

Munis PCard Reconciliation

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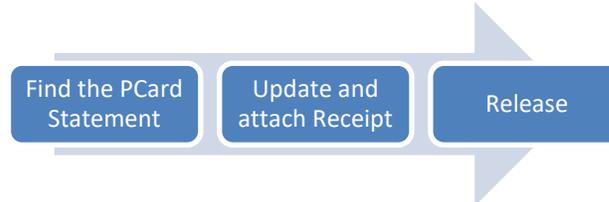
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Purchase Card (PCard) Statements Overview

The City of Round Rock issues PCards to authorized users to streamline and simplify the purchase of small dollar transactions. It is the responsibility of each cardholder or reconciler to review and update each transaction by the due date so that the statement can be approved by the department supervisor. This document outlines the procedures needed to complete PCard reconciliation:



PCard Statement: This is the record that is created when transactions are imported from JPMorgan into Munis PCard. It will follow the ProCard Billing Cycle Calendar dates. The statement will be coded with the posted end date (eg. - 04052017).

PCard Transactions: These are the line items on a PCard Statement. Each transaction must be reviewed and updated before releasing the statement for approval at the end of the billing cycle. Cardholder or Reconciler will receive a notification on their dashboard when they have new transactions.

PCard Statements cannot be added or deleted in Munis. Statements and the transactions they contain are created by the transaction import program. PCard transactions are imported daily.

Searching for a PCard Statement

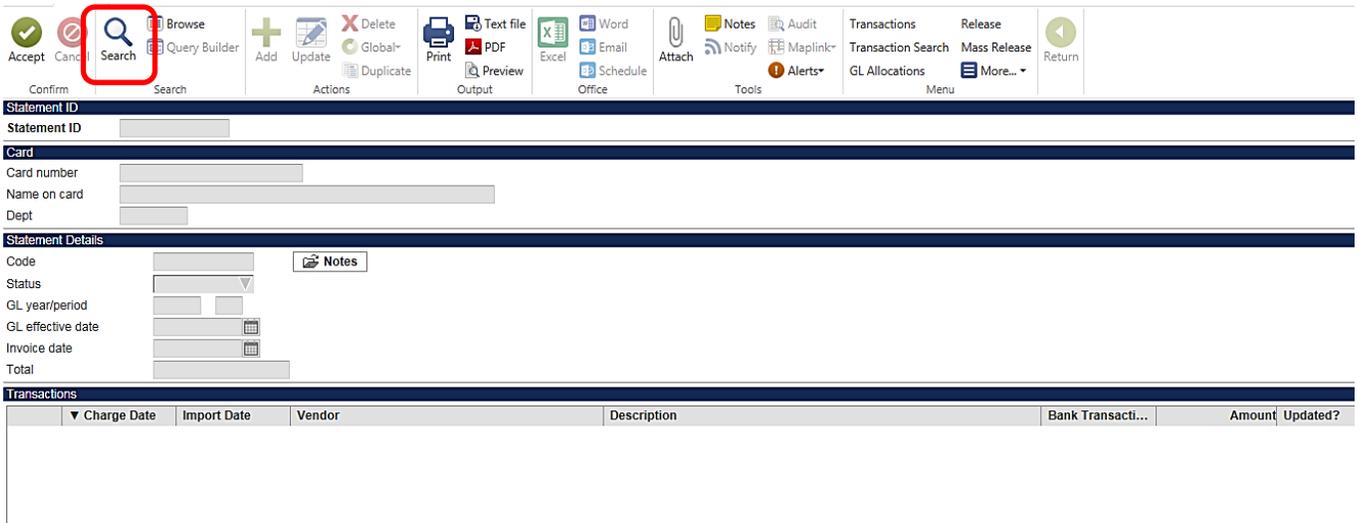
1. From the Tyler Menu, click Financials, Accounts Payable, Invoice Processing, Purchase Cards, Purchase Card Statements.

