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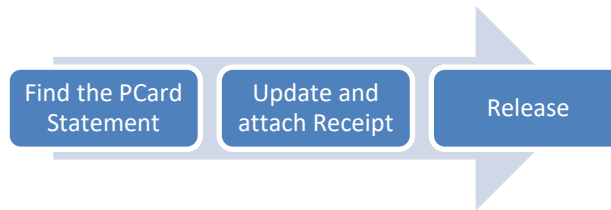
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Updated December 2021

Munis ProCard Reconciliation

ProCard Statement Overview

The City of Round Rock issues ProCards 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 ProCard reconciliation:



ProCard Statement – is the record that is created when transactions are imported from JPMorgan into Munis Purchase Card Statements. It will follow the ProCard Statement Code Calendar. The statement will be coded with the posted end date (example - 02052021).

ProCard Transactions – are the line items on a ProCard Statement. Each transaction must be reviewed and updated before releasing the statement for approval at the end of the statement. The Cardholder or Reconciler will receive a notification when they have new transactions. ProCard transactions are imported on city business days.

Notifications		
APN	All Dates	APN: New P-Card Transactions Imported
SELECT ALL	REFRESH	(0/1)
<input type="checkbox"/>	APN: New P-Card Transactions Imported Pcard amounts imported - card *****9303	12/22/2020
		Created Tue Dec 22 2020
		Reason Not available
		Description Pcard amounts imported - card *****9303

Click here to review the [City of Round Rock ProCard Policies and Procedures Manual](#).

Munis ProCard Reconciliation

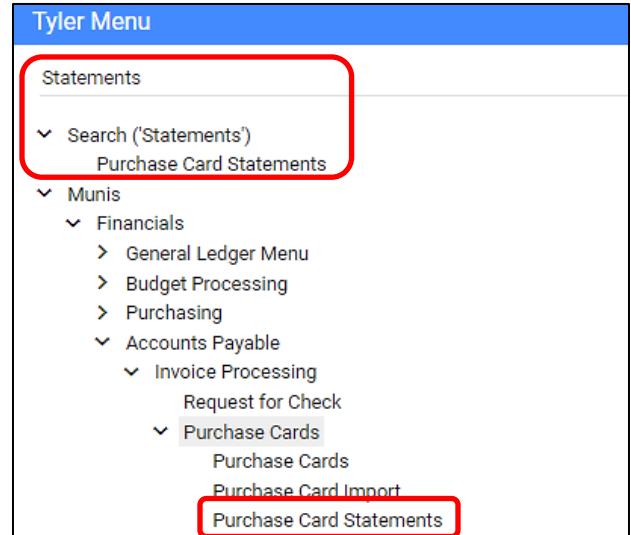
Search for a ProCard Statement

From the Tyler Menu, click:

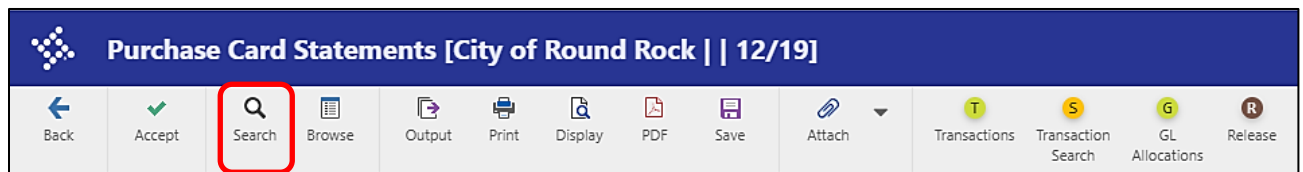
- Financials
- Accounts Payable
- Invoice Processing
- Purchase Cards
- Purchase Card Statements

Or use the Tyler Search option.

Right click on the name to save this program to your Favorites.



Click Search in the Ribbon.



Tab to Statement Details Code field and enter the 6 digit Statement Code number. If you are a reconciler for others you may want to add the cardholder's name but is not required. Click Accept.

The screenshot shows the 'Statement Details' form. The 'Accept' button in the top toolbar is highlighted with a red box. The 'Name on card' field is highlighted with a red box and contains the text 'ProCard Holder'. The 'Code' field in the 'Statement Details' section is highlighted with a red box and contains the value '01052021'. Other fields include Statement ID, Card number, Dept, Status, and GL year/period.

