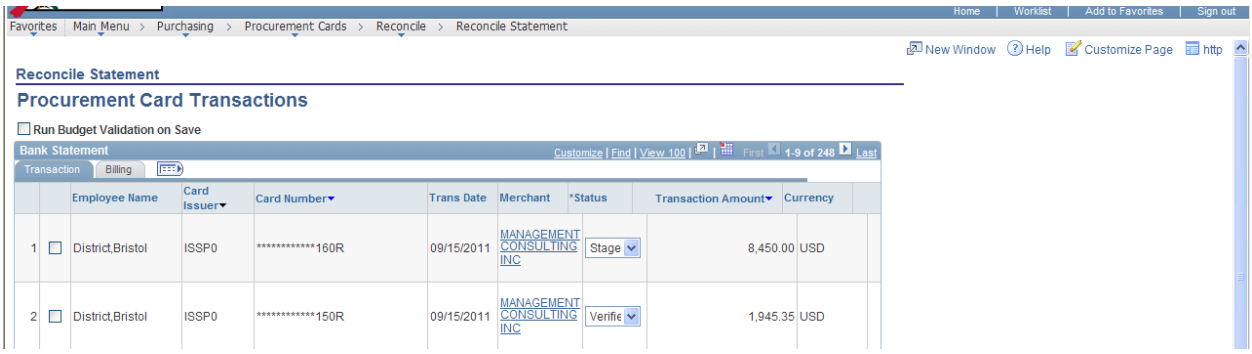
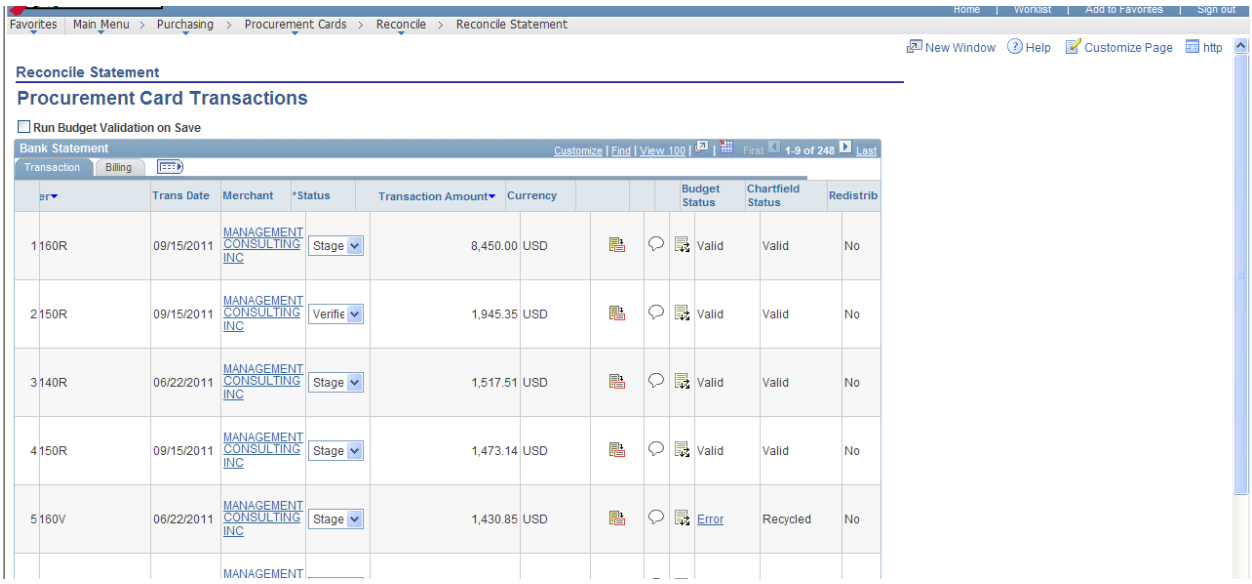
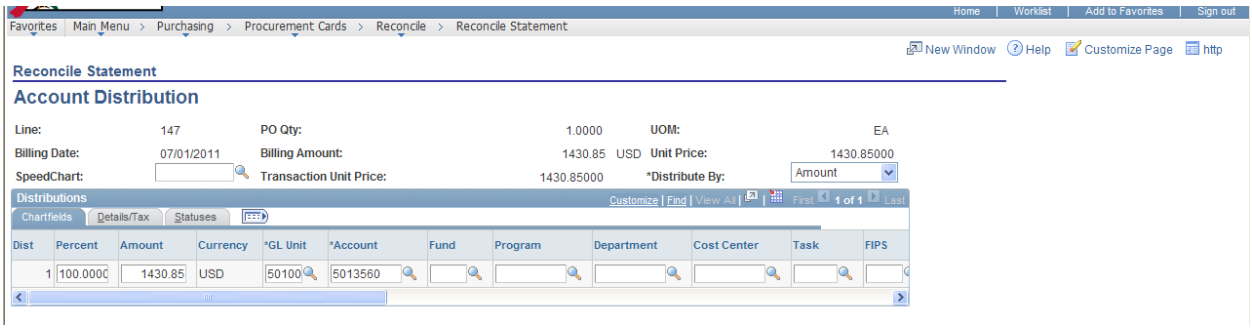
Navigate to **Reconcile Statement** for the transactions that you would like to reconcile.



