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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

	searc	:h
1	Mur	nis
	⊿F	inancials
	⊳	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.

Accept Cancel Search	X Delete O Globalr Duplicate Depresew Output Depresew Output Depresew Output Image: Constraint of the state of the st	Word Email Schedule e	Release Mass Release ■ More ▼
Statement ID			
Statement ID			
Card			
Card number			
Name on card			
Dept			
Statement Details			
Code	🗃 Notes		
Status			
GL year/period			
GL ellective date			
Total	1		
Transactions			
▼ Charge Date Import Date	Vendor	Description	Bank Transacti Amount Updated?
inperson			

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

Accept Cancel	Search	Browse Query Builde	r Add	Update	X Delete O Global v
Confirm		Search		Actio	ons
Statement ID					
Statement ID					
Card					
Card number					
Name on card	Ivonn	16*			
Dept					
Statement Details	;				
Code		04052017	×	🔁 No	otes
Status					
GL year/period					
GL effective date			m		
Invoice date			i		
Total					

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 <u>Updated?</u> column will need to be reconciled.

Continue Statement ID	Search	Browse Query Builder earch	Add	Update X Delete © Globa Duplie Actions	e + rint O	Text file	Excel	Word Word Fmail Schedule Office	U Attach	Notes Notify Tools	Audit 🗄 Maplink Alerts	Transactions Transaction Se GL Allocations	R earch M Menu	lelease ∕lass Release	Return			
Statement ID		45																
Card	20000	100000		_														
Card number	XXXXX	XXXU14593U3																
Name on card	21003	POLIC																
Statement Details	21003	TOEIO																
Code	0	4052017	1	(⊇ Notes														
Status	N	lew V	7															
GL vear/period		2017 7																
GL effective date	0	4/30/2017	iii)															
Invoice date	0	4/30/2017																
Total		1	677.75]														
Transactions																	/	
Charg	e Date	▲ Import D	ate	Vendor				Descri	ption						Bank 1	ransacti	Amount	Updated?
03/07	/2017	03/15/2017		TLF HEART AND	HOME FLO			FLORI	STS - Reti	rement Pa	rty						 66.36	Yes
03/15	/2017	03/20/2017		TLF HEART AND	HOME FLO			FLORI	STS - Reti	rement Pa	rty #2						66.36	Yes
03/16	/2017	03/21/2017		UFFICE DEPOT	INC			Cake a	is for Retire	ement Par	ont Parties						273.84	Yes
03/23	/2017	03/27/2017		GINOS PIZZERI	4			Snacks	s for Retire	ment Parti	es						132.96	Yes
	2017	00/20/2017			поок		_	CATIN		, REOTA	IDANITO		_				94.66	No
03/31	/2017	04/04/2017		BLUEMOUNTAI	*ECARDPLU	IS		DIREC	T MARKE	TING-COM	ITINUITY/SU	BSCRIPTION M	ERCHA	NTS			19.9	No
04/04	/2017	04/00/2017		PATPAL SUGA	NICIVIIVITS			WISCH	FOOD STO	DRE-CON	VEINIEINGE,IV	IRKT, SPETT, VEI	NDING I	ACS			265.00	No
04/04	/2017	04/06/2017		PEREZ SIGNS 8	GRAPHIX IN	С		BUSIN	ESS SER	VICES-NO	T ELSEWHE	RE CLASSIFIED)				320.00	No
04/04	/2017	04/06/2017		GIANT PRINTIN	ć			ADVE	RIISING S	ERVICES							349.00	NO
Workflow																		
My Approval	Is	Approve		Reject	For	ward		Hold		Approve	'S							
<u></u>																		

K < 1 of 1 > >

- 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:

- 5. 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.
- 6. Click on the paperclip (TCM) and add your scanned receipt to each transaction. Review Attaching Documentation instructions on the following pages.