Munis ProCard Reconciliation



If you are unsure of how a 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.

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

Click on the next transaction line to be updated. Click Accept.

Charge Date	Import Date	Vendor	Description	Bank Transaction	Amount	Commodity Code	Updated?
12/09/2020	12/15/2020	OFFICE DEPOT, INC	Note Pads, Pens and Staples		15.74		Yes
12/08/2020	12/15/2020	OFFICE DEPOT, INC	DIRECT MARKETING-COMBINATION CATALOG/RETAIL MERCH.		74.32		No
12/15/2020	12/17/2020	AMAZON.COM*7Z92H3T33	BOOK STORES		26.49		No
12/16/2020	12/18/2020	AMAZON.COM*BT2DM6KP3	BOOK STORES		85.98		No
12/13/2020	12/22/2020	BAYMONT INN & SUITES	LODGING-HOTELS,MOTELS,RESORTS-NOT CLASSIFIED		114.71		No
12/14/2020	12/22/2020	PARKS COFFEE	STATIONERY/OFFICE SUPPLIES/PRINTING & WRITING PAP.		58.00		No

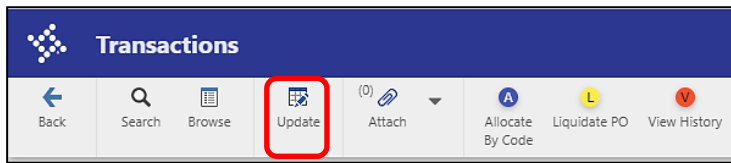
Other ways to access transaction lines:

- click on Transactions icon in the Menu Ribbon
- or double click the line selected