Tyler Menu

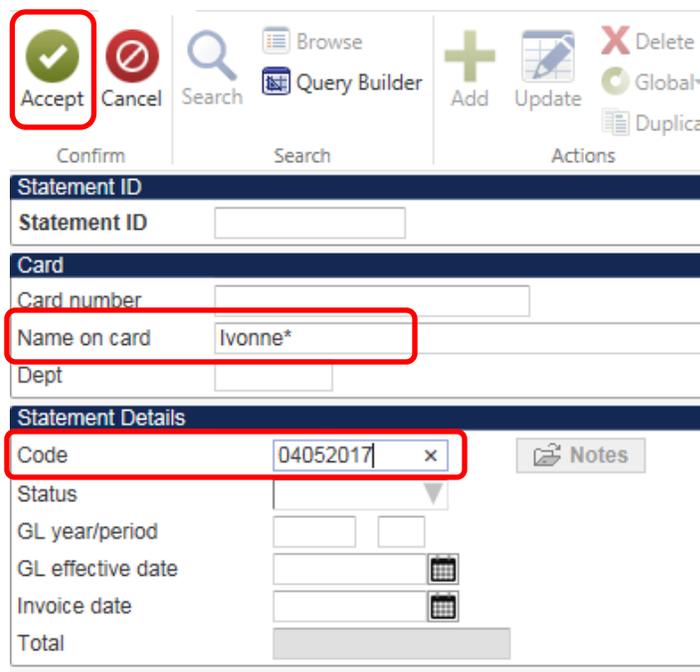
Search

- ▾ Munis
 - ▾ Financials
 - General Ledger Menu
 - Budget Processing
 - Purchasing
 - ▾ Accounts Payable
 - ▾ Invoice Processing
 - Request for Check
 - Purchase Card Import
 - ▾ Purchase Cards
 - Purchase Cards
 - Purchase Card Import
 - Purchase Card Statements**

2. Click Search in the Ribbon.



Tab to "Name on card" field and enter your name. Tab to "Code" field and enter Statement Code. Click Accept.



If you are unsure of how your name is entered search by using wildcards (*). For example:

- Starts with: **Jeff*** matches Jeff Smith, Jeffrey Smith, Jeffrey W Smith etc.
- Ends with: ***Brown** matches Sally Brown, Jim Brown, B. J. Brown etc.
- Contains: ***Jeff*** matches Jeff Smith, Jeffrey Smith, Bob Jefferson etc.

3. A list of transactions from the PCard Statements displays on the screen. Transactions with “No” in the Updated? column will need to be reconciled.

The screenshot shows the PCard Reconciliation software interface. The 'Accept' button is highlighted with a red box. The 'Transactions' menu item is also highlighted with a red box. A table of transactions is shown, with the row for 'BLUEMOUNTAIN*CARDPLUS' highlighted in red. The 'Updated?' column for this row shows 'No'.

Charge Date	▲ Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
03/07/2017	03/15/2017	TLF HEART AND HOME FLO	FLORISTS - Retirement Party		66.35	Yes
03/15/2017	03/20/2017	TLF HEART AND HOME FLO	FLORISTS - Retirement Party #2		66.35	Yes
03/16/2017	03/21/2017	OFFICE DEPOT, INC	Plaques for Retirement Parties		273.84	Yes
03/22/2017	03/24/2017	HEB #673	Cake and Supplies Retirement Parties		89.43	Yes
03/23/2017	03/27/2017	GINOS PIZZERIA	Snacks for Retirement Parties		132.55	Yes
03/23/2017	03/23/2017	SHUY'S ROUND ROCK	EATING PLACES, RESTAURANTS		94.65	No
03/31/2017	04/04/2017	BLUEMOUNTAIN*CARDPLUS	DIRECT MARKETING-CONTINUITY/SUBSCRIPTION MERCHANTS		19.99	No
04/04/2017	04/06/2017	PAYPAL SUGARWOMMITS	MISC FOOD STORE-CONVENIENCE, MKKT, SFLTY, VENDORS MALS		265.00	No
04/04/2017	04/06/2017	PEREZ SIGNS & GRAPHIX INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED		320.00	No
04/04/2017	04/06/2017	GIANT PRINTING	ADVERTISING SERVICES		349.00	No

4. Click a PCard Transaction that has not been updated. You can do one of the following to open the transaction:
 - a) click Accept,
 - b) click Transactions in the Menu Ribbon,
 - c) or double click the line selected.

