How to Reconcile Purchase Cards With PO

1) Update Vendor Number (details below)
2) Liquidate PO (details below)
3) Attach Receipts in TCM
4) Release Statement once all Transactions are reconciled

Once a statement has been imported, the cardholder will see a notification in their email showing charges to the card that must be reconciled. If the user is set up to receive notifications on his or her dashboard, the notification may show here as well.

Once you click on it, the notification will look something like this:

![Workflow Notifications](image-url)
To view your statement, click on "Financials" → “Accounts Payable” → “Invoice Processing” → “Purchase Cards” → “Purchase Card Statements”

Click “Browse”
Choose the statement that has a status listed as “New”

You should see the following screen. All of the Transactions shown here are on this single card and posted on the same day. Under “Transactions”, double click on a charge to reconcile.
1) **Update Vendor Number**

Every new transaction has a temporary Vendor number (999102)

Click “Update and enter the correct Vendor Number for this Transaction

Once the correct Vendor Number is entered click “Accept”

2) **Liquidate PO**

Click “Liquidate PO” from the ribbon across the top of your screen
Since you entered the correct Vendor Number Munis will offer you any POs you have open for this Vendor with a few exceptions.

*The PO cannot have Change Orders pending

*The PO must have a line with an amount equal to or greater than the PCard transaction

*The PO cannot have a contract associated with it (entered at Requisition entry)

*Only 1 PO can be liquidated per PCard Transaction

*If your PO meets any of these exceptions please contact IT for further instructions*

Choose the PO line that matches your purchase and then choose “Accept”

Click “Update Allocations” to update the GL account on the PCard Transaction to match the GL account from the PO.
Click “Liquidate”

The PCard program will adjust the quantity accordingly if the PO will not be fully liquidated.

Click “Accept”
If there is a balance remaining on the PO after this PCard Transaction liquidates the PO you will be offered the following message. You can choose whether or not to fully liquidate the PO.

*If you wish to use the remaining balance in the future choose "No"

If you want to check that your PO was liquidated, you can click “View Liquidated PO”. IF your purchase/transaction was not for the full PO amount, the liquidated PO will specify that only partial liquidation has occurred.
3) Attach Receipts in TCM

Once everything appears correct on the Transaction screen click “Attach”

Highlight “Purchase Card Transaction” then click on “View Documents” and attach a receipt for the purchase.
Once you have added a receipt to a purchased item, a paperclip will show next to the line item.

4) Release Statement once all Transactions are reconciled

After you have followed the above process for every purchase click “Back” to the Purchase Card Statement screen and click “Release”
If the following alert shows, click “Yes” only if all of your lines show a paperclip next to them. If not, then choose “No” and add all receipts.

<table>
<thead>
<tr>
<th>Statement ID</th>
<th>Card number</th>
<th>Name on card</th>
<th>Dept</th>
<th>Code</th>
<th>Status</th>
<th>GL year/period</th>
<th>GL effective date</th>
<th>Invoice date</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

**Attachment Warning**

There are no attachments on this statement. Do you wish to continue?

- Yes
- No

Transactions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Bank Transaction ID</th>
<th>Amount/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/07/2019</td>
<td>06/28/2019</td>
<td>INFINIT Systems Inc</td>
<td>WORKSHOP 180</td>
<td>Bank 1234567890</td>
<td>2300.00 Yes</td>
</tr>
<tr>
<td>06/07/2019</td>
<td>06/28/2019</td>
<td>THE NEWS GROUP INC</td>
<td>SP</td>
<td>Bank 1234567890</td>
<td>400.00 No</td>
</tr>
<tr>
<td>06/07/2019</td>
<td>06/28/2019</td>
<td>ALTUREB.COM/COMMUNICATIONS LLC</td>
<td>ELEVATOR PHONES</td>
<td>Bank 1234567890</td>
<td>2702.00 Yes</td>
</tr>
<tr>
<td>06/07/2019</td>
<td>06/28/2019</td>
<td>THE NEWS GROUP INC</td>
<td>News</td>
<td>Bank 1234567890</td>
<td>145.50 No</td>
</tr>
</tbody>
</table>