




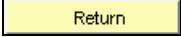



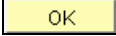


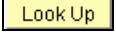

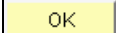

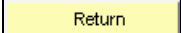



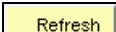

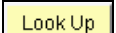

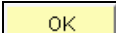

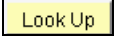
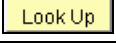



Cardholder Commodity/Dept. Travel Card

1.	Click the Purchasing link. 
2.	Click the Procurement Cards link. 
3.	Click the Reconcile link. 
4.	Click the Reconcile Statement link. 
5.	Click on any of the Merchant links, if you wish you see more information about that specific merchant. Click the COMFORT INN link. 
6.	Click the Return button. 
7.	Click the Line Details graphic to see more detailed information about a specific transaction. 
8.	Click the Show all columns graphic if you wish to expand all the tabs and see any additional information about a specific transaction. 
9.	Click the Comments graphic to add comments specific to the line item. 
10.	Enter the desired information into the Comments: field. Enter a valid value e.g. "Enter comments about the transaction."
11.	Click the OK button. 
12.	Click the Distribution graphic to change your distribution chartfields. 
13.	Click the Look up Dept (Alt+5) graphic to find a specific department. 
14.	Enter the desired information into the Department: field. Enter a valid value e.g. "144000102" .
15.	Click the Look Up button. 
16.	Click the 144000102 link. 

17.	<p>Click the OK button.</p> 
18.	<p>Notice how the Redistrib field changes to "Yes" after you make changes.</p> <p>Click the Yes link to see more information.</p> 
19.	<p>This page will show you information about who changed the distribution information and when it was changed.</p> <p>Click the Return button.</p> 
20.	<p>You will also be able to split each transaction between several departments or projects.</p> <p>Click the scrollbar to scroll to end of the line and add one more line to your distribution.</p>
21.	<p>Click the Add Button 1 (A+7) graphic to add an additional line to your distribution.</p> 
22.	<p>Specify the number of rows that you want to add.</p> <p>Then click the OK button.</p> 
23.	<p>For this example, we are splitting the line evenly by percent.</p> <p>Enter the desired information into the field. Enter a valid value e.g. "50.00".</p>
24.	<p>Click the Refresh button to see the change you just made.</p> 
25.	<p>Enter the desired information into the field. Enter a valid value e.g. "50.00".</p>
26.	<p>Click the Refresh button.</p> 
27.	<p>Click the Dept button to change the chartfields for the additional distribution line.</p> 
28.	<p>Enter the desired information into the Department field. Enter a valid value e.g. "144000101".</p>
29.	<p>Click the Look Up button.</p> 
30.	<p>Click the 144000101 link.</p> 
31.	<p>Click the OK button.</p> 

32.	<p>The distribution information can also be edited for every line in your Bank Statement.</p> <p>Click the Select All link to select all yours transactions at once.</p> <p>Select All</p>
33.	<p>Click the Distribution Template link.</p> <p>Distribution Template</p>
34.	<p>Click the Look up Account (Alt+5) graphic.</p> <p></p>
35.	<p>Enter the desired information into the Account: field. Enter a valid value e.g. "711013".</p>
36.	<p>Click the Look Up button.</p> <p></p>
37.	<p>Click the 711013 link.</p> <p>711013</p>
38.	<p>Enter the desired information into the Department: field. Enter a valid value e.g. "144000102".</p>
39.	<p>Click the Look Up button.</p> <p></p>
40.	<p>Click the 144000102 link.</p> <p>144000102</p>
41.	<p>Please remember to enter the rest of your chartfield information (i.e. Fund Code, Class, and Program Code).</p> <p>This information can be found through this navigation in Peoplesoft: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Chartfield Values > Speedtypes</p>
42.	<p>Click the Run Budget Validation on Save option.</p> <p>This option only checks to see if the distribution listed for each line is a valid chartfield combination. It does not affect your budget in any way.</p> <p><input type="checkbox"/> Run Budget Validation on Save</p>
43.	<p>Click the Save button.</p> <p></p>
44.	<p>Click the Home link.</p> <p>Home</p>
45.	<p>Congratulations. You have successfully edited the distribution on your transactions.</p> <p>End of Procedure.</p>