RECONCILING P-CARD TRANSACTIONS

1. Go to Financials>Accounts Payable>Invoice Processing>Purchase Cards>Purchase Card Statements.
2. Click "Search".

3. To search for a particular card, type in the card number or the name on the card. To search for all the p-cards that your permissions allow you to maintain, leave all fields blank. To limit by a particular period, type in the statement "Code" (e.g., for transactions posted in October 2018, enter OCT18*). Click "Accept".
4. If all the search fields were left blank, a number will appear at the bottom left screen. Scroll through the cards using the arrows to locate the card to be reconciled.
5. After the appropriate card/statement has been found, click "Transactions" at the top of the screen.
6. Click "Update"
7. Enter a detailed "Charge Description" (i.e., account number, dates of service, contract number, location, invoice number, etc.). If the vendor name does not populate in the vendor field, include the vendor name in the description field also.
8. Tab to "Account" at the bottom of the screen and change to appropriate account (usually change the last segment only).
9. Click "Accept"
10. Click "Attach" to attach any receipts and other supporting documentation.
11. Click "Purchase Card Transaction". Tyler Content Manager (TCM) will open.

12. Click "+" (new). Click on the appropriate icon to either import or scan the supporting documentation.
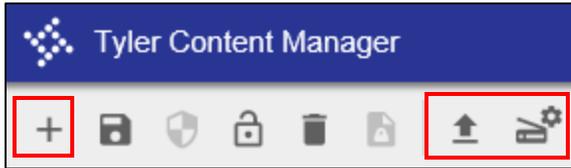
13. Click "Save". Close TCM.
14. When all updates are complete and all supporting documentation has been attached, click "Accept".
15. If there is more than one transaction for this card, use the arrows at the bottom of the screen to scroll to the next transaction.
16. After all transactions for the card are reconciled, click "Return" to go back to the main statement screen.
17. Click "Release".
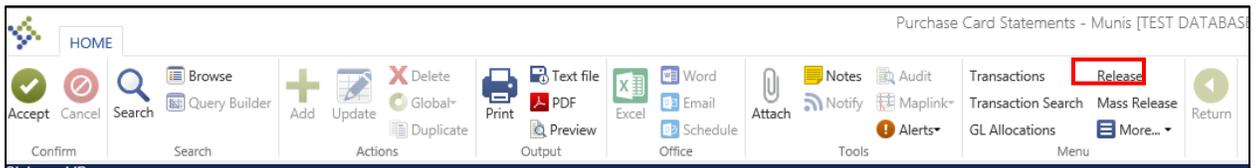
18. Finance department personnel will review the transactions and the supporting documentation. If complete and correct, the transactions will be posted into the GL accounts.
19. If an incorrect GL account is used or no attachments are found or are incomplete, the transaction will be rejected. Corrections will need to be made to the rejected transaction(s), using the same process as reconciling new transactions, and release into the workflow approval process again.