Approve/Reallocate Transactions with Split Distribution

This job aid describes the procedure for approving/reallocating transactions with split distribution.

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

**Navigate to the following path:**

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eProcurement → Procurement Card Center → Reconcile → Reconcile Statement
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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. Enter the SpeedChart in the SpeedChart Key field, then press TAB to populate the ChartField string information.
Step 6. Adjust the *Amount* field to the dollars you want charged to the first distribution line.

Step 7. Using the scroll bar at the bottom of the screen, scroll to the right side of the page.

Step 8. Click + to insert an additional line.

A prompt box displays asking how many lines to insert.
Step 9. Click OK.

A second distribution line displays showing the balance of the amount.

Step 10. Enter each of the ChartField string values and the appropriate Account.

Step 11. Click OK.

With the second line, the SpeedChart Key is not available.

The (Reconcile Statement) Procurement Card Transactions page opens. The Redistrib field displays Yes, and the Budget Status field displays Not Checked.
Step 12.
To add a comment to the transaction, click .

The Line Comments page opens.

Step 13.
Type your comments in the Comments box, and then click .

Step 14.
Click Approve .

Step 15.
Click Save .

A reminder notice displays.
Step 16. Click **Yes**.

The *Reconcile Statement Search* page reopens.

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