

## Approve/Reallocate Transactions with Split Distribution



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

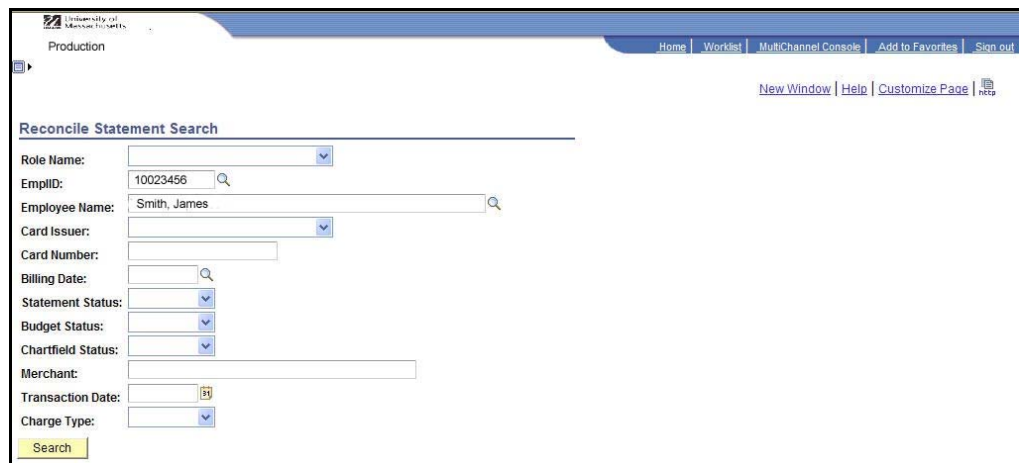
**Step 1.** Log into the Finance Application with your FIN Username and Password.



**Navigate to the following path:**

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

The **Reconcile Statement Search** page opens.

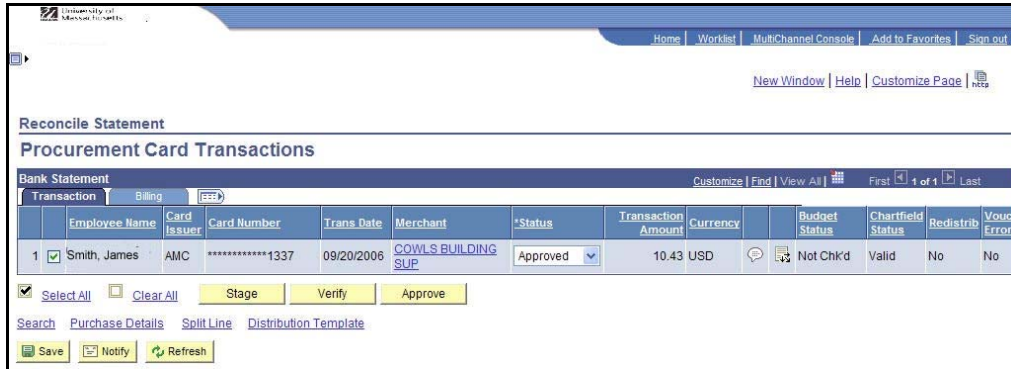



The screenshot shows the 'Reconcile Statement Search' page in a web browser. The page has a blue header with navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, Sign out. Below the header, there are search criteria fields: Role Name (dropdown), EmpID (text input with search icon, value: 10023456), Employee Name (text input with search icon, 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 at the bottom left of the form.

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

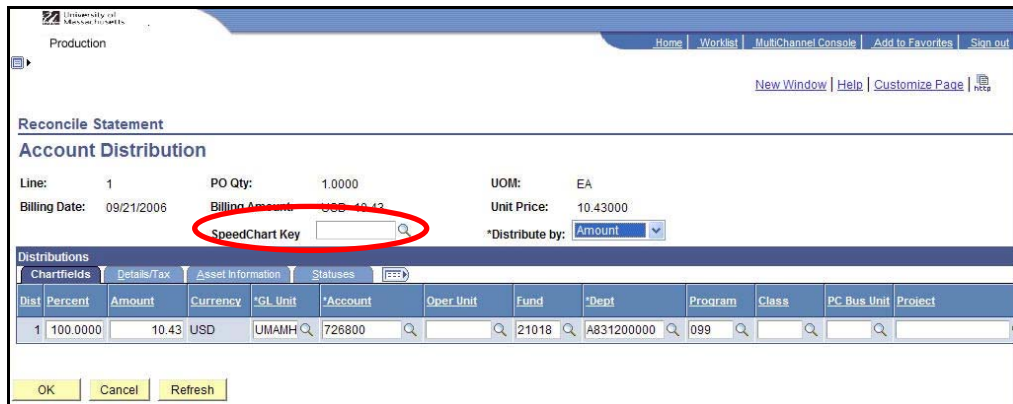
**Step 3.** Click .

The **(Reconcile Statement) Procurement Card Transactions** page opens.