Updating a PCard Statement



Transactions will be imported with the cardholder's default Org and Object codes. Each transaction will be issued a Munis Transaction ID number which can be used to code your receipts.

The screen displays the first transaction in the statement as shown:

- Click Update. Modify the Charge Description to the actual purchase description on the receipt. Update the Org and Object codes as required for the purchase. Click Accept to save changes.
- Click on the paperclip (TCM) and add your scanned receipt to each transaction. Review Attaching Documentation instructions on the following pages.

The screenshot shows the PCard Statement interface. Key elements highlighted with red boxes include:

- Buttons:** Accept, Update, Attach, and Return.
- Transaction Details:**
 - Munis Transaction ID: 95
 - Charge description: FLORISTS - Retirement Party
 - Transaction amount: 66.36
- Allocation Table:**

PA Ty...	Project Account	Org	Obj	Project	Description	Percent	Amount	A	GL Bud	PA Bud
		10021003	5316		Supplies - Office	100.000	66.36	N	U	
- Navigation Bar:** K < 1 of 10 > |

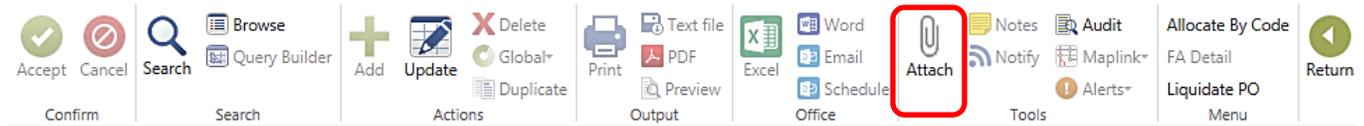
- A PCard Statement may have more than one transaction. Click the arrow to use the Navigation Bar to review and update each transaction. Follow Steps 5 and 6 above. When finished Click Return.

Attaching Documentation

□

Each transaction on a PCard Statement must have a receipt attached in Munis. Use a copier/scanner to scan your receipt, and then import into Munis.

1. With the PCard transaction displayed on the screen, click Attach in the Ribbon. The TCM (Tyler Content Manager) window opens.

