Approve a ProCard Transaction

1. Click the **Reconcile Statement** link (See Setup Hint on page 2) in the BFS **Navigation Menu** to open a transaction search page.

2. Select **Approver** from the drop-down **Role Name** menu.

3. Select **US Bank** from the drop-down **Card Issuer** menu.

4. Select **Verified** from the drop-down **Statement Status** menu.

5. Search for your transaction(s) by any other valid field or combination of fields on this page. For more information on search fields, see the Job Aid “Search for One or More Transactions”.

6. Click the **Search** button.

   A list of procurement card transactions in the Staging Table that fit your criteria is now displayed on the **Reconcile Statement** page.

7. Click the checkbox at the beginning of a transaction line to select a transaction to review for approval.

   Review the **Purchase Details**, **Chartfield Distribution** and **Sales/Use Tax** calculation of the transaction.

8. Click on the **Purchase Details** link at the bottom of the transactions page.

   The **Purchase Details** page for the selected transaction is now displayed. The purchase details should be correct and complete.

9. Click the **OK** button.

   You are returned the **Reconcile Statement** page.

10. Click on the **Distribution** icon on the line of the transaction you are reviewing.

    The **Chartfields** tab on the **Account Distribution** page is now displayed. The chartfield entries should be correct and complete.

11. Click on the **Details/Tax** tab to confirm the Sales Tax and Use Tax amounts have been calculated. The amounts will appear in the appropriate field.

12. Click the **OK** button.

    You are returned to the **Reconcile Statement** page.

13. Click on the **Billing** tab to enter/check notes in the **Description** field. This description will display on the **ProCard Transaction Report** in BAIRS. Click back on the **Transaction** tab.

    Repeat steps 7 through 13 until you have reviewed all transactions you wish to **Approve**.
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| 14. | Now you’re ready to change the status of the transaction(s) from **Verified** to **Approved**. To manually select or deselect *individual* transactions to change the status of, click the checkbox at the beginning of each transaction line.  
**OR**  
To automatically select *all* the transactions in the list, click the **Select All** link. This will select all transactions, not just those on the page shown. |
| 15. | Click the **Approve** button to change the **Status** of all selected transactions to **Approved**.  
The **Status** field of the selected transactions changed to **Approved**. |
| 16. | Click the **Save** button *(or Alt+1)* in the lower left side of the screen.  
Your updates have been saved for all transactions listed in the results. If approving more than 1 transaction in the list, the button need only be clicked after you have completed your review of all of them. |

### First-time Setup

Add the Reconcile Statement page to your “*My Favorites*” list. In the **BFS Navigation Menu**, click the **Purchasing** link.  
Click the **Procurement Cards** link.  
Click the **Reconcile** link.  
Click the **Reconcile Statement** link to open a transaction search page.  
Click the **My Favorites** link at the top of the **BFS Navigation Menu**. Click **Add to Favorites**. Click the **Cancel** button in the pop-up box to continue. Click the **OK** button to add the page to your favorites list as **Reconcile Statement**. Use this link each time to jump directly to the search page.