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Click on "Pending" of the transaction that needs to be reconciled and signed off.

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1. Hover your mouse over the "transaction document number" and the black drop down arrow will appear.

a.Click the black drop down arrow, now click allocation / edit.

2.NOTE: If you have more than one transaction that will use the same comments and GL numbers then you can select all by checking the box in the gray area. This allows you to complete multiple transactions at one time. (See page 6 for instructions on splitting)

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1. Change your Tax Status from "Sales Tax included" to "Non-taxable Purchase".

2. In the lower section on the right select "Add Comment" and type your business purpose for this purchase and click OK.

3. Then click "Save".

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1. The same box is displayed a 2nd time but now you can read the comments.

2. Now you will locate the Speed Type in the GL01 Speed Type box. You can still type in the beginning numbers to find your correct speed type which you will click to select and it will automatically fill in the box. Continue for the remaining GL string and Account # (GL02 GL String, GL03 Account #.)

3. Verify the amount or split the amount between different departments if needed. See page 6 for splitting instructions.

4. Click "SAVE". Click "Close". This will return you to where you started and you will see the transaction still listed.

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After clicking "Sign Off" you will receive another dialog box. If you have already placed comments in the transaction you do not have to re-type them here again. This display will allow you the opportunity to add comments if you forgot to do so earlier in the transaction.

Click "OK". Now your transaction is no longer on the Pending Sign Off page and is complete.

3. Continue reconciling / signing off with other transactions if needed or "Log Out" in the upper right hand corner.

^{1.} When you see 3 green check marks in "Comp/Val/Auth" field your reconciliation is successful.

^{2.} Hover your mouse over "transaction document number" again for the drop down arrow and click the black down arrow again. Select "Sign Off" and your transaction has been reconciled.

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If splitting a transaction you will need to add a line to show the allocation amounts to each designated budget.

When you return to the original screen listing of the transaction for the "Sign Off" you will notice it states "multiple" under the Allocation column.

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Now you can "Sign Off" as you did on page 5.