Finding PCard Voucher Numbers

There are two tools which can be used to find voucher numbers in the myUFL system:

1. The query UF_PC_ALL_TRANS_GETVOUCHER in Query Viewer in myUFL
2. The PCard Paid Charges Aging Report in Enterprise Reporting

The following sections explain how to use both of these tools to find the voucher ID numbers associated with a particular cardholder.

1. Using the query in Query Viewer
   - Note: The role UF_FI_Query_Viewer is needed to view queries in myUFL Financials.

   **STEPS**

   Navigate to: Main Menu > PeopleSoft > Financials PeopleTools

   1. Then, in the ORACLE screen, go to Main Menu > Reporting Tools > Query > Query Viewer

   2. Enter UF_PC_ALL_TRANS_GETVOUCHER in the Query Name field and click the Search button. Then click HTML or Excel.

   3. Enter the needed information (see below) to find vouchers for this cardholder and click the View Results button.

![Image of UF_PC_ALL_TRANS_GETVOUCHER - Find PCard Voucher Number]

2. Using the PCard Paid Charges Aging Report in Enterprise Reporting

   **STEPS**

   Navigate to: Enterprise Reporting > Access Reporting > Financial Information > Purchasing > PCard Paid Charges Aging Report
1. Select the month needed using the dropdown.

2. Type in the year (Calendar year, not Fiscal year).

3. Use the dropdown to locate the Business Unit or first four digits of the Dept ID for the cardholder. The box below will populate with all cardholders in that Department.

4. Select the cardholder(s) and then click the Finish button:
   - Use the Select All option at the lower right of the window to select all cardholders
   - Select one cardholder by clicking on the cardholder’s name
   - Select more than one cardholder by holding down the Control key and clicking on individual names.

5. Click the Finish button at the bottom of the page.