon, a title, and a date/time stamp. A red arrow points to the "Purchasing" folder.

Folder Name	Date/Time
Annual Financial Reports	4/23/2016 5:39 PM
Budget	6/1/2021 11:09 AM
Cash-Based Projects	8/17/2021 7:13 PM
DSO	7/22/2021 2:12 PM
Expense and Travel	1/24/2014 3:52 PM
Financial Information Tool	7/22/2021 2:10 PM
Purchasing	6/6/2019 4:09 PM
Reference	9/30/2020 11:31 AM

PCARD PAID CHARGES
AGING REPORT

The screenshot shows a file explorer window with the following items:

- ← ... > Fin ... ation > Pur ... sing + 🔍 ↕
- Folder icon: **Purchasing Central**
6/6/2019 4:08 PM
- Calendar icon: **Business Unit PO Statistics by Vendor**
6/30/2021 2:49 PM
- Calendar icon: **PCard Detail by Business Unit**
6/17/2021 10:31 AM
- Calendar icon: **PCard Paid Charges Aging Report**
6/30/2021 12:23 PM (highlighted with a red arrow)
- Calendar icon: **PCard Paid Charges Aging Report List**
4/5/2021 11:06 AM
- Calendar icon: **PO Detail Activity Summary**
8/4/2021 1:22 PM

P-Card Paid Charges Aging Report Prompts

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

---- Required Prompts ----

Select Month: (Required)

* June

AND

Enter Calendar Year: (Required)

* 2020

AND

Select Cardholder Business Unit: (Required)

* 2103

---- Optional Prompt ----

Select Cardholder(s):

36616570 - Deal, Lisa S
26566770 - Loper, Theresa I
54960580 - Morris, Gail
99845531 - Penn, Suzanne I
63702045 - Penny, Shannon C
91411989 - Wilkins, Jerrica
16366167 - Wood, Theresa A

Select all Deselect all

Cancel < Back Next > Finish

At the bottom of the page lick "Finish"

A separate report will return for each cardholder selected.



P-Card Paid Charges Aging Report for April 2011

Run Date: 09/28/2017

Cost Center Key: Department FS - Budget Ref - Account - Fund - Program - Project - Flex Code - Source

26566770 - Loper,Theresa

Dist	Trans	Trans #	Billing	Approved	Age	Merchant	Description	Voucher	Budget	Accounting	Amount	Cost Center
I	04/15/11	TXN01580730	04/20/11	04/21/11	1 day	PARIS LV CASINO FRONT DSK	NAPCP Hotel TLoper/JDudley	03276454	Valid	04/21/11	\$599.63	64402000 - CRRNT - 771200 - 101 - 6100 - - - - -

Total Paid Charge Amount: \$599.63
Average Paid Charge Amount: \$599.63
Average Age of Transaction: 1 day
Transaction Count: 1

Certification

I certify that the above charges represent payment for goods or services that have been received, have a legitimate business purpose and are in accordance with PCard training, UF policy and fund requirements.

Reconciler/Approver _____ Cardholder Theresa Loper _____
Name Typed _____ Signature _____ Signature _____
Report Total: \$599.63

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.