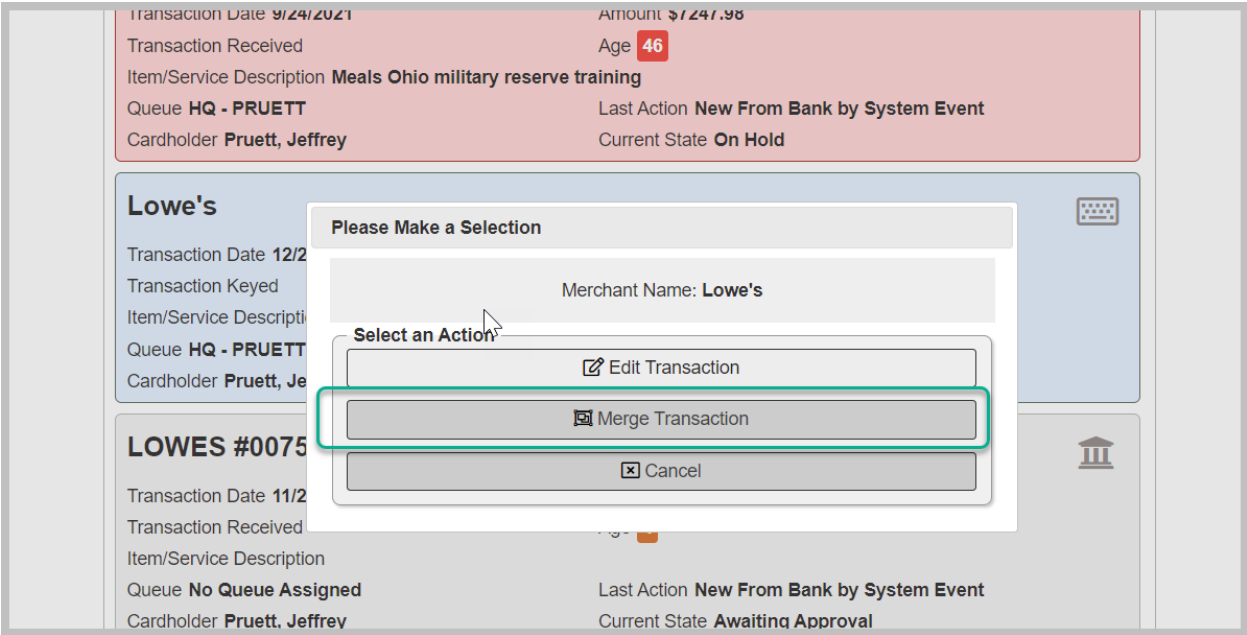


# Manually Merge Transactions

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



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

Hello Jeffrey  
Logout

NON-PRODUCTION – DO NOT USE UNLESS SPECIFICALLY INSTRUCTED FOR TESTING/TROUBLESHOOTING ONLY

Main Menu Merge Keyed and Bank Transactions Transaction List

Amount <b>\$22.00</b> Merchant <b>Lowe's</b> Item/Service Description <b>test</b>	Date <b>12/2/2021</b>
Transaction Date <b>10/21/2021</b> Merchant <b>LOWES #00181*</b> Transaction Received <b>10/26/2021</b>	Amount <b>-485.56</b>
Transaction Date <b>10/18/2021</b> Merchant <b>LOWES #00181*</b> Transaction Received <b>10/18/2021</b>	Amount <b>13380.12</b>
Transaction Date <b>9/24/2021</b> Merchant <b>SO *ELEGANT EATS CATERING</b>	Amount <b>7247.98</b>

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.

**Ohio PREP**  
Payment Card Reconciliation Portal

Hello Jeffrey  
Logout

USE UNLESS SPECIFICALLY INSTRUCTED FOR TESTING/TROUBLESHOOTING ONLY

Main Menu Merge Keyed and Bank Transactions Transaction List

Amount <b>\$22.00</b> Merchant <b>Lowe's</b> Item/Service Description <b>test</b>	Date <b>12/2/2021</b>
Amount <b>22.00</b> Merchant <b>Lowe's</b> Transaction Received <b>12/2/2021</b>	Transaction Date <b>12/2/2021</b>
Amount <b>52.30</b> Merchant <b>LOWES #00755*</b> Transaction Received <b>11/26/2021</b>	Transaction Date <b>11/22/2021</b>

Back Merge

PROCESS COMPLETE