

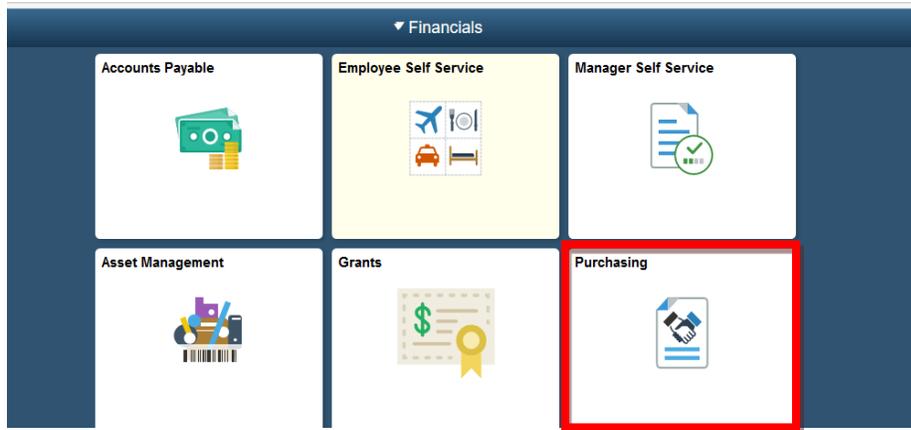
Approve/Reallocate Transactions with Single Distribution

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

Step 1. Log into the Finance Application with your single sign on username and Password.



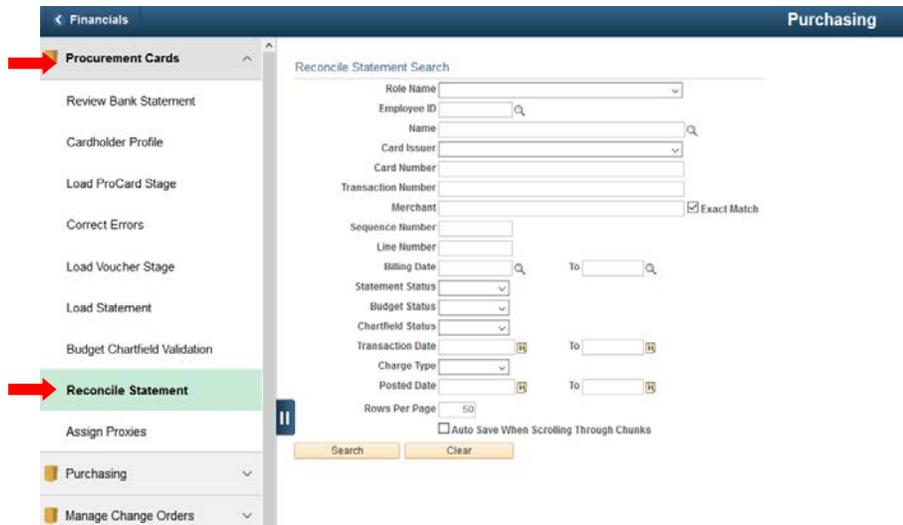
Navigate by clicking on the Purchasing Tile from the Homepage



The Left Navigation Opens.

Step 2. Click on the Procurement Cards Folder

Step 3. Click on Reconcile Statement - The **Reconcile Statement Search** page opens.



Step 4. Enter the cardholder search criteria for the transaction you wish to reallocate and approve. Select the RoleName from the Drop down, Click the Magnifying Glass to search for the employee for whom you wish to reallocate charges.

TIP: Setting the Statement Status allows you to see closed transactions. Leave it blank for outstanding transactions.

Reconcile Statement Search

Role Name: FS_PO ProCard Reallocator

Employee ID: 1006

Name: Vera, Beth

Card Issuer: [Dropdown]

Card Number: [Text]

Transaction Number: [Text]

Merchant: [Text] Exact Match

Sequence Number: [Text]

Line Number: [Text]

Billing Date: [Text] To: [Text]

Statement Status: [Dropdown]

Budget Status: [Dropdown]

Chartfield Status: [Dropdown]

Transaction Date: [Text] To: [Text]

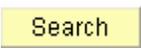
Charge Type: [Dropdown]

Posted Date: [Text] To: [Text]

Rows Per Page: 50

Auto Save When Scrolling Through Chunks

Search Clear

Step 5. Click .

The Reconcile Statement Account distribution page appears.

Reconcile Statement

Procurement Card Transactions

Empl ID 1006 Name Vera, Beth

Run Budget Validation on Save

Bank Statement

Transaction Billing [Refresh]

	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		
1	<input checked="" type="checkbox"/> DMC	*****	08/15/2017	OTC BRANDS, INC.	Staged	89.95 USD			
2	<input type="checkbox"/> DMC	*****	08/28/2017	APP QR CODE GENERATOR	Staged	184.09 USD			
3	<input type="checkbox"/> DMC	*****	09/02/2017	CANVA FOR WORK YEARLY	Staged	119.40 USD			

Select All Clear All

Search Purchase Details Split Line Distribution Template

Step 6. If the transaction needs to be re-allocated to a different ChartField string than the default on the card, click  (Distribution).

The **(Reconcile Statement) Account Distribution** page opens.

Line 1 PO Qty 1.0000 UOM EA
 Billing Date 08/17/2017 Billing Amount 89.95 USD Unit Price 89.95000
 SpeedChart [] Transaction Unit Price 89.95000 *Distribute By Amount

Distributions Personalize | Find | View All | First 1 of 1 Last

Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	*Dept	Program	Class	PC Bu Unit
1	100.0000	89.95	USD	UMDA	734200		51163	D30	E00		

OK Cancel Refresh

Note: You can scroll to the right and hit the plus icon to split the distribution.

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.

Please validate your ChartField string when using SpeedCharts.

Step 6. Click



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.

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

Empl ID [] Name [] Beth []

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First

Transaction	Billing	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/>	EMC	*****	08/15/2017	OTC BRANDS, INC.	Staged	89.95	USD	Not Chk'd	Valid	Yes	No

Step 7. Turn on the Check box and Click **Approve**

Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
OTC BRANDS, INC.	Approved	89.95	USD	Not Chk'd	Valid	Yes

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.

Step 9. Continue Re-allocating all charges as needed.

Step 10. You may mass approve all transactions after all re-allocation is completed by turning on the check boxes next to all transactions and clicking **APPROVE**.