Munis ProCard Reconciliation

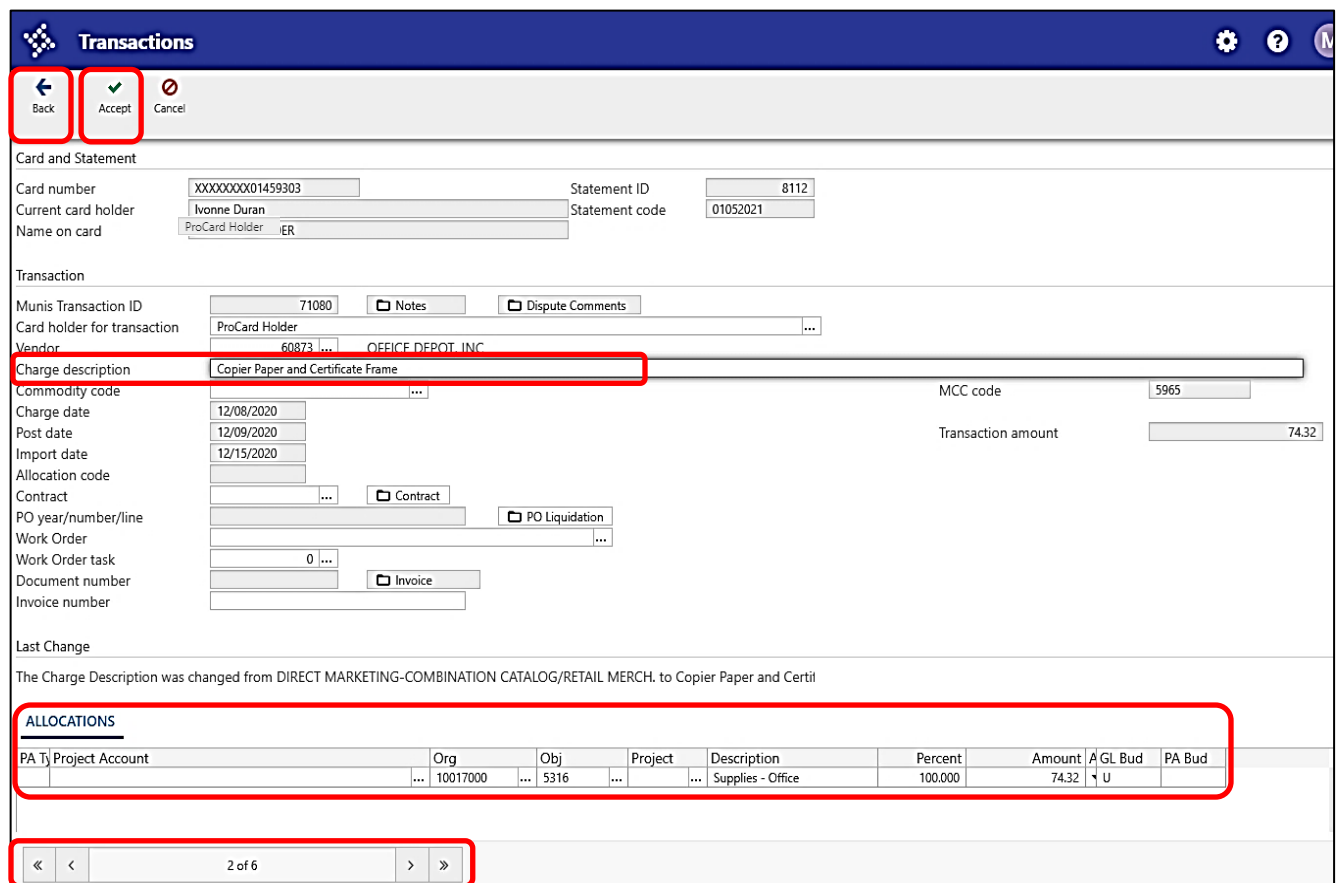
Updating Transactions

Click Update in the Munis Transactions Ribbon.



Modify the Charge description to the actual purchase description from the itemized receipt.

Update the Org and Object codes as required for the purchase. Click Accept to save changes.

A screenshot of the Munis Transactions form. The form is titled "Transactions" and has a blue header. The "Update" button in the ribbon is highlighted with a red box. The form contains several sections: "Card and Statement" with fields for Card number, Current card holder, Name on card, Statement ID, and Statement code; "Transaction" with fields for Munis Transaction ID, Card holder for transaction, Vendor, Charge description (highlighted with a red box), Commodity code, Charge date, Post date, Import date, Allocation code, Contract, PO year/number/line, Work Order, Work Order task, Document number, and Invoice number; and "Last Change" with a message: "The Charge Description was changed from DIRECT MARKETING-COMBINATION CATALOG/RETAIL MERCH. to Copier Paper and Certil". Below the form is an "ALLOCATIONS" table with columns: PA Ty, Project Account, Org, Obj, Project, Description, Percent, Amount, A GL Bud, and PA Bud. The table contains one row with the following data: PA Ty: ..., Project Account: ..., Org: 10017000, Obj: 5316, Project: ..., Description: Supplies - Office, Percent: 100.000, Amount: 74.32, A GL Bud: U, PA Bud: ... At the bottom of the form is a navigation bar with a red box around it, showing "2 of 6" and navigation arrows.

Add your scanned itemized receipt to each transaction using the paperclip in the Munis ribbon. Follow the "Attaching Receipts in Tyler Content Manager" section.

If you have more than one transaction to update, use the arrows in the Navigation Bar to review and update each transaction.

When finished click the Back arrow in the Munis ribbon to return to the Statement page.

Munis ProCard Reconciliation

Entering Additional Line Allocations

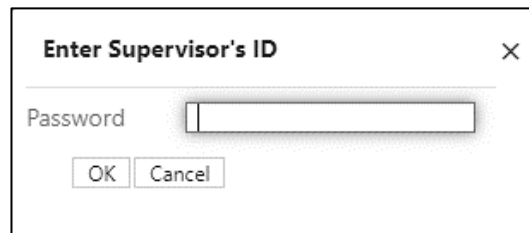
If a transaction line needs to be charged to multiple departments or accounts, change the Org and Obj codes and the amount to be charged on the first allocation line. Tab to create a second line. Change the Org and/or Obj for this line and verify the balance. Click **Accept** to complete the update.

ALLOCATIONS										
PA Ty	Project	Account	Org	Obj	Project	Description	Percent	Amount	A	GL Bud
		...	10017000	...	5316	...	Supplies - Office	50.000	37.16	N ▼ U
		...	10017001	...	5316	...	Supplies - Office	50.000	37.16	N ▼ U

- More allocation lines can be added if needed.

Budget Check Message

If you get this message, your account is overbudget and you **must** contact **_Budget Team** to override the warning. You will not be able to continue updating your transaction until this is done.



- You can verify the account balances by going to Account Inquiry and search for the Department Budget that is being used.

