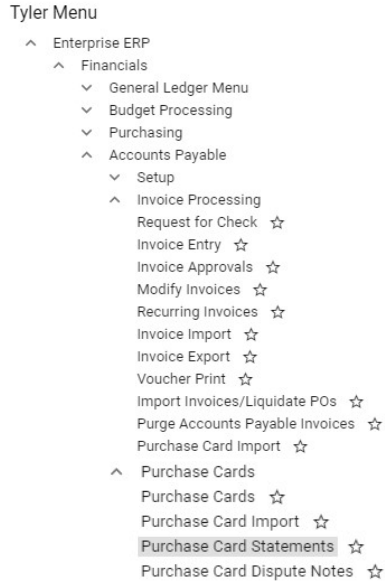
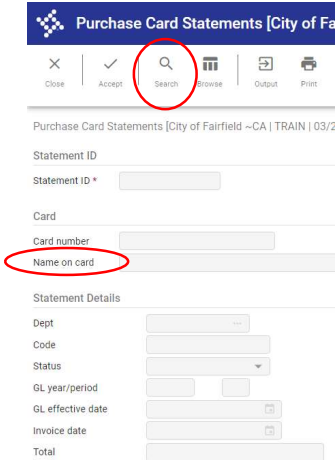


# Tyler Topic: Purchase Cards

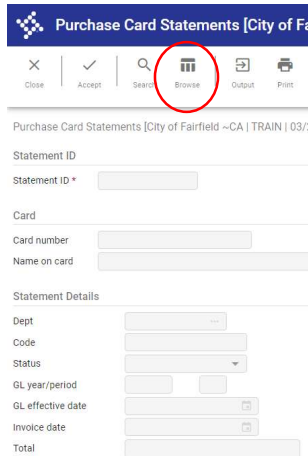
1) To get to the Purchase Card Statement from the Tyler Menu, go to Financials>Accounts Payable>Invoice Processing>Purchase Cards>Purchase Card Statements.



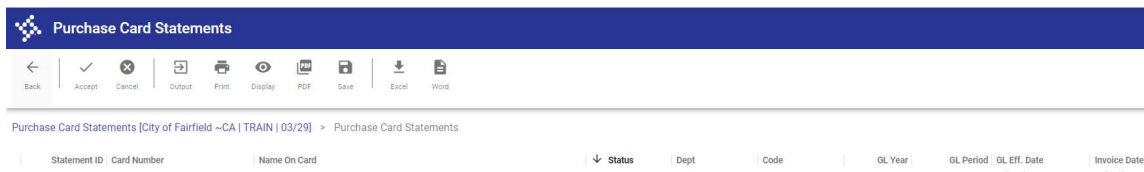
2) If you know the exact name on your card, you can use the Search icon and the Name on Card field, otherwise, you can hit Browse to bring up all the Purchase Cards.



OR



3) Sort the Purchase Cards by double clicking on the header column names - can be sorted by Name on Card, Status, Dept or Code to find the P-Card. Code refers to the month and year of the Purchase Card statement (example: FEB2023).



4) Once the P-card is located, double click to open. Click on the “T” Transactions skittle.

Purchase Card Statements [City of Fairfield ~CA | TRAIN | 03/29]

Statement ID: [Redacted]

Card: [Redacted]

Statement Details:

- Dept: 15100 HUMAN RESOURCES
- Code: FEB2023
- Status: New
- GL year/period: 2023 8
- GL effective date: 02/28/2023
- Invoice date: 02/28/2023
- Total: 9222.39

Charge Date	Import Date	Vendor	Description	Bank Transaction ID	Amount	Commodity Code	Updated?
01/23/2023	02/28/2023	COSTCO WHSE #0694	WHOLESALE CLUBS		345.88		No
01/25/2023	02/28/2023	WM SUPERCENTER #3708	GROCERY STORES, SUPERMARK		9.93		No
01/25/2023	02/28/2023	CAL CHAMBER OF COMMERCE	MEMBERSHIP ORGANIZATIONS		994.51		No

5) Click the Update Pencil icon and update the below fields:

Transactions

Purchase Card Statements [City of Fairfield ~CA | TRAIN | 03/29] > Transactions > [Pencil icon]

Transaction:

- Munis Transaction ID: 6110
- Card holder for transaction: [Redacted]
- Vendor: 999998 COSTCO WHSE #0694
- Charge description: WHOLESALE CLUBS**
- Commodity code: [Redacted]
- Charge date: 01/23/2023
- Post date: 01/24/2023
- Import date: 02/28/2023
- Transaction amount: 345.88

Allocations:

PA T)	Project Account	Org	Obj	Project	Description	Percent	Amount	A	Employee	t
[Redacted]	[Redacted]	561	9090	[Redacted]	P-CARDS CITY WIDE	100.000	345.88	[Redacted]	[Redacted]	[Redacted]

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**Charge Description:** This will default based on the vendor (for example, Costco defaults as a Wholesale Club). This needs to be updated to describe what was purchased. Please be specific- do not just put “Supplies.” PLEASE USE ALL CAPS.

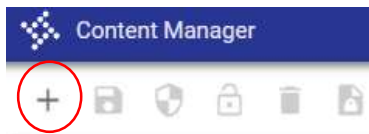
**Allocations:** Update the Org, Object, and Project (if applicable). This will default to 561-9090, but needs to be updated to the correct account code. Multiple account codes can be entered for one transaction by changing the Percent or Amount fields and hitting tab to create another line.

Hit Accept to save changes and use the arrows in the bottom left corner to move from transaction to transaction to update each one.

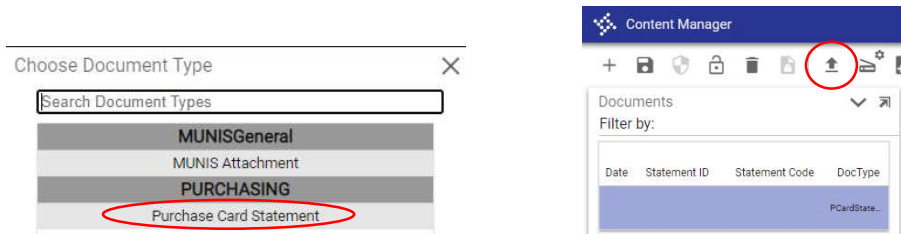
6) Once all transactions have been updated, hit the Back Arrow to get back to the main Statement page. Click on the Attach Paperclip icon to open TCM and to attach your statement.

**IMPORTANT NOTE:** The statement should be attached as one document with all the receipts and back-up as one file. If the person inputting the statement in Tyler is not the Cardholder, then the Cardholder needs to sign the statement and include it in the attachment to acknowledge that they did make these purchases.

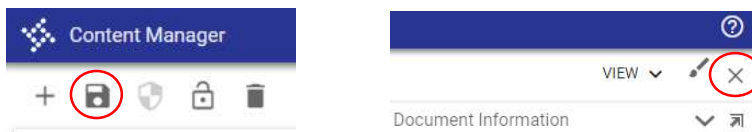
In TCM: Click the + button to Create New Document.



Select the Purchase Card Statement as the Document Type, and click the Up Arrow to Import an attachment.



Choose a File or drag and drop one in, hit Import, then the Save Icon in the top left corner. Close TCM using the X in the top right corner.



7) Release the Statement into Workflow using the "R" Release skittle on the toolbar.



The statement will go to the Statement Approver according to the Purchase Card settings. If the Statement Approver or Notification User for a Purchase Card needs to be updated, please email [Tylerhelp@fairfield.ca.gov](mailto:Tylerhelp@fairfield.ca.gov).