Transaction Review

To review your transactions you will use the menu option Transactions

Under transactions click Manage. This will take you to the Transaction List Screen.

The Transaction List screen displays transactions which have posted to your account.

To see only the items that you need to review click the drop down menu and select Waiting for My Review-last 60 days

From the Transaction List, you can click on a transaction to view the transaction details.
By selecting a transaction, the **Transaction Detail** screen is populated.

The left side of the screen contains the purchase information like:

- Transaction date
- Merchant
- The Amount of the purchase
The Right Side is where you will populate the account information and descriptions.

- Mark the transaction as reviewed.
- Fill in the Fund
- Fill in the Agency
- Fill in the Orgn
- Leave the Sorg Blank
- Fill in the Obj
- Fill in the Subj

Enter a detailed description of what was purchased.

Note: The transaction notes are required and will show up on your Statement of Account.

Click Save

From here you can go to the next transaction by clicking Next.
Distributing your transaction across multiple account lines

- Click on Add Lines
- Enter the number of account lines
- Click Add

Your multiple lines will now appear at the bottom of the screen.

To access the accounting information click on the item number.
The system will automatically split the amount between the number of lines you choose.

You can adjust the allocation based on any combination of: # of units, unit price or percentage.

Once you change the first line the system will automatically calculate the remaining amount for the next line.

Enter the Fund, Agency, Orgn, Obj and Sobj for each account line.

Click reviewed.

The description will only have to be entered once.

Remember to Click **Save**.