Munis ProCard Reconciliation

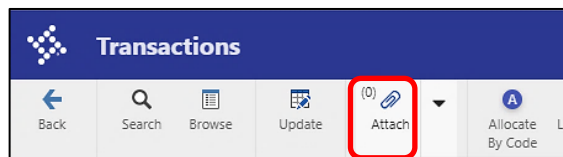
Attaching Receipts in Tyler Content Manager

Each transaction on a ProCard Statement must have an itemized receipt attached in Munis. Use a copier/scanner to scan your receipt or save electronic prior to updating transactions to have ready to import into Tyler Content Manager (TCM).

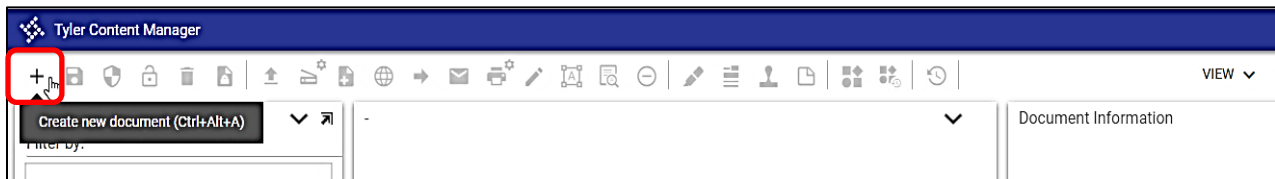


Munis will issue a Munis Transaction ID number to each imported transaction. This number can be used to code your itemized receipts prior to scanning.

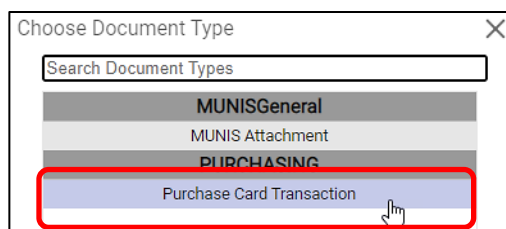
After updating the transaction description, click Attach (paperclip) in the Munis Ribbon.



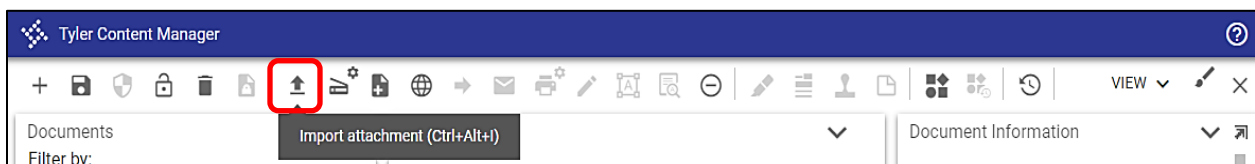
Tyler Content Manager (TCM) opens. Click the Plus (+) to add a new document.



Chose document type: **Purchase Card Transaction**

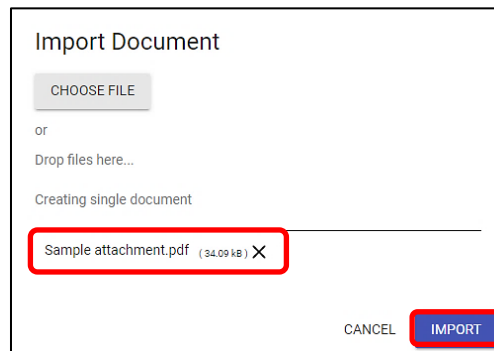


Information from the transaction line autofills in the TCM page. Click **Import attachment** icon.

