Overview

There is a known issue with the “split distribution” functionality on the Reconcile Statement/Account Distribution page. If you have problems with this feature, you can split the transactions first, then reallocate each portion separately to work around the issue.

Navigation

eProcurement > Procurement Card Center > Reconcile > Reconcile Statement

1. Enter the card holder’s EmplID or Name on the Reconcile Statement Search page and click Search.

2. When you have the transactions showing on the Procurement Card Transactions page, select the Clear All option.

Note: This is very important, since anything selected will be split. You want to be sure you control what is selected.

3. Select the transaction you want to work on, then click on the Split Line hyperlink.
4. On the **Split Transaction** page, adjust the billing amount for the first line to the first amount, then click on the **Add a new row** sign. A second line will display with the remaining balance. You can continue adjusting and adding lines until you use all of the transaction amount.

![Split Transaction Form]

5. Click the **OK**.

6. You will be brought back to the **Procurement Card Transactions** page, where the transaction will be in three parts, based on the split you created above – each of which can be reallocated separately. One benefit to this is that you can use a speed type for each of them, instead of typing in the entire ChartField string.

![Procurement Card Transactions]

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