



# ADDY NOTE

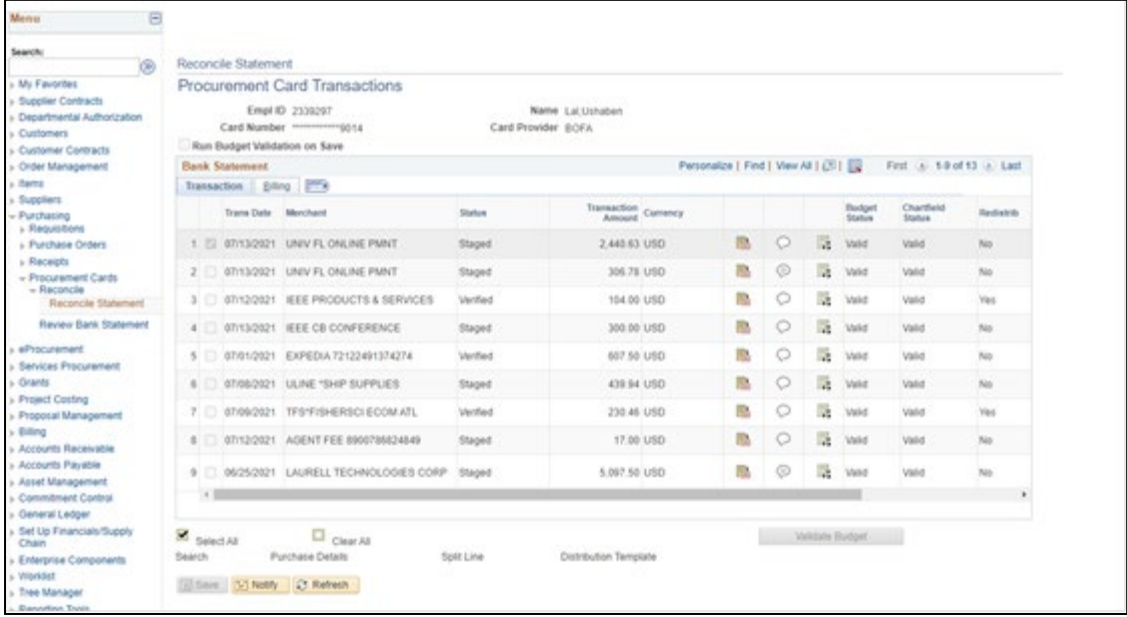



FINANCIALS  
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## ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

## Locating a PCard Holder's Charges

Step	Action
1.	<p>Navigate to: <b>Purchasing &gt; Procurement Cards &gt; Reconcile &gt; Reconcile Statement.</b></p> 
2.	<p>Find the PCard charges you want to approve by entering the appropriate search criteria.</p> <ul style="list-style-type: none"> <li>• If you approve for a large number of PCard holders, it might be faster to enter an <b>EmplID</b> or <b>PCard</b> number.</li> <li>• Use the <b>Transaction Date</b> field to approve transactions for a specific date.</li> </ul> <p>You can also use the <b>Lookup</b>  icon to search for employee IDs or names. This symbol appears throughout UCF Financials whenever selections are available.</p>
3.	<p>Click the <b>OK</b> button. The <b>Procurement Card Transactions</b> page displays.</p>



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### What Do the Status Options Mean?

The following table explains how to use the options on the Status dropdown list.

Field Title	Description
<b>Approved</b>	Select this option to approve PCard transactions.
<b>Closed</b>	The PCard transaction has been passed on to a voucher.
<b>Staged</b>	This option indicates a new transaction that has not yet been reconciled.
<b>Verified</b>	This optional selection can be used to help track your department's internal approval process, especially if your procedure requires several approvers to check each other's work.

### What Do the Links/Icons Do?

The table below explains the links and icons on the Procurement Cards Transactions page.

Link/Icon Title	Use This Link To...
<b>Search</b>	The link returns you to the <b>Reconcile Statement Search</b> page.
<b>Purchase Details</b>	Tie PCard purchases to a Purchase Order. This is usually used when reconciling travelers' PCard purchases.
<b>Split Line</b>	Break a transaction into multiple lines so that you can itemize or split a cost, such as a hotel room, between two travelers.



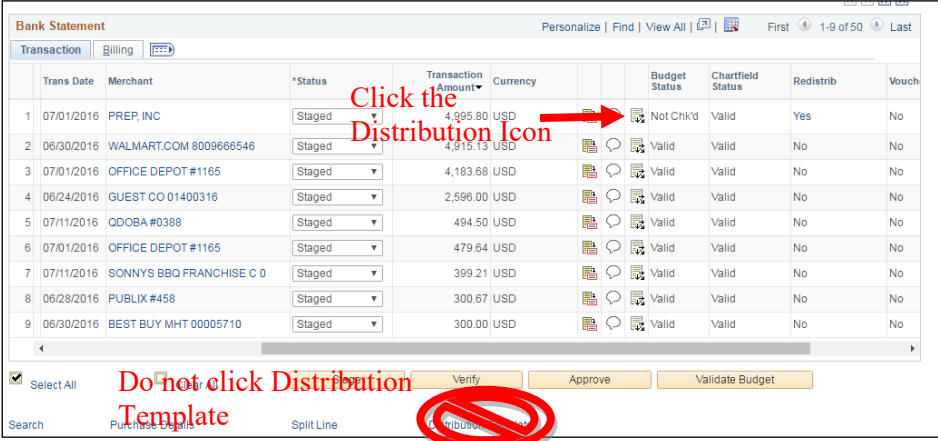


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<p><b>Distribution Template</b></p>	<p>Change the distribution of multiple transactions all at once.</p> <p><b>Note:</b> The <b>Distribution Template</b> link, which UCF seldom uses, is <b>not</b> the same function as the <b>Distribution</b> icon, which is used to change the ChartFields associated with a particular transaction.</p> 
<p> <b>Comments</b></p>	<p>Add comments to a particular PCard transaction line.</p>
<p> <b>Distribution</b></p>	<p>Change the ChartFields associated with a particular transaction.</p>