



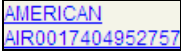



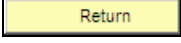


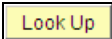


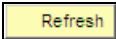
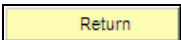
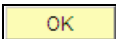
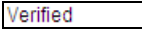







Reconciler_Reconciling Commodity/Dept. Travel Card

1.	Click the Purchasing link. 
2.	Click the Procurement Cards link. 
3.	Click the Reconcile link. 
4.	Click the Reconcile Statement link. 
5.	Click an entry in the Merchant column to view specific information about a merchant. 
6.	Click the Return button. 
7.	Click the Line Details button if you wish to see further details about your transaction. 
8.	Click the Show all columns button to expand the line and see further detail about your transaction. 
9.	Click the scrollbar.
10.	Click the Return button. 
11.	Click the Distribution button to view/edit the Distribution chartfield. 
12.	Click the Dept button. For Contracts & Grants project IDs, the following fields must be populated: Department (Organizational Department ID) Class Fund Code PC Bus Unit: Enter 'FSR01' Project Activity: Enter 'SPN' Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP 
13.	Enter the desired information into the Department field. Enter a valid value e.g. " 144000103 ".

14.	Click the Look Up button. 
15.	Click an entry in the Description column. PANTHERSOFT ADMINISTRATIVE
16.	Click the Horizontal scrollbar button.
17.	Click the Add multiple new rows (Alt+7) button. 
18.	Click the OK button. 
19.	Enter the desired information into the Percent field. Enter a valid value e.g. " 50.00 ".
20.	Enter the desired information into the Percent field. Enter a valid value e.g. " 50.00 ".
21.	Click the Refresh button. 
22.	Double-click the Dept object. 
23.	Enter the desired information into the Department field. Enter a valid value e.g. " 144000101 ".
24.	Click the Look Up button. 
25.	Click an entry in the Manager Name column. Maria N Perez
26.	Click the OK button. 
27.	Click an entry in the Redistrib column to view the redistribution history, and the users who have modified it. Yes
28.	Click the Return button. 
29.	Click the Select All link to select every transaction listed under the current Bank Statement. Select All
30.	Click the Distribution Template link to view the distribution line field. This will apply this Distribution Template to all of the selected transactions. Distribution Template
31.	Click the OK button. 

32.	<p>Click the Verified list item.</p> <p>When you have confirmed that a transaction is accurate and legitimate, the status must be changed to Verified.</p> 
33.	<p>Click the Select All link to select every transaction listed under the current Bank Statement.</p> 
34.	<p>Click the Verify button to Verify all of the selected transactions.</p> 
35.	<p>Click the Run Budget Validation on Save option.</p> <p>When you save the Procurement Card Transaction, this option will run chartfield edit on every transaction line to make sure that their individual chartfield combinations are correct.</p> 
36.	<p>Click the Save button.</p> 
37.	<p>Click the Home link.</p> 
38.	<p>Congratulations. You have successfully completed Reconciling a Procurement Card Transaction.</p> <p>End of Procedure.</p>