Accept Cancel Search	III Browse Query Builder Add Update Glob	ete Dal* Pint DF Excel	Word Email Attach Notify Notify	Audit Allocate By Code Maplink* FA Detail Ret	Um	
Confirm	Search Actions	licate III, Preview Output	Office Tools	Alerts* Liquidate PO Menu		
Card and Statement						
Card number	XXXXXXXX01459303					
Current card holder	IVONNE DURAN					
Name on card	IVONNE DURAN					
Statement ID	45					
Statement code	04052017					
Transaction						
Munis Transaction ID	95 🔂 Notes					
Card holder for transactio	n IVONNE DURAN					
Charge description	ELOPISTS - Potromont Party					
Commodity code	FLORISTS - Retirement Faity		MCC code 5992			
Charge date	03/07/2017		100 Code 3352			
Post date	03/08/2017		Transaction	amount	66.36	
Import date	03/15/2017					
Allocation code						
Contract	🖨 Contra	ct				
PO year/number/line		PO Liquidation				
Document number	🖨 Invoice					
Invoice number						
Last Change						
The Charge Description v	vas changed from FLORISTS to FLORISTS	- Retirement Party by Margie Howa	ırd.			
Allocations						
PA Ty Project Acco	unt	Org Obj	Project Description	Percent	Amount A GL Bu	d PA Bud
		10021003 5316	Supplies - Office	100.000	66.36 N U	
K 🕻 1 of 1	• • •					

7. 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.

Cancel Sea	arch Ruilder Search	Add Update	Global * Duplicate s	Print PDF	▲ Excel	 Email Schedule Office 	Attach	Notify Tools	🔁 Maplink 🕕 Alerts*	 FA Detail Liquidate Men 	PO
Attachment	t Туре		Document Ty	уре	1-1-)		Read Only	Co	ount	Required	
Generic Alla	achiment		Attachment (i	no searchable metac	Jalaj			U			^
											\sim
Document	Title		TCM Docume	ent Type			Read Only	Co	ount		~
Document T Purvise C Purchase C	Title and Statement		TCM Docume Purchase Ca Purchase Ca	ent Type rd Statement rd Transaction			Read Only	Cc 0 0	ount		~

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.

New	Save	Confidential	Delete	Import	Scan	Export	M Email	Print	Edit	[<u>A</u>] Capture	Remove	7			
Document							Attach	ment					Workflow	Close	

4. Choose File.

Import Document X	
Choose File	
or	
Drop files here	Sample Receipt
Selecting and importing multiple files is only compatible	Microsoft Word Document 37.5 KB
PDF, must be selected individually.	File name: Sample Receipt

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.

New Sa	we Co fident Docur ent	ial Delete	Import Sc	in Exp	ort Email Attach	Print Edit ment	A Capture R	kemove	Innotate	Workflow	Tools	Close			
Docume	nts			Я	urchase Ca	rd Transacti	on - 95		_					₹	Docum
Filter Doc	uments			_ •	2 Q Q	Q 🔮 肯	•• 💌	_ (1	/1						P
Date	Transaction ID	Statement Code	DocType											~	Card N
03/07/2017	7 95	04052017	PCardTransactic	n											XXXXX
															Cardho
															Vendor
						Sam	nle F	Rece	int						TLF HE
						Jan	ipic i		ηρι						Vendor
															2
						Trans	action	s							Notes
								-							
						Example t	o attached t	to PCard tra	ansaction ir	n TCM					

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.



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 <u>Update?</u> Column is "Yes".

Accept Can	Cel Search	Browse Query Builder Search	Add Update Colobal*	Print Print Output	el Word Email Schedule Office	Uttach Notes Notes	Audit Transactions Maplink* Transaction Search Alerts• GL Allocations	Release Mass Release F	Return	
Statement ID)									
Statement II)	45								
Card										
Card number	XXX	XXXXXX01459303								
Name on car	d IVO	NNE DURAN								
Dept	210	03 POLICE	OFFICE OF THE CHIEF							
Statement D	etails									
Code		04052017	🗃 Notes							
Status		New V								
GL year/perie	bd	2017 7								
GL effective	date	04/30/2017	1							
Invoice date		04/30/2017								
Total		7	23.76							
Transactions										
C	arge Date	▲ Import Da	te Vendor		Descriptio	on			Bank Transacti	Amount Undated?
	8/07/2017	03/15/2017	TI F HEART AND HO	ME ELO	FLORIST	S - Retirement Party			Bank Hanoucum	66 B6 Yes
	8/15/2017	03/20/2017	TLF HEART AND HO	ME FLO	FLORIST	S - Retirement Party #2	2			66 B6 Yes
p C	8/16/2017	03/21/2017	OFFICE DEPOT, INC	:	Plaques f	or Retirement Parties				273 34 Yes
<u> </u>	8/22/2017	03/24/2017	HEB #673		Cake and	Supplies Retirement P	arties			89 58 Yes
(8/23/2017	03/27/2017	GINOS PIZZERIA		Snacks fo	r Retirement Parties				132 96 Yes
(8/24/2017	03/28/2017	CHUY S ROUND RO	СК	EATING I	PLACES, RESTAURAN	ITS			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.

