

PCard Reconciliation - Allocating Expense Lines to Different Chartfield Strings

- 1) Select the PCard transactions you need to reconcile.
- 2) Click "**Move**" and select "**To Current Report**".
 - a. Each transaction that was selected will show as an expense line item.
- 3) Select the Expense Line that needs to be charged to a different Chartfield String.
- 4) If the "**Sales Tax**" amount does not automatically load from the receipt, you will need to enter it manually.
 - a. Be sure to enter the "**Sales Tax**" before clicking the "**Itemize**" button.
 - b. DO NOT enter anything the "**Sales Tax Accrual**" or "**Sales Tax Accrual Comments**" fields.
- 5) Click "**Allocate**" near the bottom right.
- 6) Indicate the "**Amount**" you need to allocate.
- 7) Indicate the new Chartfield String the expense line needs to be charged to.
 - a. All saved Chartfield Strings will be available when you click on any of the entry fields.
- 8) When you are done, click "Save"
- 9) If you need to allocate another expense line item to another Chartfield String, select the Expense Line from the menu on the left.
 - a. Repeat the previous steps.
- 10) After everything is saved, click "**Done**".

All Done!