Approve/Reallocate Transactions with Single Distribution

This job aid describes the procedure for approving and reallocating a transaction.

Step 1. Log into the Finance Application with your FIN Username and Password.

Navigate to the following path:

```
eProcurement ➔ Procurement Card Center ➔ Reconcile ➔ Reconcile Statement
```

The Reconcile Statement Search page opens.

Step 2. Enter the cardholder search criteria for the transaction you wish to reallocate and approve.
Step 3. Click Search. The (Reconcile Statement) Procurement Card Transactions page opens.

Step 4. If the transaction needs to be reallocated to a different ChartField string than the default on the card, click (Distribution). The (Reconcile Statement) Account Distribution page opens.
Step 5. Select the SpeedChart number by clicking on the **SpeedChart Key** lookup

**OR**

Type the ChartField string information in the appropriate fields.

SpeedCharts are only available for single line distributions. If you are using a split distribution, you must enter the ChartField string information for each line.

Please validate your ChartField string when using SpeedCharts.

Step 6. Click **OK**.

The **(Reconcile Statement) Procurement Card Transactions** page opens. The **Redistrib** field displays **Yes**, and the **Budget Status** field displays **Not Checked**.

Step 7. Click **Approve**.

Make sure the checkbox to the left of the transaction is checked.

Step 8. Click **Save** to save the transaction.

The transaction is approved and reallocated, and will be picked up in the next batch process for posting to the distribution account indicated.