Transactions	Release	Org	Object	Project	Description	Amount	Budget Code
Transaction Search	Mass Release	10021003	5316		Supplies - Office	32.40	U
Transaction Search		10021003	5434		Training & Education	157.61	U
GL Allocations	E More 🕶	10021003	5483		Community Services	140.00	U
Menu		Galaxie and Colored					

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





3. The Status will change to Released.

Accept Cancel	Search	Crowse Query Builder	Add Update	X Delete O Global- Duplicate	
Statement ID					
Statement ID		45			
Card					
Card number	XXXXXX	XX01459303			
Name on card	IVONNE	IVONNE DURAN			
Dept	21003	21003 POLICE OFFICE OF THE CHIEF			
Statement Details	;				
Code	04	052017	🛱 N	otes	
Status Released V					
GL year/period		2017 7			
GL effective date		04/30/2017			
Invoice date		04/30/2017			
Total		72	23.76		
Transactions					
Charo	ie Date	▲ Import Dat	e Vendo	r	
03/07	/2017	03/15/2017	TLF H	EART AND HOME FLO	
03/15	/2017	03/20/2017	TLF H	EART AND HOME FLO	
03/16	/2017	03/21/2017	OFFIC	E DEPOT, INC	
00/00	0047	00/04/0047	1150 #		

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	Q I Browse Search Query Builder	Add Update X Delete Global+	Prin DF Preview	Excel Word Excel Email Schedule	U Attach Notes I Audit I Advised Audit I Advi	Transactions Release Transaction Search Mass Release GL Allocations More •	Return
Confirm	Search	Actions	Output	Office	Tools	Menu	
Ptotomont ID							

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.

				2			1	a tyler erp solution
03/10/2017 6455mhow	11:04	City of Roun PURCHASE CAR	d Rock TRAIN 01/05 D STATEMENTS					P 1 appcstmt
Statement	Card Number	Name On Card		Dep	t Code	Status	Year/Pr	Total
25 GL Effect	XXXXXXXXX01459 tive Date: 01	303 IVONNE DURAN /31/2017 Invoice	Date: 01/31/2017	210	03 6 FEB	Released	2017/04	330.01
Transact	tn. Descriptio	n Ven	dor	Document	Charged	Posted	Imported	Amount
37 38 39	Donation to Training B Copy of Pr	o American Red Cro ZZ ooks for Departmen ZZ ints for Chief ZZ	PCARD OTP PCARD OTP PCARD OTP		12/14/2016 12/14/2016 12/13/2016	12/14/2016 12/14/2016 12/14/2016	03/07/2017 03/07/2017 03/07/2017	140.00 157.61 32.40
Org	Object Proj	Account Description	PA Account			GL O	VR? PA OVR?	Amount
10021003 10021003 10021003	3 5316 3 5434 3 5483	Supplies - Office Training & Education Community Services				N N N	N N N	32.40 157.61 140.00

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

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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.



Tue 3/14/2017 9:46 AM noreply@munis.com Pending Purchasing Card Statement Rejected

~

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	
Card	
Card number	
Name on card	Richard*
Dept	
Statement Details	
Code	
Status	Rejected V
Code Status GL year/period	Rejected V

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.

Transactions	Release
Transaction Search	Mass Release
GL Allocations	🗏 More 🕶
Menu	

