Cardholder Commodity/Dept. Travel Card

1.	Click the **Purchasing** link. Purchasing
2.	Click the **Procurement Cards** link. Procurement Cards
3.	Click the **Reconcile** link. Reconcile
4.	Click the **Reconcile Statement** link. Reconcile Statement
5.	Click on any of the Merchant links, if you wish you see more information about that specific merchant. Click the **COMFORT INN** link. COMFORT INN
6.	Click the **Return** button. Return
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. OK
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. Look Up
16.	Click the **144000102** link. 144000102

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

32.	The distribution information can also be edited for every line in your **Bank Statement**. Click the **Select All** link to select all yours transactions at once. Select All
33.	Click the **Distribution Template** link. Distribution Template
34.	Click the **Look up Account (Alt+5)** graphic.
35.	Enter the desired information into the **Account:** field. Enter a valid value e.g. "**711013**".
36.	Click the **Look Up** button. Look Up
37.	Click the **711013** link. 711013
38.	Enter the desired information into the **Department:** field. Enter a valid value e.g. "**144000102**".
39.	Click the **Look Up** button. Look Up
40.	Click the **144000102** link. 144000102
41.	Please remember to enter the rest of your chartfield information (i.e. Fund Code, Class, and Program Code). This information can be found through this navigation in Peoplesoft: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Chartfield Values > Speedtypes
42.	Click the **Run Budget Validation on Save** option. 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. Run Budget Validation on Save
43.	Click the **Save** button. Save
44.	Click the **Home** link. Home
45.	Congratulations. You have successfully edited the distribution on your transactions. **End of Procedure.**