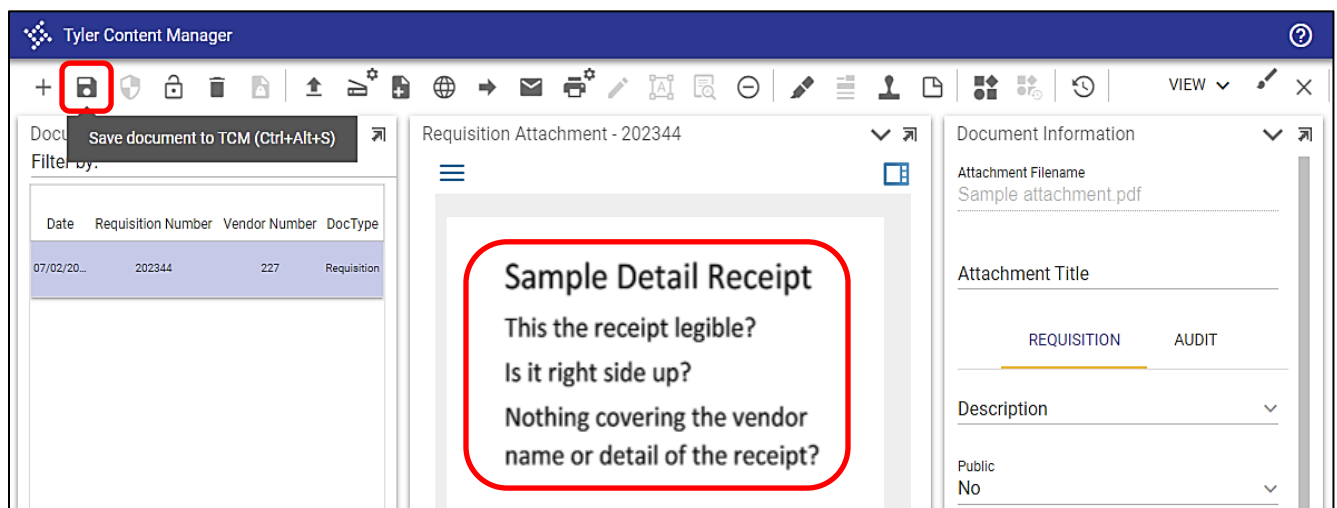


Munis ProCard Reconciliation

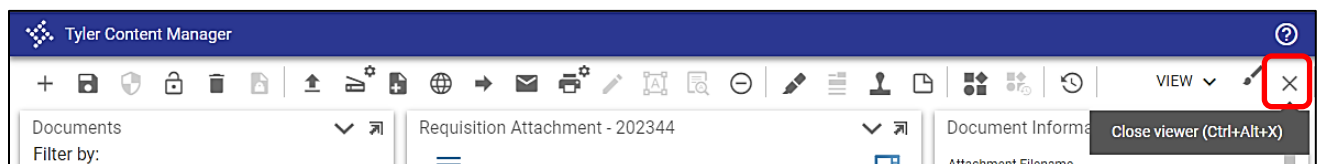
Choose file or drag and drop file into the box. Click **Import**.



Verify that the document is legible. Click the **Save** icon.



Repeat these steps to add additional documents if required for this transaction. Click the “X”, on the far right, to exit TCM.



- Other required documentations that may be attached for this purchase may be quotes, specifications or a Justification form.

Munis ProCard Reconciliation

Retention Schedule

The Munis Financial System, Tyler Content Manager (TCM), is the designated point of electronic record storage for the ProCard Statement transactions of itemized receipts and other backup documentation per Texas Library Archives Commissions, section 2-2 Accounting Records, Record Number GR1025-28, Banking Records, FE + 5 years.

Paper statement summary and itemized receipts will be held by the cardholder for rolling twelve month period for internal and external audit purposes.

Existing printed Statements with itemized receipts collected through Statement 05052021 will be kept for the required period per Texas Library Archives Commissions, section 2-2 Accounting Records, Record Number GR1025-28, Banking Records, FE + 5 years.

Expired paper documents will be destroyed by confidential shredding process.

Releasing a ProCard Statement

The ProCard Administrator will send an email when all transactions for the current Statement have been imported into Munis. The Cardholder or Reconciler will complete the updates and verify that an itemized receipt has been scanned and attached to each.

Release the Statement into workflow so that your Supervisor can review and approve it before the due date.



Before clicking Release, review your transactions.

Did you update the description charge and/or the codes?

Did you attach your itemized receipts?

Munis ProCard Reconciliation

On the Purchase Card Statements page, verify there is an attachment for each transaction line. The paperclip icon indicates that an attachment is present. Verify that all transactions are “Yes” in the “Updated?” Column.

Click Release in the Munis Ribbon.