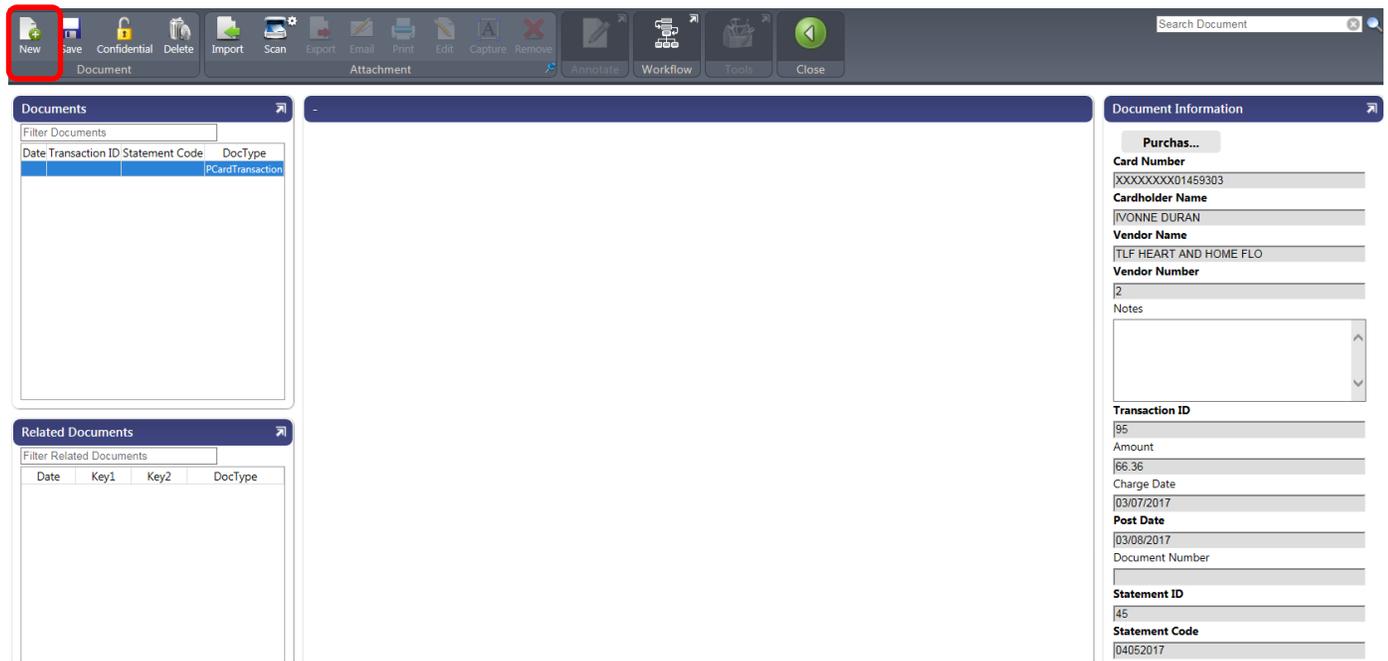


Attachment Type	Document Type	Read Only	Count	Required
Generic Attachment	Attachment (no searchable metadata)		0	

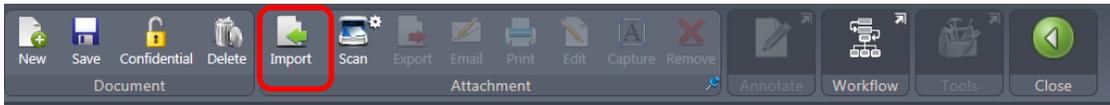
Document Title	TCM Document Type	Read Only	Count
Purchase Card Statement	Purchase Card Statement		0
Purchase Card Transaction	Purchase Card Transaction		0

Always double-click Purchase Card Transaction. You must attach a receipt for each transaction in the PCard Statement.

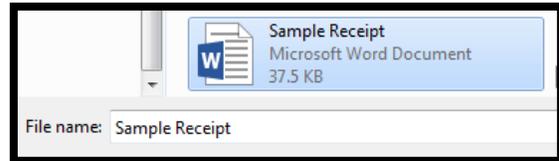
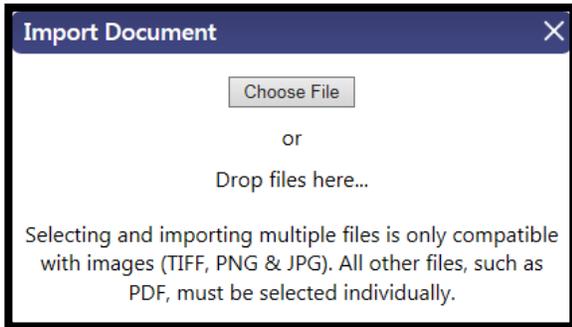
2. Double-click Purchase Card Transaction. The TCM (Tyler Content Manager) program opens. Document Information auto populates from the transactions line. Click New to attach a new document



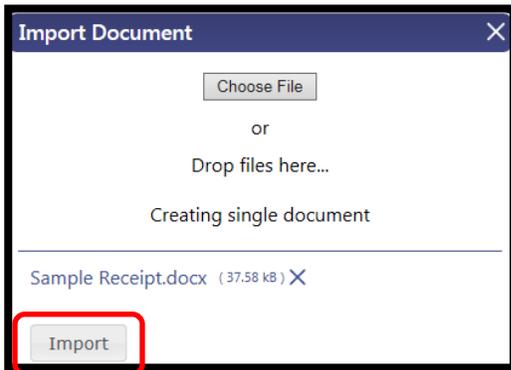
3. Click Import to import your scanned receipt.



