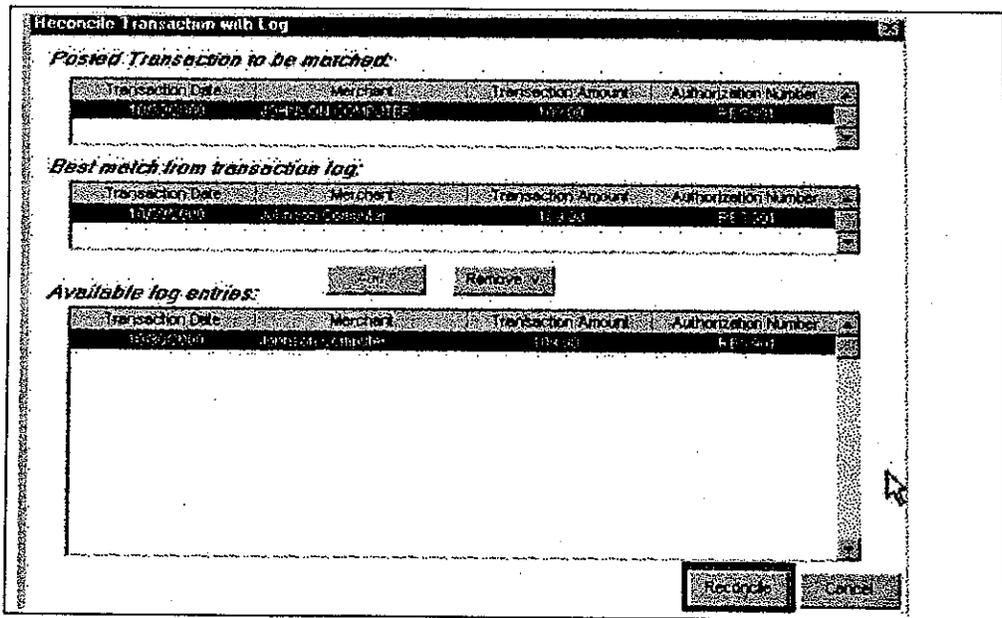


Transaction Logging: Reconciling a Posted Transaction

1. Click the **Transactions** tab.
2. Select the transaction you want to reallocate.
3. Click the **Log Detail** tab.
4. Click the **Reconcile** button.
5. The *Reconcile Transaction with Log* window opens in a separate browser window.
6. The system attempts to match the selected transaction with the closest transaction log entry in the list of available entries. For automatic reconciliation to occur there must be an exact match of certain data (e.g., account number, purchase ID number). If no match occurs with the data, you have to manually reconcile the transaction.
7. If the system does not select the correct log entry, remove the incorrect entry and manually select the correct log entry from the list of available log entries by using the Add and Remove buttons.
8. Once you select the desired log entry for the transaction you want to reconcile, click the **Reconcile** button.
9. Once the transaction successfully reconciles, the log entry information is copied to the Log Detail and Log Line Item Detail tabs. The transaction information passed by the merchant remains intact on the Transaction Detail and Additional Transaction Detail tabs. Note: no part of the logging process ever overwrites any transaction information passed from the merchant.
10. Once the transaction is successfully reconciled, the Status (on the Transactions tab) reads *Approved*.



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Reconcile before reallocate

Reallocating a Transaction to an Alternate Accounting Code with Multiple Values

1. Click the **Transactions** tab.
2. Select the transaction you want to reallocate.
3. When reallocating a transaction, you can reallocate by dollar amount or percentage. The system automatically calculates the amount of the transaction you still need to reallocate. You are **not** allowed to submit a transaction until the entire amount is reconciled.
4. Click **Reallocate**, located on the Transaction Detail tab.
5. The *Reallocate Transaction* window opens in a new browser window.
6. If you want to allocate a portion of the transaction to the Default Accounting Code, click **Default** under the *Accounting Code* heading.
 - 6.1. Enter the amount or percent to be allocated to that particular accounting code.
 - 6.2. Click **Update**.
7. If you do not want to allocate a portion of the transaction to the Default Accounting Code, click **Default** under the *Accounting Code* heading.
 - 7.1. Click **Delete**.
8. Select an Alternate Accounting Code under the *Accounting Code* heading.
9. Segment name, Values and Required fields populate with information.
10. If no values display for the Alternate Accounting Code it means that there is more than one value from which to choose.
11. Select the value you want from the drop-down list.
12. Enter the amount or percent to be allocated to that particular accounting code.
13. Repeat this process until the entire transaction is reallocated.
14. Click **Submit**.
15. Once the transaction is successfully reallocated, the Status (on the Transactions tab) reads *Approved*.