



SUMNER COUNTY GOVERNMENT

Munis 2021.2 Reconciling Pcard Transactions

Section 1 General Information

- Below are steps to Reconcile Pcard transactions in Munis. All Pcard users must reconcile their transactions by the 10th of the following month.
- If the end user needs assistance with Reconciling Pcard Transactions, contact the finance department's accounts payable clerk.

Section 2 Procedures

1. From the Tyler Menu, open "Purchase Card Statements."

Purchase Card Statements [*NON-PRODUCTION* v2021.2 SUMNER COUNTY]

Close Accept Search Browse Output Print Display PDF Save Attach Transactions Transaction Search GL Allocations Release Mass Release Single Convert Mass Convert Change Fiscal Period

Purchase Card Statements [*NON-PRODUCTION* v2021.2 SUMNER COUNTY]

Statement ID

Statement ID *

Card

Card number

Name on card

Statement Details

Dept

Code

Status

GL year/period

GL effective date

Invoice date

Total

Notes Dispute Comments

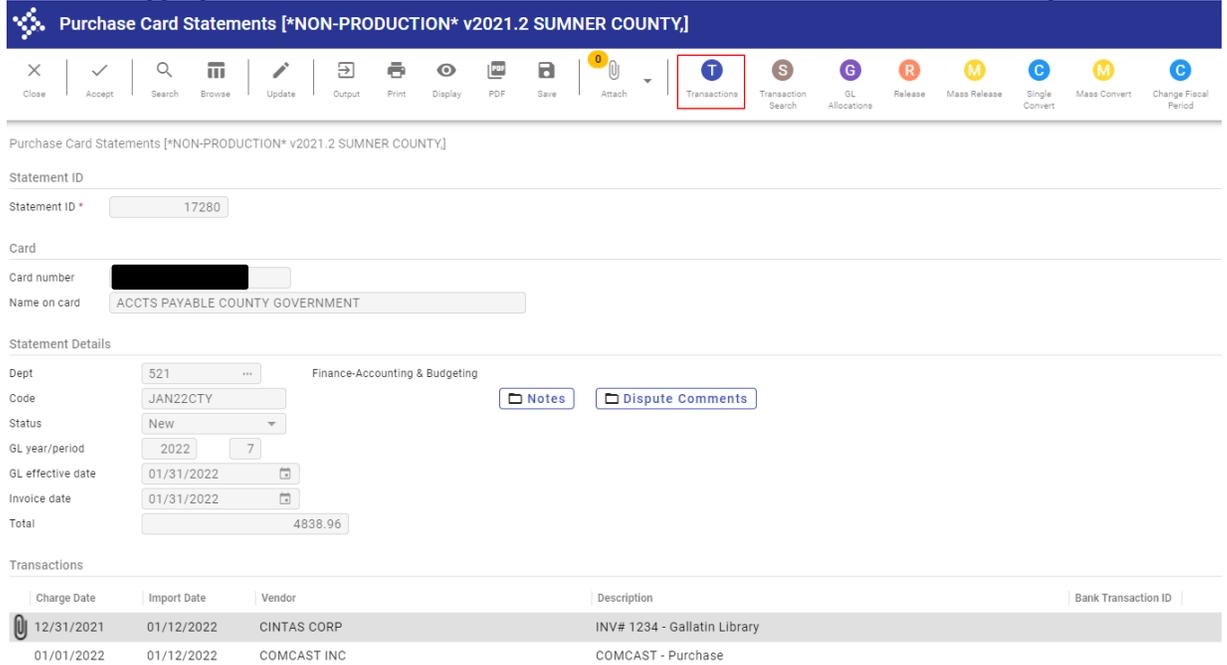
Transactions

Charge Date	Import Date	Vendor	Description	Bank Transaction ID	Amount	Commodity Code	Updated?
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2. Click "Search."