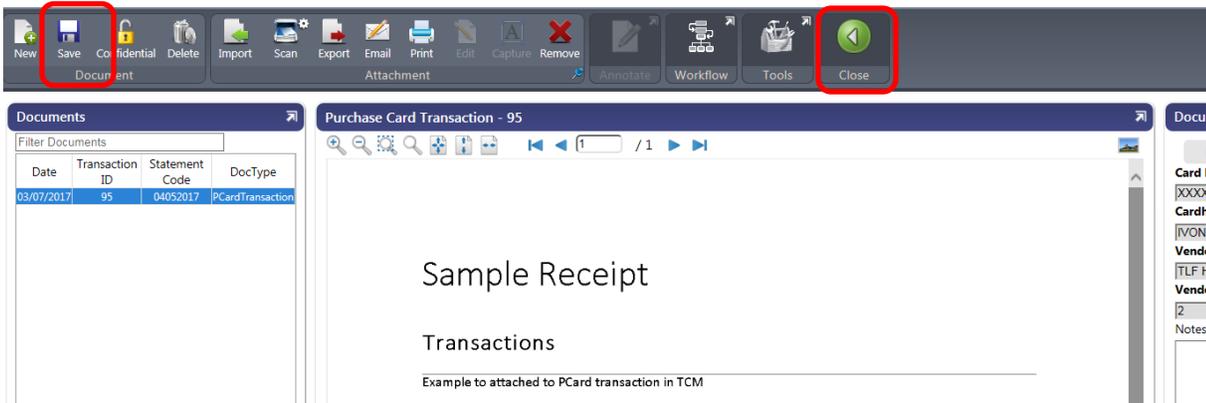
4. Choose File.



5. Click Import.



6. The receipt displays in the TCM window. View all parts of the receipt, ensuring that it is for the purchased item and is legible. Click Save in the toolbar.



7. Click Close Viewer in the toolbar to return to transaction screen.

Releasing a Reconciled PCard Statement

At the end of the Billing Cycle for this PCard Statement, when all transactions have been updated and a receipt has been attached for each transaction, you need to Release the Statement into workflow so that your Supervisor can review and approve it.



Before clicking Release, double-check your work.

Make sure you have updated the description charge on each transaction!

On the main statement page (not the transaction page), verify that you have an attachment for each transaction. The paperclip icon indicates that an attachment is present. Also verify that all Transactions in this Statement in the Update? Column is "Yes".

The screenshot shows the software interface with the 'Release' button highlighted in the ribbon. Below the ribbon, the 'Statement ID' is 45. The card information includes Card number XXXXXXXX01459303, Name on card IVONNE DURAN, and Dept 21003 POLICE OFFICE OF THE CHIEF. The Statement Details section shows Code 04052017, Status New, GL year/period 2017 7, GL effective date 04/30/2017, Invoice date 04/30/2017, and Total 723.76. The Transactions table is shown below:

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
03/07/2017	03/15/2017	TLF HEART AND HOME FLO	FLORISTS - Retirement Party		66.86	Yes
03/15/2017	03/20/2017	TLF HEART AND HOME FLO	FLORISTS - Retirement Party #2		66.86	Yes
03/16/2017	03/21/2017	OFFICE DEPOT, INC	Plaques for Retirement Parties		273.84	Yes
03/22/2017	03/24/2017	HEB #673	Cake and Supplies Retirement Parties		89.68	Yes
03/23/2017	03/27/2017	GINOS PIZZERIA	Snacks for Retirement Parties		132.96	Yes
03/24/2017	03/28/2017	CHUY S ROUND ROCK	EATING PLACES, RESTAURANTS		94.66	No

You can do a final review of your Org and Object codes for this Statement by clicking GL Allocations in the Ribbon.