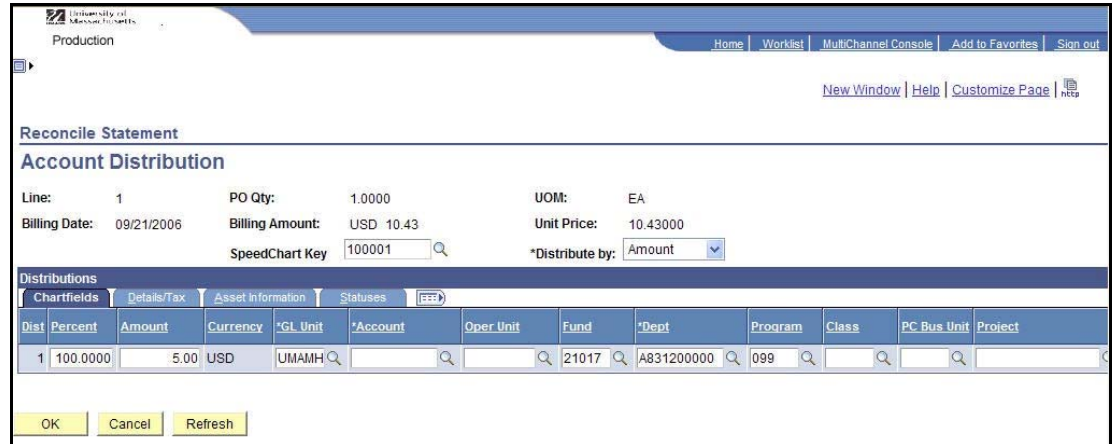
**Step 4.** If the transaction needs to be reallocated to a different ChartField string than the default on the card, click  (Distribution).

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




**Step 5.** 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.



Production

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out


New Window | Help | Customize Page | 

**Reconcile Statement**

**Account Distribution**

Line: 1 PO Qty: 1.0000 UOM: EA  
 Billing Date: 09/21/2006 Billing Amount: USD 10.43 Unit Price: 10.43000  
 SpeedChart Key: 100001 \*Distribute by: Amount

**Distributions**


Chartfields | Details/Tax | Asset Information | Statuses | 

Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	*Dept	Program	Class	PC Bus Unit	Project
1	100.0000	5.00	USD	UMAMH			21017	A83120000	099			

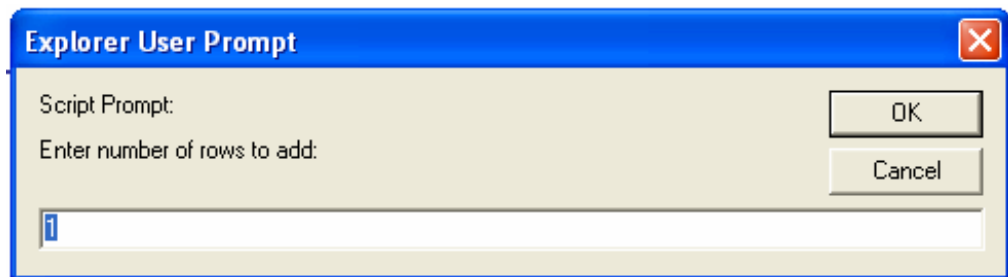
OK Cancel Refresh

**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.



**Explorer User Prompt**

Script Prompt:

Enter number of rows to add:

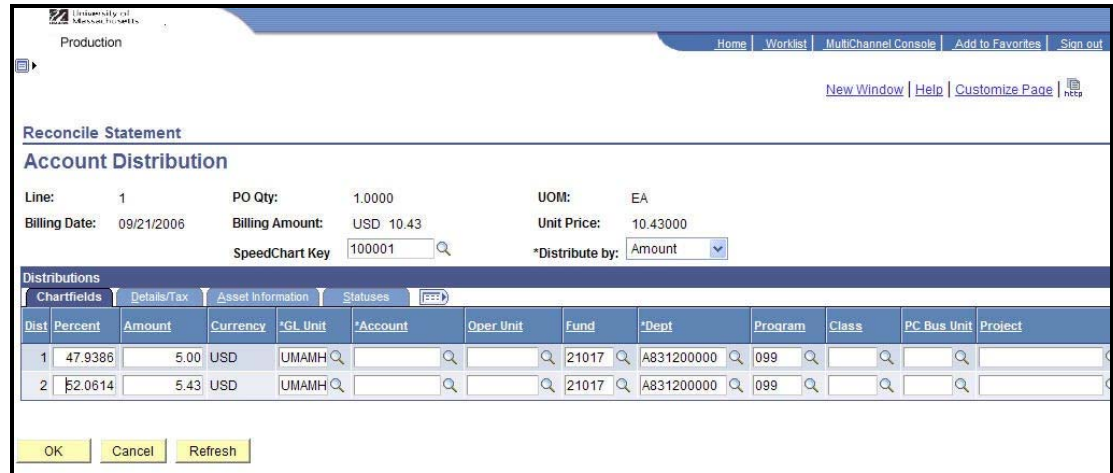
1

OK Cancel

Step 9.

