




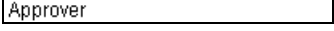
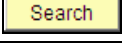
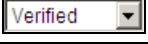
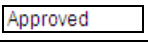




Budget Authority_Reconciling Commodity/Dept. Travel Card

1.	Click the Purchasing link. 
2.	Click the Procurement Cards link. 
3.	Click the Reconcile link. 
4.	Click the Reconcile Statement link. 
5.	Click the Role Name list. 
6.	Click the Approver list item. 
7.	Enter the desired information into the Employee ID field. Enter a valid value e.g. " pcarduser2 ".
8.	Click the Search button. 
9.	Click the Status list. 
10.	Click the Approved list item to Approve the selected transaction. 
11.	Click the Select All link to select every transaction listed under the current Bank Statement. 
12.	Click the Approve button to Approve all of the selected transactions. 
13.	Click the Save button. 
14.	Click on the Home link.
15.	Congratulations. You have successfully Reconciled a Procurement Card Transaction as a Budget Authority. End of Procedure.