View Posted Transactions

This job aid describes the procedure for viewing posted transactions.

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 criteria for the cardholder records you wish to view. Choose the *Statement Status* of *Closed* from the drop-down box.
Step 3. Click Search.

A bank statement opens showing transactions in Closed status for the cardholder selected.

When viewing distribution detail, it is important to understand the difference in transaction posting in Finance 7.5, as compared to Finance 8.9.

In Finance 7.5, transactions posted immediately to the default ChartField and Account for the card. To reallocate, users canceled this original distribution and inserted a new distribution. This results in two or more distribution lines when viewing the information on the Finance 8.9 pages. It is recommended that users access Finance 7.5 data using Query to avoid confusion.

In Finance 8.9, transactions are not posted immediately; they are held in a ‘staging’ table until the user reallocates/approves the charge, or until the 30-day reallocation window passes. Finance 8.9 transactions will only show 1 distribution line in history.
Step 4. To view a distribution for a closed transaction, click (Distribution) on the transaction line.

Line 1 (displayed below) for $100.00 was posted in Finance 8.9. The distribution for this transaction displays a single line.

Line 2 (displayed below) was posted in Finance 7.5. The distribution for this transaction displays two lines. It is recommended that users access Finance 7.5 transactions using Query to avoid confusion.

Step 5. Click to return to the transaction listing.

Step 6. Click to return to the criteria page, or click to return to the menu.