

## View Posted Transactions



This job aid describes the procedure for viewing posted transactions.

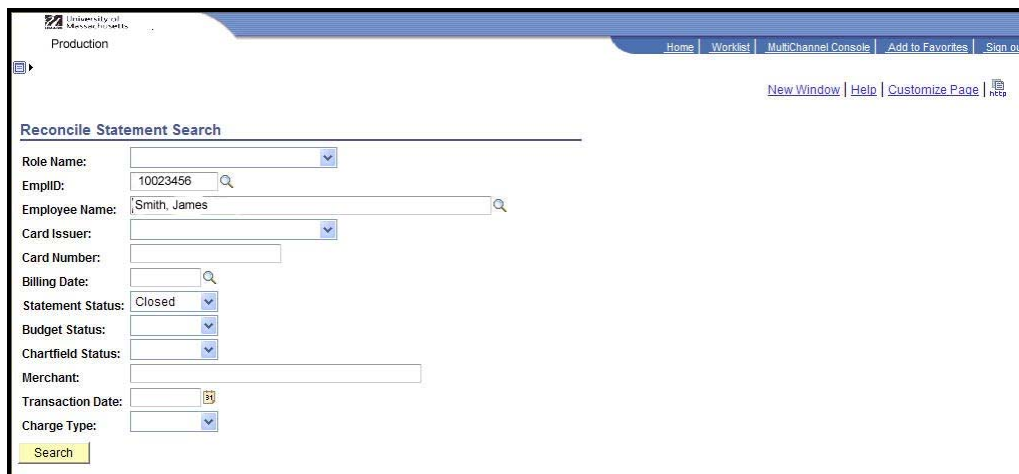
**Step 1.** Log into the Finance Application with your FIN Username and Password.



**Navigate to the following path:**

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

The **Reconcile Statement Search** page opens.

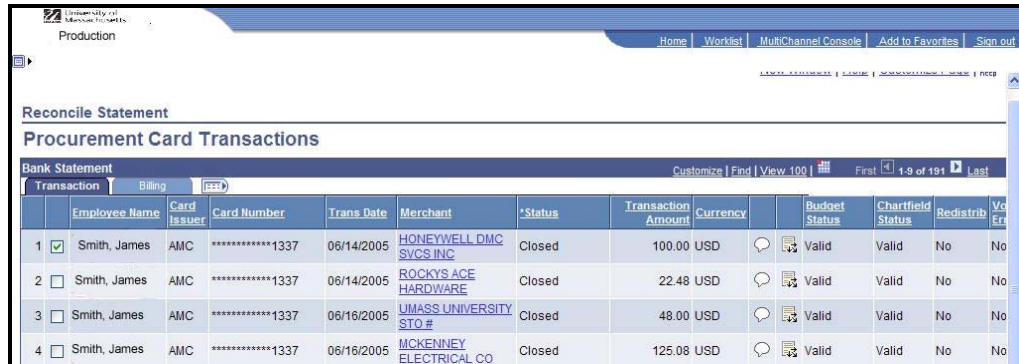


The screenshot shows a web browser window displaying the 'Reconcile Statement Search' page. The page has a blue header with navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign Out. Below the header, there are search criteria fields: Role Name (dropdown), EmpID (text field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

**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.



Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vc	Er
1 <input checked="" type="checkbox"/>	Smith, James	AMC	*****1337	06/14/2005	HONEYWELL DMC SVCS INC	Closed	100.00	USD	Valid	Valid	No	No	
2 <input type="checkbox"/>	Smith, James	AMC	*****1337	06/14/2005	ROCKYS ACE HARDWARE	Closed	22.48	USD	Valid	Valid	No	No	
3 <input type="checkbox"/>	Smith, James	AMC	*****1337	06/16/2005	UMASS UNIVERSITY STO #	Closed	48.00	USD	Valid	Valid	No	No	
4 <input type="checkbox"/>	Smith, James	AMC	*****1337	06/16/2005	MCKENNEY ELECTRICAL CO	Closed	125.08	USD	Valid	Valid	No	No	



*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.



Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vo
1	Smith, James	AMC	*****1337	06/14/2005	HONEYWELL DMC SVCS INC	Closed	100.00 USD		Valid	Valid	No	No
2	Smith, James	AMC	*****1337	06/14/2005	ROCKYS ACE HARDWARE	Closed	22.48 USD		Valid	Valid	No	No
3	Smith, James	AMC	*****1337	06/16/2005	UMASS UNIVERSITY STO #	Closed	48.00 USD		Valid	Valid	No	No
4	Smith, James	AMC	*****1337	06/16/2005	MCKENNEY ELECTRICAL CO	Closed	125.08 USD		Valid	Valid	No	No

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

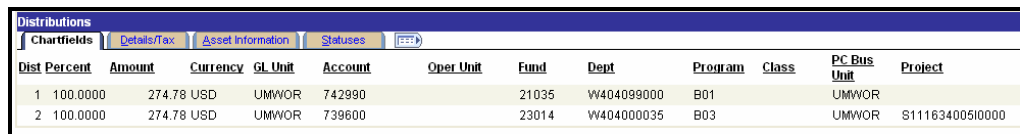


Line: 1 PO Qty: 1.0000 UOM: EA  
 Billing Date: 06/15/2005 Billing Amount: USD 100.00 Unit Price:

SpeedChart Key Distribute by: Amount


Dist	Percent	Amount	Currency	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project
1	100.0000	100.00 USD		UMAMH	736699		21620	A835105000	000		UMAMH	

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.



Dist	Percent	Amount	Currency	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project
1	100.0000	274.78 USD		UMWOR	742990		21035	W404099000	B01		UMWOR	
2	100.0000	274.78 USD		UMWOR	739600		23014	W404000035	B03		UMWOR	S11183400510000

**Step 5.** Click to  return to the transaction listing.

**Step 6.** Click [Search](#) to return to the criteria page, or click  to return to the menu.