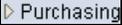


Update Chartfield Distribution on a Transaction

1.	Click the Reconcile Statement link (see First-time Setup hint on page 2) in the BFS Navigation Menu to open a transaction search page.
2.	Select Reconciler from the drop-down Role Name menu. 
	You can search for your transaction(s) by any valid field or combination of fields on this page. Minimize the number of transactions in your search results for best performance. For more information on search fields, see the Job Aid "Search for One or More Transactions".
3.	The Card Issuer field correctly defaults to US Bank .
4.	Click the Search button.  A list of all transactions that fit your search criteria is now displayed.
5.	Click the Distribution  icon on the transaction line you wish to update. If you only need to reconcile 1 distribution line (default), skip to Step 9. To split charge between 2 or more distribution lines, continue with Step 6.
6.	Enter the desired split into the Percent OR Amount field of distribution line 1. Example of \$500.00 transaction total split between 2 chartfields 40%/60%. Enter a valid value, e.g. 40.0000 percent OR 200.00 dollars. Press [Tab] .
7.	Click the Add multiple new rows at row 1 icon  at the end of distribution line 1 (or Alt+7).
8.	Pop-up: Enter the number of additional rows you need here. We only need one additional row in our example, which is the default choice. Click the OK button.  The remaining percentage or amount of the split will appear in the corresponding field of a new distribution line 2, i.e. 60.0000 OR 300.00 .
	For more than 2 distribution lines, adjust the Percent or Amount distributions individually and repeat steps 9 – 14 for each line.
9.	Update the Account field, if appropriate. Enter a valid value, e.g. 55030 . Press [Tab] to Fund field.
10.	Update the Fund field, if appropriate. Enter a valid value, e.g. 19900 . Press [Tab] to Dept field.
11.	Update the Dept field (previously Org), if appropriate. Enter a valid value, e.g. 10364 . Press [Tab] to Program field.
12.	Update the Program field, if appropriate. Enter a valid value, e.g. 43 . Press [Tab] to Chartfield1 field.

13.	Update the Chartfield1 field (previously Project), if appropriate. Enter a valid value e.g. PHZ110 . Press [Tab] to Chartfield2 field.
14.	Update the Chartfield2 field (previously Flexfield), if appropriate. Enter a valid value e.g. CLBLU . Press [Tab] .
15.	Click Refresh , and then click the OK button.  You are returned to the transaction list page.
16.	The Redistrib column for the updated transaction now states “Yes” .
17.	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 reconciling more than 1 transaction in the search results, the Save button need only be clicked once after you have completed all your reconciliations. Reminder: The general process to reconcile a procurement card transaction is documented in the job aid, “Reconcile a Procurement Card 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. You are returned to the Reconcile Statement search page.