How to Reconcile Purchase Cards With Out PO

1) Update Vendor Number (details below)
2) Update GL Account to be used (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:
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

*If the PCard Transaction is for a Vendor that is not loaded in Munis leave temporary vendor number*

Once the correct Vendor Number is entered tab down to the “Allocations” portion of the transaction.

2) Update GL Account to be used

Enter the GL Account for the PCard Transaction if different from your default then click “Accept”
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.