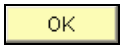
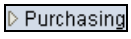
Change Status on Single or Multiple Transactions

1.	Click the **Reconcile Statement** link (See Setup Hint at bottom) in the **BFS Navigation Menu** to open a transaction search page.
2.	Select **Reconciler** or **Approver** from the drop-down **Role Name** menu.
3.	You can search for your transaction(s) by any 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*."
4.	Select **US Bank** from the drop-down **Card Issuer** menu.
5.	Click the **OK** button.  A list of procurement card transactions in the Staging Table that fit your criteria is now displayed on the **Reconcile Statement** page.
6.	To change the status of a transaction, you must first select the transaction(s) by clicking the checkbox at the beginning of a transaction line. To automatically select all the transactions in the list, click the Select All link at the bottom of the page, which will select all transactions in the list, not just those on the page shown.
7.	Click the **Verify** button to change the **Status** of all selected transactions to **Verified**. **OR** Click the **Approve** button to change the **Status** of all selected transactions to **Approved**.
8.	The **Status** of the selected transactions changed to **Verified** or **Approved**, respectively.
9.	Click the **Save** button **(or Alt+1)** on the lower left side of the screen. Your updates have been saved for all transactions listed in the results. If reconciling more than 1 transaction, this Save button need only be clicked after you have completed your reconciliation processes for all of the transactions. **Reminder:** The general process to reconcile a procurement card transaction is documented in the job aid, "Reconcile a ProCard Transaction."
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.