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. Reconciler
	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. Search 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. OK 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.