Updating PCard Transactions in UCF Financials

This Addy Note explains an optional function that enables PCard holders to provide additional information to PCard transactions to help expedite the approval process. Although it is not mandatory that PCard holders perform this process, Responsible Fiscal Officers (RFOs) or Deans, Directors, or Chairs (DDCs) may want their cardholders to take advantage of the functionality, especially those cardholders with departmental cards. This functionality, however, does not eliminate or replace the cardholder's responsibility to submit the required documentation (a completed, signed PCard Statement Certification form; a properly masked PCard bank statement; and receipts).

Before a PCard holder can input the additional information, the RFO for the cardholder must first add the PCard Transaction Update (PTU) code to the cardholder's profile in the Departmental Authorization List (DAL). After the RFO adds the code, the cardholder, who must also have access to UCF Financials, can then:

- Add descriptive information that will assist with reconciling a transaction later.
- Split the transaction, if necessary.
- Tie the transaction to an existing purchase order (PO) (primarily used for travel).
- Change the transaction's status to verified, which will alert the RFO that the cardholder has updated the transaction and it is now pending approval and ready to be reviewed.

This note discusses the steps needed to perform these tasks.

Adding the PTU Code

The steps below explain how a RFO can add the PTU code to the designated employee.

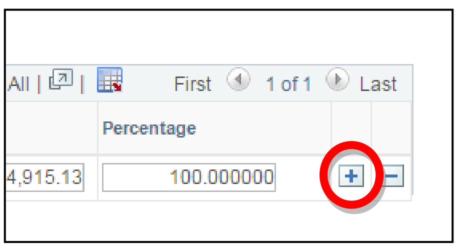
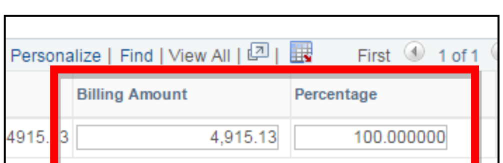
Step	Action
1.	Navigate to **Departmental Authorization** > **DAL by Employee**.
2.	Perform a search for the employee.
3.	After selecting the employee, click the **Add SpeedType** button.

Step	Action
4.	Enter the department or project number in the **SpeedType Key** field, and click the **Add** button.
5.	Click the down arrow in the **Department Authorization** field, and select **PTU-PCard Transaction Update** from the list.
6.	Click the **Save** button.

Updating a Transaction

After a PCard holder has been assigned the PTU code, the cardholder should follow the steps below to add a meaningful description to the transaction and to change its status to **Verified**. These steps also explain how to split a transaction, if necessary, and how to associate the transaction with a purchase order (mainly used when the transaction involves travel).

Step	Action
1.	Select **Purchasing** > **Procurement Cards** > **Reconcile** > **Reconcile Statement**.
2.	Enter your EmplID in the **EmplID** field on the **Reconcile Statement Search** page, and then click the **Search** button.
3.	When the **Procurement Card Transactions** page displays, click the **Expand Columns** icon (located to the right of the **Billing** tab).
4.	**Adding a Description** Select a line and then highlight the information that displays in the **Description** field for the line.
5.	Press the **Delete** key.
6.	Enter a short description about the purchase (for example, *Microscope*) in the **Description** field.

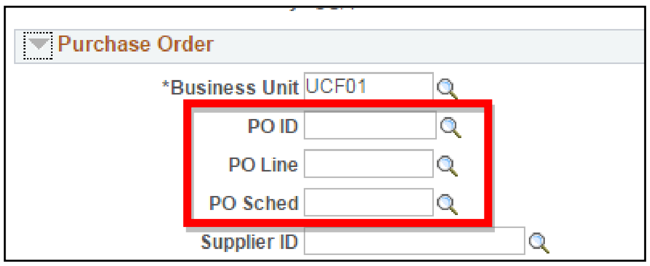
7.	**Splitting a Transaction**
	If you need to split a transaction, select the line to be split by clicking the check box for the line on the **Procurement Card Transactions** page. **Note:** If this section does not pertain to you, advance to step 14, which discusses how to associate a transaction with a purchase order; however, if that section does not apply to your situation, advance to step 22, which discusses how to complete the update by changing the transaction's status.
8.	Click the Split Line link.
9.	When the **Split Transaction** page displays, click the **Add a New Row** icon (represented by a plus symbol) at the end of the line to be split. 
10.	To split the charge, enter the appropriate dollar amount in the **Billing Amount** field for the newly created line, and then update the field for the original line with the balance. **Note:** Make sure the split amounts contain only two decimal places and that the sum of the split amounts equals the original transaction amount.
11.	Enter values in the **Percentage** and **Billing Amount** fields. 
12.	Click the **OK** button.

You can use the split line feature to split a transaction between multiple purchase orders or between departments or projects. In addition, you can use this feature to add details or to itemize a transaction, such as when multiple assets are purchased in one transaction.

The split line feature works well if you have two or more items. However, if you have one item, such as a microscope, you may want to split the distribution.

Note: After you split a charge, do not immediately change any distribution information on the second line you created. First, save your changes. Then reload the reconciled statement page. When the **Procurement Card Transactions** page redisplays, click the **Distribution** icon. Then use the **Account Distribution** page that displays to change the distribution information on the second line you created.

Step	Action
13.	**Associating a Transaction with a Purchase Order**
	If you need to associate a transaction with a purchase order, select a line on the **Procurement Card Transactions** page by clicking the check box for the line. **Note**: If this section does not pertain to you, advance to step 22, which explains how to change the status of the transaction and complete the update.
14.	Click the **Purchase Details** link.

15.	When the **Purchase Details** page displays, enter the purchase order number in the **PO ID, PO Line, and PO Schedule** field or click the lookup icons to perform a search.  **Note:** If you do not specify a line number for a **PO Line**, the transaction will split so it equals the number of lines on the purchase order. If this situation occurs, do not save the transaction. Instead, reload the reconciled statement screen to cancel any charges that were made. **Note:** The **PO Sched** number is usually 1.
16.	Click the **OK** button.
17.	When the **Procurement Card Transactions** page redisplays, click the ***Purchase Details*** link again.
18.	Verify the values that populated the fields on the **Purchase Details** page are correct, and then click the **OK** button.
19.	**Changing Status to Verified** To complete the update, click the down arrow in the **Status** field for the line on the **Procurement Card Transactions** page.
20.	Select **Verified** from the drop-down list. **Note**: Do not use the **Verify** button near the bottom of the page to make this selection.
21.	Click the **Save** button. If you need to make additional changes after you have changed the status to **Verified** and saved the transaction, you must request your approver return the status to **Staged**.