Manually Merge Transactions

When transactions do not automatically merge, the Cardholder will have to manually merge the Keyed and Bank transactions. To do that, follow the steps below.

- 1. Click on the Keyed transaction from the Transactions list.
- 2. A popup with three options will appear, click on Merge Transaction

Iransaction Date 9/24/2	UZ1 Amount \$1241.98				
Transaction Received	Age 46				
Item/Service Description	tem/Service Description Meals Ohio military reserve training				
Queue HQ - PRUETT	Last Action New From Bank by System Event				
Cardholder Pruett, Jeffr	rey Current State On Hold				
1					
Lowe's	Please Make a Selection				
Transaction Date 12/2					
Transaction Keyed	Merchant Name: Lowe's				
Item/Service Description					
Queue HQ - PRUETT					
Cardholder Pruett, Je	Edit Transaction				
	Merge Transaction				
LOWES #0075		π			
Transaction Data 44/2	ĭ Cancel				
Transaction Date 11/2					
Itansaciion Received					
Item/Service Description					
Queue No Queue Assig	Ined Last Action New From Bank by System Event				
Cardholder Pruett, Jeffi	Current State Awaiting Approval				

INSTRUCTIONS CONTINUE ON THE NEXT PAGE

3. On the next screen, select the bank transaction that should be merged to the keyed transaction

Ohio	PREP Payment Card Reconciliation Portal		Performance Performance Hello Jeffrey Logout ↔
NON-PRODUCTIO	N – DO NOT USE UNLESS SPECIFICALL	Y INSTRUCTED FOR TESTING/TROUBLESHOOTING ONLY Merge Keyed and Bank Transactions	E Transaction
	Amount \$22.00 Merchant Lowe's Item/Service Description test	Date 12/2/2021	
	Transaction Date 10/21/2021 Merchant LOWES #00181* Transaction Received 10/26/2021	Amount -485.56	
	Transaction Date 10/7/2021 Merchant LOWES #00181* Transaction Received 10/18/2021	Amount 13380.12	
	Transaction Date 9/24/2021 Merchant SO *ELEGANT EATS C	Amount 7247.98	

4. The next screen will show the two selected transactions (Keyed and Bank) next to each other. Once you confirm that this is what should be merged, click the Merge button.

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UNLESS SPE	ECIFICALLY INSTRUCTED FOR TESTIN	G/TROUBLESHOOTING ONLY Merge Keved and Bank Transactions	∷ Transaction
	Amount \$22.00 Merchant Lowe's Item/Service Description test	Date 12/2/2021	List
	Amount 22.00 Merchant Lowe's Transaction Received 12/2/2021	Transaction Date 12/2/2021	
	Amount 52.30 Merchant LOWES #00755* Transaction Received 11/26/2021	Transaction Date 11/22/2021	Ê
			Merge

PROCESS COMPLETE