






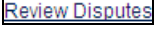

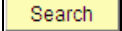

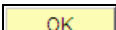




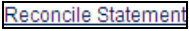




Reconciler_Resolving Disputed Transactions

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 Billing tab. 
6.	Click in the Dispute Amount field to enter the disputed difference in the Billing Amount charge. 
7.	Enter the desired information into the Dispute Amount field. Enter a valid value e.g. " 3.42 ".
8.	Click the Save button. 
9.	Click the Review Disputes link to search for disputed transactions. 
10.	Click the Reconciler list item. 
11.	Enter the desired information into the Employee ID field. Enter a valid value e.g. " pcarduser2 ".
12.	Click the Search button. 
13.	Click the Comments button. 
14.	Enter the desired information into the Comments field. Enter a valid value e.g. " Disputing this charge because I was charged the incorrect amount. ".
15.	Click the OK button. 
16.	Click the Billing tab to review information regarding the disputed transactions. 
17.	Click the Cardholder tab. 
18.	Click the Collected option once the dispute has been settled. 

19.	Click the Save button. 
20.	Click the Reconcile Statement link. 
21.	Click the Billing tab. 
22.	Click the Home link. Notice: There is a check in the Credit Collected column for the Disputed Amount that was settled. 
23.	Congratulations. You have successfully Resolved a Disputed Transaction. End of Procedure.