The screenshot shows the software interface with the 'GL Allocations' button highlighted in the ribbon. Below the ribbon, the 'GL Allocations' table is shown:

Org	Object	Project	Description	Amount	Budget Code
10021003	5316		Supplies - Office	32.40	U
10021003	5434		Training & Education	157.61	U
10021003	5483		Community Services	140.00	U

1. Click Return from the Transactions or GL screen to return to the Statement screen.
2. Click Release in the Ribbon.

The screenshot shows the software interface with the 'Release' button highlighted in the ribbon.

3. The Status will change to Released.

Statement ID: 45

Card number: XXXXXXXX01459303
Name on card: IVONNE DURAN
Dept: 21003 POLICE OFFICE OF THE CHIEF

Statement Details

Code: 04052017

Status: Released

GL year/period: 2017 7
GL effective date: 04/30/2017
Invoice date: 04/30/2017
Total: 723.76

Charge Date	Import Date	Vendor
03/07/2017	03/15/2017	TLF HEART AND HOME FLO
03/15/2017	03/20/2017	TLF HEART AND HOME FLO
03/16/2017	03/21/2017	OFFICE DEPOT, INC

After the Statement has been released for Approval, the Cardholder/Reconciler will run a statement report to put with their original receipts. Click PDF in the Output section of the Ribbon. Open and Print the Report. Add receipts in order.

Accept Cancel Search Browse Query Builder Add Update Global Duplicate Print Preview

PDF

Excel Word Email Schedule Attach Notify Alerts

Transactions Release Transaction Search Mass Release GL Allocations More...

Send the report to your Approver to use in conjunction with reviewing and approving your PCard Statement online. This report and receipts can be sent to Purchasing for retention filing.

03/10/2017 11:04 6455mhow City of Round Rock | TRAIN | 01/05 PURCHASE CARD STATEMENTS P 1 appcstmt

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
25	XXXXXXXX01459303	IVONNE DURAN	21003	6 FEB	Released	2017/04	330.01
GL Effective Date: 01/31/2017		Invoice Date: 01/31/2017					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
37	Donation to American Red Cro	ZZ PCARD OTP		12/14/2016	12/14/2016	03/07/2017	140.00
38	Training Books for Departmen	ZZ PCARD OTP		12/14/2016	12/14/2016	03/07/2017	157.61
39	Copy of Prints for Chief	ZZ PCARD OTP		12/13/2016	12/14/2016	03/07/2017	32.40
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
10021003	5316	Supplies - Office		N	N	32.40	
10021003	5434	Training & Education		N	N	157.61	
10021003	5483	Community Services		N	N	140.00	

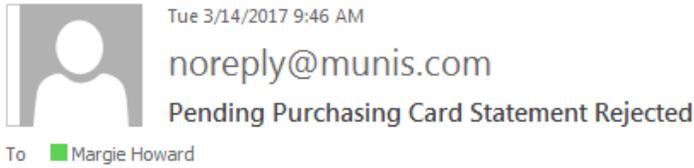
** END OF REPORT - Generated by Margie Howard **



Approvers are no longer required to sign off a paper copy. All approving will be done electronically within Munis by the Due Date.

To Reactivate a Rejected PCard Statement

If your Statement is Rejected, you will receive an email with a brief description of why.



The following purchasing card statement has been rejected. The rejecting approver's comment is: Testing of rejection a Pcard statement

A statement has been entered for card holder AUSTIN ELLINGTON, for department 12001. The statement number is 43.

To view additional information about this Munis item use this link:
[Additional Information](#)

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

To Reactivate a Rejected PCard Statement search for Name on Card and Select Rejected as the Status. Click Accept.

Statement ID	<input type="text"/>
Card	
Card number	<input type="text"/>
Name on card	Richard*
Dept	<input type="text"/>
Statement Details	
Code	<input type="text"/>
Status	Rejected
GL year/period	<input type="text"/> <input type="text"/>
GL effective date	<input type="text"/>

Select Reactivate from the More dropdown of the Menu in the Ribbon. The Rejected Transaction status will change to New. Follow the steps in Updating a PCard Statement to make the changes requested by the Approver. When completed, release again for approval.

