

## Approve/Reallocate Transactions with Single Distribution



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

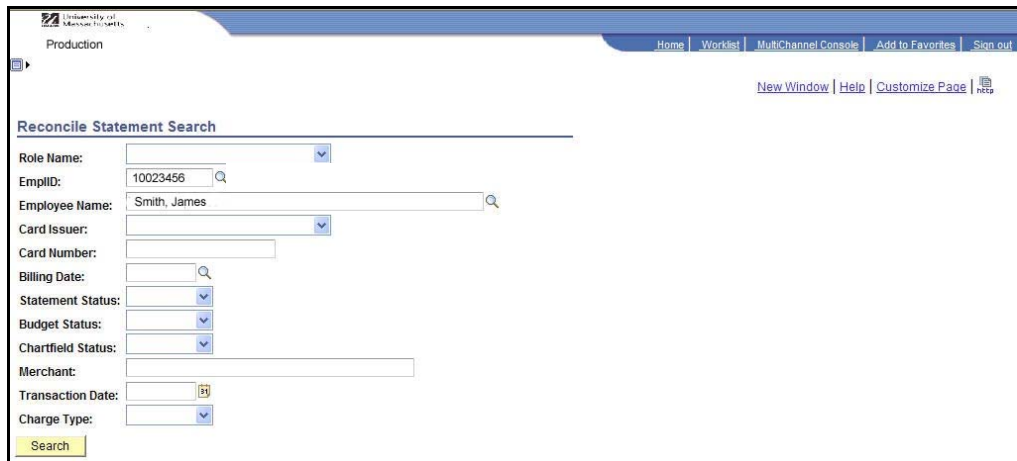
**Step 1.** Log into the Finance Application with your FIN Username and Password.



**Navigate to the following path:**

**eProcurement → Procurement Card Center → Reconcile →  
Reconcile Statement**

The **Reconcile Statement Search** page opens.




The screenshot shows a web browser window displaying the 'Reconcile Statement Search' page. The page has a blue header with navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the header, there are search criteria fields: Role Name (dropdown), EmpID (text input with value 10023456), Employee Name (text input with value Smith, James), Card Issuer (dropdown), Card Number (text input), Billing Date (text input with search icon), Statement Status (dropdown), Budget Status (dropdown), Chartfield Status (dropdown), Merchant (text input), Transaction Date (text input with calendar icon), and Charge Type (dropdown). A yellow Search button is located at the bottom left of the form.

**Step 2.** Enter the cardholder search criteria for the transaction you wish to reallocate and approve.

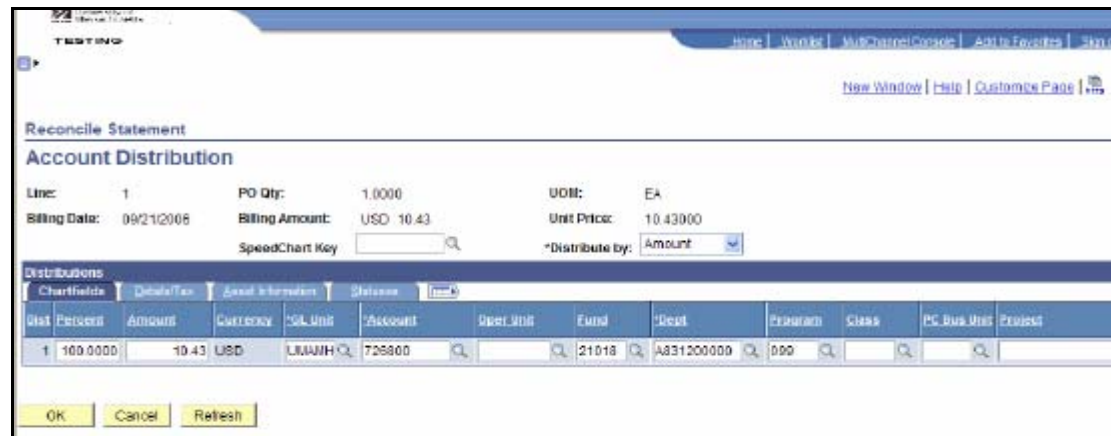
Step 3. Click .

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** ( **SpeedChart Key**  ) lookup

**OR**

Type the ChartField string information in the appropriate fields.

Distributions												
Chartfields												
Dist	Percent	Amount	Currency	*GL Unit	*Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	100.0000	18.88	USD					21926	C100000000	G00		



*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**.

Reconcile Statement												
Procurement Card Transactions												
Bank Statement												
Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	
1	Smith, James	AMC	*****1337	09/20/2006	COWLS BUILDING SUP	Staged	10.43	USD	Not Chk'd	Valid	Yes	

**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.*