Purchase Card Statements [City of Round Rock | | 12/19]

Back Accept Search Browse Update Output Print Display PDF Save Attach Transactions Transaction Search GL Allocations **Release** Mass Release

Statement ID
Statement ID * 8112

Card
Card number XXXXXXXX01459303
Name on card PROCARD HOLDER

Statement Details
Dept 17000 FINANCE ADMINISTRATION
Code 01052021
Status New
GL year/period 2021 4
GL effective date 01/31/2021
Invoice date 01/31/2021
Total 375.24

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transaction	Amount	Commodity Code	Updated?
12/09/2020	12/15/2020	OFFICE DEPOT, INC	Note Pads, Pens and Staples		15.74		Yes
12/08/2020	12/15/2020	OFFICE DEPOT, INC	Copier Paper and Certificate Frames		74.32		Yes
12/15/2020	12/17/2020	AMAZON.COM*7Z92H3T33	Training Manuals		26.49		Yes
12/16/2020	12/18/2020	AMAZON.COM*BT2DM6KP3	Desk Organizers for C Smith		85.98		Yes
12/13/2020	12/22/2020	BAYMONT INN & SUITES	Hotel Charge for J Smith off Site-Training		114.71		Yes
12/14/2020	12/22/2020	PARKS COFFEE	Coffee Supplies for Breakroom		58.00		Yes

You will receive the following Attachment Warning:

This is correct a correct statement, attachments are on the Transactions not the Statement.

Click Yes to continue.

The Status will change to Released.

Attachment Warning

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

Yes No

Statement Details

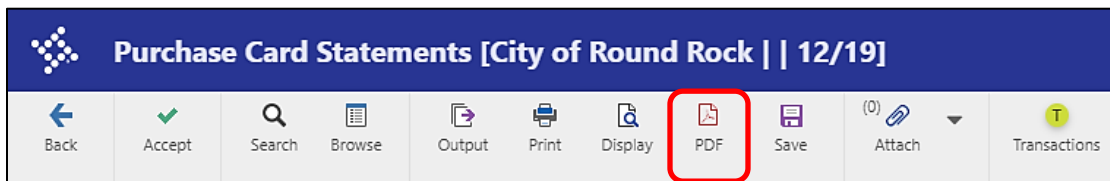
Dept 17000 FINANCE ADMINISTRATION
Code 01052021
Status Released
GL year/period 2021 4
GL effective date 01/31/2021
Invoice date 01/31/2021
Total 375.24

Munis ProCard Reconciliation

The Approver has been notified that there is a statement waiting their approval in Munis.

▼ 10	In Progress
▼ Any approver from this group	Group Current
Sherrri Crone	12/23/2020 14:13

After the Statement has been Released, the Cardholder/Reconciler can run a statement report. Click PDF in the Output section of the Ribbon.



You can send this report to your Approver to use in conjunction with reviewing and approving your ProCard Statement in Munis. This can be saved electronically for reference with the scanned itemized receipts.

The screenshot shows the 'PURCHASE CARD STATEMENTS' report in the Munis software. The report header includes the date '12/23/2020 14:14', the user 'Sherrri Crone', and the report title 'PURCHASE CARD STATEMENTS'. The report content is as follows:

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total	
8112	XXXXXXXX01459303	PROCARD HOLDER	17000	01052021	Released	2021/04	375.24	
GL Effective Date: 01/31/2021		Invoice Date: 01/31/2021						
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount	
71079	Note Pads, Pens and Staples	OFFICE DEPOT, INC		12/09/2020	12/10/2020	12/15/2020	15.74	
71080	Copier Paper and Certificate	OFFICE DEPOT, INC		12/08/2020	12/09/2020	12/15/2020	74.32	
71483	Training Manuals	ZZ PCARD OTP		12/15/2020	12/16/2020	12/17/2020	26.49	
71565	Desk Organizers for C Smith	ZZ PCARD OTP		12/16/2020	12/17/2020	12/18/2020	85.98	
71622	Hotel Charge for J Smith off	ZZ PCARD OTP		12/13/2020	12/15/2020	12/22/2020	114.71	
71623	Coffee Supplies for Breakroo	ZZ PCARD OTP		12/14/2020	12/15/2020	12/22/2020	58.00	
Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
10017000	5316	Supplies - Office		N	N	N		196.88
10017000	5434	Training & Education		N	N	N		26.49
10017000	5436	Travel Expenditures		N	N	N		114.71
10017001	5316	Supplies - Office		N	N	N		37.16

