

# [ Reconcile Transactions ]

This instructional guide is designed to assist those who reconcile and approve PCard transactions. The roles required to perform this task are UF\_PO\_PCARD\_**RECONCILER** and/or UF\_PO\_PCARD\_**APPROVER**. Note for new Reconciler/Approver: In addition to having the correct myUFL role, a Reconciler/Approver Profile form must be on file with the PCard team. The form is available from the PCard website: [http://www.purchasing.ufl.edu/main\\_purchasingcards.asp](http://www.purchasing.ufl.edu/main_purchasingcards.asp)

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- ▶ Log in to myUFL (my.ufl.edu), using your GatorLink username and password
- ▶ Navigate to Purchasing > Procurement Cards > Reconcile Cardholder Info > Reconcile Statement
- ▶ Press the **Search** button to see all cardholders for whom the reconciler/approver processes transactions. You can also enter a cardholder's EmplID and press the **Search** button
- ▶ Select the cardholder from the search results
- ▶ If you are a reconciler/approver looking for new transactions to approve, you will search through the transactions selecting ones that are "Staged"
- ▶ If you are an approver looking for transactions already reconciled, you will search through all transactions selecting "Verified"
- ▶ If you want to see only one status at a time, the "Fetch" hyperlink on the bank statement page will allow you to choose
- ▶ The **Status** choices you can make are:

<u>Status</u>	<u>Applied By</u>	<u>Explanation</u>
<b>STAGED</b>	UF Bridges	Transactions have been received from the bank and added to PeopleSoft awaiting reconciler/approver action.
<b>VERIFIED</b>	Reconciler	(optional) Transaction is waiting to be approved by an Approver
<b>APPROVED</b>	Approver	Transaction is ready to be paid. Transactions with <b>Approved</b> status will move to <b>Closed</b> overnight
<b>CLOSED</b>	PCard Team	A voucher has been created for the <b>Approved</b> transaction(s)

- ▶ Select the transaction
- ▶ Enter a complete **Description** of the purchase (not the category or account description).
- ▶ Use the **Comments** link to provide any additional information regarding the purchase. If the **Comments** link is used, please add "**See Comments**" in the description field.
- ▶ Click the magnifying glass to search for and select the **Category ID**
  
- ▶ Select **Distribution** from the links at the bottom
- ▶ Enter the ChartFields for the purchase

NOTE: The Account field is populated with 799900. While this is a valid Account, you must change this to the appropriate Account for this purchase – refer to the **Category / Account Reference spreadsheet for PCard Reconciler/Approver** at [http://www.purchasing.ufl.edu/main\\_purchasingcards.asp](http://www.purchasing.ufl.edu/main_purchasingcards.asp)

- ▶ Press the **OK** button
- ▶ Update the **Status**
  - ▶ Reconcilers change the status to **Verified** then click on the yellow **Notify** button at the bottom of the page to notify the Approver that a PCard transaction is awaiting approval. An Approver can then change the status to **Approved**



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- ▶ Reconcilers who are also Approvers (but not on their own PCards) can change the status to **Approved**. No additional action is required
- ▶ If you are not the Approver, use the optional **Notify** function to let the approver know the PCard transaction awaits approval
- ▶ Verify your entry and press the **Save** button

PCard Reconciler Training is available at [http://www.purchasing.ufl.edu/main\\_purchasingcards.asp](http://www.purchasing.ufl.edu/main_purchasingcards.asp)