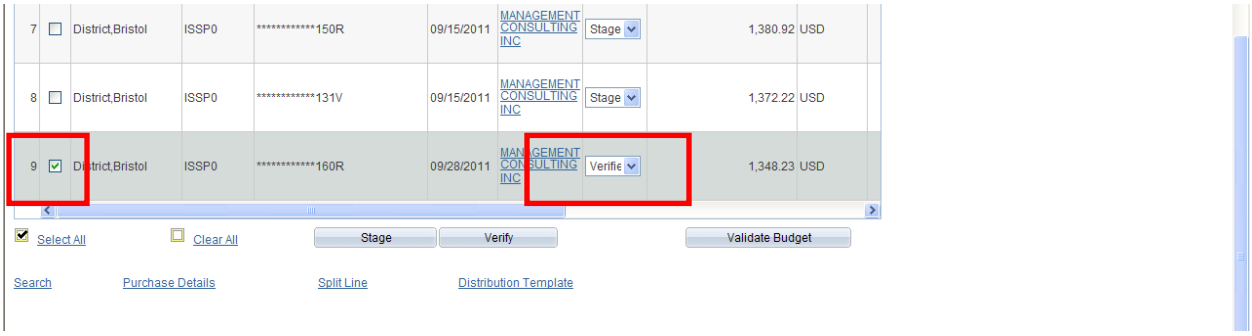
For your information for MANCON transactions, the Budget Status should be "Valid" unless the Card Number ends in a "V". For these transactions you will need to click the icon to the left of the budget status that looks like a paper with 3 arrows and the Distribution will need to be added.



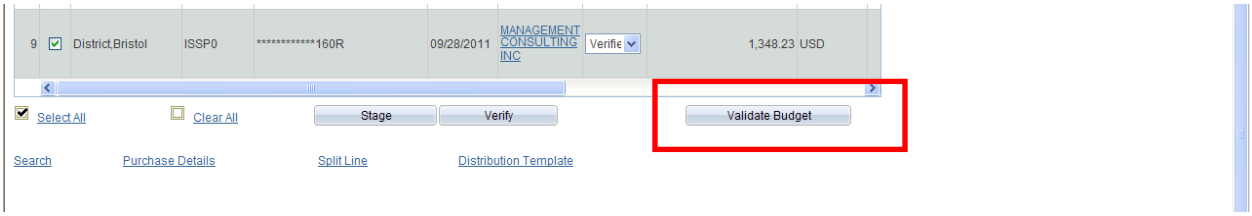
For a "V" transaction, add the distribution and click "**OK**".



Change the Status to “Verified” and click the box on the left side of the transaction for ALL of the transactions you would like to complete.



Click **Validate Budget**.



Make sure the budget status is Valid for all of your checked transactions and click **Save**.