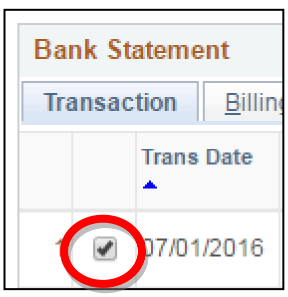
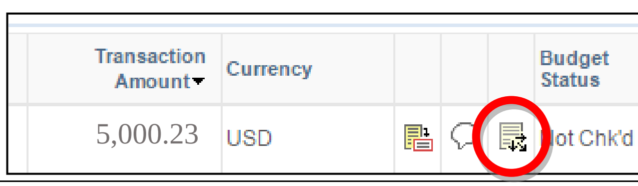
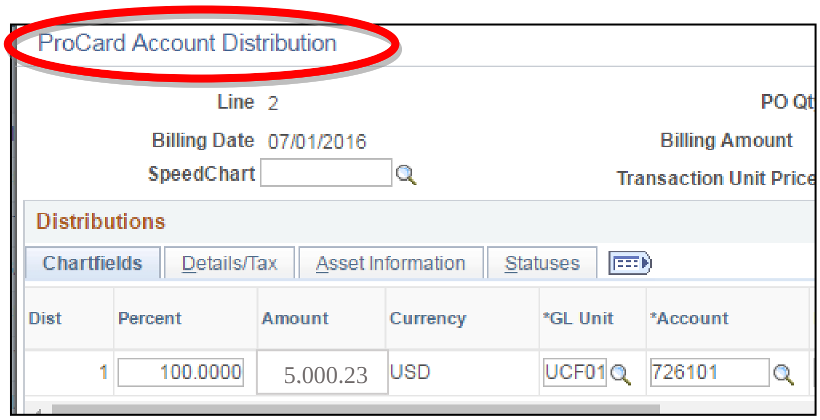
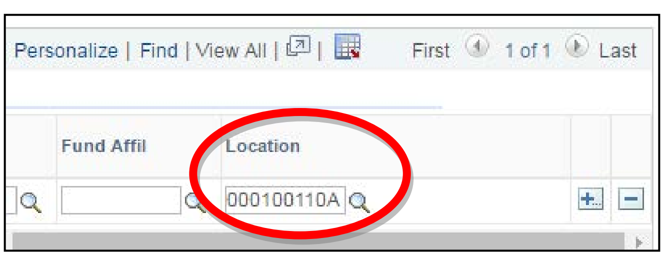
Adding Asset Information to a PCard Transaction

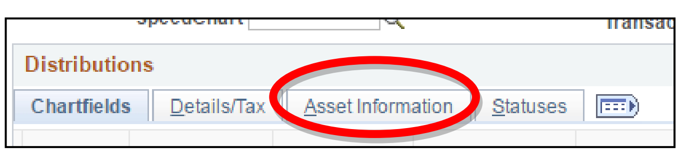
The steps below explain how to add asset information to a PCard transaction.

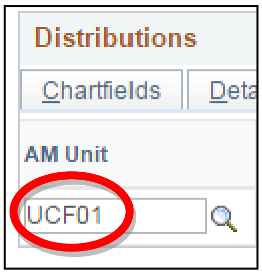
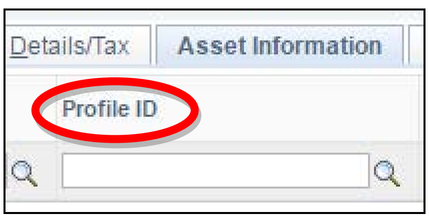
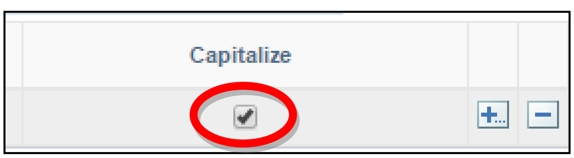
Step	Action
1.	Navigate to: **Purchasing** > **Procurement Cards** > **Reconcile** > **Reconcile Statement**. The **Reconcile Statement Search** page will display.
2.	Enter your search criteria.
3.	Click the **Search** button. The **Procurement Card Transactions** page will display.
4.	Select your transaction by clicking the check box next to the **Trans Date** column of the transaction. 
5.	Click the **Distribution** icon. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>The ProCard Account Distribution page will display.


</td></tr>
<tr><td>7.</td><td>Scroll to the right side of the page until the Location field becomes visible.</td></tr>
<tr><td>8.</td><td>In the Location field, enter the numeric location code for the building and room where the asset is located.


</td></tr>
<tr><td>9.</td><td>Click the Asset Information tab on the Account Distribution page.


</td></tr>
</table>

Step	Action
10.	Enter **UCF01** into the **AM Unit** field (Asset Management Business Unit). 
11.	Enter the **Profile ID** (which will almost always end in 05). 
12.	Select the **Capitalize** check box, as shown in the image below. 
13.	Click the **OK** button. The **Procurement Card Transactions** page will display.
14.	Click the **Save** button.