1. To search for a particular card, type in the last four digits of the card number preceded by an asterisk (*1234), or enter the name on the card.
 2. To search for all the pcards, leave all fields blank.
 3. To limit by a particular period, type in the statement "Code" (e.g., for transactions posted in January 2022, enter JAN22CTY or JAN22HWY). (CTY for county pcards, HWY for highway pcards)
 4. Click "Accept."
3. If all search fields are left blank, a number will appear at the bottom left of the screen. Scroll through the cards using the arrows to locate the card to be reconciled.

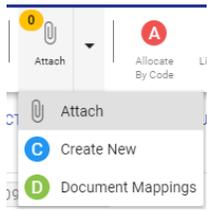
- After the appropriate card/statement has been found, click “Transactions” at the top of the screen.



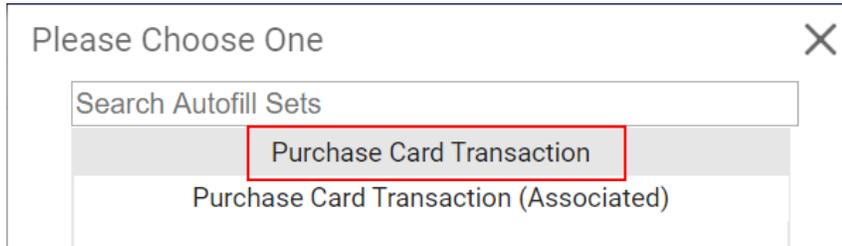
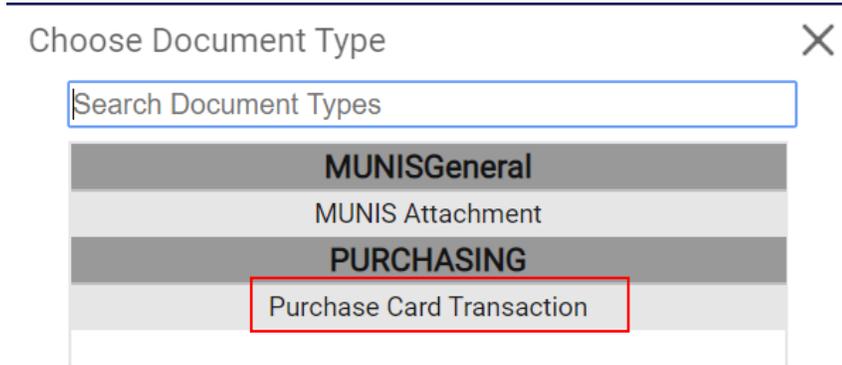
- Click “Update.”
- Enter a detailed “Charge Description” (i.e., dates of service, description of item(s), account number, contract number, location, claim number (if Risk Mgmt.), etc.). If the vendor name does not populate in the vendor field, include the vendor name in the description field. **If the vendor name is in the vendor field and in the description field, remove it from the description field.** It is better to use lower case letters since all caps takes up more room.
- NEW step...After updating the description line – tab or click down to Invoice Number. If your transaction has an Invoice number, add that in the Invoice Number field. This will help prevent duplicate payments. (Vendors like Walmart, Target, Lowes, etc. will not have an invoice number, therefore you won’t need to update this field.)



- Tab to “Account” at the bottom of the screen and change to the appropriate account (usually will only need to change the object code).
- Click “Accept.”
- Click “Attach” the drop down to attach any receipts and other supporting documentation.



- a. It will open TCM, Click “+” (new/add).
- b. Chose Purchase Card Transaction



- c. Click “Purchase Card Transaction”.
- d. Click on the appropriate icon to either import or scan the supporting documentation.
- e. Click “Save” and close TCM.

11. 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, and repeat the previous steps to reconcile each transaction.

- B. After all transactions for the card are reconciled, click “Back” to go back to the main statement screen.
- C. Click “Release.”



If a Pcard statement is Rejected, you will need to into the statement and Reactivate the statement before you can make any changes. After pressing Reactivate, it will then put the status back to New.

