

ADDING IMAGES TO PCARD TRANSACTIONS

PCard supporting documentation is electronically “attached” to PCard transactions at the time they are verified or approved in myUFL.

NAVIGATION

Use the following navigation to get to the Reconcile Statements page in myUFL

1. Click [Main Menu](#)
2. Click [Financials](#)
3. Click [Purchasing](#)
4. Click [Procurement Cards](#)
5. Click [Reconcile](#)
6. Click [Reconcile Statement](#)

PROCESS

1. **Save** the image of the documentation to be attached to the transaction.
 - a. The saved documentation can be things such as a scanned receipt, an email, a web page, or an electronic invoice.
 - b. More than one document can be attached to a transaction.
2. Identify the transaction to be verified or approved.
3. Click on the [Comments](#) icon

Reconcile Statement

Procurement Card Transactions

Empl ID: 91411989 Name: Wilkins, Jerrica
 Card Number: *****1989 Card Provider: MBNA

Bank Statement Customize | Find | View All | First 1-4 of 4 Last

Transaction	Billing	Billing Date	Merchant	Description	*Status	Transaction Amount	Chartfield Status	Redist
1	<input checked="" type="checkbox"/>	02/05/2014	MR. PAPER TIER1		Staged	25.17	Valid	No
2	<input type="checkbox"/>	02/05/2014	MR. PAPER TIER1		Staged	35.98	Valid	No
3	<input type="checkbox"/>	02/05/2014	AIRPORT SHUTTLE		Staged	38.00	Valid	No
4	<input type="checkbox"/>	02/05/2014	MISTER PAPER INC.		Staged	34.16	Valid	No

[Select All](#) [Clear All](#) [Stage](#) [Verify](#)

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

4. Click the **Attach** button

The screenshot shows the 'Reconcile Statement' window. At the top, it says 'Line Comments' with 'Line: 1' and 'Reference: 24388944031670343543934'. Below this is a 'Transaction Line Comments' section with a 'Comments' text area and a 'Status: Active' dropdown. At the bottom, there is an 'Associated Document' section with an 'Attachment:' label and three buttons: 'Attach', 'View', and 'Delete'. The 'Attach' button is circled in orange. At the very bottom are 'OK', 'Cancel', and 'Refresh' buttons.

5. Click the **Browse** button
6. Select the **document** to be attached
7. Click the **Upload** button

This screenshot is similar to the previous one but shows a 'File Attachment' dialog box open over the 'Associated Document' section. The dialog box has a text input field, a 'Browse...' button, and 'Upload' and 'Cancel' buttons. The background interface is dimmed.

8. Click the **OK** button
 - a. Under the **Associated Document** section, you can see the document that is being attached
 - b. To add additional documents click the **plus sign** located in the upper right corner.

Reconcile Statement
Line Comments
Line: 33 Description:
Reference: 24717054077870771934291

Transaction Line Comments
Find | View All | First 1 of 1 | Last

Comments: Status: Active

Associated Document
Attachment: test.docx
Attach View Delete

OK Cancel Refresh

9. To confirm the document was attached, click on the **Comments** icon



When there is an attachment, the
Comments icon changes appearance

10. Proceed to verifying and/or approving the charge by adding a **description** and changing the chartfield as necessary
11. **Save** the transaction
12. Enter CRRNT into the **Bud Ref** field
13. Click the **OK** button
 - a. The ChartField strings in the Distribution Template are applied to all of the transactions that you have checked
14. Click the **Save** button

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

Procurement Services: Pcard Services
352-392-1331
pcard@ufl.edu
procurement.ufl.edu/uf-departments/procurement-cards-pcard