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

- 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/approvers 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:

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

- 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

- 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
- 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)