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

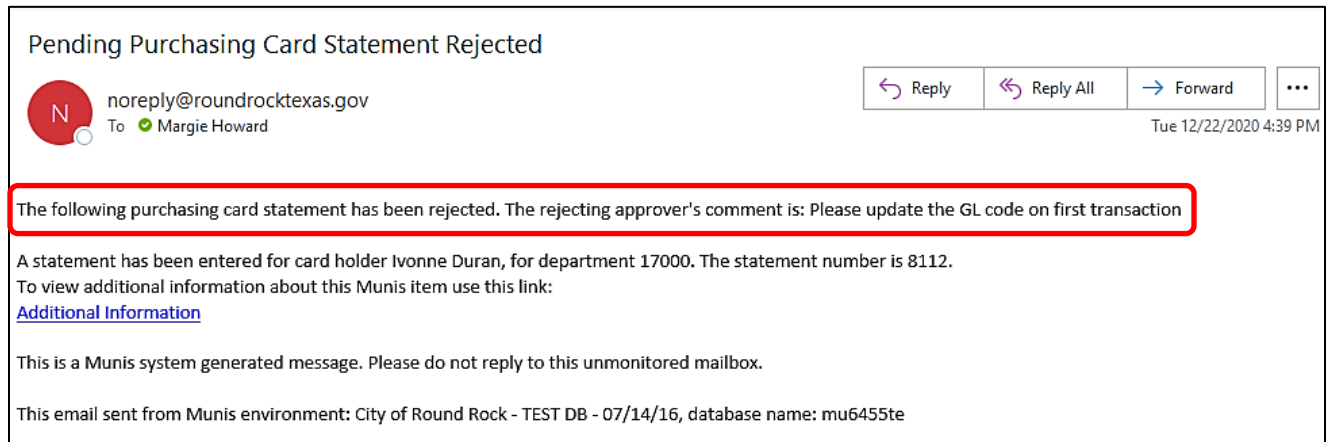


- On Project ProCard Statement, the department Supervisor reviews and signs this report. It is then scanned and attached in TCM on the Statement page. The Finance CIP Approver will review and approve electronically by the Due Date.
- It is the cardholder's responsibility to check that their statement has been approved in Munis by the due date.

Munis ProCard Reconciliation

Reactivate a Rejected Statement

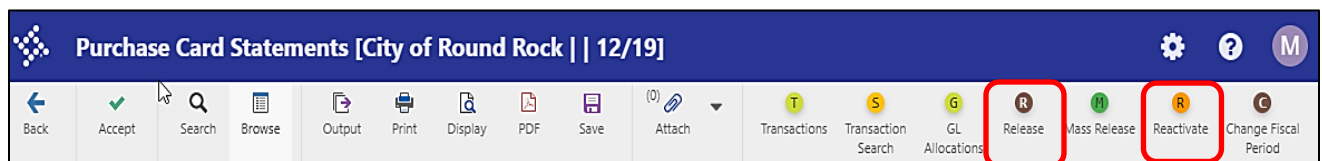
If your Statement is Rejected by your Approver, you will receive an email with a brief description of why.



You must Reactivate a Rejected Statement to make updates or corrections.
Search for the Rejected statement in Munis.

The screenshot shows the 'Card' details form. The 'Card number' is XXXXXXXX01459303 and the 'Name on card' is PROCARD HOLDER. Under 'Statement Details', the 'Status' is set to 'Rejected' and is highlighted with a red box. Other details include Dept 17000, Code 01052021, GL year/period 2021 4, and GL effective date 01/31/2021.

Click **Reactivate** in the Menu Ribbon.



This will change the status to New. You are now able to make the change(s) requested by the Approver.

When finished, click Release for approval.

The screenshot shows the 'Card' details form after the status change. The 'Status' is now 'New' and is highlighted with a red box. All other details remain the same as in the previous screenshot.

Project ProCards

The Project ProCards are issued to employees that are working with Construction Projects. The statements are reviewed by department Managers and approved by Finance CIP Team in Munis. The transactions are coded for project expenditures only. Special instructions are given to Project cardholders for processing these transactions.

Status Definitions

This list indicates the definition of the status of Purchase Card Statements:

- **New:** The Statement has been created. Additional transaction lines can be imported. Transaction line description and accounting codes can be updated.
- **Released:** The Statement has been released and is awaiting approval. No updates can be made to the statement. Click the **Approvers** button to see the approval activity.
- **Approved:** The statement has been approved. No changes can be made.
- **Rejected:** The statement has been rejected by the approver. The cardholder will receive an email with basic information of the rejected statement. Before updates can be made, the statement must be reactivated for the status to be set to New.
- **Converted:** The statement line transactions have been converted to invoices by Account Payable.
- **Voided:** Voids all statements and transactions. We are currently not using this Status options.