Click

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



Production

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

**Reconcile Statement**

**Account Distribution**

Line: 1 PO Qty: 1.0000 UOM: EA  
 Billing Date: 09/21/2006 Billing Amount: USD 10.43 Unit Price: 10.43000  
 SpeedChart Key: 100001 \*Distribute by: Amount

**Distributions**

Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	*Dept	Program	Class	PC Bus Unit	Project
1	47.9386	5.00	USD	UMAMH			21017	A831200000	099			
2	52.0614	5.43	USD	UMAMH			21017	A831200000	099			

OK Cancel Refresh

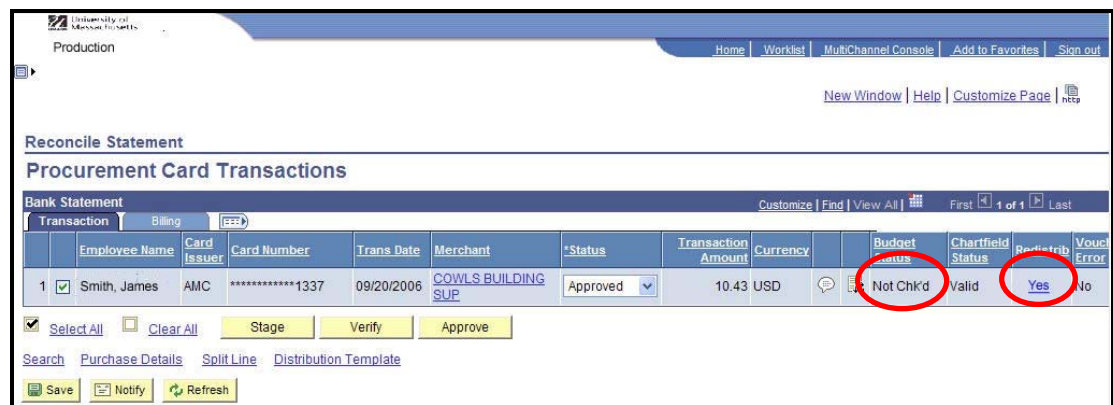


With the second line, the **SpeedChart Key** is not available.

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

Step 11. Click

The **(Reconcile Statement) Procurement Card Transactions** page opens. The **Redistrib** field displays **Yes**, and the **Budget Status** field displays **Not Checked**.



Production

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

**Reconcile Statement**

**Procurement Card Transactions**

Bank Statement

Transaction | Billing


Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Void Error
1	Smith, James	AMC	*****1337	09/20/2006	COWLS BUILDING SUP	Approved	10.43	USD	Not Chk'd	Valid	Yes	No

Select All Clear All Stage Verify Approve

Search Purchase Details Split Line Distribution Template

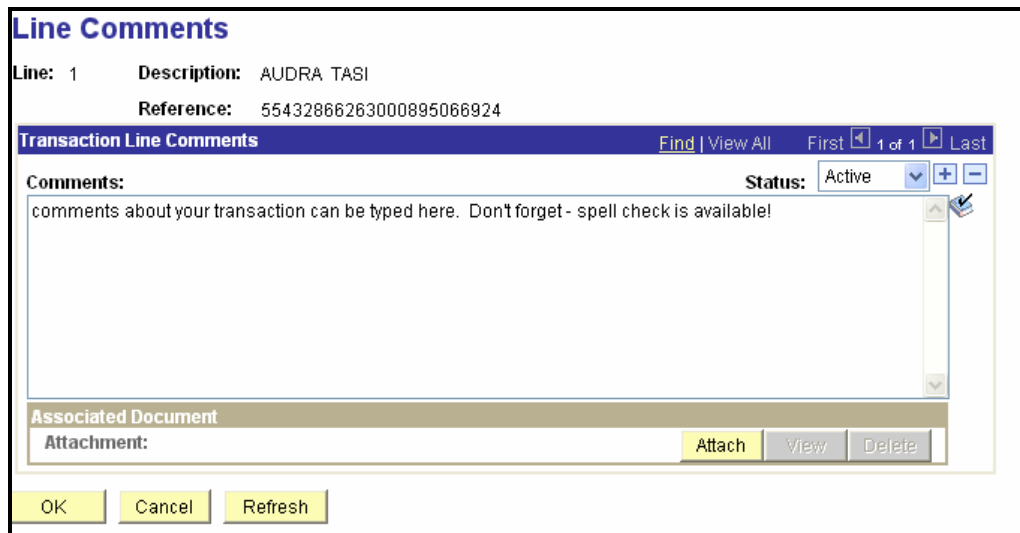
Save Notify Refresh

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  .

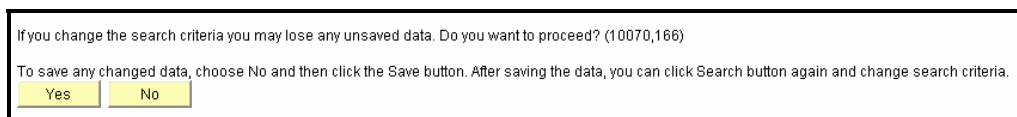
Step 14.

Click  .

Step 15.

Click  .

A reminder notice displays.





Step 16. Click .

The **Reconcile Statement Search** page reopens.

### Reconcile Statement Search

Role Name:

EmpID:

Employee Name:

Card Issuer:

Card Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Merchant:

Transaction Date:

Charge Type:



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